



USD 232

Unified School District No. 232

www.usd232.org

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

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 under [Family Resources](#).

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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- Kansas Suspension and Expulsion of Pupils
- Policy Notifications
- Federal Educational Rights and Privacy Act
- Annual Notice of Authorized Student Data (Kansas Student Data Privacy Act)

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.

Vision

Maximize each student's potential, through inspiration and discovery, challenging them to become self-sufficient and positive contributors to society.

Mission

USD 232 will prepare all students for their future through excellent, innovative learning opportunities with caring, dedicated and passionate staff in a safe and secure environment.

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 on 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.

Mandatory Reporting

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

It is the policy of USD 232 not to discriminate on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, religion, or disability in its programs, activities or employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and other relevant state and federal laws. Inquiries regarding compliance with applicable civil rights statutes related to ethnicity, gender, age discrimination or equal access may be directed to Director of Human Resources, 35200 W. 91st Street, De Soto, Kansas 66018, phone 913-667-6200. Inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act and the Americans with Disabilities Act may be directed to the Director of Special Services, 35200 W. 91st Street, De Soto, KS 66018, phone 913-667-6200. Interested persons, including those with impaired vision or hearing, can obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the Director of Special Services. Any act of retaliation against any person who has engaged in a protected activity, as that term is defined by law, is prohibited.

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.

Board of Education Meetings

Board meeting times and locations are posted on the Board's webpage. Other meetings may be called as needed. Meeting agendas for regularly scheduled meetings 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 regularly scheduled board meetings. 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, local residents who are elected to four-year terms. Board members receive no compensation for their service.

CONTACT INFORMATION

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

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 school's webpage and/or sent via electronic mail. Please inform the school 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.

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 message 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 text message, calling trees, media and the district’s website.

SCHOOL VISITORS

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 the school or are creating a nuisance will be asked to leave campus.

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. College students considering a career in education and wishing to schedule classroom observations need to contact the district's Human Resources team 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 and or federal law and Board of Education 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.

Proof of Residency

For initial enrollment, the parent or guardian must provide at least one (1) item from the categories below to support residency verification. The address on the documents must match the residence property address to be listed on registration documents for the student (P.O. Box addresses are NOT accepted).

Mortgage Statement or Lease/Rental Agreement

- The most current copy of your Mortgage Statement or Lease/Rental Agreement in your name showing residence property address and signatures of lessor/lessee and names of all occupants of the leased residence. (If you are on a month-to-month lease/rental agreement, you will also need to provide the most current month's rental receipt or cancelled check.)

Current Utility Bill

- Current Electric Bill
- Current Home Gas Bill
- Current Water Bill
- Current Waste Management Bill

In the case of purchasing a home under construction, a copy of the executed contract showing the residence property address will be required.

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 (preferred), 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. 72-6120)

HEALTH REQUIREMENTS

Children attending public schools in Kansas are required to present evidence of inoculations deemed necessary by the State of Kansas (K.S.A. 72-6262). Please provide certification from your health care provider indicating the month, day, and year your child received the required immunization(s).

As an alternative to the certification of inoculations required by Kansas, you may present:

(1) An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or

(2) a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

The district may exclude from school attendance any pupil who has not complied with the requirements of Kansas statute. A pupil shall be subject to exclusion from school attendance until such time as the pupil shall have complied. (K.S.A. 72-6265)

You have the option of providing certification of inoculations, or one of the two alternatives listed above. We are here to assist you. Contact your school nurse for guidance.

HEARING AND VISION SCREENINGS

Our school nurses, throughout the school year, will perform hearing screening for students in Early Childhood and grades K, 3, 5, 7, and 10. Vision screenings will be performed for students in Early Childhood and grades K, 1, 2, 3, 5, 7, and 10. We will also conduct screenings for students new to the school district and students with individual medical needs.

PART-TIME STUDENTS

The following is from policy section JBC - Enrollment.

The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:

- Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- requests to enroll part-time in the school district; and
- meets the age of eligibility requirements for school attendance.

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations, but shall not be required to make adjustments to accommodate every such request.

Part-time students, other than those specified previously in this policy, may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than September 20. Such part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

An application for part-time enrollment may be approved only for the current school year or for a lesser period of time as designated by the school principal and Superintendent of Schools in approving the application. An application for part-time enrollment must be submitted at least annually.

TRANSFERRING CREDIT FROM NON-ACCREDITED SCHOOL

Students transferring from non-accredited schools will be placed at a grade level determined 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 school-owned materials and resources are to be returned to the school, 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, if qualified, will be refunded and mailed from the school district.

When a student transfers, their 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 they transfer. 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 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.

CURRICULUM and INSTRUCTION

A description of all available courses and/or grade-level standards can be obtained from each school.

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 or his/her designee. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

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.

EUDORA-DE SOTO TECHNICAL EDUCATION PROGRAM

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 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

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, the board requires each candidate to earn 25 academic credits of a type meeting state and district requirements beginning with the class of 2002.

High School (Grades 9 – 12) = 25 Credits

Language Arts	4.5 Units
Social Science	3.5 Units
Mathematics	4.0 Units
Science	3.0 Units
Physical Education/Health	1.5 Units
Fine Arts	1.0 Unit
Electives	7.5 Units
• <i>Two (2) units must be Technology Electives</i>	
Total Credits	25

Beginning with the Class of 2028, the graduation requirements are as follows.

English Language Arts	4.0 Units
Communications	0.5 Units
Math	4.0 Units
Social Studies	3.5 Units
Science	3.0 Units
Fine Arts	1.0 Unit
Health	0.5 Units
Physical Education	1.0 Unit
STEM Elective	1.0 Unit
IPS Electives	4.5 Units
General Electives	1.5 Units
Financial Literacy	0.5 Units
Total Credits	25

A student who successfully completes Integrated Math III, or an equivalent-leveled course, by the conclusion of Grade 11, with approval, may, as a senior, substitute one (1) unit of Mathematics with one (1) unit of “Quantitative Reasoning” if it aligns with the student’s Individual Plan of Study. A detailed list of math course requirements, as well as the Quantitative Reasoning courses, are listed in the high school course guide.

Exceptions may be granted by the superintendent or his/her designee to waive local graduation requirements that are in excess of the state minimum requirements for students on a case-by-case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for the Kansas Department of Children and Families, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

Other situations may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board due to extenuating circumstances or other hardship conditions.

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.

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 grades 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 school 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.

ELEMENTARY GRADES (K-5)

While student report cards are just one way teachers share learning results with parents, they are an important tool in the communication process between schools and families.

During the 2014-15 school year an intensive review of best practices in communicating student learning was completed by elementary administrators, teachers, and parents. The goal was to align with Kansas College and Career Readiness Standards. In the creation of this new document, district staff studied best practices, conducted focus groups with parents from each elementary school, and created a district committee comprised of elementary principals and teachers. Their task was to focus on updating grade reporting at the elementary level.

Beginning with the 2015-16 school year USD 232 implemented changes to the elementary report card. Parents may expect to see the following to report grades. A more complete description of what these values mean will be communicated by elementary schools during the first quarter.

- Grades for students in kindergarten through second grade will be noted as 4, 3, 2, or 1.
- Grades for students in third through fifth grades will be noted as A, B, C, D, or F.
- A comment section is available for teachers to provide additional feedback.

Along with this updated grade card, elementary parents may access Skyward Family Access to monitor their child's progress throughout the school year. The elementary report card and Skyward Family Access are just two ways in which we communicate student performance throughout the school year.

Because students do not participate in physical education, music, library, technology, and art on a daily basis, grades will be posted once at the end of each quarter.

It is important to be aware that although feedback is provided on every assignment, not every grade will be posted nor included in the computation of a final grade. As educators, we know the importance and value of practice before mastery is assessed and a grade assigned.

The final grade earned at the end of the quarter should never be a surprise. Communication regarding student progress is an ongoing process between your child, you, and your child's teachers. This communication and collaboration is the key to your child's success.

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+
- 92.55-97.54 = A
- 89.55-92.54 = A-
- 86.55-89.54 = B+
- 82.55-86.54 = B
- 79.55-82.54 = B-
- 76.55-79.54 = C+
- 72.55-76.54 = C
- 69.55-72.54 = C-
- 66.55-69.54 = D+
- 62.55-66.54 = D
- 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 that may be 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 the 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 grading 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 ten 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.

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 may 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" Honor 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.

COLLEGE CREDIT

With parental and prior administrative approval, high school 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.

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. Semester examinations may be utilized at the middle school level.

SCHEDULING OF TESTS, PROJECTS AND ACTIVITIES

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

REPORTING TO PARENTS

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 will be communicated by each school.

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.

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, Professional Learning Communities, School Improvement Specialist, 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 who 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 who fails to achieve a passing grade in English or Mathematics is responsible for recovering that credit through summer school (if offered). Information on summer 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.

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 state required curriculum. The human sexuality and AIDS curriculum and information is available for inspection from the building principal, teacher, 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. It is a parental responsibility under Kansas statutes 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 school 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

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/Unexcused Absences

The definition of "excused absence" includes the following:

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

Regular attendance is required of all pupils enrolled in elementary and secondary school under Kansas compulsory attendance statutes. It is a parental responsibility under Kansas statutes to

require the regular school attendance "...of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years," unless the child is exempted by statute. A student's chronic absenteeism will result in a conference with the parents/guardians and the principal and/or his designee to determine how future absences will be handled. A physician's note may be required for chronic absenteeism related to health issues.

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

Significant Part of a School Day

An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day.

Make-Up Work

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

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.

MAKE-UP WORK AFTER EXCUSED ABSENCES

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.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian, or to another location designated by the board to address truancy issues.

Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school, or Washburn University.

Tardies

STUDENTS ARRIVING LATE OR LEAVING EARLY

Students arriving to school after the appointed start time for the first class are tardy. 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 $\frac{1}{2}$ 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.

HIGH SCHOOL TARDY RULE

See high 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.

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 on the district's [website](#).

SEXUAL HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

The Chief of Personnel, USD 232, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff

member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator. [More information is available on the district's website.](#)

DISABILITY HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of disability. Discrimination or harassment on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Disability 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.

The Director of Human Resources, USD 232, 35200 West 91st Street, De Soto, KS 66018, phone 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements. [More information is available on the district's website.](#)

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 race, color, or national origin. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the school district. Racial 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.

The Director of Human Resources, USD 232, 35200 West 91st Street, De Soto, KS 66018, phone 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements. [More information is available on the district's website.](#)

SEARCHES OF PROPERTY

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

See Board of Education [policy](#) section JCAC for more information.

EMERGENCY SAFETY INTERVENTIONS

[Emergency Safety Interventions](#) (ESI) are seclusion and restraint that are used when the student presents a reasonable and immediate danger to self or others. More information is available on the district [website](#).

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.

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.

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 students 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 personal 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/extracurricular 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/extracurricular 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, 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.

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.

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-FREE SCHOOL GROUNDS

The use, possession, or promotion of any tobacco product by any student is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property. [See policy JCDA.A](#).

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

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 arrested or 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.

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 Schools *may* conduct Friday Night school as one optional disciplinary consequence. Students must arrive by 3:00 p.m. with enough school related work to engage in until 5:00 p.m. 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

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. In the event that the change does not take place in the time allowed, the administrator may prescribe 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.

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.

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 extracurricular 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 interscholastic 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.

CATASTROPHIC ATHLETIC INSURANCE

Accident insurance is available as provided by enrollment with [Student Assurance Services, Inc.](#) 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.**

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.

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 extracurricular 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. Board policy section 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.

EXTRACURRICULAR FUNDRAISING & SOLICITATIONS

All organizations wishing to conduct projects for the purpose of raising funds must have approval. 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.

VISITATIONS TO INSTITUTIONS OF HIGHER EDUCATION

It is often advantageous for students 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:

- The student must be in good academic standing;
- The student must have a solid attendance record;

- All work must be made up before going on a school visitation;
- 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

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. Students who are ill or injured are not to be taken or sent home until parents or other designated responsible people have been contacted.

MEDICATION POLICY - (POLICY JGFGB)

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 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 school nurse. 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.

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.

Parents are provided this information at enrollment and are requested to purchase or waive the insurance.

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. 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.

During a tornado drill or tornado warning, all students are taken to designated areas until an “all clear” is sounded. 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:

- To have someone listen to and work with personal problems;
- Gain information concerning vocations and careers;
- To receive help with class scheduling;
- To plan for future class enrollments;
- To gather information concerning colleges, trade schools, military service, scholarships and other information about post high school training;
- 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.

Parents are requested to NOT call their students' cell phones 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, learning resources fee will be assessed each year. Additional fees are charged in classes where materials are used and/or retained by the student.

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

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, 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. Parents will receive information about the Kansas Student Data Privacy Act during enrollment or the annual registration process.

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 **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.

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;
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 more than 2.5 miles from 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 conduct 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 building administrator shall notify the parents of possible consequences.

Riding the Bus

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 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 voicemail 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 one 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.

DISTRIBUTION OF MATERIALS

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

STAFF-STUDENT RELATIONS

Staff members shall maintain professional relationships and communications with students which are conducive to an effective educational environment. Staff members shall not submit students to bullying, harassment, or discrimination prohibited by board policy. Staff members shall not have any interaction of a romantic and/or sexual nature with any student at any time regardless of the student's age or consent.

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 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

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 website.

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

The district's meal charging requirements are as follows. A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$15.00 for the purchase of meals to this account without triggering the district's delinquent debt proceedings as outlined in this policy. Charging of a la carte or extra items to this account will not be permitted. Adults will not be allowed to charge meals or a la carte items.

When the charge levels identified in this policy have been met, a student's meal account becomes delinquent. The student will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have delinquent accounts and cannot pay out of pocket for a meal will be provided a regular, reimbursable meal from the cafeteria menu, which shall be charged to the student's account while the district proceeds with attempts to resolve the delinquent debt with the student's parent or guardian.

A student's parent or guardian will receive multiple written notices once a student account reaches a negative amount. At least one verbal notification shall be provided to a student's parent or guardian prior to reaching the delinquent debt threshold outlined herein. Access to this policy will be provided to the student's parent or guardian with the written notice. If payment of the negative balance is not received before the balance reaches \$-25.00, the debt will be turned over to building administration. At least one verbal and/or written notification will be provided to the student's parent or guardian from building administration. If payment of the negative balance is not received before the balance reaches \$-30.00, the debt will be turned over to the superintendent or their designee.

If payment of the negative balance is not received by the time a student leaves USD 232 (i.e., graduation, transfer out of district), the debt shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office or online. Students, parents, and guardians of students are encouraged to prepay meal costs.

APPLICATION FOR FREE / REDUCED PRICE MEALS

School lunches operate under the National School Lunch program. 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.

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 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.

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

ROOM PARENTS

Contact teacher, PTA or PTO for information.

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Policy Notifications

Parents/guardians, students, and employees may find [policy notifications](#) on the school district's website.

- Notice of Nondiscrimination
- Website Accessibility
- Title IX Coordinator for USD 232
- Sexual Harassment
- Disability Harassment
- Racial Harassment
- Section 504
- Complaints
- Part-time Enrollment Policy

Web URL: <https://www.usd232.org/family-resources/policy-notifications/policy-notifications>



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.

USD 232

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 only if approved in advance from the administrator and the administrator also takes notes. Copies of the notes must be given to a designated member of the school team. 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.
- 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. Tape 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/her 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
 - Integration Specialist
 - Special Education Coordinator
 - Administrative Designee
- All aspects of individual student confidentiality must be preserved and respected.

Suspension and Expulsion Statutes

72-6114. 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.

History: L. 1970, ch. 300, § 1; L. 1994, ch. 307, § 1; May 12.

Source or Prior Law:

[72-8901.](#)

72-6115. Duration of suspension or expulsion; notice; hearings, opportunity afforded, waiver, time, who may conduct. (a) A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

(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 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.

(c) A written notice of any short-term suspension and the reason therefor shall be given to the pupil involved and to the pupil's parent or guardian within 24 hours after the suspension has been imposed and, in the event the pupil has not been afforded a hearing prior to any short-term suspension, an opportunity for an informal hearing shall be afforded the pupil as soon thereafter as

practicable but in no event later than 72 hours after such short-term suspension has been imposed. Any notice of the imposition of a short-term suspension that provides an opportunity for an informal hearing after such suspension has been imposed shall state that failure of the pupil to attend the hearing will result in a waiver of the pupil's opportunity for the hearing.

(d) 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. 2017 Supp. [72-6116](#), and amendments thereto.

(e) 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.

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

History: L. 1970, ch. 300, § 2; L. 1971, ch. 247, § 1; L. 1973, ch. 304, § 1; L. 1977, ch. 260, § 1; L. 1982, ch. 303, § 1; L. 1994, ch. 307, § 2; L. 1995, ch. 142, § 1; L. 1999, ch. 116, § 38; L. 2000, ch. 138, § 7; July 1.

Source or Prior Law:

[72-8902](#).

72-6116. 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. 2017 Supp. [72-6115](#), 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.

History: L. 1970, ch. 300, § 3; L. 1971, ch. 247, § 2; L. 1976, ch. 145, § 232; L. 1977, ch. 260, § 2; L. 1994, ch. 307, § 3; May 12.

Source or Prior Law:

[72-8903](#).

72-6117. Notice of hearing results; appeal to board of education; hearing officers;

procedure. (a) Written notice of the result 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. 2017 Supp. [72-6116](#), and amendments thereto. Except as provided by subsection (c), the decision on any such appeal shall be rendered not later than five 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. If a

hearing officer is appointed to hear an appeal, the board shall render its decision not later than the next regularly-scheduled meeting of the board following the date of the conclusion of the hearing of the appeal by the hearing officer. 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.

History: L. 1970, ch. 300, § 4; L. 1971, ch. 247, § 3; L. 1994, ch. 307, § 4; L. 2000, ch. 138, § 8; L. 2006, ch. 167, § 1; July 1.

Source or Prior Law:

[72-8904.](#)

72-6118. Nonapplication of compulsory attendance law. The provisions of K.S.A. 2017 Supp. [72-3120](#), and amendments thereto, shall not apply to any pupil while subject to suspension or expulsion from school pursuant to the provisions of this act.

History: L. 1970, ch. 300, § 5; L. 1994, ch. 307, § 6; May 12.

Source or Prior Law:

[72-8905.](#)

72-6119. 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 chief 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.

History: L. 1971, ch. 247, § 4; L. 1977, ch. 260, § 3; L. 1994, ch. 307, § 7; L. 1999, ch. 57, § 66; July 1.

Source or Prior Law:

[72-8906.](#)

72-6120. Refusal to admit suspended or expelled pupil authorized. 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.

History: L. 1994, ch. 307, § 5; May 12.

Source or Prior Law:

[72-8907.](#)

72-6121. Definitions. As used in this act:

- (a) "Juvenile" means a person who is less than 18 years of age;
- (b) "adult" means a person who is 18 years of age or older;

(c) "felony" means any crime designated a felony by the laws of Kansas or the United States;
(d) "misdemeanor" means any crime designated a misdemeanor by the laws of Kansas or the United States;

(e) "school day" means any day on which school is maintained;

(f) "school year" means the same as such term is defined in K.S.A. 2017 Supp. [72-5132](#), and amendments thereto;

(g) "counsel" means any person a pupil selects to represent and advise the pupil at all proceedings conducted pursuant to the provisions of this act; and

(h) "principal witness" means any witness whose testimony is of major importance in support of the charges upon which a proposed suspension or expulsion from school is based, or in determination of material questions of fact.

History: L. 1994, ch. 307, § 8; L. 2015, ch. 4, § 64; L. 2017, ch. 95, § 92; July 1.

Source or Prior Law:

[72-8908](#).

72-6131. Definitions. 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) "Chief administrative officer of a school" means, in the case of a public school, the superintendent of schools and, in the case of an accredited nonpublic school, the person designated as chief administrative officer by the governing authority of the school.

(f) "Federal law" means the individuals with disabilities education act, section 504 of the rehabilitation act, the gun-free schools act of 1994, and regulations adopted pursuant to such acts.

(g) "Secretary of education" means the secretary of the United States department of education.

(h) (1) "Weapon" means: (A) Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any weapon described in the preceding example; (C) any firearm muffler or firearm silencer; (D) any explosive, incendiary, or poison gas: (i) Bomb; (ii) grenade; (iii) rocket having a propellant charge of more than four ounces; (iv) missile having an explosive or incendiary charge of more than 1/4 ounce; (v) mine; or (vi) similar device; (E) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (F) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (G) any bludgeon, sandclub, metal knuckles or throwing star; (H) any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; or (I) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

(2) The term "weapon" does not include within its meaning: (A) An antique firearm; (B) an air gun; (C) any device which is neither designed nor redesigned for use as a weapon; (D) any device,

although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device; (E) surplus ordinance sold, loaned or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685 or 4686 of title 10 of the United States Code; or (F) class C common fireworks.

(i) "Air gun" means any device which will or is designed to or may be readily converted to, expel a projectile by the release of compressed air or gas, and which is of 0.18 caliber or less and has a muzzle velocity that does not exceed 700 feet per second.

(j) "Organization" means any profit or nonprofit association, whether school-sponsored or community-based, whose primary purpose is to provide youth development by engaging individuals under the age of 18 in activities designed to promote and encourage self-confidence, teamwork and a sense of community.

History: L. 1995, ch. 27, § 1; L. 1996, ch. 141, § 1; L. 1999, ch. 124, § 3; L. 2001, ch. 119, § 3; L. 2016, ch. 86, § 2; July 1.

Source or Prior Law:

[72-89a01](#).

72-6132. Policies requiring expulsion of pupils for possession of weapons, adoption, filing; hearings; modification of requirement authorized; referral procedure; annual report; circumstances when policy not applicable. (a) Notwithstanding the provisions of subsection (a) of K.S.A. 2017 Supp. [72-6115](#), and amendments thereto, and subject to the other provisions of this section, each board of education in this state shall adopt a written policy requiring the expulsion from school for a period of not less than one year any pupil determined to be in possession of a weapon at school, on school property, or at a school supervised activity. The policy shall be filed with the state board of education in such manner as the state board shall require and at a time to be determined and specified by the state board.

(b) To the extent that the provisions contained in article 61 of chapter 72 of Kansas Statutes Annotated, and amendments thereto, do not conflict with the requirements of this act, such provisions shall apply to and be incorporated in the policy required to be adopted under subsection (a).

(c) If a pupil required to be expelled pursuant to a policy adopted under subsection (a) is confined in the custody of the secretary for children and families, the commissioner of juvenile justice or the secretary of corrections as a result of the violation upon which the expulsion is to be based, the hearing required under the provisions of article 61 of chapter 72 of Kansas Statutes Annotated, and amendments thereto, shall be delayed until the pupil is released from custody.

(d) A hearing afforded a pupil required to be expelled pursuant to a policy adopted under subsection (a) shall be conducted by the chief administrative officer or other certificated employee of the school in which the pupil is enrolled, by any committee of certificated employees of the school in which the pupil is enrolled, or by a hearing officer appointed by the board of education of the school in which the pupil is enrolled.

(e) The chief administrative officer of the school in which a pupil required to be expelled pursuant to a policy adopted under subsection (a) is enrolled may modify the expulsion requirement in a manner which is consistent with the requirements of federal law. Nothing in this subsection shall be applied or construed in any manner so as to require the chief administrative officer of a school to modify the expulsion requirement of a policy adopted by a board of education pursuant to the provisions of subsection (a).

(f) The policy adopted by a board of education under subsection (a) shall contain a procedure for the referral of any pupil determined to be in possession of a weapon at school, on school property, or

at a school supervised activity to the appropriate state and local law enforcement agencies and, if the pupil is a juvenile, to the secretary for children and families or the commissioner of juvenile justice.

(g) Each board of education shall prepare an annual report on a form prescribed and furnished by the state board of education that contains a description of the circumstances surrounding any expulsions imposed on pupils pursuant to a policy adopted under subsection (a), including the name of the school or schools concerned, the number of pupils expelled, and the type of weapons concerned. The report shall be submitted to the state board of education in such manner as the state board shall require and at a time to be determined and specified by the state board.

(h) The provisions of this section do not apply to the possession by pupils of weapons at school, on school property, or at a school supervised activity if the possession of weapons by pupils is connected with a weapons safety course of instruction or a weapons education course approved and authorized by the school or if the possession of weapons by pupils is specifically authorized in writing by the chief administrative officer of the school.

History: L. 1995, ch. 27, § 2; L. 1996, ch. 141, § 2; L. 1997, ch. 156, § 85; L. 2014, ch. 115, § 296; July 1.

Source or Prior Law:

[72-89a02](#).

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Unified School District 232 receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS: Special education records for each child with an exceptionality are maintained by the school district until no longer needed to provide educational services to the child. This notice is to inform you that the special education records for this student will be destroyed after five (5) years following program completion or graduation from high school, unless the student (or the student's legal guardian) has taken possession of the records prior to that time.

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

####

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Unified School District 232, Johnson County, KS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, USD 232 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Newsletters; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want USD 232 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 10. USD 232 has designated the following information as directory information:

-Student's name
-Address
-Telephone listing
-Electronic mail address
-Photograph
-Major field of study
-Dates of attendance
-Grade level

**-Participation in officially
recognized activities and sports**
**-Weight and height of members of
athletic teams**
-Degrees, honors, and awards received
**-The most recent educational agency or
institution attended**

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

Unified School District No. 232, Johnson County, KS

FERPA OPT OUT FORM FOR DIRECTORY INFORMATION

Federal Education Rights and Privacy Act (FERPA)
(School district policy JRB – Release of Student Records, Directory Information)

If you do not want **photos or directory information** of your student published in yearbooks, activities programs or other District publications please complete the attached form. **If no documentation is on file with the District, it will be assumed that permission to release information has been granted.** Directory information can be made public without the consent of parents, but **the District uses discretion** when releasing any information to an outside source.

Directory information includes: The student’s name, parent/guardian name(s), address, telephone, email, individual photo, video of student, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational institution the student has attended. Directory information is commonly used in yearbooks, activities programs, District publications, publicity and news releases. Directory information may be released to outside organizations such as companies that manufacture class rings and publish yearbooks.

Photograph/Yearbook: Parents/guardians may opt out of directory information, but would still like to have their child’s photograph and other information in the school’s yearbook. Leave this unchecked to grant permission for photograph/yearbook.

Military/Higher Education Recruiters: Consistent with federal law, the names, addresses, and telephone numbers of secondary students (Grades 9-12) shall be released upon a request made by military recruiters and/or institutions of higher education unless parent/guardian has advised the District in writing to not release.

Return form to student’s school, or send to:

Clerk of the Board
35200 W. 91st Street
De Soto, KS 66018

PLEASE DO NOT RELEASE: _____ **Directory information**
_____ **Photograph/yearbook**

_____ **High School students:** directory info to military recruiters.

STUDENT INFORMATION:

_____ **High School students:** directory info to higher education recruiters.

Printed Student Name

Complete Address

_____ School _____ Grade _____ Date

PRINTED Parent/Guardian Name

SIGNATURE Parent/Guardian

RETURN WITHIN 30 DAYS OF START OF SCHOOL OR DATE OF ENROLLMENT
This release will continue on file during a student’s enrollment with the district.



Annual Notice of Authorized Student Data Disclosures

In accordance with the Kansas Student Data Privacy Act and board policy IDAE, student data submitted to or maintained in a statewide longitudinal data system may only be disclosed as follows. Such data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope and duration of the data-sharing agreement;
- recipient of student data uses such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

As the parent or legal guardian of (student name) _____, I acknowledge that I have been provided with notice of authorized student data disclosures under the Student Data Privacy Act.

Parent signature

Date _____