



Unified School District 232

De Soto - Shawnee - Lenexa - Olathe

www.usd232.org

2015

Student and Family Handbook

INFORMATION, GUIDELINES & PROCEDURES

www.usd232.org

35200 W. 91st Street

De Soto, KS 66018

913-667-6200

A message to our families

USD #232
35200 W. 91st Street
De Soto, Kansas 66018

RE: ***Student and Parent District Handbook***

Dear parents and guardians:

We are pleased to present the Student and Family Handbook, as adopted by the Board of Education. This *Handbook* includes information for parents and students regarding daily life in the school district, as well as an overview of student rights and responsibilities. It is important for both students and parents to be aware of the policies that govern the district's expectations for students. Additional policy information, including a complete Board of Education policy manual, is located on the district's website.

The effective operation of our school district is a shared responsibility and as such we encourage you to read and discuss this information as a family. Please feel free to contact your school administrators to discuss any aspect of these policies or ask any questions regarding implementation.

A downloadable version of the current school year calendar is available on the district website at www.bitly.com/USD232calendars.

Thank you for being a part of the USD 232 Community and please know we wish you and your family a successful school year!

CIVILITY POLICY

“Unified School District #232 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of the school district to treat everyone – fellow employees, students, parents, patrons, visitors, anyone having business with the district – with fairness and respect. The district also expects anyone having interaction(s) with employees of the district treat the employees with professionalism, courtesy, dignity, and respect.”

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Acknowledgment of Receipt of Handbook

By receipt of the handbook, the student acknowledges the following.

This handbook contains the yearly required notification on the following issues:

- Technology Access and Acceptable Use Policy (AUP)
- Nondiscrimination
- Family Educational Rights and Privacy Act (FERPA)
- Directory Information
- Drug Free Schools and Communities Policy
- Inoculations/ Immunizations
- Availability of Asbestos Plan

As a condition of enrollment, the student is required to abide by all regulations contained in this handbook as well as other policies and procedures established by the board of education.

If the student chooses not to abide by the regulations contained in this handbook, any other policy and procedure established by the school or board of education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.

Introduction

Wherever the word "parent" occurs in this handbook, the words "or guardian" are assumed to be included.

Wherever a masculine or feminine pronoun is used throughout this handbook, it is intended to refer to both feminine and masculine antecedents.

Standards of Conduct

The standards of conduct identified in this *Handbook* and their consequences apply to students at all times while students are on or about school district property or areas adjacent thereto, which shall include: any district property being used for an official school activity, property not owned by the district being used for an official school activity, property not owned by the district being used for any school sponsored activities or events and any vehicle, including school buses, while such vehicle is being used to transport students for the district.

The standards of conduct identified in this *Handbook* also applies to any students whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

This *Handbook* contains examples of the types of misconduct which will result in disciplinary action. The behaviors described are representative of the misconduct which most frequently causes disruption of the orderly educational process. The behaviors identified throughout this handbook are **not exhaustive**. The student who disrupts the orderly educational environment through actions not contained in the handbook will be subject to the authority of the classroom teacher, principal, and/or district personnel.

All misconduct is subject to disciplinary consequences which may be imposed. District personnel will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct, taking into account the student's age and maturity, the nature and seriousness of the infraction, the student's previous disciplinary record, and any other relevant factors.

Each principal has the authority to use discretion and common sense as he enforces the standards of student conduct. However, the principal also has a responsibility to impose an appropriate level of consequence for clear violations of the rules. Additionally, the principal is authorized to apply a higher level of consequence for serious violations, even if it is a student's first offense. District policy and Kansas Statutes require that district officials report all crimes committed on school property to local law enforcement agencies.

Parents are the most important partner in our work with students and will be contacted for all repeated offenses.

Custody or Court Orders

Court orders prohibiting unauthorized persons from picking up students must be on file at the school office. School staff will honor court orders; however, we will not jeopardize the health or safety of school personnel.

Schools Forms

All forms mentioned in this handbook are available from the school office or the district's website.

Disclaimer

The information published in this handbook is subject to such changes as may be needed to ensure continued compliance with policy, federal, state or local regulations and are subject to such review and alteration as necessary for the routine operations of the school. We expect students to follow all rules and reasonable requests from authority and avoid violating the rights of others. The district promotes positive expectations for students through school experiences that encourage character and leadership.

For Further Information:

Students and parents are encouraged to review USD 232 Board Policies available on the district website.

Student Abuse

Kansas law requires school personnel suspecting student abuse to report the concern to Kansas Department for Children and Families (DCF). All Kansas laws related to the interview of students in alleged student abuse situations shall be observed by the school administration. Under the law it is required that DCF workers and police officers be allowed to interview a student without school personnel being present or prior parental contact and/or approval.

Reports to Local Kansas Department for Children and Families (DCF)

Any district employee who suspects a student has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the DCF or to local law enforcement. The employee making the report will **not** contact the student's family or any other persons to determine the cause of the suspected abuse or neglect.

Notice of Nondiscrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The department of Human Resources at 35200 W. 91st, De Soto, KS, (913) 667-6200, has been designated to coordinate compliance with nondiscrimination requirements contained in *Title VI of the Civil Rights Act of 1964*, *Title IX of the Education Amendments of 1972*, *Section 504 of the Rehabilitation Act of 1973*, and *The Americans with Disabilities Act of 1990*.

Any student who believes that he has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. See your building administrator for information regarding the Grievance Procedure.

Any student complaint of discrimination will be resolved under the district's discrimination complaint procedure.

Availability of Asbestos Plan

Contact the USD 232 Facilities Department at 913-667-6220.

Mission

The mission of the school district, a dynamic learning community, is to inspire the creative genius in each person by:

- Leading in educational innovation and academic excellence;
- Building visionary, world-class educational opportunities;
- Fulfilling the evolving needs of citizens as life-long learners;
- Integrating the fabric and heritage of our diverse rapidly growing community;
- Respecting the importance of the individual while promoting the common good.

Beliefs

- There is value and worth in every human life.
- Learning is lifelong.
- Education is the obligation of each member of the community.
- Challenge is essential.

Board of Education Meetings

Board meeting times and locations are posted on the Board's webpage. Other meetings may be called as needed. Tentative agendas are prepared in advance by the superintendent of schools and the board president and may be picked up at each board meeting or reviewed on the district's website. All board meetings are open to the public and visitors are welcome.

Time is allocated for patron input during every regularly scheduled board meeting. The board may impose a time limit for each individual or group representing an organization or point of view.

Board of Education Members

You are represented by seven unpaid, local residents who are elected to four-year terms.

Learn more on the district's website:

www.usd232.org

Contact Information

District contact information is available on the district's website: www.usd232.org.

Important Community Resources > Project Wellness

We have listed a number of available resources on our website.

Parent-School Communication

Lines of communication must remain open to achieve the goals of the educational partnership. The school has a responsibility to communicate concerns with parents and parents have a responsibility to communicate concerns with the school.

Whenever parents have a question regarding their children's academic progress, it is suggested that they first contact the appropriate teacher. If additional communication is desired, the suggested order of inquiry would be the principal, associate principal, or the counselor.

Electronic School Newsletters

Each school utilizes electronic newsletters to communicate with parents. The newsletters are regularly posted on each building's webpage. Please let the office know if you need a paper copy sent home with your student. Parents will find notices of important events and other class and school information in the newsletter.

Skyward Family Access

Families have Skyward Family Access available for their use. Family Access allows parents to see current grades, discipline referrals, and other pertinent information online. For more information contact the school office or visit www.usd232.org.

Voicemail & Email

Messages for teachers may be delivered via voicemail or email. Typically you may expect a return communication within one school day. Staff voicemail boxes and email addresses may be found on school websites. If parents have urgent issues, please communicate directly with the appropriate staff member by calling or visiting the school.

Student Dismissal

In an attempt to maintain a safe and orderly arrival and exit for all students and to keep a clear and safe path for bus arrivals and departures, please follow the arrival and dismissal guidelines established for each building.

District Website

The USD 232 website address is www.usd232.org.

School Information

Information regarding school locations, hours, phone numbers, employee contact information, fees, transportation, and other general information can be located online.

Middle and High School Students & Friends

of secondary students waiting at elementary schools for parents or siblings are not to be in the building(s). Supervision of these students will be up to the building where

they are waiting. Secondary principals will be informed of students from their building who violate expectations and will communicate with parents.

Emergency School Closings

Whenever the superintendent of schools believes it is unsafe for students and employees to endure inclement weather conditions, schools will be closed. The decision is based on whether it is safe for students and employees to travel on the streets or to safely negotiate school driveways and parking lots.

In case of severe weather, snow, ice, etc., the official announcement for school closings will be made over local television stations. Listen to those stations or get up-to-the-minute school closing information online at www.usd232.org. Parents may also sign up online for free* text messages or email alerts by going to the district website. *Text/Data rates may apply. Check with your service provider.

In the event of early dismissal, school busses will run normal routes. Parents who have special instructions regarding their student(s) in case of early dismissal should inform the office at enrollment.

All school activities will be canceled for the day unless students and parents are notified otherwise. If inclement weather continues the following day, patrons will be notified accordingly. Otherwise, you may assume classes will be in session the following day.

In all such cases, the final decision about whether a student may safely attend school rests with the parent who may keep them at home or come to school and pick them up if they so desire.

Evacuation/Relocation

The "Buddy School" program has been created to identify relocation sites for each district school. In the event of an evacuation, your student may be transported to the "Buddy School" if it appears that students and staff will not be able to re-enter a building within a reasonable amount of time. It is possible that other relocation sites will be utilized or the students might be transported home (if regular bus riders), depending upon the circumstances. Decisions regarding evacuations and relocations are always based upon the safest resolution for students and staff. Students will be released only to parents. Parents will be notified of evacuations/relocations via voicemail, calling trees, media and the district's Web site, www.usd232.org. These notifications will include specific instructions on where and when to reunite with your student.

School Visitors

Patrons and parents are encouraged to visit our schools. All visits shall be scheduled with the building principal. **To ensure safety and security, all visitors must enter through the main entrance and check in at the office to receive a Visitor's Pass and/or guide before proceeding to contact any other person in the building or on the grounds.** Students may not bring student visitors from other schools unless it is a part of an authorized school activity or event. Those who have no legitimate cause to visit or are creating a nuisance will be asked to leave the building.

Classroom Observations

Parents wishing to observe an individual student or classroom need to make a request at least twenty-four hours in advance to ensure appropriate arrangements have been made for them. In addition, they must agree to the rules of the board of education and building administration. (See Observation Form and Guidelines in the Appendix.)

College students considering a career in education and wishing to schedule classroom observations need to contact Michele Morse in the Human Resources Department at 913.667.6200.

ENROLLMENT

Residence Requirements

Enrollment in USD 232 schools is limited to students who reside within the district with a parent, or other person acting as a parent, under the definitions and limitations of state law and policy and who has attained the age of eligibility for school attendance.

Students entering kindergarten must have reached the age of five on or before August 31 of the current school year.

Non-Resident Students

Non-resident students are those who do not meet the definition of a resident student. Only non-resident students who are children of district employees, those who are in the process of moving into the district, and those who have completed their junior year as a district resident may be admitted to the extent that staff, facilities, equipment and supplies are available. (Criteria for admission: academic standing, attendance, and disciplinary record). Applications for non-resident student enrollment must be submitted annually.

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Students whose parents are in the process of moving into or out of the district may enroll temporarily as non-residents by

completing the required form and submitting appropriate documentation. This is done to help students avoid having to change schools in the middle of a semester. Information about residency requirements may be obtained from the school.

Student Information Form

The enrollment documentation shall include a student's permanent record file with the student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian.

Proof of Identity

Proof of identity is required upon first enrollment of a student in the district. A parent enrolling a student in kindergarten or first grade must provide a certified copy of the birth certificate of the student, or a copy of an appropriate court order. A student enrolling in any of the grades two (2) through twelve (12) must provide a certified transcript or other pupil records or data, or a certified copy of the birth certificate of the student, or a certified copy of an appropriate court order.

If proof of identity of the student is not provided within thirty (30) days after enrollment, the designee of the school board shall immediately give written notice thereof to the appropriate law enforcement agency, which will conduct an investigation to determine the identity of the student.

Address/Phone Number Change

Please notify the school secretary within seven days if any of the following change:

- numbers for home or parents' work;
- mailing or street address; or
- emergency contacts.

Refusal to Admit Suspended or Expelled Pupil

A pupil who has been suspended or expelled from school by any school district may be refused admission to school in any other school district, regardless of residency until such time as the period of suspension or expulsion has expired or approved by the board. (K.S.A. 72-8907)

Late Enrollment

After consideration of the circumstances involved, the principal shall determine the advisability of allowing late enrollment for credit. If special late enrollment for credit is allowed, the number of units and length of the school day shall be determined by the principal.

Health Requirements

- A. At the time of initial enrollment in any school in

this district, all students shall be required to submit, on a form provided by the district, a Student Health Form. This health form shall be reviewed annually by parents and updated as necessary. A physical examination by a physician or health department is required of all students eight years old or younger who are enrolling in a Kansas school for the first time. The parent of any student who fails to comply with the health assessment requirement shall be given written notice at frequent intervals of the student's failure to comply. If the student has failed to comply within 90 days after entry, the parent shall be notified in writing that the student may be suspended or expelled from school until the health assessment is completed.

Such written notice shall specify the reason for the suspension or expulsion and shall advise the parent of his or her opportunity to request a hearing before the district's Suspension and Expulsion Hearing Officer.

- B. Pursuant to K.S.A. 72-5209, every student enrolling in a school in this district for the first time shall, prior to admission, present a certificate from a licensed physician indicating that such student has received, or is in the process of completing required immunizations.

As a substitute for the required certificate of immunization, a student may present proof of compliance with one of the alternatives specified by K.S.A. 72-5209.

Students who fail to provide the documentation required by law may be excluded from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents as prescribed by law.

- C. Pursuant to K.S.A. 65-122, no person afflicted with an infectious or contagious disease and/or "condition" dangerous to the public health shall be admitted into any school in this district. ("Condition" shall include, but not be restricted to, chicken pox, whooping cough, scabies, and other parasites.)

It shall be the duty of the principal, school nurse and parent to exclude from school any student or other person affected with a disease or condition suspected of being infectious or contagious. Such exclusion shall continue until the expiration of the period of isolation quarantine for the particular infectious or contagious disease and/or condition as prescribed by regulations issued by the Kansas Secretary of Health and Environment.

A student afflicted with an infectious disease and/or condition dangerous to the public health for which

no period of isolation quarantine has been prescribed shall be excluded from school until such person presents satisfactory proof to the district that the student no longer poses a danger to the public health.

- D. Pursuant to K.S.A. 65-118, any employee of the district that knows or has information indicating that a district student, employee, or other individual that interacts with district students or employees is suffering from or has died from an infectious or contagious disease shall report such information immediately to the appropriate administrative personnel, who shall inform the county public health officer.

Information required to be reported under this subsection shall be confidential and shall not be disclosed or made public except as specified in K.S.A. 65-118.

- E. Pursuant to K.S.A. 72-5205, a basic vision-screening test shall be provided without charge to all students in this district not less than once every two (2) years. In addition, a basic hearing- screening test shall be provided without charge to all students in this district not less than every three years. All such tests shall be performed by a nurse or some other person designated by the board of education.

Exclusion from School for Non-immunized Students

Non-immunized students, ***including those with a religious, medical, or other statutory exemption***, will be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school.

Part-Time Students

Students are expected to be enrolled full-time. Exceptions are made through application to the guidance or school office.

Transferring Credit from Non-Accredited School

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Transferring Out of District

When withdrawing a student from USD 232, parents are asked to contact the office as soon as they know they will be leaving. All books are to be returned to the media center, all fees are to be paid, and the student's locker emptied prior to completing the withdrawal process. Credits on lunch accounts and partial enrollment fees will be refunded and mailed from the school district business office.

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

Intra-District Transfers

It is generally the policy of this school district that a student is required to attend the school designated for the attendance area in which the student resides. However, under exceptional circumstances, a student may be permitted to transfer to a school outside of the student's attendance area. These transfers are granted on an annual basis. The transfer may be rescinded by the district if the student is not demonstrating satisfactory behavior, or having a successful educational experience, or due to unexpected changes in enrollment. (See *Building Administrator for Details*)

CURRICULUM and INSTRUCTION

A description of all available courses can be obtained from each school. Some key information is outlined below.

Textbooks

All basic hardbound texts are loaned to students for their use during the school year. Students may be asked to purchase supplemental texts such as paperbacks or workbooks. The student purchases all other supplies.

Students who pay the instructional materials and resources fee are furnished the use of:

- appropriate books from the current textbook list. (Some books are furnished as individual copies and others as room copies.)
- workbooks authorized by the board of education.
- periodicals that are authorized on a classroom basis.

School owned textbooks and supplementary books lost, destroyed or extensively damaged shall be paid for by the student at the current replacement cost.

Assignment to Classes

Assignment to a particular grade level or particular class/course shall be determined by the building principal based on the educational abilities of the student. If the parents

disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Outside Employment

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

Vocational or Other Work Experience

A student who works in a board-approved vocational or other work-experience program will have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

Vocational Technology Classes (Vo-Tech)

A qualified USD 232 student must have completed at least ten (10) credits and/or attained junior/senior status (state guidelines), or be at least sixteen (16) years of age (federal guidelines). In addition to at least one (1) of the criteria, this program should be deemed the most appropriate educational alternative for the student as collectively determined by student, parent, counselors and building administrators.

USD 232 provides bus transportation to and from the vocational technical educational programs. Students are encouraged to take advantage of this service. Students who do not take advantage of provided transportation must have administrative approval for any other mode of transportation.

Graduation Requirements

A candidate for graduation from a USD 232 must have successfully completed a minimum of twenty-five (25) units of credit in grades 9-12.

A unit of credit represents the equivalent of a year's work with a passing grade. A full year course receives one unit of credit per period. A semester course receives a half unit of credit per period.

Specific area requirements in grade 9-12 are as follows:

Mathematics.....	4.0
English/Communication Arts	4.5
History/Government.....	3.5
Science	3.0
Physical Education	1.5
Fine Arts	1.0
Electives	7.5

One unit of world geography is required for graduation from high school. The school principal is hereby authorized to waive this graduation requirement for students transferring into the district after the second week of the 10th grade year and permit the student to substitute an alternative elective unit of social studies to meet the required units of social studies.

A candidate for graduation from high school must demonstrate minimum competency in reading, mathematics, written communication and computer usage prior to graduation. The superintendent or his designated representatives shall determine appropriate competency standards and the method by which a student may demonstrate such competency. Competency standards will be designed to indicate whether a student possesses and can apply learned skills to practical situations. Transfer students who move into the school district may use documented evidence of competency from a previous district or state or take the appropriate competency tests when next administered.

The Individualized Education Plan of an identified exceptional student may be used to determine the degree of competency required by the individual.

Graduation Exercises

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

Certificate of Attendance

Students who have attended senior high school the equivalent of four years and have completed the required units of work, but who cannot or choose not to meet other graduation requirements, may receive an attendance certificate instead of a regular graduation diploma. Further information may be obtained from the school.

Alternative Methods for Earning Credit Toward Graduation

With prior administrative approval, USD 232 allows alternative methods for earning credits toward graduation. The following programs are examples of possible alternatives for the satisfaction of graduation requirements:

- correspondence credit;
- summer school or night school;
- credit by examination, and/or
- virtual school credit.

Performance Based Credits

Grades K-5: Special consideration for subject area/grade level advancement made at the elementary level must be

through the appropriate team in accordance with existing Board of Education policies.

Students in 6th-12th grade may pursue several options for course advancement through proficiency examinations. For a complete list of course options, credit options, and critical deadlines/requirements, please contact your building counselor.

Retention - K-8

Most students will progress through the school program and will complete elementary and middle schools after nine years. Promotion or acceleration becomes a decision based upon the needs of each individual student, with due consideration being given to the following facets of development:

- Mental ability
- Physical development
- Academic achievement
- Emotional stability
- Social maturity
- Study skills
- School attendance

All decisions made for the benefit of a student shall follow district established procedures.

Middle School Philosophy

The middle school program is designed to meet the individual needs of adolescents. Student centered programs and activities meet the special needs of these students and provide a bridge from elementary school to high school.

The middle school instructional program is distinctively different from elementary and high school. This program offers a strong basic education and opportunities for students to explore various subjects to help determine areas of interest for future study. Teachers, counselors, and administrators strive to balance academic goals with student needs. Students will have a middle school schedule that includes several teachers located in different classrooms. In addition, they will have a group of teachers who meet as a team to monitor each student's academic, social, emotional, and physical progress.

The middle school provides many exploratory activities to meet the individual needs of children. All students will have access to a large variety of activities.

In the middle school, it is essential that each student better understand himself. Students must learn to accept individual differences and to respect each other. To this end, the middle school offers positive learning experiences and effective guidance for the academic, social, emotional, and physical development of each student.

In the middle school, parents, teachers, counselors, and administrators share the responsibility of making sure students receive the best possible education. The mutual goal is to help all students develop a positive self-concept and to provide all students with a good foundation of basic skills and an interest in subjects to study in high school and beyond.

Elementary Grades (K-5)

Kindergarten student's progress will be reported each quarter based upon levels of performance as indicated by a plus (+) if the student has mastered and a minus (-) if the student has not mastered.

Elementary student's (Grades 1-5) progress will be reported each quarter based upon the following levels of performance:

- Level 1 - Limited understanding of concepts, given teacher support.
- Level 2 - Developing understanding of concepts and needs more teacher support, practice, or experience.
- Level 3 - Working understanding of concepts and can apply them consistently with minimal support.
- Level 4 - Advanced understanding of concepts and independently extends their application.

In all K-5 grade levels, work, study and social habits will be evaluated with "Consistently" and/or "Needs More Practice."

Grading Scales – Grades 6-12

The district has a standardized grading scale. Grades will be determined according to the following scale:

97.55-100 = A+	76.55-79.54 = C+
92.55-97.54 = A	72.55-76.54 = C
89.55-92.54 = A-	69.55-72.54 = C-
86.55-89.54 = B+	66.55-69.54 = D+
82.55-86.54 = B	62.55-66.54 = D
79.55-82.54 = B-	59.55-62.54 = D-
	00.00-59.54 = F

The reporting system is:

A = Excellent	B = Above Average
C = Average	D = Passing
	F = Failing

Additional marks used for specific occasions are as follows:

P =	Pass Credit
INC =	Incomplete
WDP =	Withdraw Passing
WDF =	Withdraw Failing
NC =	No Credit
E =	Excused
I =	*Incomplete

It should be recognized by students, parents, and teachers that standards of performance are neither raised nor lowered by percent scales. Standards are determined by instructional objectives and teacher expectations, which should be challenging, but realistic.

Some aspects of student performance cannot be rated precisely on scales of points or percentages. In those areas, teacher observation and professional judgment must be used to evaluate student progress. Each teacher will establish and communicate to students and parents criteria to be used and performance standards.

Credit and No Credit

Principals may make exceptions for individual students when it is in the best interest of students to be graded on a credit/no credit basis. Evaluation is by performance. Credit is designated by P (pass), N (no credit) or F (failure to perform).

Special Education and Grades

Students who are identified as exceptional will be graded according to their abilities as determined by assessment data and the professional judgment of their special education teachers.

Incompletes in Grades 6-12

Students who have not fulfilled responsibilities in a class by the end of a marking period due to extenuating circumstances may receive an "Incomplete". The student is responsible for making arrangements with their teacher(s) and the administration to complete any missed work. Barring extenuating circumstances, students will have a maximum of 10 consecutive school days to complete any missing work. If these arrangements are not made, a permanent "failing" grade may result.

Grade Point Averages

GPA's are computed each semester for students in grades 9-12. Only courses receiving the letter grades A, B, C, D, and F will be used in determining GPA's. Taking a greater number of credit courses which receive letter grades A-D impacts favorably on the GPA.

Standard grade points will be computed as follows:

A - 4 points	B - 3 points
C - 2 points	D - 1 point
	F - 0 points

To encourage and reward students who complete more rigorous courses, USD 232 will award an additional grade point earned for Advanced Placement or College Now courses completed on school campuses. The formula for USD 232 Weighted Grade Points Per Course = Standard grade points + 1 point, for grades A, B or C. Weighted Grade credit is awarded only for course completion.

Students transferring into USD 232 will receive weighted grade credit only for courses designated as weighted courses by USD 232.

The weighted grading system will be used to determine student honors and distinctions, including class rank. Universities will be informed of the dual grading system when they receive the student's USD 232 transcript.

Honor Roll

Schools recognize academic excellence by placing students on one of two honor rolls which are published after each academic quarter:

“A” (or Principal’s) Honor Roll “A/B” Roll

To be named to the A/B honor roll, students must have all A’s and B’s, be enrolled in a minimum of 2.5 credits per semester, and have their incomplete grades made up by the time the honor roll is compiled.

To be named to the Principal’s Honor Roll, a student must have all A’s and be enrolled in a minimum of 2.5 credits per semester, and have their incomplete grades made up by the time the honor roll is compiled.

Any grade below a B- or a “WDF,” “D,” “F,” or “INC” will eliminate the student from being named to the Honor Roll.

The honor roll list will be sent to the local newspaper each quarter.

Honors and Advanced Placement Courses

Honors and Advanced Placement courses are offered for high school courses only. There are no exceptions to this policy. Honors and Advanced Placement courses place greater responsibility on students because of higher expectations and greater sophistication. Advanced Placement and Honors courses will be so designated on the student’s transcript.

College Credit

With parental and prior administrative approval, junior and senior students who are on schedule to graduate with their class or students with Individualized Education Plans may enroll in college courses and receive credit toward high school graduation. Such courses will not replace courses offered or required by the school, and permission must be secured from the school in advance. Students interested in enrolling in college courses should contact a school counselor.

Qualified Admissions – Board of Regents

Under the provisions of 1996 House Bill No. 2668, a graduate of an accredited Kansas high school is entitled to admission to a State Board of Regents’ Institution if the student has completed the precollege curriculum prescribed by the State Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale. [See Appendix](#)

Academic Letters

Letters will be given for achievement in academic classes to students who achieve a grade point average of 3.7 or better in their past two consecutive semesters. The academic letter is not based upon an overall grade point average.

Withdrawals and Transfers

A withdrawal form must be obtained from the registrar's office and signed by each of the student's teachers for the

withdrawal to be considered official. All books must be returned and the student's locker emptied.

Each building will provide specific information on scheduling appointments with the guidance office for the purpose of discussing schedule changes.

High School - Comprehensive Semester Examinations

Comprehensive semester examinations will be given in the majority of high school courses on designated days. Except for extenuating circumstances, semester examinations will not be given in advance of the dates scheduled. If a student is absent on the days designated for semester examinations, the course grade will be “I” (Incomplete). It is the student’s responsibility to reschedule any missed examinations. Arrangements for rescheduling examinations at the end of the semester must be cleared through the principal or his/her designee. If the examination is not rescheduled within two weeks of the designated time, the student’s grade will be computed as though he or she received a zero on the semester examination. Semester examinations may be utilized at the middle school level, but will not be given in elementary grades.

Scheduling of Tests, Projects and Activities

Whenever, possible and reasonable, administrators and teachers shall avoid scheduling tests, project deadlines, and extra-curricular activities on religious holidays. Students shall not be penalized for these absences from school.

Reporting to Parents

Reports of student progress are issued approximately every four weeks. By requesting a password, parents with Internet access will be able to view detailed grade performance information at any time through Skyward Family Access. Grades are available as soon as they are entered.

Parent Conferences

Parent/Teacher Conferences are an important part of your student’s education. At these conferences, you and the classroom teacher will have the opportunity to discuss your student’s progress and academic growth. Conference schedules are listed on the district calendar. An up-to-date calendar is available on the school district’s website under *Parents*.

Additional conferences may be scheduled by teachers, parents, or students whenever needed.

Parents will be informed of the availability of standardized

test results. Arrangements will be made periodically to distribute and interpret the information to parents.

Reporting to Students

Teachers will keep students informed of their progress. This will include successful performance as well as deficiencies and areas of difficulty. In nearly all cases, the quarterly reports in elementary, middle, and high school will merely confirm information the student has about his or her progress.

Public Concerns / Complaints About Instructional and Library Resources

When a parent or patron expresses concern regarding instructional and/or library materials, the following process will be observed:

- A. Complainant contacts an educator (teacher, principal, or librarian) in the building where the instructional or library material is being used, in an attempt to resolve the concern. Where there is no building involvement, patrons may contact district level personnel to discuss their concerns.
- B. If the complainant is not satisfied after discussion with a building or district level educator, the complainant may request that a district level hearing be conducted by filling out a request for hearing form.

Media Center

The media center is open on days schools is in session. A pass is required to be in the media center during school hours.

No food or drink is allowed in the Media Center.

1. Check Out Policy – Length of checkout times for different materials vary for each school. Please check with the building librarian for the checkout policy for each material type.
2. Computer Use – The use of computers must be in support of education and research and be consistent with the educational objectives of the school district. Inappropriate use of the computers is considered a violation of your Accepted Use Policy (AUP) and computer privileges will be lost.
3. Internet Use – Students will not be allowed to access email accounts without permission from a teacher, counselor or an administrator. Students are not allowed to access chat rooms or bulletin boards, or play games.
4. Printing – Before printing, please make sure you are hooked up to the correct media center printer. Please print only one time! If your document does not print, tell media center personnel. All printing must be in support of education and research. Printing for personal use will cost ten cents per page.

*Students will be charged for lost or damaged material they checked out. Additionally, students may be assessed a fine

for failing to return checked out material by the due date (up to 10 cents per day, per item, up to \$2.00 for each item).

Media Center Gifts and Donations

Library donations are encouraged. When gift items are received from individuals (district employees or others), publishers, groups, or companies, the gift materials will be sent to the media specialist. The media specialist will determine the approval or disapproval of the gifts based upon district established criteria.

Student Assistance Teams

The purpose of Student Assistance Teams (*which may be referred to by other names*) is to offer assistance to students, parents, and school staff when there is a family, school, or individual/peer concern. Parents can make referrals through the classroom teacher or principal. Staff members make referrals through the CARE Team, PLC, Learning Coach, principal, or guidance counselor. Students can make referrals (for themselves or peers) through their classroom teacher or the Guidance Counseling Office.

Response to Intervention (RTI)

The district is supportive of the RTI process. It is a way of screening students early in their schooling, that can help schools and educators identify those who may not be responding to instruction - and thus may be at risk for school failure. The techniques allow schools, on a school wide basis, to provide any student more intensive support - and monitor their progress - than typically available in every classroom.

Multi-Tier System of Supports (MTSS)

The Multi-Tiered System of Supports (MTSS) is a state-wide initiative that is designed to systematically ensure that students are receiving the time and support necessary to learn the intended curriculum. For USD 232's students, MTSS is a required component of the preventative system of instruction that provides all students the educational strategies to address their specific needs. Parents will be notified if their student is identified by the school as needing additional support beyond the general education classroom.

Academic Misconduct

USD 232, recognizes, by policy, four avenues of academic misconduct

1. **Cheating** – using unauthorized notes, study aids or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar

paper for credit in more than one course without prior permission from the course instructors.

2. **Plagiarism** – submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct sources.
 - Direct copying from books, Internet, etc. (unless in the form of attributed quotations),
 - Direct copying from other student's work without formally quoting and acknowledging, the original author.
 - Paraphrasing material from books without stating that these are the ideas of other authors.
3. **Obtaining an unfair advantage** – (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other student's academic work.
4. **Aiding and abetting academic dishonesty** – (a) providing material, information or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) providing false information in connection with any inquiry regarding academic integrity.

A student who engages in any form of academic misconduct will forfeit credit for the work in question and also be subject to additional disciplinary measures. Such measures may include, but are not limited to: in-school or out-of-school suspension and/or loss of participation in extracurricular activities.

Students (6th– 12th) Not Receiving a Passing Grade

Sixth and seventh grade students that fail a core class for the year (math, social studies, science, and communication arts) will be required to either enroll and pass a summer school class (if the class is offered during the summer) **OR** will be re-enrolled in the failed class the following school year. The repeated class will replace one of the student's exploratory classes. Eighth grade students who fail a core class for the year will be required to attend either the high school or middle school summer school program or may be automatically

enrolled in an additional remedial class in place of an elective class at the high school. Students who fail multiple core classes for the year may be considered for retention.

Any high school student that fails to achieve a passing grade in English or Mathematics is responsible for recovering that credit through summer school (if offered) or night school. Information on summer school and night school is available from the counseling office.

Extended Learning Opportunities

The board may require extended learning opportunities for students not meeting minimum academic requirements as defined by the board of education. Students may be assigned to extended academic sessions including, but not limited to:

- before- or after-school;
- Saturday school; or
- summer sessions.

Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during extended academic sessions. Information regarding extended learning opportunities will be made available to students and parents during the school year.

AIDS and Sexuality Curriculum Inspection

A parent or guardian (or student eighteen years of age or older) may choose to not participate in some portion or all of human sexuality and AIDS classes included in the district's required curriculum. The human sexuality and AIDS curriculum and information is available for inspection from the building principal or guidance office.

ATTENDANCE

Philosophy

Regular attendance is an important part of education. Only by attending classes can a student receive the full benefit of instruction. Class participation is one of the areas of student performance used to determine grades. Students are expected to attend all classes every day. **Families are urged to schedule vacations and appointments for students when school is not in session.**

The primary responsibility for good attendance rests with the student and parent.

Administrative Authority

School officials determine what constitutes an excusable absence. A call from parents does not guarantee the student will be excused. School administration has the authority to establish school procedures which promote good attendance and the use

of school detentions, in-school suspension, and Friday Night School as a response to unexcused absences.

Compulsory Attendance

Regular attendance is required of all pupils enrolled in elementary and secondary school under Kansas compulsory attendance statutes (KSA 72-1113). It is a parental responsibility under Kansas statutes (KSA 72-1113) to require the regular school attendance **“of any student who has reached the age of seven (7) years and is under the age of eighteen (18) years,”** unless the student is exempted by statute.

Parents whose students are 16 or 17 years of age may, after a conference with a school administrator, file a written release for exemptions as outlined in state law.

Reporting an Absence

Please call your student’s building Absence Line as soon as you can between 7:30 a.m. and 2:30 p.m. on the day of the absence. Please give the following information:

1. Your name, relationship
2. Student’s name, grade
3. Date & hours missed
4. Reason for absence

IMPORTANT

All absences that have not been excused by 2:30 p.m. on the day of the absence will be listed as unexcused the following day. It is the responsibility of the student and parent or guardian to have an unexcused absence cleared with the attendance office within 24 hours or the absence will remain unexcused permanently. Students that are 30 or more minutes late to class will be listed as absent unexcused.

General Attendance Procedures

Attendance will be recorded every period of the day. All unaccountably absent students will be placed on the daily telephone call list and reasonable effort will be made to contact their parents. Parents who do not desire this service must make their wishes known in writing to the school administration.

All absences will be recorded on the student’s permanent record with the exception that district procedures indicate that a student should not be counted absent while on authorized homebound instruction. Although they are recorded, absences for school-sponsored activities and in-school suspension will be waived when reviewing the total number of absences for the semester.

A student returning from an absence must present a note from his/her parent specifying one of the eight (8) reasons for granting an excused absence. In exceptional cases, the student living totally independent of a parent may be given administrative approval to write his/her own excuse.

Students who have been absent because of communicable disease must be admitted by the school nurse before returning

to classes and school activities.

Excused Absences

An absence which falls under one of the eight (8) board of education approved reasons for absence will be classified excused if the school attendance procedure is followed by the student and the parent. In-school suspensions are considered excused under current board of education policies. Make-up privileges are allowed for excused absences. Absences shall be excused for the following reasons:

1. Personal illness. School administration may, with due notice to the student parent and/or guardian, require verification from a physician of absences due to reasons of health.
2. Serious illness or death of a member of the family or close friend.
3. Obligatory religious observances of the student’s own faith. Whenever, possible and reasonable, administrators and teachers shall avoid scheduling tests, project deadlines, and wherever possible, extra-curricular activities on religious holidays. Students shall not be penalized for these absences from school.
4. Participation in a Kansas State High School Activities Association activity, a district approved function, or a school-sponsored activity.
5. Physician or dentist appointments
6. Emergency situation requiring immediate action and can be verified (e.g., by appointment card). Limit of five.
7. Court appearance that can be verified through court services’ officer.
8. An absence which has been requested in writing and approved in advance by the building administration. Activities of an educational nature or involving the student’s family may fall in this category.*

*Since this absence is approved in advance, make-up work is to be requested by the student before the student leaves. Tests may be taken when the student returns.

Parents will be notified after five and again after ten absences making them aware of their student’s attendance record. A student who is absent from class or school without an excusable reason, as outlined above, will be considered unexcused. An unexcused absence for one or more classes will receive disciplinary consequences and course credit may not be given.

Homework

Students are expected to complete homework assignments on time. See *“Make-Up Work”*

Make-Up Work After Excused Absences - IHEA

Students whose absences are excused are given an opportunity to make up missed work. However, no amount of make-up activity can completely duplicate the classroom participation missed during an absence. The importance of daily participation will vary according to the nature of the class. Individual teachers will enforce standards in their subject areas.

After any excused absence, it is the student's responsibility to make the initial contact with his/her teacher(s) to determine make-up assignments and schedule times for taking any tests missed. Students who do not contact the teacher will not be allowed to make-up work for a grade. Students absent one week or less will be allowed double the amount of time they are absent in which to make up missed work.

It is reasonable to allow two consecutive days for each day of excused absence to make up work. Example: A student is absent Monday and Tuesday and returns to school on Wednesday. Monday's work is due at the end of the school day on Thursday. Tuesday's work is due at the end of the school day on Friday. For absences longer than one week, the time allowed will be one week plus the number of days absent. Students are expected to fulfill long-term assignments as originally scheduled.

Students whose absences extend longer than two weeks may qualify for off-campus educational instruction to enable the student to continue course work at home. Arrangements for homebound instruction for extended illness / injury will be considered on an individual basis.

Assignments may be requested, for absences of two days or longer, by contacting the office.

Unexcused Absences

An unexcused absence is one that has been classified as such by the school administration. An absence will be classified unexcused if it does not fit one of the board of education's eight (8) stated reasons for excusable absence or if the school attendance procedure is not followed by the student and the parent.

A student is inexcusably absent if (a) such absence is not excusable under the rules of the board of education, (b) he leaves school during school hours without permission, (c) he does not attend class, (d) he does not attend a required conference or detention period, or (e) he fails to comply with school attendance procedures.

Truancies

Unexcused absences may evolve into truancy under the Statutes of the State of Kansas. With certain limited exceptions, every student between the ages of 7 to 18 is required by law to attend school. (See Compulsory Attendance) If a student is absent from school without a valid excuse, either all, or a significant part of a day, three

consecutive days, or five or more days in any one semester, or seven days in a school year, he is truant. "A significant part of the day" is defined as four or more class periods. All cases of truancy must be reported to the appropriate statutory authorities. Kansas Law 72-1113 allows police officers to take a student found off school grounds during the school day into custody and directs the officer to deliver the student to the school. In such occurrences, the school administrator will personally contact the parent.

Permit to Leave During School Day

When parents request that students leave the campus during the school day, a note from home will be required, and a permit to leave must be secured. During the school day, students must secure administrative permission BEFORE missing a class or leaving the campus. Failure to comply with attendance procedures may result in disciplinary action, since the absence will be considered unexcused. Parents will be notified of infractions and a conference may be required prior to the student returning to school.

Tardies

Students Arriving Late or Leaving Early

Students arriving to school after the appointed start time for the first class are tardy.

7:50 a.m.	High School
7:55 a.m.	Middle School
8:50 a.m.	Elementary
12:50 p.m	Kindergarten

Interpretation of student tardiness shall be made by the teacher responsible for the class and by the school administration. Any student arriving to school after the starting time **must** report to the office to obtain a tardy slip before going to the classroom. **Failure to sign-in will result in an unexcused absence.** Appointments should be scheduled outside the school day. Students needing to leave school for an excusable reason must furnish the office with **advanced** parental verification for office approval. **Students must come to the office and "sign-out"**. Students returning to school must "sign-in" and provide a verification note to the office. Any student who leaves campus without receiving approval and signing out will be considered unexcused. Students 30 or more minutes late are considered absent and are subject to administrative consequences. **Students are not allowed to check out for lunch.**

Coding and Reporting Tardies and Absences to Parents through Skyward

All tardies and absences will be classified as excused or unexcused.

Tardies -Students will be **coded** as “tardy” if not in the classroom prepared for instruction by the appointed start time for their first class. They will also be coded tardy if they leave a class before the final bell. See below.

Absences - Students will be **coded** “absent” as follows:

High School - If student arrives over 30 minutes late to class, the student will be coded as absent for that class.

If student arrives over 30 minutes late to two (2) classes on the same day, the student will be coded absent ½ the school day.

Middle School - If student arrives over 15 minutes late to the same class, the student will be coded as absent for that class.

Seven hourly absences, excused or unexcused, from a combination of one or more classes, will be coded as a full day absence.

Elementary - Tardies

Students are **coded** “tardy” if they arrive to class after the final bell, but before 10:30 a.m. They will also be coded tardy if they leave school after 2:15 p.m. and before 3:50 p.m.

Elementary – Absences

If arrival is between 10:30 a.m. and 12:20 p.m. or if student leaves before 2:15 p.m. in the afternoon, they will be marked absent 1/2 day.

Kindergarten

Morning kindergarten students will be marked absent if they arrive after 9:40 a.m. or leave before 11:10 a.m.

Afternoon kindergarten students will be marked absent if they arrive after 1:35 p.m. or leave before 3:05 p.m.

High School Tardy Rule

See high school handbook for more information.

Middle School Semester Tardy Rule

See middle school handbook for more information.

Elementary Students

As a security measure, students will only be released to their parent(s). Families may notify the office to give permission for someone else to pick up a student. The parent, or authorized person, must come to the office to sign out the student. As an added security measure, the office may require identification.

Funerals

Students, upon written request of parents, will be excused to attend funerals of school employees, relatives and friends. Collections for memorials may be authorized by the school administrators.

Communicable Diseases

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be re-admitted to regular classes upon termination of the illness, as authorized by the student’s physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student’s physician indicating the student is free from all symptoms of the disease.

Students who exhibit symptoms of illness should not come to school. Johnson County Health Exclusion Recommendations are followed. Students with a temperature of 100 degrees should remain home until their temperature has been normal for 24 hours without the aid of medication. School personnel reserve the right to decide whether or not a student should remain in school. Parents or other designated responsible persons will be contacted at home or at work to pick up their student. Parents are required to have on file at school the telephone numbers of a relative or neighbor to call if the parent cannot be reached.

Non-Participation for Medical Reasons

When medical conditions prevent a student from participating in class (often physical education), parents should send a note with the student to the school health office stating the reason for the non-participation. A call or note from your doctor’s office is necessary to be excused for more than two days. Limitations will be defined by the injury or illness. If you believe the situation is severe, your son/daughter should be seen by your doctor and obtain a written excuse. All physicians’ notes should include a description of the injury or illness and the amount of time a student should be excused from activity.

Student Conduct / Discipline

Philosophy of Discipline

The philosophy of discipline is designed to provide an environment which maximizes a student’s ability to learn. The ultimate goal of the district’s disciplinary procedures is to teach students self-discipline so that they may demonstrate behavior appropriate to their age and maturity level. To assist students in becoming self-disciplined, the district practices a progressive discipline philosophy in which the seriousness of the offense receives an appropriate level of consequence. Consequences for actions arising from situations originating at school will be imposed even though the action occurred after school hours and away from school.

Scope of Disciplinary Authority

The school principal or his designee is authorized to provide appropriate discipline up to and including the

recommendation for long term expulsion. The disciplinary action identified in this section is not exhaustive. Administration will determine appropriate disciplinary action on a case-by-case basis depending on the severity or frequency of the behavioral violation.

The provisions of this Handbook apply in all situations in which students are involved, including:

1. school activities on USD 232 property.
2. travel on district transportation.
3. off-site school sponsored activities.
4. on or off-site school related problems which are the result or cause of disruptive behavior on school grounds.
5. violent acts of behavior which occur off school property and pose a threat to the safety of students and faculty, or disrupt the learning environment.
6. misbehavior occurring at any school in the district.

GENERAL NOTE:

The *expectations for student conduct* applies at all times while students are on or about school district property or areas adjacent thereto, which shall include: any district property being used for an official school activity, property not owned by the district being used for an official school activity, property not owned by the district being used for any school-sponsored activities or events and any vehicle, including school buses, while such vehicle is being used to transport students for the district. These *expectations for student conduct* also applies to any students whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

Bullying or Intimidation

The district prohibits bullying in any form, including electronic means, on school property, in a school vehicle or at a school-sponsored activity or event. More information is available at www.usd232.org.

Searches of Property - JCAB

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

Searches of Students

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches, exclusive of shoes and outerwear, shall not be conducted by school authorities. All

searches by the principal shall be carried out in the presence of another adult witness.

Interrogations and Investigations - JCAC

See Board of Education policy section JCAC for more information.

Removal of Students by Police Officers

An administrator shall not release custody of students to a police officer, unless that police officer has the authority by Kansas Law to arrest such student. However, when a court issued warrant exists, or when officers have the authority to arrest and detain students, administrators shall comply with the request of the officers. In these cases, an administrator shall contact the parent as soon as practical and advise them of the situation.

School resource officers shall serve as liaisons between law enforcement agencies and the schools to ensure that any removal of students, if appropriate, is done without unnecessary disruption to the school environment.

Inspection of Lockers

The school lockers assigned to a student remain the property of the district; possession of the locker is not exclusive against the school and its officials; the district retains the right to make regulations regarding what may and may not be kept in lockers; students do not have a reasonable expectation of privacy in the lockers; and the district reserves the right to open and inspect all lockers and their contents at any time to assure compliance with the regulations and state and federal law. Periodically, canines will be used to check lockers for drug contraband. The right of inspections is to be exercised in accordance with the requirements of state and federal laws.

The school is not responsible for the loss of personal property. Students should not carry large amounts of money or expensive personal property to school. If it is necessary to do so, please check the money or item in the office. Do not leave clothing, books or other property in the hall, restrooms, or classrooms. **It is the student's responsibility** to make sure that lockers and personal property are secured. Students are responsible for maintaining their lockers. Lockers should be kept clean. Students may lose locker privileges for an indefinite period if they tamper with the locking mechanism or abuse or misuse the school property. The lockers remain the property of USD 232 and are subject to inspection by authorized personnel. Periodic clean-outs will be mandatory. Hall/locker checks will be made at random by school administration and the SRO.

****Students are NOT allowed to use or share lockers that have not been assigned to them by administration.****

High School Student Management Program

Each point will accumulate toward a total of 15 points per school year. At fifteen (15) points, a hearing may be recommended for long term suspension or expulsion. Zero (0) is the base of the point system and there is no banking of points. Once a student reaches eight (8) points, a report may be sent to the building CARE Team as part of the MTSS plan. After a student has accumulated eight (8) points, a parent contact will be made. Once a student reaches ten (10) points, they will be deemed a student "not in good standing" which will result in a loss of privileges. Students, at their request, will be given the opportunity to earn back points upon the completion of the eight (8) point conference. Attendance and tardy points will not be factored in the determination of a long-term suspension hearing, but will be counted towards the "loss of privileges" and "not in good standing" status outlined in the handbook unless deemed necessary by administration. Any illegal activities may warrant SRO/police involvement. The administrator has the authority to set the level and consequences for any specific violation.

Informal Student Hearing

Each student is entitled to certain rights in any disciplinary action. Those rights include being provided with the rules and regulations in advance and affording the student an informal hearing.

Corporal Punishment and Physical Restraint

No teacher or administrator shall use corporal punishment, physical force or physical contact against a student as punishment for violating rules of conduct. However, nothing in this policy shall be construed to prohibit a teacher or administrator from using reasonable and necessary physical force to restrain a student in order to protect one's self, other persons, to prevent the destruction of property, or to prevent any illegal overt act on the part of the student.

Disciplinary Probation Status

Any school imposed discipline (loss of privilege, suspension or expulsion), **may be deferred** by the principal and/or district hearing officer. The student involved may be placed on probation for a set period of time. The disciplinary action will remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian containing the terms and conditions of the probation.

The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

Any probation arrangements resulting from violations of the weapons policy shall be handled by the superintendent. See "Weapons"

The Separation of Disciplinary Actions and Academic Accomplishments

It is our goal to provide appropriate discipline without affecting academic accomplishments. Disciplinary actions will not involve the reduction of the student's grade which has been earned prior to the point of the infraction. Student discipline may result in the student not earning participation points for the day's activity. It is also possible that a student's actions and the resulting disciplinary action will prevent the student from earning daily class credit during a period of suspension.

Internet Safety

In compliance with the Children's Internet Protection Act (CIPA), the school district has implemented filtering and blocking software to help restrict access to Internet sites containing pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any Network or Internet it deems inappropriate or harmful.

Acceptable Use of Technology

Students and employees will access technology, computers, information networks, and the Internet to achieve the learning outcomes of the district's academic programs. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites.

Public Display of Affection (PDA)

Students must maintain high levels of conduct at all times while at school or school-sponsored activities. While positive relationships with other students are encouraged, displaying affection towards another student must follow specific guidelines. Examples of non-acceptable behavior include kissing, embracing, or any other behavior that may draw attention.

Sexual and/or Racial 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 sex, race, color or national origin. Harassment shall not be tolerated in the school district. Harassment of employees or students of the district by board members, administrators, licensed and support personnel, students, vendors, and any others

having business or other contact with the school district is strictly prohibited.

All complaints of harassment will be thoroughly investigated and resolved in a prompt and equitable manner. Violations of these policies will be treated as serious disciplinary infractions. All school complaints should be reported to a counselor or administrator. All complaints of harassment will be confidential, and only those persons necessary for the investigation and resolution of the complaint will be given information about it.

Gang-Related Violence

Students involved in gang-related violence which includes, but is not limited to threats, confrontations, intimidation, extortion, fighting, injury to persons or property damage, and/or possession or use of weapons, will be suspended and recommended for expulsion.

Personal Property, Electronics, Communication Devices NOT Appropriate for School

Items that have no relation to the school programs or class activities should not be brought to school. Such items will be confiscated by school staff and placed in the custody of a building administrator. Items considered unacceptable at school include, but are not limited to the following: laser pointers, recording or listening devices, shocking devices, large amounts of money, water balloons and/or any item that endangers the safety and welfare of others, or is disruptive to the educational environment.

Grades K-8

- First violation – device will be confiscated, the student's name will be recorded and the device must be picked up by a parent.
- Second violation and beyond – device will be confiscated, a parent must pick up the device and consequences may be assigned.

Due to the potential for invasions of privacy and instances of cheating, the use of any audio/video equipment will not be allowed during school hours or at any time in the bathrooms or locker rooms. Violations of this policy will be dealt with by the administration and, possibly, the legal system. The district is not responsible for lost or stolen personal property.

Drug Free Schools Policy

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession (including being under the influence), use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited.

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

Students shall not unlawfully manufacture, sell, distribute, dispense, possess, use or be under the influence of illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood altering substances, or alcoholic beverages at school or on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to all disciplinary actions approved by the board.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

First Offense

A first time violator shall be subject to one or more of the following sanctions:

- A punishment up to and including long-term suspension. Additional consequences as defined by the co-curricular/extra-curricular participation guidelines

Second Offense

A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension.
- Additional consequences as defined by the co-curricular/extra-curricular participation guidelines
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

Third and Subsequent Offenses

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

- A punishment up to and including expulsion from school.
- Additional consequences as defined by the co-curricular/extra-curricular participation guidelines

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies and Kansas statutes, K.S.A.

72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

All district employees shall report immediately to the school principal any observed use, sale, transfer or possession of any drug, medication, other chemical substance, or the paraphernalia associated with administering drugs. The principal, with the possible assistance of the School Nurse and/or School Resource Officer, will conduct an investigation of the facts surrounding these reported observations, possibly including a review of the student's health record, and shall contact parents or legal guardians when necessary.

Any district employee who observes a student exhibiting an apparent health disturbance shall refer this student to the school nurse for further observation. If after this observation, the nurse has reasonable grounds to believe that the student's behavior or health disturbance may be related to the use of a restricted substance, the nurse shall alert the school principal who will then immediately contact the student's parents or legal guardians and urge that a physician be consulted.

A list of available drug and alcohol counseling and rehabilitation programs along with names and addresses of contact persons for each program is available in the appendix. 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. Parents or students should contact the directors of the programs to determine the cost and length of the program. (See Appendix for actions to be taken)

The administration may reduce suspension periods, if the student and parents provide proof of entry into approved intervention programs and subsequent successful completion of the full program course as outlined in the *Probationary Document*.

Students in violation of the Zero Tolerance Drug & Alcohol Policy will be deemed a student not in good standing. Seniors found to be in violation of this policy may be excluded from graduation exercises if it is determined by the Building Administrative Team that the student's presence at graduation exercises would be a disruptive/poor influence or a threat to the orderliness of the graduation ceremony. Seniors excluded from graduation exercises will receive their diplomas by mail at a later date, provided they have met graduation requirements.

Tobacco Use by Students

Students are prohibited from possessing and/or using tobacco products, including electronic cigarettes, on school property. "School property" includes all buildings, athletic fields and facilities, and parking lots. Possession of tobacco products in purses or lockers is prohibited under this policy. Students who are observed sitting in a car and using tobacco products after arriving or before leaving the campus or at any period of the

school day shall be deemed to be in violation of this policy. Violators may be suspended for a period not to exceed 5 days.

Security and Safety Reporting Crimes at School to Law Enforcement

In accordance with the **Kansas School Safety and Security Act**, any employee who knows or has reason to believe that an act has been committed at school, on school property, or at a school sponsored activity and that the act involved conduct which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons shall immediately report such knowledge and/or belief to local law enforcement officials.

In addition to the foregoing, the employee shall immediately notify the highest ranking on-site administrative official or his/her designee.

Reporting Certain Students to Administrators and Staff

Any employee who has information regarding the following shall report such information and the identity of the student to the superintendent or his/her designee:

- Any pupil who has been expelled for conduct which endangers the safety of others.
- Any student who has been expelled for commission of felony type offenses;
- Any student who has been expelled for possession of a weapon;
- Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

The superintendent shall investigate the matter and, upon determining that the identified student is a student to whom the above provisions apply, shall provide the reported information and identity of the student to all school employees who are directly involved or likely to be directly involved in teaching or providing other school related services to the student. Neither the school employee nor the superintendent of schools shall be required to report information concerning a student specified in this policy if the expulsion, adjudication as a juvenile offender or conviction of a felony occurred more than 365 days prior to the school employee's report to the superintendent of schools.

Destruction of School Property / Vandalism

Respect of public property should be developed and promoted in schools. School pride is encouraged in students by having them share in the school's upkeep. Students who damage or destroy school property will be required to make restitution and may be reported to the police. Authority is delegated to school principals to assess reasonable damages subject to review by the board of education upon request. Reasonable damage will be assessed based on consideration of the nature and extent of the damage, the cost of repair, and the circumstances surrounding the incident in which it occurred. Information concerning the cost and value of the school property involved will be given to the student and his/her parents.

Weapons

Students and staff have the right to work and study in a safe environment free of fear from violence. Students will **not** knowingly possess, handle, transport, display, offer to sell, barter, or exchange, or threaten to use any object at school, on school property or at a school-sponsored event that can reasonably be considered a weapon by administration or staff. This includes any item being used as a weapon or destructive device, or any facsimile of a weapon. Knives and chains will be considered weapons and will be confiscated.

In the event a student of the district or a visitor is found to be in violation of this guideline, the school administration may notify the appropriate law enforcement agency.

A student who brings a weapon to school may be suspended or expelled for extended periods in accordance with the board of education policies and laws of the state of Kansas.

District Use of Video / Surveillance Cameras

Schools are or may be equipped with video surveillance cameras that are located in specified interior and exterior areas of the building. These cameras are monitored for the purpose of providing a safe and secure school environment for students, staff, and patrons. The local police municipalities have access to the cameras in emergency situations.

Video cameras may also be used to record and monitor the conduct of students riding in district vehicles to help ensure orderly and safe operation.

Exclusions – Temporary Removal from Class

Exclusion of students is the responsibility of building principals. Exclusion may be used by the principal where an adjustment is needed which requires excluding the student from the classroom group.

Exclusion may involve a conference with parents, but its scope of time shall be at a minimum. A student may be excluded only for such short time as will permit the parental conference or adjustment which appears necessary in the case. Such adjustments shall be limited to those which the principal judges to be entirely within the control of the given school.

Detentions

Detentions may be assigned before or after school by the classroom teacher or the administrative team. If work or extracurricular activities interfere with detentions, it is the responsibility of the student to serve the detention and make arrangements with employers, coaches or sponsors. Failure to serve detentions will result in further disciplinary actions.

Friday Night School

Mill Valley and De Soto High School will conduct Friday Night school as one optional disciplinary consequence. Students must arrive by 3 pm with enough school related work to engage in until 5 pm. Failure to successfully complete the assigned Friday Night school will result in further consequences.

Students are responsible for making their own transportation arrangements.

Suspension and Expulsion

If previous measures have not corrected behavior problems, suspension procedures in accordance with board policy and state statutes will apply. Students are reminded of the very serious nature of both in-school (ISS) and out-of-school (OSS) suspensions.

In-School Suspension

In some cases the principal may impose in-school suspension as a consequence for not attending class or as an alternative to out-of-school suspension or expulsion. When in-school suspension is imposed, the offending student continues to attend his or her school, but is closely supervised by specified school personnel members. The student does not attend his usual classes, but is expected to continue class work as assigned by the teachers and will receive credit for such work. A student who is assigned in-school suspension is not in good standing and is thereby prohibited from representing his or her school in any school activity during the period of suspension.

Short-Term OSS

In cases of short-term Out of School Suspension (no more than five days) the student may make petition to the building principal for making up major exams or projects that substantially affect his grade.

Long-Term Suspensions and Expulsions

Long-term suspensions (exceeding five days, but not exceeding 90 school days) are of a most serious nature. These suspensions will necessitate a hearing. Recent changes in legislation makes it possible for schools to long-term suspend/ expel students for more than the end of the current semester if violent or illegal acts necessitate the suspension. Districts may share that information with other districts and those students suspended may not be

able to attend in another district during the term of the consequence. Students who have been given an OSS consequence may not attend any school sanctioned event, home or away, including neutral locations. An **expulsion** may be for a term not exceeding 186 school days.

Procedures for suspending or expelling students are specified in the Appendix of this handbook. These procedures include requirements for notification of students and their parents, hearing procedures, protection of students' due process rights, and appeal provision. Failure to comply with this statute will result in further disciplinary action and may include trespassing notification to local police authorities.

Trespassing

Students are not allowed to visit other district campuses without permission from a staff member. If a student is behaving inappropriately on any campus in the district, consequences may be assigned and the incident reported to local law enforcement agencies.

Student Dress and Personal Appearance - JCDB

The general atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the educational process, they will be sent to the office. An administrator or designee will ask the student to make the necessary changes or will be given a shirt to wear. In the event that the change does not take place in the time allowed, the administrator will prescribe the disciplinary action.

Additionally, a student's clothing or appearance which is vulgar, indecent, obscene or insulting, or which promotes or encourages behavior such as smoking, drinking, drug use, physical or sexual violence or the use of illegal substances, or which promotes illegal activities is prohibited.

Outdoor clothing, such as headgear, sunglasses, gloves, coats, etc. is to be removed upon entering the building and stored in the locker or other designated area provided by the school.

The following list is **representative of inappropriate** and distasteful attire that **will not** be permitted at school or school sponsored activities.

- Shirts that expose the midriff on either males or females.
- Clothing with excessive holes that end up being suggestive or distasteful in nature.
- Clothing which exposes undergarment (underwear) on either males or females.
- Short shorts or short skirts.
- Excessively baggy pants, trousers or shorts worn below the waistline.
- Attire of any sort that promotes, suggests or glamorizes gang affiliation.
- Spaghetti straps (less than one-inch width strap), halter-tops, low-cut tops or muscle shirts (shirts with long armholes).

- Roller skate tennis shoes are not allowed on school premises.

This list is not to be considered exhaustive. The administration reserves the right to make judgments on attire and will request students who violate this code to make necessary changes or leave the school premises.

Student Initiations and Hazing

There will be no initiation ceremonies or hazing of students associated with the selection process and participation of any student organization, activity, or team. Violators will be subject to disciplinary action up to and including expulsion from school.

Peer Mediation

The goal for peer mediation is for students to create their own solutions to social challenges. With this system, trained Peer Mediators lead conflict resolution through a six-step process. Peer Mediators are elected by their peers and are trained in the mediation process.

Extracurricular Activities

Mission

The mission of the USD #232 Athletics and Activities is to deliver the best possible co-curricular experiences that help students to develop character, enhance citizenship, and learn critical life skills.

Purpose

The district believes students act responsibly when given fair rules. These rules re-enforcing the fact that academic success is the primary goal. School activities and athletics are an important part of a student's success. However, participation is a privilege that must be earned and maintained. The following behavioral expectations have been established to help each student understand the importance of attendance and proper behavior to ensure their academic success and so they represent the district with dignity and respect.

The district complies with all Kansas State High School Activities Association (KSHSAA) rules.

The following rules are considered the minimum required. Coaches and/or sponsors maintain the right to impose additional requirements. These requirements will be discussed in the "pre-season" meeting for the activity.

Attendance Expectations for Participation in Extracurricular Activities

Good attendance is the key factor in academic success. Students participating in athletics and activities are required to attend at least a half-day of classes (defined as two full blocks not including seminar at high school) to participate in practices, competition and performances. If an emergency arises and a student must be absent for

any part of the day, the coach and the administration must be contacted and give approval for participation. It is the responsibility of the student to see their teacher **before** they miss class due to an activity or event. All work shall be made up at the convenience of the teacher.

At the close of school on the day of an activity, the sponsor or coach shall verify that all those who will represent the school in an activity have met regular school day attendance requirements. This policy shall also apply to practice sessions.

Behavioral Expectations for Participation in Extracurricular Activities

Each student who participates in co-curricular and extra-curricular activities is a representative of the school district and is expected to conduct themselves in a lawful and appropriated manner at all times. Each student is expected to demonstrate leadership and discipline in the classroom, on the playing field and in a performance. Students who receive disciplinary actions from school or law enforcement officials are required to notify their coach and/or sponsor within 24 hours of the incident. Students are expected to take responsibility for his actions and comply with consequences in a cooperative manner. These expectations apply to activities not only on school property, but also to travel on district transportation, off site school sponsored activities, off site school conduct that causes or results in disruptive behavior on school property, and violent acts off site that pose a threat to the safety of students or staff, or disrupt the learning environment.

Drugs, Alcohol , & Tobacco

During any activity season (Fall, Winter, or Spring), regardless of the quantity, a student shall not: unlawfully manufacture, sell, distribute, dispense, possess, use or be under the influence of illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood altering substances, or alcoholic beverages at school or on school district property, or at any school activity.

Interpretations:

1. The rule applies to the entire activity season. Any activity that spans the course of the year will be subject to the season in which the violation occurs (Fall, Winter, or Spring).
- *2. It is a violation for a student to be in possession of a controlled substance even if specifically prescribed for the student's own use by his doctor. Prescription medication may only be in the possession of and administered to the student by the sponsor or designated school employee or designated health professional.

*Special medical circumstances will be evaluated on an individual basis and brought to the attention of the coach, director or sponsor.

Governed Activities

All student activities that are governed under the jurisdiction of Kansas State High School Activities Association and those that represent USD 232 at any site or location are included in the policy. Activities and organizations not included in the above definition may operate under the Code of Conduct guidelines at the sponsor's discretion.

Penalties for Violations

Penalties will accumulate during any activity season from August through July and will affect all activities in which the offending student is participating at the time. Penalties incurred near the end of a season may be enforced at the beginning of the next season of participation. **Penalties may include but not be limited to:**

***First Violation**

At minimum, the student shall forfeit eligibility for the next two (2) consecutive inter-scholastic event dates or two (2) weeks of a competition season (beginning with the first competition date) in which the student is a participant, whichever includes the greater number of contests. Students are not allowed to suit up on the date(s) of their activity suspension. However, at the discretion of the Building Administrative Team, disciplined students may attend games but may not suit up. No exception is permitted for a student who becomes a participant in a treatment program.

***Second Violation**

At minimum, the student shall forfeit eligibility for the remainder of the current activity season or remain ineligible for any governed activity for the next six (6) week period, whichever is greater, excluding buffer week, KSHSAA non-practice dates, holidays and spring break.

Third Violation/Serious Violation

As determined by the Building Administrative Team, a student may become ineligible for multiple seasons of activities not to exceed a period of one year from the date of the last violation.

*Seriousness of the violation may warrant movement to higher levels of consequence.

Spectators - Behavioral Expectations for Extracurricular Activities

Students are encouraged to attend all after school events to show support for the school and peers. Attending after school events is a positive and effective ways for students to become involved in their school.

Students are expected to comply with the guidelines and procedures established at their building to ensure a safe and orderly environment. These include, but are not limited to:

- Where to report between the time school dismisses and the activity begins.
- Possessing NO inappropriate items.

- Remaining in the designated locations during the entire course of the activity.
- Providing family arrangements for post-game transportation.

Academic Expectations for Participation in Extracurricular Activities

Starting with the incoming Freshman in August, and extending to all current 10th-12th graders in January, USD 232 requires that all students must pass six (6) core subjects (based upon a cumulative weekly basis) in the previous semester to be eligible for participation in activities and athletics.

In addition to these requirements, the district requires students to have a "C" average in all current classes with no F's in order to compete or perform. Students' grades will be checked every two weeks by the athletic director. If a student does not meet academic guidelines, the athletic director will give the student a one (1) week warning of pending academic probation. If the student fails to improve grades to meet the academic standards within one (1) week of the warning, the student will be put on academic probation. During academic probation the student will not be allowed to compete, but will be required to attend practices/rehearsals.

At the end of the week the student's probationary status will be reviewed and the student will either be taken off probation or remain on probation for another week. If after two weeks the student shows no signs of improvement, the coach/sponsor, student and administrator will decide the next step. A student may be released from a team, group or club if adequate effort is not seen in deficit academic areas. Students' grades are posted in Skyward Family Access for students, parents and coaches to review. ***It is the collective responsibility of the student, parent and coach to make decisions regarding the student's participant.***

Athletics / Sports Offered

- Fall:** Football, Boys' Soccer, Cross-Country, Girls' Tennis, Volleyball, and Girls' Golf
- Winter:** Boys' Basketball, Girls' Basketball and Wrestling, Boys Swimming
- Spring:** Softball, Girls' Soccer, Track, Baseball, Boys' Tennis, Girls Swimming and Golf

Catastrophic Athletic Insurance

Accident insurance is available as provided by enrollment with Student Assurance Services, Inc. [Click here to view their web site.](#) All students participating in Interscholastic (7th - 12th) athletics, dance, cheer, and other KSHSAA activities are required to pay a fee for Catastrophic Insurance at enrollment or prior to the first day of practice. ***Please note that the Catastrophic Insurance has a substantial deductible that***

is the responsibility of the parent's private insurance. Please check your private insurance protection to ensure you have adequate coverage. (See Accidents, Injuries and Insurance)

Physical Examination and Student / Parent Acknowledgement of Risk

As a member of KSHSAA, the district conforms to all rules of that organization.

In order to participate in a Kansas State High School Activities Association (KSHAA) activity, no student is eligible to represent his or her school in interscholastic athletics until a physical is on file with the principal. The physical must consist of a signed statement by a practicing physician certifying that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics. The student and parent must also sign and submit the ***Acknowledgement of Warning*** statement.

The physical examination, KSHSAA form and *Acknowledgement of Warning* form must be on file prior to the first practice.

District Middle Schools are members of the Kaw Valley League and conforms to all rules of that League. Seventh and eighth grade students are eligible to compete in inter-school sports as long as they meet the standards of good sportsmanship, citizenship, have a satisfactory grade average and meet the requirements of the Kansas State High School Activities Association.

Athletic Team Cut Rule

Factors that determine the need for an athletic team cut include, but are not limited to: maintaining a manageable number of students for coaches/sponsors, maintaining safety (related to instruction, competition and supervision), limitation of actual "playing time", limitation of facility space and practice time, and limited resources.

When it is necessary to limit the number of students on a squad, coaches are charged with the responsibility of developing an objective system for evaluating skill and ability. Once the evaluation period has concluded, coaches assess the data they have collected and make cuts based on the issues mentioned above.

Ultimately the decision to cut, or not cut, is determined on an individual team basis.

High School Activity Passes

The student activity ticket (ID card) allows students to attend all home athletic events **except** seasonal playoff games.

Transportation to and from Activities

See Board Policy, section JGG, for details.

Students may be permitted to ride home from an activity with parents if given prior approval from the sponsor.

Students cannot transport other students to or from school or school sponsored activities without prior written parental permission on file.

Contests for Students

No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration.

Social Functions

All school-sponsored social functions must be held within the district unless permission is obtained from the superintendent to schedule the social event elsewhere. School dances must be scheduled with the approval of the school administration. All high school dances will conclude by midnight unless special permission has been granted by the superintendent. If a student leaves a social event, he or she may not return. All students, including student guests, shall be required to abide by the rules and regulations of the school.

Field Trips

From time to time, field trips will be planned to carry out curricular or extra-curricular activities.

Administrative procedures and guidelines require the following:

- Prior Administrative Approval
- Prior Parent Permission
- Prior Approved Transportation
- Students-in-good-standing

When students are on field or activity trips they are not considered absent from school, however, students are responsible for any missed work. Students who have excessive absences during a semester may not be allowed to go on field trips.

Once approved, sponsors should give advance notification to teachers, administration and the attendance secretary of all students attending any field trip.

Assemblies and Pep Rallies

Assemblies will be scheduled as when deemed appropriate by administration. Daily schedules will be altered depending upon the time needed for the assembly. Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

School Sponsored Clubs and Organizations

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal

and filed in the school office. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A staff member must attend the meetings as a supervisor, but will not participate in the group's activities.

Fraternities and Sororities

Membership in a fraternity or sorority in public schools is prohibited by law. Any student organization which is not sponsored by a recognized adult organization and whose activities are not subject to review by such adult organization is deemed to be a fraternity or sorority. Members of such organizations shall not be eligible to participate in any school activities.

Distribution of Student Newspapers and Other Publications

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

Public expression is one way students develop better understanding and appreciation of the democratic process. Students may express opinions and ideas, take stands and support causes, publicly and privately, orally and in writing. However, the freedoms provided by the First and Fourteenth Amendments are not "absolute" and are subject to restrictions that protect social order and morality. It is the duty of the faculty and administration to guide the exercise of personal freedoms so that the education process is not disrupted, and the rights of other students and the community are protected. Policy JHCA states procedures to be followed by students and school faculty members.

No student shall distribute any publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions;
- or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

See "Distribution of Materials".

Student Leadership & Elections

Student council officers, class officers and class representatives are elected during the 4th quarter of the

current school year for the next academic year. Incoming freshmen will be elected to the class leadership positions within the first two weeks of the school year. Elections are by secret ballot no sooner than one week after nomination. All candidates must prepare and present a speech to run for their desired position. Those who are elected to a leadership position are expected to attend student council meetings and plan and participate in the functions of the council as well as remain in good standing as a student at within the school.

Extra-Curricular Fundraising & Solicitations

All organizations wishing to conduct projects for the purpose of raising funds must have approval from the Board of Education. Applications should be submitted by the organization sponsor, and approved by the principal no later than November 1st.

Solicitations by students of students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities.

Commercial firms are not permitted to solicit students during school hours or on school property without prior approval of the administration.

All sales projects require prior administrative approval.

School Dances

School dances may be held from time to time. See middle school and high school handbooks for more information.

Royalty Selection – High School

To be eligible for nomination as royalty, students must be deemed in good standing and meet applicable requirements.

Student-Not-in-Good-Standing - High School

A student is deemed not in good standing when they have accrued 10 discipline points or as determined by the principal or principal's designee. This will result in a "loss of privileges" for a period of time specified by the principal or principal's designee.

Once a student reaches 10 points in the Student Management Program, he will be subject to a reduction of school privileges including, but not limited to, school dances, attendance at school activities, field trips, etc. It should be noted that a student may also lose privileges due to an accumulation of points rendered for attendance based referrals, as well as for failure to provide funds for unpaid fees from the previous school year(s).

Students who fail to make appropriate arrangements for fee payments may be placed on the loss of privileges list. Any student that reaches 10 points will be deemed "Not In Good Standing" and will be ineligible to participate and represent the district in extra-curricular activities. The terms and privileges will be addressed by the administration in the parent contact indicated in the Student Management System. The student will

be responsible for contacting the administrator to re-evaluate his point management and good standing status.

Visitations to Institutions of Higher Education

It is often advantageous for seniors to visit institutes of higher learning in accordance with their post high school plans. Seniors may be excused for visiting institutions of higher learning providing the following four requirements are met:

1. The student must be in good academic standing.
2. The student must have a solid attendance record.
3. All work must be made up before going on a school visitation.
4. Parental permission is given for the visitation.

Once the above requirements have been met, the student **must** discuss his plans with one of the counselors. The counselor will tell the student whom he should contact to make arrangements for the visitation. The student is encouraged to make all of the necessary appointments. However, the counselor can make appointments for the student when appropriate. Parents are encouraged to contact the counselor to discuss their student's visitation.

Unauthorized School Activities

Students participating in any unauthorized and unscheduled school group activity shall be subject to suspension, expulsion, or such other disciplinary action as may be prescribed by the administration and the Board of Education. Students taking part in unauthorized group leave (skip day) may be required to attend additional day(s) after the end of the regular school term. "Senior Skip Day" is considered an unauthorized activity and participants are subject to disciplinary action.

Health and Safety

Accidents, Reporting of - JGFG

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

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

Illness or Injury During School

A student who is too ill to remain in class is to report to the health office. If necessary, school personnel will call the parents. School personnel, including the nurse, are not authorized to prescribe medicine, perform treatments or make a diagnosis. **Students who are ill or injured are not to be taken or sent home until parents or other designated responsible people have been contacted.**

First Aid

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose are those employees who have successfully completed an approved Red Cross first aid program.

Medication Policy - (Policy JGFG)

The supervision of medications shall be in strict compliance with board policies and guidelines. For any medication, prescription or over-the-counter, to be self-administered or administered by school personnel, the parent must give consent and must agree to release the school district and personnel from liability. The consent and release from liability must be in **writing** on the proper District Medication Form.

Students in **grades 9 through 12** may carry and take their own prescription medication unless the prescribing health professional specifically orders the medication to be administered through the health room. Medication is to be carried in prescription bottles with the name of the medication and directions attached. Controlled drugs, such as Ritalin and narcotic pain medications, must be kept in a locked area of the office or health room and administered by the nurse or the designee. Students with chronic conditions should have a record of medications on file in the health room.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

Common over-the-counter medication for minor discomforts (Tylenol, Midol, Advil) may be carried by the students in grades 9 through 12 with parental permission. The student should carry what is needed for that day and it should be carried in the original container that is clearly marked. A limited amount of Acetaminophen and Ibuprofen is stocked in the health room for student use with parental written permission.

All medications to be given to students in **pre-K through 5 grade**, over-the-counter or non-prescription medications i.e., lotions, creams, pain medication, vitamins, medicated cough drops, etc., will be stored in the health room.

The building administrator may choose to discontinue the administration of medication provided he has first notified the

parents or medical person in advance of the reasons for and date of the discontinuance.

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

Student Self-Administration of Medications for Treatment of Anaphylaxis or Asthma

Eligible students in grades K-12 are allowed to self-administer medication for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine.

For further information about this policy, please contact your student's school health provider.

Health Services

In order to provide for your student's health needs, please inform the school if your student has any serious health problems. The school has the services of a nurse working under the supervision of a district nurse who is available by appointment for consultation with parents, students, and teachers.

The school's nurse or appropriate staff - under the supervision of the district nurse - are responsible for vision and hearing screenings, maintaining health records, providing first aid, assessing illnesses, notifying parents if students become ill at school, and administering medications as ordered by physicians. Students who exhibit symptoms of illness should not come to school. Johnson County Health Exclusion Recommendations are followed. Students with a temperature of 100 degrees should remain home until their temperature has been normal for 24 hours without the aid of medication. School personnel reserve the right to decide whether or not a student should remain in school. Parents or other designated responsible persons will be contacted at home or at work to pick up their student. Parents are required to have on file at school the telephone numbers of a relative or neighbor to call if the parent cannot be reached.

Accidents, Injuries and Insurance

Students are sometimes injured at school or at school sponsored activities. **The school does not maintain an insurance policy on students for such accidents.**

Accident insurance is available as provided by enrollment with Student Assurance Services, Inc.

This insurance provides coverage for students while the insured is on school premises, during school hours, while

the insured is traveling directly to and from school, or on any school sponsored activity.

Applications are available from the building office or district web site. Parents are provided this information at enrollment and are requested to purchase or waive the insurance. [Click here to view the SAS web site.](#)

Hot Weather Guidelines for Athletics & Recess

District coaches follow the recommendations of the Kansas State High School Activities Association in regards to hot weather practices. The following recommended practices and precautions will be followed:

1. Physical examination by a qualified doctor is required before participation;
2. Along with physical conditioning, acclimation to the heat is important and is developed over time. It is necessary to work in the heat to make that adjustment.
3. Practice schedules incorporate the KSHSAA recommended 2 or 3 water breaks per hour during which athletes are encouraged to drink plenty of water.

Coaches will adjust practice schedules and activities to compensate for the physical fitness level of the athletes and high temperatures and/or humidity. Coaches remain alert for signs of heat exhaustion or heat stroke throughout each practice.

In addition to following the guidelines of the KSHSAA, coaches will use alternate practice schedules; chalk talks in the classroom, cut back on drills used for conditioning alone, and spend extra time on strategies, and player positions.

Recess

Principals and staff are strongly encouraged to monitor all outdoor activities and to allow extra time at the end of recess so students have time to drink plenty of water.

Crisis Plans, Drills, & Security

A building crisis plan has been established and will be practiced throughout the year. As a part of this plan, all visitors must enter through the main entrance and report to the office. Visitors who are new to the building may be asked to show a photo ID. All visitors will be issued a visitor's badge, which must be worn at all times while on school property. The staff will immediately report any person in the building or on school grounds who is not wearing the appropriate visitor's badge provided by the office.

If a potentially dangerous situation should occur, an emergency plan designed to keep students safe will immediately be implemented and the police will be called. If evacuation from the premises is necessary, students will be escorted to the appropriate evacuation location and parents will be notified as soon as possible. Evacuation plans are in

place for all students with disabilities. Parents are discouraged from removing their students from the school until the crisis is resolved.

The Kansas Legislature has established a school safety hotline. This hotline is a toll free number available 24 hours per day to give students, parents, and community members the opportunity to anonymously report potential violence.

School Safety/Violence Hotline
1-877-626-8203

Fire & Severe Weather Drills

Fire drills are required by law at regular intervals and are an important safety precaution. The first fire drill will be announced. After the first drill, no announcements will be made. When the fire alarm or other signal is given, it is imperative that everyone promptly vacates the building by the prescribed route which is posted in each room. A fire drill plan is posted in each room and students should be aware of the route to be taken for any given hour of the day. Students are to remain outside the building until a signal is given to return inside. Each teacher will be responsible for assisting any student with a disability in their charge to the nearest accessible exit or safe refuge area. Each building administrator will be responsible for assisting any visitor with a disability to the nearest accessible exit or safe refuge area.

Three severe weather drills will be conducted during the school year. During a tornado drill or tornado warning, all students are taken to designated areas until an "all clear" is sounded. Students should know where there are assigned to go during a storm warning drill.

After the "all clear", students may only be released to their parents or to an authorized adult. If the severe weather warning extends beyond the school day, students will remain at school until the "all clear" sounds or are picked up by their parent(s)/ guardian(s) or authorized adult.

Guidance & Counseling

USD 232 maintains a guidance counseling program for the benefit of students. There are several reasons why students may wish to confer with the guidance counselor:

1. To have someone listen to and work with personal problems.
2. Gain information concerning vocations and careers.
3. To receive help with class scheduling.
4. To plan for future class enrollments.
5. To gather information concerning colleges, trade schools, military service, scholarships and other information about post high school training.
6. To receive interpretation of test results.

General Information

Telephone Calls

Telephone calls may be made to the school office between the hours identified under specific building information. The office is not open on Saturdays, Sundays or holidays.

Students may make necessary calls home from the office with permission. **Students are not to make or receive calls or text messages on personal cell phones during school hours.** (See electronic devices) Parents are requested to NOT call their students cell phone during school hours. If it is important, please call the office and ask that a message to be delivered. Tardies resulting from the use of the telephone between classes will be unexcused. **No passes will be given to the office for telephone use.**

Fees

A student material fee will be assessed each year. For students in grades 6 – 12, this fee includes the cost of one school planner. Additional fees are charged in classes where materials are used and retained by the student. The following list of additional costs is not all inclusive:

- materials for class projects;
- membership dues in student clubs;
- voluntarily purchased pictures, publications, class rings, graduation announcements, etc.;
- voluntarily purchased student accident insurance;
- musical instrument rental and supplies;
- personal apparel, used in extracurricular activities, that become the property of the student; and
- activity trip fees.

Student Rights and Responsibilities

USD 232 students are citizens within their school community and, as such, have rights and responsibilities. The rights are referenced to the U.S. Constitution, statutes and regulations of Kansas, and to policies of USD 232. The responsibilities are those willingly assumed by good citizens in their efforts to create and maintain the greatest amount of individual freedom of action and within the constraints of concern for the good of the total group.

Student Discrimination Complaints - JCE

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member.

*See your building administrator for information regarding the Grievance Procedure.

Student Privacy Rights

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle

registration information, confidential student records, criminal history background check information, information obtained pursuant to Kansas Department for Children and Families (DCF) intervention, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the records and files of the district, except to other authorized employees who may need such information in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his supervisor or otherwise required to release the information under law or court order. In all cases, the employee's immediate supervisor shall be informed, immediately, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his employment with the district for personal reasons or private gain, will be disciplined in accordance with Board policies, collective bargaining agreements, and district procedures. Disciplinary action may include severe penalties, up to, and including, discharge.

Student Records

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

Upon enrollment, parents of all school-age students must give written notice, via the district's Student Media & Directory Information Permission Form, to their school's principal to exclude the release of student information, schoolwork, activities, pictures and Directory Information.

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

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions.

Disclosure of information from your educational records to other persons will occur only if:

- We have your prior written consent for disclosure;
- The information is considered directory information and you have not objected to the release of such information (see “Directory Information”); and
- Disclosure without consent is permitted by law.
- The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 232 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- The right to obtain a copy of USD 232 policies for complying with FERPA. A copy may be obtained from the Office of the Superintendent, 35200 W. 91st, De Soto, KS 66018.

Directory Information

For purposes of FERPA, USD 232 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent.

Directory information categories includes the following: the student’s name, address, telephone number, picture, parent or guardian; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

Permission to Publish / Release Student Records

Student photographs, names, and/or student work may be used in the building/district publications, local media, and/or other publications deemed appropriate by the building/district. The information will be used for program descriptions and/or student participation.

You have a right to deny the release of directory information by completing the **Student Media and Directory Information Permission Form**. The form **must** be returned to your student’s school by September 20. If this form is not filed indicating your denial for releasing information, USD 232 assumes there is no objection.

Photographs/Video

Parents who visit classrooms or school activities during the school day may take photographs or video of their own children. However, to protect the privacy of students, parents may not take photographs or video of other children. This

does not apply to public events, such as games, concerts and other performances that occur outside the school day.

Parking Lot Regulations

The officer on duty is to enforce all city, state, and school regulations concerning operation of motor vehicles, such as:

- Speed Limit, 15 m.p.h.
- Reckless driving.
- Illegal mufflers, fireworks, and noisemakers.
- No Loitering.

Vehicles driven to school must be registered, marked with an official school vehicle registration permit, and parked in designated parking areas. Permits are obtained from the school office.

If a school official has reasonable suspicion that a vehicle located on school property contains contraband or items which violate state or federal law or school rules, the school official may search the vehicle. In the event of an emergency of imminent violence at the school, it may be necessary for the school to search all vehicles located on campus in order to protect the safety of the student population and school personnel.

Violation of parking or vehicle operating regulations may result in fines being levied, loss of the privilege of driving to school, the vehicle being towed at the owner’s expense and/or the loss of the use of school parking facilities. Where necessary, schools may deny parking privileges to freshmen and sophomores to alleviate overcrowding, or to other students experiencing unexcused absence problems. Once students have arrived at school they are to proceed directly to classes. They are not to leave the grounds before the normal dismissal time without written permission.

Parking

Parking on campus is a privilege extended to high school students. For the purposes of organization and security, the administration has developed a list of guidelines and consequences for violation of parking privileges on the campus.

All students must register any car they drive and park in the high school parking lot with the school SRO, **PRIOR** to parking the vehicle on school property. The parking lot is the property of USD 232 and as such, cars parked in it are subject to search and inspection by authorized personnel and/or school officials. Students may receive a school-issued parking ticket for failure to comply with parking lot regulations.

- 1st time parking violation - \$5 fee
- 2nd time parking violation - \$10 fee

Each subsequent parking infraction increases in \$5 increments.

Enforcement of parking infractions is the responsibility of the administration. Several key rules govern parking on campus. Among these are:

1. Do not park in teachers' parking area.
2. NO parking in designated handicap or visitor parking spaces
3. Park within the marked lines
4. Loitering in the parking lot is NOT allowed; once on campus, proceed into the building
5. Follow posted speed limits -15 MPH
6. Students are not allowed to go to their cars during the school day without permission from an administrator or the SRO.
7. No through traffic before and after school between high school and middle school parking lots.

Driving Violations

Students driving on campus will display prudent and cautious driving behavior at all times. Reckless driving and speeding will be dealt with severely. The administration and law enforcement will determine punishment for this type of driving. The administration may suspend parking and driving privileges.

Transportation

First Student provides transportation services under contract with USD 232. Parents with transportation questions may call the school bus information line at (913) 422-8501.

The school district provides bus transportation to and from school for students who reside in the attendance area and live outside of a 2.5 mile radius of the school. Students living closer than 2.5 miles may participate in the "FareRide Program." This program allows students to ride the bus for a fee. Contact First Student at 913-422-8501 to make these arrangements.

Free transportation will be provided to K-5th graders qualifying for the Federal Free and Reduced Lunch Program, even if they reside within the 2.5-mile radius.

Riding the school bus is a privilege. The bus driver is in charge of students, has authority to issue misconduct notices, and will report any infractions to a school administrator for investigation of the incident and appropriate disciplinary action. Improper conflict may result in the transportation privilege being denied.

Students who pay to ride the bus and are removed from the bus for inappropriate conduct will not receive refunds.

School Bus Discipline

At the first indication of a persistent behavior problem on the part of a bus rider, the driver must arrange for a personal and private conference with the individual. A written record of the conference and any action taken shall be made and the

building administrator shall receive a copy. The student must sign this conference slip or a notation must be made that the student refused to sign. The building administrator shall notify the parents of possible consequences. In the event the behavior problem is still not corrected, a green slip will be issued, the bus driver shall contact the parent personally and the student shall be suspended from bus service for three days. If the student continues to be disruptive, the school will have no choice but to protect the rights of other riders through long-term suspension of bus service. A second green slip is required plus notification to the parent.

Parents may request a hearing in the case of long-term suspension. The hearing committee shall consist of a representative of the board and an administrator.

If a green slip is given in the morning, the student's suspension will begin the following day. Activity or behavior by a student riding the bus, which threatens the safety of other bus riders or is in open defiance of a request by the driver, shall result in immediate suspension of bus service pending a parent conference. Students riding the bus should immediately board the buses as soon as they are dismissed from school in the afternoon.

If your student normally rides the bus, you must write a note or call the school if you plan to pick him up after school. If the school office has not been contacted or the parent is not present, the students will be sent home on their regular bus. Bus policy states that students may not ride a bus other than their assigned bus.

****Students riding the bus home are to load the bus at the designated time and location. They are not allowed to walk between schools to board.***

Prior to Loading

- Students must be on time! The bus cannot wait beyond its regular schedule for those who are tardy.
- Bus riders must conduct themselves in a safe manner while waiting for the bus.
- Be careful in approaching buses. Remain a safe distance from bus until bus comes to a complete stop and the driver signals you to load.

While in the Vehicle

All students riding in school vehicles, owned or contracted, by USD 232, are subject to all the same rules and regulations applicable to school/classroom behavior in addition to rules designed to help achieve safe transportation to and from school and school sponsored activities.

Rules of conduct specific to school transportation include,

but are not limited to the following:

- Follow the driver's instructions at all times.
- Proper boarding/departing procedures - walk as you get on and off the bus. Don't push others.
- Stay seated at all times facing forward until the driver says it is safe to exit the bus.
- Keep the aisle way clear at all times.
- Keep all body parts inside the vehicle at all times (i.e. no hands, feet, heads, etc., extended from doors or windows.)
- Do not distract the driver.
- Do not tamper with or deface any bus equipment.
- No unnecessary noise, loud talking, or yelling.
- No bullying or horseplay. Touching, hitting, and tripping are prohibited.
- No rude, discourteous and annoying conduct.
- No inappropriate language/gestures.
- No eating or drinking on the vehicle.
- No spitting or littering.
- Weapons or injurious articles of any type may not be brought onto the vehicle except by law enforcement officers in the performance of official duties.
- Articles of an objectionable nature are not to be brought onto the vehicle.
- No lighting matches or smoking in the vehicle.
- Do not throw objects in or out of the windows or doors.
- Do not destroy or vandalize the property of others.
- Any other behavior interfering with the safe operation of the vehicle or well-being and respect for others.

Violation of this policy may result in the following disciplinary action, up to and including, suspension from school owned vehicles or contracted transportation service:

- Warning: No suspension
- 1st Offense: 3 day suspension (Parent conference not required)
- 2nd Offense: 5 day suspension (Parent conference not required)
- 3rd Offense: Indefinite suspension from bus or until personal conference between principal, transportation office, bus contractor, students and parents has been made.

After Leaving the Vehicle

- Following departure from the bus, students crossing the road are to walk to at least eight steps out and eight steps in front of the bus; bus driver will signal when it is safe to cross the road; and student will also look to make sure that no traffic is approaching from either direction.
- The driver will not discharge riders at other places than the regular designated bus stop at home, or at school, unless proper authorization is received from the parent or a school official.

Extracurricular Trips

- The above rules and regulations would apply to any trip under school sponsorship.
- The driver is in charge of the bus at all times however, pupils shall respect the wishes of a teacher or a chaperone appointed by the school.

Cafeteria Visitors

Parents, grandparents and/or other legal guardians are welcome to join their students for lunch. ***Due to various food allergies and restricted diets, visitors may only bring food in for their student which is not to be shared with other students. Students may not leave campus during their lunch period.*** In addition to specific building procedures, all visitors must respect the following guidelines established to maintain a safe and orderly cafeteria:

1. All visitors must check-in at the office and wear a visitor's badge
2. Once in the cafeteria, visitors must check-in with one of the lunch room supervisors
3. Staff cannot pre-arrange or guarantee specific students will be seated together. If students are in assigned seats, preferential seating will not be permitted
4. At the conclusion of lunch, visitors should check-out in the office.

Volunteering at School

To ensure a quality learning environment and for the protection of our students; children who are not enrolled in school may not accompany a parent who is working/volunteering at the school or chaperoning a field trip during the school day. This allows parents to give their full attention to the students.

School Day Disruptions

In an effort to guard student instructional time, parents should bring items needed to the office rather than deliver them to the classroom. Except in very rare instances, students will not be called from class. When you need to speak with a teacher, please call the office and request a return call during his planning time, or leave a voice mail message. Please understand that phone calls and conferences will be at times when the teacher is not with students.

Gifts

The giving of gifts between students and staff members is discouraged.

Food, Candy, Gum & Pop

Gum will not be allowed in PE, Band, Music, or the Media Center. In all classes, the decision to allow gum will be left to school staff. It must be noted that gum chewing will be considered a privilege. If gum and/or wrappers are not

disposed of properly, the privilege will be removed. During the regular school day pop, food, and candy will not be allowed in the halls, auditorium, or gym. Open food, candy, and pop containers are not allowed in the halls or lockers. At times staff members may allow students to have snack food or drink as an incentive or reward. These must be consumed in the classroom where given or left behind.

Reward/Incentive Parties

Food and beverage brought in for rewards/incentive parties must be consistent with the district's healthy food guidelines. Classroom teachers, program sponsors and/or building administrators must approve all food and beverage due to possible allergies. Parties should be limited to 1 healthy beverage and 2 - 3 healthy foods. Ask your teacher for the "USD 232 Fun Fit Foods" guidelines sheet for examples of both healthier alternatives and non-food items.

Fundraising

The district encourages organizers of all school-sponsored fundraisers to choose healthy alternatives in consideration of supporting a healthier student body.

Distribution of Materials

Materials unrelated to the school's curriculum may not be distributed without prior administrative consent.

Staff-Student Relations

All communications between staff and students will be of a professional nature. Except for extenuating circumstances, staff members are to utilize district provided means of communication. All communication is to serve the purpose of creating and maintaining a professional – not personal - relationship with a student.

Students are not to leave school property with a staff member unless pre-approved by the Principal and the student's parent(s).

Staff members will not meet a student outside of school without prior approval from the Principal and the student's parents.

Under no circumstances will a staff member allow their personal vehicle or a vehicle for which they are responsible to be driven by a student.

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the Facilities Department.

School Pictures

Information will be sent home in advance of school pictures. No student or family is required to participate or purchase.

Student Nutrition - JGH

The district provides a quality lunch program at a competitive price that is readily available to all students in each building or students may bring their lunch. Breakfast is served at many district schools. Check with your school for availability. Students may establish an account to purchase a meal, extra milk or juice with the meal; milk or juice for the lunch they bring from home. School lunch prices are posted on the district web site.

All secondary schools offer a large selection of a la carte items which can be purchased separate from the student meal. It is important that you and your student discuss available options and set limits that meet your family goals and the nutritional needs of your student. Additional information is available at www.usd232.org.

- Monthly menus
- Free and Reduced meal application
- Cafeteria contacts
- Product listings of items containing peanut, dairy, or soy ingredients
- Complete nutritional information for all menu items
- Links to other websites that offer nutrition education resources

Due to various food allergies and restricted diets, parents may only bring food in for their student which is not to be shared with other students. Students may not leave campus during their lunch period.

Please contact the school nurse if the student has a medical necessity for a restricted diet.

Student Nutrition Charging Policy (School Lunch)

Elementary students may charge up to three meals (3 at any one time). After three charges a student will be offered crackers, cheese and white milk at no charge. Reminder notices are sent home to parents of elementary students.

Secondary students may charge up to three meals (3 at any one time). After three charges, students will be offered crackers, cheese and white milk at no charge. Charging of ala carte items is not permitted.

Parents may view the status of their child's account on Skyward Family Access.

Application for Free / Reduced Price Meals

School lunches operate under the National School Lunch program. Under this program, students are served 1/3 of the Recommended Daily Allowances for their age groups. The application form is mailed annually (after July 1st) and is also available to families from their building administrator, the district Student Nutrition Office, or the

district website.

Additional/optional benefits are available to students who qualify, including transportation fees, textbook fees, and summer school fees. A new application must be completed each year.

Cafeteria/Commons

Each student is expected to practice the general rules of good manners that one should find in the home. Some simple rules of courteous behavior that will make the lunch period pleasant and relaxed are:

- Observing good dining room standards at the table.
- Leaving the table and the surrounding area clean and orderly.
- Replacing chairs and putting trash in the proper containers.
- Not leaving the commons while eating or carrying food.
- Only seniors are allowed to eat lunch in the outdoor dining area.

All students will report to the cafeteria during their assigned lunch period unless the lunchroom supervisor or their classroom teacher grants them permission to be in other areas of the building. Violators are subject to penalties appropriate for skipping classes.

Elementary Section

Commitment to Character

USD 232 is committed to the development of the whole student and providing them with skills that will enhance their life. Positive life skills and lifelong behavior guidelines are emphasized.

Recess/Playground Rules

Whenever possible, students will go out for recess. There will be times, however, when the weather prevents that from occurring.

Weather Guidelines

In accordance with our commitment to student safety, and recognizing the impact extreme temperature can have on student health and wellness, USD #232 has established the following guidelines for outdoor recess/activities:

Heat Index Considerations:

- Full recess (and other outdoor activities) permitted when heat index temperature is at (or below) 96 degrees and when water is available for students on the playground or a process is in place by which students (upon request) may enter the building for water breaks
- Fresh air breaks, of no more than 10 minutes, are permissible (according to individual teacher

discretion and administrative consultation) when the heat index temperature is between 97 and 99 degrees and when water is available for students on the playground or a process is in place by which students (upon request) may enter the building for water breaks

Wind Chill Considerations:

- Full recess (and other outdoor activities) permitted when wind chill temperature is at (or above) 25 degrees and participating students are considered to be appropriately dressed
- Fresh air breaks, of no more than 10 minutes, are permissible (according to individual teacher discretion and administrative consultation) when wind chill temperature is between 20 and 24 degrees and participating students are considered to be appropriately dressed

It is understood that students may need to miss recess on occasion in order to complete classroom assignments when sufficient time was given but wasted by the student or as a consequence of student behavior.

Playground rules will be reviewed with students and revised when necessary by those who supervise the playground. The acceptable rules will be taught to the students at the beginning of the school year and as needed so that expectations are clear.

Birthday Recognition

If you wish to provide special recognition for your student's birthday, arrangements must be made in advance with the classroom teacher and they must approve all food and beverage due to possible allergies. Our district is committed to promoting student health and well-being, therefore, food and beverage brought in to recognize birthdays must be consistent with the district's healthy food guidelines. We encourage parents to consider supplying non-food items for the birthday student to share with his classmates. Ask your teacher for the "USD 232 Fun Fit Foods" guidelines sheet for examples of both healthier alternatives and non-food items.

Invitations

Students may not distribute party invitations at school unless they are inviting every student in the class.

Classroom Parties

Room parties (Fall, Winter and Valentine) are held for students under the supervision of the teachers and room parents.

Food and beverage brought in for classroom parties must be consistent with the district's healthy food guidelines. Classroom teachers must approve all food and beverage due to possible allergies. Parties should be limited to one (1) healthy beverage and two (2) – three (3) healthy snacks. Ask your teacher for the "USD 232 Fun Fit Foods" guidelines sheet for examples of both healthier alternatives and non-food items.

Room Parents

Contact PTA for information.

In order for parents to give their full attention to their school-age child, pre-school and middle/high school children are not to attend elementary classroom parties.

APPENDIX

Intra-District Transfer Request

1. Procedure
 - a. Transfer request packets are available to parents in the principal's office at each school and at the Education Center.
 - b. Please review the Board of Education transfer policy.
 - c. Complete pages 5 and 6 of the application. Provide written comments describing the reason(s) for requesting a transfer.
 - d. Return the completed transfer application to the home-school principal (sending school) for comments.
 - e. The sending school principal will forward the application to the receiving school principal.
 - f. The transfer application will be reviewed and a decision made by both the sending school and receiving school principals.
 - g. Written notification of the disposition of the transfer request will be provided to parents by the sending school principal.

2. Student Assignment to Schools Within the School District

Best educational practice and school building capacities limit the number of students attending each school. While the Board of Education provides comparable educational programs and curriculum among all schools, it is understood that circumstances do exist necessitating a request for student transfer to a school out of their attendance area.

In order to protect the educational needs of each student and to give appropriate consideration to class size and building enrollment limits, the following transfer policy is provided. Designated attendance areas for all schools shall be established by the Board of Education. Students residing within the attendance area of a school shall attend that school, except as otherwise provided by policies of the Board of Education.

3. Transfers

Students shall attend the school designated for the attendance area in which the student resides. Under exceptional circumstances, however, a student may be permitted to transfer to a school outside of the student's attendance area. Reasons for Transfers Based Upon Exceptional Circumstances:

 - a. Family move: Students whose parents move during the regular school year into the attendance area of another school within the school district may remain enrolled until the end of the regular school year at the school in which the student was enrolled immediately prior to the move.
 - b. Request from a governmental entity or social service agency: Request from Juvenile Court, DCF (KS Department for Children and Families), a mental health center, etc., may be approved if the transfer will improve the student's educational welfare and the receiving building has the capacity to accommodate the student.
 - c. Family hardship: Transfers for hardships in the family such as dissolution of the family unit by divorce, placement of a student outside the home, or other special circumstances involving changes of family structure. Childcare needs (for elementary grade students only) may be considered when the transfer is in the best interest of the student and the school district. In cases involving childcare, the district may determine an appropriate amount of time for making other childcare arrangements.
 - d. Special Programs: Students may request a transfer in circumstances where special programs are available in limited/designated sites (schools), i.e. curricular offerings or extra-curricular programs (subject to all eligibility rules of the Kansas State High School Activities Association and such eligibility rules as may be adopted by the Board).
 - e. Exceptional psychological or health reasons: A transfer may be requested on the basis of extraordinary psychological or health related circumstances. As supportive evidence, the district may require a report (which includes the reasons for and benefits of the transfer) prepared by a licensed mental or medical health professional with extensive knowledge of the student and the circumstances surrounding the request.
 - f. Administrative placement: In special circumstances, the Superintendent of Schools or his

designated representatives (transfer committee) may place a student in a school other than the school he or she would attend under Board of Education policies. Such placement may be made after consultation with the student's parents or guardians, sending and receiving principals, and other school personnel.

- g. Enrollment Balancing: A transfer may be requested on the basis of moving to a school with reduced numbers. In order for such a transfer to take place, the receiving school must be at or below 80% of enrollment capacity, and the transfer cannot create the need for an additional section, program or instructor, nor can it result in the loss of a section, program or instructor at the sending district school. Transfers requested for a move to a building of reduced enrollment can only take place at the beginning of the first semester of each school year, and determination of enrollment capacity will be made following the district enrollment period.

4. Transfer Procedures

- a. Application: Students and/or parents/guardians may request a transfer to a school outside their assigned attendance area by submitting an application for transfer based upon exceptional circumstances and for justifiable reasons. A request for transfer may be granted if it is deemed to be in the best interest of the student and the school district. The request for transfer must include written comments from the parent/guardian as well as comments and signatures from the sending school principal and the receiving school principal.

The initial period of time within which applications for transfer for the succeeding school year may be made shall be May 1-June 15. Application for transfer of enrollment at times other than within the designated period are discouraged. However, if a transfer request is initiated during the school year by a parent or building administrator, for reasons of discipline, student conduct, or detracting associations, such requests shall be made through building principals.

Although the district will attempt to accommodate transfer requests involving members of the same family, the district may not always be able to do so. Consequently, the granting of a transfer request for one student does not necessarily mean all students within that family will be granted transfers. The district reserves the right to cancel, revoke, or rescind transfers at any time.

Applications for transfer of enrollment to another school shall be reviewed by sending and receiving school principals. The sending school principal shall notify the requesting party of the disposition of the request for transfer. A copy of each approved transfer will be provided to the receiving school.

Requests for transfer must be renewed annually. It should be noted that approval one year is not a guarantee for future approvals. Students moving up to the secondary level are expected to enroll in the secondary school designated for the attendance area in which the student resides.

- b. Criteria for Approval or Denial: Principals of each school in the district shall review annually the number of additional students, if any, who will be permitted to enroll in that school during the next school year. Determination will include an analysis of space available for additional enrollment by grade levels and class, and will be based upon the district pupil-teacher-ratio standards. Additional consideration shall include the number of students presently residing in the attendance area of the school who can be expected to attend that school in the next school year.

Application forms must be completed (with an explanation of the transfer request) and signed by the parent or guardian and the principals of the "home" and "receiving" schools.

- c. Activity Expectations: Secondary school students who have been approved for voluntary transfer of enrollment and entering high school for the first time shall be permitted to

participate in interscholastic activities in accordance with regulations of the Kansas State High School Activities Association*. In general, a student is ineligible for 18 weeks from the first day of attendance at the new school, if a change in school is made without an accompanying move on the part of the student's parents. For exceptions and additional information, refer to the Kansas High School Activities Association (KSHSAA) regulations for eligibility.

[NOTE: In addition to the transfer rule, the student must meet all other rules and regulations such as age, scholarship, bonafide student in good standing, etc. to be eligible for KSHSAA activities. Ninth grade students will participate in activities at the high school level of their home attendance area only.]

- d. Transportation: As a condition for approval of any request for voluntary transfer, requesting party shall sign a transportation waiver form provided by the district on which it is acknowledged that the requesting party waives any and all entitlement to district-provided transportation that a student may otherwise have by reason of Board policy or state statute.

USD 232 Observer Form

Dear observer:

During your observation, you will see or hear things about children which should be kept confidential. In other words, we ask you not to share school information with persons other than school staff and, then, only if there's a "need to know." If you can agree to this and the attached guidelines, please sign your name below and return the signed form to the school's office.

Thank you.

Please return the bottom portion of this signed form to the school's office.

As an observer, I have read and will follow the guidelines provided to me. I will not share student information with persons other than school staff and then, only if there's a "need to know."

Observer's Signature Date

Student Name/Class _____/_____

Student Name/Class _____/_____

Student Name/Class _____/_____

Student Name/Class _____/_____

Please return the bottom portion of this signed form to the school office. Thank you.

Guideline for Observations of Individual Students or Programs by Parents or Representatives from Other Agencies

We believe education is a shared responsibility between parents/guardians and school personnel. At times parents/guardians may wish to visit or observe the classroom or ask that someone observe on their behalf. In compliance with board policy (*KM Visitors to the Schools*), all visitors are under the jurisdiction of the building principal who has the responsibility to minimize disruptions in the educational environment, ensure safety and security, and protect student privacy. To assure a successful school visit or observation, we ask for your cooperation in following these guidelines:

- Please arrange a mutually agreed upon date and time with the building principal for the requested visit or observation.
- For security reasons, visitors are required to check in at the school office before proceeding to contact any other person in the building or on the school grounds.
- All observation sessions will be planned so as not to create conflict with the teacher and student schedule. The principal and/or teacher reserves the right to refuse, cancel, change, or limit observation time, duration, or frequency if it is determined that such a visit would cause undue disruption in the educational process. No walk in observations should be allowed. *The general rule on frequency of observations is one time per quarter. Exceptions to this guidance can be made through an IEP team decision. The determination of the frequency should be based on factors such as the availability of staff, class activities, potential disruption to classroom routine, and the effect of observation on the student being observed.*
- To protect the learning environment, only one visitor is allowed in the classroom during the observation. Out of respect for the teaching environment, parents/guardians are asked not to bring younger siblings or children while visiting/observing in the classroom.
- An observer, other than the parent/guardian, must be approved by the principal and have written consent from the parent/guardian describing the reason for the visit and/or observation. If requesting to observe in a special education classroom or an individual student with a formal 504 plan, the purpose of the observation should be clearly articulated by the individual requesting the observation. *USD 232 is not culpable for any costs incurred by the parents.*
- Observations are limited to individuals with a legitimate and educational need to observe.
- Observations will be limited to one hour unless there are extenuating circumstances that have been discussed and approved by the building principal in advance.
- Observers need to sit at least five feet away from student to decrease distractions in the student's learning environment.
- Observer should refrain from interacting with the teacher or students in the classroom during the observation. Any questions should be addressed to the staff member accompanying the visitor or with the teacher after the observation. Any suggestions should be submitted in writing after the observation.
- Note taking is permissible; however, copies of the notes must be given to a designated member of the school team.
- Observers agree to respect the confidentiality of other students, and refrain from talking about the students outside of the school setting, and only for the original intent of the observation.
- Pictures and video/audio recording devices are prohibited.
- The principal reserves the right to ask the visitor to leave at any time.
- During the observation, the principal or his designee may be present in the observed setting, in order to accommodate follow-up discussion or clarify questions that may arise. All individuals observing in a special education classroom will be accompanied by one of the following staff members for the purpose of clarification and interpretation of activities and instruction that is occurring:
 - Building Principal
 - Student Service Consultant
 - School Psychologist
 - Special Education Coordinator
 - Administrative Designee
- All aspects of individual student confidentiality must be preserved and respected.
- Tape recording devices are prohibited.
- Note taking is permissible only if approved in advance from the administrator and the administrator also takes notes. If the suggestions require a change to the IEP, an IEP meeting will be scheduled. It is most helpful to have the observer at the IEP meeting to explain the rationale and reasoning for suggestions. USD 232 will consider the suggestions and determine the appropriateness of the recommendations in light of student progress and the educational setting.

Progressive Disciplinary Actions Include, But Not Limited To:

- **Informal Talk by the Staff Member** attempts to reach an agreement with the student as to acceptable behavior, positive interactive relationships, and acceptance of responsibilities. Parents may be contacted in person or by phone, providing communication, seeking involvement, and support.
- **Formal Conference Between Student and Teacher occurs outside class.** A record is kept of the student's commitment to corrective behavior. Parental/guardian contact in person or by phone, providing information, seeking involvement and support usually occurs.
- **Teacher Assigned Detention Period.** Significant time expenditure and work completion is expected. A record is kept and parent contact in person or by phone will occur.
- **Formal Conference Between Student, Teacher, and Other School Personnel (counselor, special education teacher, etc.)** Prescriptive action will occur by some form of teacher action, i.e., student improvement contract, teacher detention. A record is kept of student's commitment to corrective behavior. Parental/guardian contact in person or by phone will occur.
- **Office Referral/Formal Conference Between Student and One or More School Administrators.**
- **Prescriptive action will occur, i.e.,** student contract, detention, apology, restitution, etc. A record is kept of the student's commitment to corrective behavior. Parent communication occurs in writing, by telephone, or in person.
- **Administrative Detention.** A student is detained before school, during lunch period, or after school for a specific purpose. Parent contact in person or by phone occurs.
- **Appropriate Individualized Assignment and/or Loss of Privileges.** The school official devises an assignment to fit the offense and/or removes from the student one or more privileges usually associated with the offense. Parent contact in person or by phone occurs.
- **Friday Night School.** The student is assigned specific dates to attend class on Friday to complete specified learning activities frequently related to the absence from class. (Students missing the assigned Friday School will be assigned two days in-school suspension.) Parent contact in person or by phone occurs.
- **In-School Suspension.** The student is removed from class but must remain on campus isolated from other students under the supervision of a staff member. The student will be given appropriate assignments to complete for the class time being missed and will earn academic credit for work completed (one-five days). A missed in-school suspension will result in additional in-school days being added and in some cases, suspension from school. Parent contact in person or by phone occurs.
- **Formal Conference.** Parental involvement by personal conference with appropriate personnel (teacher, student, counselor, administrator, nurse, etc.) Prescriptive written action plan outlining student, school, and parent responsibilities will be created and maintained in the discipline file.
- **Temporary Removal from Class.** The student is not permitted to attend one or more classes for a brief period of time. During this period of removal, the student may be assigned appropriate on-campus duties. Parent contact in person or by phone occurs.
- **Exclusion for the Remainder of the Day.** The student is removed from classes usually following the offense to separate him/her from the school environment in a preventive manner. Credit may be given for makeup work completed unless the missed time becomes part of an out-of-school suspension. Parent contact in person or by phone occurs.
- **Short-Term Out-of-School Suspension.** The student is provided formal due process and is removed from school, campus, and activities and placed under the supervision/responsibility of the parent (1 to 10 days). Parent notification occurs by phone and in writing.
- **Long-Term Out-of-School Suspension.** The student is referred to the suspension and expulsion committee for a formal hearing to determine possible long term suspension not to exceed 90 days. Parent contact will be made as per state statute.
- **Expulsion.** The student is referred for suspension and/or expulsion for a formal hearing to determine possible expulsion not to exceed one calendar year. Parent contact will be made as per state statute.

Definition of Consequences

1. **IN-SCHOOL CONFERENCE WITH STUDENT:** A private conference between student, teacher and/or Principal attempting to resolve unacceptable behavior.
2. **DETENTION:** A period of temporary custody during regularly scheduled recess or beyond the length of the regular school day.
3. **EXTENDED SCHOOL TIME:** A period of temporary custody for a period of several hours, i.e., Friday evening or on Saturdays. Appropriate supervision, school assignments, and parental notification will be provided. Transportation is not provided.
4. **PARENT CONTACT:** Written notice, phone conference or meeting in person with school representative regarding student misbehavior.
5. **PARENT/TEACHER CONFERENCE:** A meeting between parent and teacher or other school representative.
6. **SUSPENSION OR FORFEITURE OF ACCESS TO COMPUTER PRIVILEGE:** As stated in the Acceptable Use Guidelines, any student found responsible for misuse or inappropriate network or technology practices may have access privileges suspended for a specific period or terminated. This includes district computer access, Internet, or any other technology applications.
7. **LOSS OF BUS PRIVILEGE:** Subject to the offense, students may lose bus transportation privilege for a specified amount of time according to guidelines developed by the district and transportation provider.
8. **REVOCAION OF PARKING PRIVILEGE:** The cancellation of student vehicle parking privilege in school parking lots for a specified amount of time.
9. **RESTRICTION OF ATTENDANCE AT SCHOOL SPONSORED ACTIVITIES:** Cancellation of student privilege to attend school sponsored activities as a spectator for a specified amount of time.
10. **INDIVIDUAL BEHAVIOR PLAN:** A behavioral agreement between parties outlining future actions, limitations, and/or consequences.
11. **LOSS OF ATHLETIC/ACTIVITY PRIVILEGE:** Cancellation of student privilege to participate in school sponsored athletics or activities for a specified amount of time.
12. **RESTITUTION:** An agreement between student and school that the student will attempt to restore or replace damaged property, equipment or supplies to their original condition.
13. **PROBATION:** Requires meeting standards in specific areas where adjustment must be shown and maintained for continued placement. Notification will be provided to parent before initiation.
14. **IN-SCHOOL SUSPENSION (ISS):** The interruption of classroom attendance and regular school participation, by official directive from the chief building administrator or the designated representative, for a period of time not to exceed five days. A designated, supervised, academically conducive but restrictive atmosphere will be substituted. Administrators will attempt to notify parents prior to placing a student in In-School Suspension.
15. **IN-SCHOOL SUSPENSION BEHAVIORAL CONTRACT:** An in-school suspension followed by a behavioral agreement between parties outlining future actions, limitations, and/or consequences.
16. **SHORT-TERM SUSPENSION:** The interruption of school attendance by official directive from the chief building administrator or the designated representative, for a period of time not to exceed 10 school days. Notification will be provided to parent before initiation. Students may not participate in extra-curricular activities during suspension.
17. **LONG-TERM SUSPENSION:** The exclusion from school for a period of up to 90 school days. A long-term suspension begins with a short-term suspension (see #16). Parental notification is given at the time of the short-term suspension. Students may not participate in extra-curricular activities during suspension.
18. **EXPULSION:** The exclusion from school for a period up to 186 days begins with a short-term suspension. (See #16). Parental notification is given at the time of short-term suspension. Students may not participate in extra-curricular activities during expulsion.

Anti-Bullying Statement

USD 232 is a place where the business of education can be conducted in a welcoming environment free of intimidation, violence, and fear. This setting provides an educational climate that fosters a spirit of acceptance and care of every student. It is a place where behavioral expectations are clearly communicated, consistently enforced, and fairly applied.

Student Anti-Bullying Pledge

We, the students of USD 232, agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we the students agree to:

- Value student differences and treat others with respect.
- Not become involved in bullying incidents or be a bully.
- Be aware of the school’s policies and support system with regard to bullying.
- Report honestly and immediately all incidents of bullying to a faculty member.
- Be alert in places around the school where there is less adult supervision, such as bathrooms, corridors, and stairwells.
- Support students who have been or are subjected to bullying.
- Talk to teachers and parents about concerns and issues regarding bullying.
- Work with other students and faculty, to help the school deal with bullying effectively.
- Encourage teachers to discuss bullying issues in the classroom.
- Provide a good role model for younger students and support them if bullying occurs.
- Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don’t report or stop the bullying, I am just as guilty.

Signed by: _____

Print name: _____

Date: _____

Anti-Bullying Statement

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Parents Anti-Bullying Pledge

We, the parents of _____, agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we the parents agree to:

1. Keep our students and ourselves informed and aware of school bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
3. Discuss regularly with our students, their feelings about school work, friendships, and relationships.
4. Inform faculty of changes in my student’s behavior or circumstances at home that may change my student’s behavior at school.
5. Alert faculty if any bullying has occurred.

Signed by: _____

Print name: _____

Date: _____

Board of Regents Qualified Admissions Precollege Curriculum

Under the provisions of 1996 House Bill No. 2668, a graduate of an accredited Kansas high school is entitled to admission to a State Board of Regents' Institution if the student has completed the precollege curriculum prescribed by the State Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale.¹ **This law applies to students who graduate in the year 2001 or later.**

Take **NOTICE** that the precollege curriculum consists of:

1. Four units of English;
2. Three units of Mathematics;
3. Three units of Social Studies;
4. Three units of Natural Sciences; and
5. One unit in the field of Computer Technology.

Also, take **NOTICE** that a total of 25 units of credit are required by this district for graduation from high school. Consult with a school counselor to determine specific graduation requirements.

¹ The law also specifies that a graduate is eligible for admission if he or she has a composite ACT score of not less than 21 points or ranks in the top 1/3 of his or her high school class upon completion of seven or eight semesters of study.

**KANSAS STATUTES ANNOTATED CHAPTER 72-8901 THRU 72-8906
AS AMENDED BY THE LEGISLATURE
Article 89 – SUSPENSION AND EXPULSION OF PUPILS**

72-8901. 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:

- (a) Willful violation of any published regulation for student conduct adopted or approved by the board of education.
- (b) conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- (c) 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;
- (d) 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;
- (e) 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
- (f) 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.

72-8902. Duration of suspension or expulsion; notice; hearing, opportunity afforded, waiver, time, who may conduct.

- (a) A suspension may be for a short term not exceeding ten 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.
- (b) (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 or the pupil's parent or guardian 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 and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing.
- (c) 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. 72-8903, and amendments thereto.

- (d) 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.
- (e) 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.

72-8903. Procedural due process requirements; record of appeal, costs; report of findings and result of hearing; information regarding behavior improvement programs.

- (a) The formal hearing provided for in K.S.A. 72-8902, and amendments thereto, shall be conducted in accordance with regulations relating thereto adopted by the board of education. Such regulations shall afford procedural due process including, but not limited to, the following:
 - 1. The right of the pupil to have counsel of the pupil's own choice present and to receive the advice of such counsel or other person whom the pupil may select;
 - 2. The right of the parents or guardians of the pupil to be present at the hearing;
 - 3. The right of the pupil and the pupil's counsel or advisor to hear or read a full report of testimony of witnesses against the pupil;
 - 4. The right of the pupil and the pupil's counsel to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena;
 - 5. The right of the pupil to present the pupil's own witnesses in person or their testimony by affidavit;
 - 6. The right of the pupil to testify in the pupil's own behalf and give reasons for the pupil's conduct;
 - 7. The right of the pupil to have an orderly hearing; and
 - 8. The right of the pupil to a fair and impartial decision based on substantial evidence.
- (b) In all extended-term suspension and expulsion from school cases, there shall be made a record of the hearing of an appeal of the suspension or expulsion, whichever is applicable, by mechanical or electronic recording or by an official court reporter, and the costs thereof shall be paid by the school district.
- (c) At the conclusion of a formal hearing which results in a suspension for an extended term or an expulsion, the person or committee conducting the hearing shall make a written report of the findings and results of the hearing. The report shall be directed to the board of education of the school district and shall be open to the inspection of the pupil who is suspended or expelled and, if the pupil is a juvenile, to the parents or guardians and counsel or other advisor of the pupil. If the pupil is an adult, the report shall be open to the inspection of the parents or guardians and counsel or other advisor of the pupil only upon written consent of the pupil. Whenever a formal hearing results in suspension for an extended term or expulsion, the person or committee conducting the hearing may make a finding that return to school by the pupil, pending appeal or during the period allowed for notice of appeal, is not reasonably anticipated to endanger the safety of others, to cause continuing repeated material disorder, disruption or interference with the operation of school, or to substantially or materially impinge upon or invade the rights of others, in which case the pupil may return to school until the period for filing a notice of appeal has expired with no notice filed, or until the determination of any appeal if a notice of appeal is filed. Whenever the person or committee conducting a hearing fails to make the findings specified above, the report of the hearing shall provide that the suspension or expulsion of the pupil shall continue until appeal therefrom is determined or until the period of suspension or expulsion has expired, whichever occurs sooner. Any such pupil shall be provided with information concerning services or programs offered by public and private agencies that work toward improving those aspects of the pupil's attitudes and behavior that contributed to the conduct upon which the suspension or expulsion was based. If the pupil is a juvenile, the information shall also be provided to the parents or guardians of the pupil.

72-8904. Notice of hearing results; appeal to board of education; hearing officers; procedure.

- (a) Written notice of the results of any hearing imposing an extended-term suspension or an expulsion from school shall be given to the pupil suspended or expelled from school, and to the parents or guardians of the pupil within 24 hours after determination of such result.
- (b) Any pupil age 18 or older, who has been suspended for an extended term or expelled, or one of the pupil's parents or guardians of a pupil under age 18, may appeal such suspension or expulsion to the board of education of the school district by filing a written notice of appeal with the clerk of the board of education not later than 10 calendar days after receiving the written notice. Any such appeal shall be heard by the board of education, or by a hearing officer appointed by such board, not later than 20 calendar days after such notice of appeal is filed. The pupil and the pupil's parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five days prior thereto. Such appeal shall be conducted under rules which are consonant with K.S.A. 72-8903, and amendments thereto. The

decision on any such appeal shall be rendered not later than ten days after the conclusion of the appeal hearing.

- (c) For the purpose of hearing an appeal of an extended-term suspension or an expulsion, the board of education may appoint one or more hearing officers. Any such hearing officer shall be a member of the board of education, a certificated employee of the school district, or an attorney admitted to the practice of law in this state. Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the board of education in making the appointment. Whenever a hearing officer appointed under authority of this section hears any appeal, the hearing officer shall prepare a written report thereon to the board of education. After receiving any such report, the board of education shall determine the matter with or without additional hearing. Any matter determined by the board of education in accordance with this subsection shall be valid to the same extent as if the matter were fully heard by the board of education without a hearing officer.

72-8905.Nonapplication of compulsory attendance law. The provisions of K.S.A. 721111, and amendments thereto, shall not apply to any pupil while subject to suspension or expulsion from school pursuant to the provisions of this act.

72-8906.Powers and duties of persons conducting hearings.

- (a) Any person, hearing officer or any member of a committee or the board of education conducting a hearing under this act may:
1. Administer oaths for the purpose of taking testimony;
 2. call and examine witnesses and receive documentary and other evidence; and
 3. take any other action necessary to make the hearing accord with procedural due process.
- (b) Any hearing officer, any member of a committee or the board of education holding a formal hearing or an appeal hearing under this act may and, upon the request of any pupil for whom any such hearing is held or upon the request of the pupil's parents or guardians or counsel, shall petition the administrative judge of the judicial district in which the school district is located requesting that the clerk of the district court be authorized to issue subpoenas for the attendance and testimony of the principal witness or witnesses and the production of books, records, reports, papers and documents relating to the proposed suspension or expulsion from school in the same manner as provided for the issuance of subpoenas in civil actions pursuant to K.S.A. 60-245, and amendments thereto.

The Kansas School Safety and Security Act (Effective July 1, 1998)

Kansas School Safety and Security Act (as amended by the 1998 session of the Kansas Legislature) **72-89b01**. This act shall be known and may be cited as the Kansas School Safety and Security Act. **72-89b02**. As used in this act:

- (a) "Board of Education" means the board of education of a unified school district or the governing authority of an accredited nonpublic school.
- (b) "School" means a public school or an accredited nonpublic school.
- (c) "Public school" means a school operated by a unified school district organized under the laws of this state.
- (d) "Accredited nonpublic school" means a nonpublic school participating in the quality performance accreditation system.
- (e) "School employee" means any teacher or other professional or paraprofessional employee of a school who has exposure to a pupil specified in subsection (a)(l) through (5) of K.S.A. 72-89b03 and amendments thereto.
- (f) "Administrator" means any individual who is employed by a school in a supervisory or managerial capacity.

72-89b03.

- (a) School employees with knowledge that a pupil is a pupil specified in this subsection shall inform administrators and administrators with knowledge that a pupil is a pupil specified in this subsection shall inform all other school employees of the following:
- (1) the identity of any pupil who has been expelled as provided by subsection (c) of K.S.A. 72-8901 and amendments thereto for conduct which endangers the safety of others;
 - (2) the identity of any pupil who has been expelled as provided by subsection (d) of K.S.A. 72-8901 and amendments there to;

- (3) the identity of any pupil who has been expelled under a policy adopted pursuant to K.S.A. 72-89a02 and amendments there to;
 - (4) the identity of any pupil who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony under the laws of Kansas or the state where the offense was committed, except that this subsection shall not apply to an adjudication as a juvenile offender involving a felony theft offense involving no direct threat to human life; and
 - (5) the identity of any pupil who has been tried and convicted as an adult of any felony, except that this subsection shall not apply to any felony conviction of theft involving no direct threat to human life.
- (b) Each board of education shall adopt a policy that includes:
 - (1) A requirement that an immediate report be made to the appropriate state or local law enforcement agency by or on behalf of any school employee who knows or has reason to believe that an act has been committed at school, on school property, or at a school supervised activity and that the act involved conduct which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons; and
 - (2) the procedures for making such a report.
 - (c) Administrators and other school employees shall not be subject to the provisions of subsection (b) of K.S.A. 1997 Supp. 72-89b04 and amendments thereto if:
 - (1) They follow the procedures from a policy adopted pursuant to the provisions of subsection (b); or
 - (2) their board of education fails to adopt such policy.
 - (d) Each board of education shall annually compile and report to the state board of education at least the following information relating to school safety and security: The types and frequency of criminal acts that are required to be reported pursuant to the provisions of subsection (b), disaggregated by occurrences at school, on school property and at school supervised activities. The report shall be incorporated into and become part of the current report required under the quality performance accreditation system.
 - (e) Each board of education shall make available to pupils and their parents, to school employees and, upon request, to others district policies and reports concerning school safety and security, including those required by this subsection, except that the provisions of this subsection shall not apply to the disclosures required pursuant to subsection (a).
 - (f) Nothing in this section shall be construed or operate in any manner so as to prevent any school employee from reporting criminal acts to school officials and to appropriate state and local law enforcement agencies.
 - (g)The state board of education shall extract the information relating to school safety and security from the quality performance accreditation report and transmit the information to the governor, the legislature, the attorney general, the secretary of health and environment, and the secretary of social and rehabilitation services.
 - (h) No board of education and no member of any such board shall be liable for damages in a civil action for the actions or omissions of any administrator pursuant to the requirements and provisions of the Kansas school safety and security act and to this end such board and members thereof shall have immunity from civil liability related thereto. No administrator or school employee shall be liable for damages in a civil action for the actions or omissions of such administrator or school employee pursuant to the requirements and provisions of the Kansas school safety and security act and to this end such administrator or school employee shall have immunity from civil liability related thereto.

72-89b04.

- (a) Willful and knowing failure of a school employee to make a report required by subsection (b) (1) of section 3, and amendments thereto, is a class B nonperson misdemeanor. Preventing or interfering with, with the intent to prevent, the making of a report required by subsection (b) (1) of section 3 and amendments thereto, is a class B nonperson misdemeanor.
- (b) Willful and knowing failure of any employee designated by a board of education to transmit reports made by school employees to the appropriate state or local law enforcement agency as required by subsection (b) (1) of section 3, and amendments thereto, is a class B nonperson misdemeanor. Preventing or interfering with, with the intent to prevent, the transmission of reports required by subsection (b) (1) of section 3, and amendments thereto, is a class B nonperson misdemeanor.
- (c) No board of education shall terminate the employment of, or prevent or impair the profession of, or impose any other sanction on any school employee because the employee made an oral or written report to, or cooperated with an investigation by, a law enforcement agency relating to any criminal act that the employee knows has been committed or reasonably believes will be committed at school, on school property, or at a school supervised activity.
- (d) Any board of education, and any member or employee thereof, participating without malice in the making

of an oral or written report to a law enforcement agency relating to any criminal act that is known to have been committed or reasonably is believed will be committed at school, on school property, or at a school supervised activity shall have immunity from any civil liability that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceedings resulting from the report.

Area Drug Assessment/Treatment Providers

Despite all your efforts to keep your kids drug free, one day, you may suspect or know that your student is using drugs. If so, take action NOW, because the longer you wait, the harder it will be to deal with your student's drug use. Please see www.usd232.org for more information.

(Continued on next page.)

Board Policy on Sexual Harassment

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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 Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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; 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 an employee's job status.

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.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual 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 sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

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

Board Policy on Racial Harassment

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Racial harassment will not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
4. is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

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

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of racial harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial 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 harassment may also face disciplinary action.

Initiation of a complaint of racial harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to termination of employment.

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.

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