MAIZE

UNIFIED SCHOOL DISTRICT 266

Board of Education

District Student Handbook

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1 OVERVIEW

Welcome to Maize USD 266! Our mission is to inspire students to discover their potential as we Connect, Learn, and Lead. USD 266 values parents as partners and looks forward to working with you to ensure each student has a successful educational experience.
The District Student Handbook is a supporting document to Maize Board of Education Policy for Maize USD 266. It is designed to guide students and their families on key policies and procedures related to students. Updates throughout the school year may occur, so please reference the most recent version of the Policies and Regulations of the Maize Board of Education, available at www.usd266.com.

Additionally, this handbook is not meant to be an all-inclusive list of school policy. Interpretation of items in the handbook, and incidents that arise that are not specifically in the handbook, shall be addressed with the responsibility and authority of the principals.

In the event the rules and regulations set forth in this handbook conflict in any way with the policies set forth by the USD 266 Board or Education, then the board policies shall govern.

2 SCHEDULES

2.1 Bell Schedules

Please see bell schedules and calendars posted on the school district website at usd266.com.

2.2 High School Term Schedule

HS TERM	BEGINS	ENDS
TERM 1	Aug 18	Oct 15
TERM 2	Oct 20	Dec 19
TERM 3	Jan 6	March 13
TERM 4	March 23	May 21

Maintaining a safe school environment takes support from our students and families. Below are a few expectations to help ensure our students and staff on campus are safe.

- **School Grounds:** Students are expected to promptly leave school grounds after normal school hours or after a reasonable length of time following a school activity. The district is not responsible for persons who are on school grounds without permission or supervision.
- **Dismissal:** If a student leaves the school during school hours, the parent/guardian is expected to sign him/her out in the office. If a student leaves school without permission, the first offense may result in a four-hour detention. The second, and subsequent offenses, may result in suspension.
- **Arrival:** If the student arrives at school late, he/she is expected to report to the office before going to class.
- **Visitors:** Students should not open school doors for others to enter the building. All visitors are expected to enter through the main entrance and go through visitor screening.

3 TECHNOLOGY RESOURCES

Maize USD 266 provides technology resources to its students for educational and administrative purposes. The use of technology resources is intended to be an educational tool. All users are expected to use the devices and networks in a responsible and ethical manner. This document is intended to clarify those expectations as they apply to device and network usage in accordance with Board of Education policy.

Students are given access to the District's electronic communications system to allow communication with other schools, colleges, organizations and people around the world through the Internet, Network, and other electronic information systems. Because students will have access to educational databases, libraries and computer services from all over the world, it is possible that students may run across some material that may not be appropriate. While the District uses filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It is the responsibility of the student, as guided by his/her teacher, to follow the rules for acceptable use.

Students who do not adhere to the acceptable use expectations may have the technological educational tools and/or access to the internet and network removed.

3.1 Acceptable Use Expectations

The District's technology resources will be used for learning, teaching and administrative purposes consistent with the District's mission and goals. Areas associated with acceptable use include:

- **Student Generated Work:** All student work created on district equipment or posted to online platforms or courses is the property of USD 266.
- **Network Access:** A student's assigned network access and use of the district-provided Google account is to be used only for identified educational purposes, both at home and at school.
- **Cyber bullying/Social Networking:** The District, as part of its age appropriate Internet safety curriculum, educates staff and students about appropriate online behavior, including rules of interaction with other individuals on social networking websites, cyber bullying awareness and response.
- **Copyright:** All users are expected to follow existing copyright laws, copies of which may be found in each school's media center and in Board of Education policy.
- **User Security Responsibilities:** Usernames and passwords should be protected from unauthorized use at all times and should not be posted where others can view it.
- **Equipment Use:** Students will not store files on hard drives or network drives unless for the purpose of educational use. Student owned devices will not be used to download files or material for personal use.

- **Google Accounts:** To access the district's G Suite for Education, a USD 266 Google account is created for each student. These accounts are required to access district curriculum. If you would like further information, please contact the Educational Support Center.
- **Google Additional Services:** USD 266 utilizes Google's Additional Services, primarily Youtube, Google Maps, CS First, Google Groups, Google Search, Google Translate, 3rd Party Backup, and Blogger, to support and enhance educational experiences for students and staff. These services are used in accordance with applicable privacy and data protection regulations to ensure safe and appropriate use in an educational setting.If you would like further information, please contact the Educational Support Center.
- **District-Issued Student Chromebooks:** It is the responsibility of the student to have their district- issued Chromebook present and charged each school day. Repeatedly not having the Chromebook at school and ready for use may result in disciplinary action.

3.2 Unacceptable Use

Please see list below for examples of unacceptable uses for district-issued technology devices:

- Adding or deleting software or changing standardized district settings including but not limited to changing or modifying computer background images.
- Attempting to repair hardware.
- Inappropriate web browsing or games.
- Leaving equipment unattended or exposed to extreme heat or cold.
- Using the system for any illegal purpose.
- Using the network for financial gain or political activity.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account information without their permission.
- Pretending to be someone else when sending or receiving messages.
- Pretending to be someone else while participating in online collaboration.
- Posting personal information about yourself or others (such as address and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder or plagiarizing content accessible through the Internet or electronic media.
- Intentionally introducing a virus to the system.

- Cyber bullying - posting messages or accessing materials that are abusive, obscene, sexually oriented, harassing, threatening, damaging to another's reputation or illegal.
- Responding to suggestive, obscene or threatening messages. Show such messages to an adult/teacher immediately.
- Gaining unauthorized access to restricted information or resources.
- Theft of school files, computer, and other electronic equipment.
- Intentional abuse of school files, computer' and electronic equipment.
- Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and/or password.
- Use of computing facilities or other communication devices to interfere with the work of another student, faculty member, or school office staff.
- Use of computing facilities or other communications equipment to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the school computing system.
- Unauthorized use of a USD 266 Google account to login or sign up for any non-educational account or website.

3.3 Consequences for Inappropriate Use May Include

The list below includes options for consequences, not necessarily in order, that may be administered for inappropriate use of technological devices:

- Suspension of access to the system.
- Revocation of the computer system account; or other disciplinary or legal action in accordance with Board of Education policies and applicable laws.
- Assessment of the cost of damages to hardware/software.
- Disciplinary action as assigned by school administration.

3.4 Media Center

The function of the media center is to provide information and to educate students, thereby enabling them to access information successfully. Students may use the media center during their free time before or after school or come from class if they have a pass. Those who are not respecting the rights of others will be requested to return to their rooms and will be denied the privilege of the use of the media center for a period of time to be determined by the responsible

teacher and media specialist.

These general rules will apply in the use of the media center:

- Some materials including reference books, films, magazines or special collections may not be checked out or may have a shortened checkout period.
- Materials lost or damaged are the responsibility of the student.
- The Acceptable Use Policy (AUP) must be signed by student/parent before network/internet access is allowed.
- The copying of any media center material must meet the fair use guidelines.
- Check out of video equipment or laptop computers requires a signed checkout sheet to be on file in the media center.
- There is no food or drink allowed in the media center.

3.4.1 Additional Media Center Information for Grades 7-12

Books may be checked out for a period of two weeks and renewed, unless reserved by another student or teacher. Books must be brought back to the media center for renewal.

There are no monetary fines for late materials; however, when books become overdue, students may be issued an after school and/or lunch detention to be served until obligations are cleared. Those failing to serve the detention will be disciplined according to the school discipline policy. Lost material costs may be added to students' Skyward account for repayment.

The high school webpages have many links to curriculum related resources, in addition to a guide for works cited pages, local library links, a list of available search engines and answers to how the media center works. This is an excellent resource when beginning to search the Internet.

3.5 Cell Phones

3.5.1 K-6 Grade

The use of cell phones/communication devices during the school day is prohibited. Phones should be turned off and kept in student backpacks during the school day unless special permission has been given by administration for use in classroom projects directed by teachers. Teachers have the authority to collect cell phones or other devices such as electronic watches, AirPods, etc. during class time to help reduce distractions to the learning environment. It will be considered a violation if the student's cell phone or communication device disrupts a class or if a student is transmitting voice, data or pictures with a cell phone/communication device. If the administration has reasonable suspicion that illegal activity is being conducted via the cell phone/communication device, then the administration may search the contents of the phone/device. Students shall not photograph, audio record, or videotape other individuals at school without their knowledge and

consent. Use of cell phones/communication devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, student code of conduct, electronic technologies acceptable use policy or harassment.

Violations of this policy will result in disciplinary action that will be taken by school staff.

- **1st offense:** Verbal warning to the student with a reminder of expected behavior. Teacher will contact the parent/guardian to make them aware of the offense.
- **2nd offense:** Phone or other smart device will be confiscated and parent/guardian will be notified. Parent/guardian will need to pick up the device at the office, and this policy will be signed by the parent/guardian picking up the device.

Students may use cell phones or other smart devices, once they leave the building for dismissal.

3.5.2 7-8 Grade

The use of cell phones/communication devices for the transmission of voice, data or pictures during the school day is prohibited unless special permission has been given by administration for use in classroom projects directed by teachers. Phones should be turned off and kept in student lockers during the school day unless special permission has been given by administration. Teachers have the authority to collect cell phones or other devices such as electronic watches, AirPods, etc. during class time to help reduce distractions to the learning environment. It will be considered a violation if the student's cell phone or communication device disrupts a class or if a student is transmitting voice, data or pictures with a cell phone/communication device. Cell phones/communication devices are not to be used in the locker room or restrooms at any time.

Violations of this policy will result in disciplinary action that will be taken by school staff.

- **First Offense: Verbal warning** from teacher/staff member, written notification by teacher to parent/guardian.
- **Second Offense and Beyond: Confiscation** by teacher/staff member, device taken to office and picked up by student at the end of the day, student will complete a behavior reflection sheet, parent will be notified of the violation.
    - **2nd offense:** lunch detention
    - **3rd offense:** 1 hour detention. The parent/guardian will need to pick up the device in the office and sign the cell phone policy.
    - **4th offense:** 2 hour detention
    - **5th offense:** 4 hour detention
    - **6th offense:** ISS

- **7th offense and beyond:** ISS and possible device prohibition from being on campus

Students that fail to comply with a staff member's expectation related to this policy may receive alternative consequences for disrespect, failure to comply, or other violation.

If the administration has reasonable suspicion that illegal activity is being conducted via the cell phone/communication device, then the administration may search the contents of the phone/device. Students shall not photograph or videotape other individuals at school or at school-sponsored activities without their knowledge and consent except for activities considered to be in the public arena such as sporting events or public performances. Use of cell phones/communication devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, student code of conduct, electronic technologies acceptable use policy or harassment.

3.5.3 9-12 Grade

The use of cell phones/communication devices will be permitted in the hallways during student passing periods and in the commons during the student's lunch period. Students are not allowed to use personal electronic devices during class. Teachers have the authority to collect cell phones or other devices such as electronic watches, AirPods, etc. during class time to help reduce distractions to the learning environment. It will be considered a violation if the student's cell phone or communication device disrupts class or if a student is transmitting voice, data or pictures with a cell phone/communication device. Using a phone/device is not an excuse to be tardy to class.

If the administration has reasonable suspicion that illegal activity is being conducted via the cell phone/communication device, then the administration may search the contents of the phone/device. Cell phones are not to be used in the locker rooms or restrooms at any time. Students shall not photograph or videotape other individuals at school or at school-sponsored activities without their knowledge and consent except for activities considered to be in the public arena such as sporting events or public performances. Use of cell phones/communication devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, student code of conduct, electronic technologies acceptable use policy or harassment.

Violations of this policy will result in disciplinary action that will be taken by school staff.

- **Verbal warning** from teacher/staff member, written notification by teacher to parent/guardian
- **Confiscation** by teacher/staff member, device taken to office and picked up by student at the end of the day, student will complete a behavior reflection sheet, parent will be notified of the violation Parent/guardian will need to pick up the device at the office, and this policy will be signed by the parent/guardian picking up the device. Discipline will be assigned to the student:

- **1st offense:** 1 hour detention
- **2nd offense:** 2 hour detention
- **3rd offense:** 3 hour detention

Additional consequences will be provided for students who deceive teachers by submitting a non-working/alternate cell phone.

3.6 Computers and Other Devices

At no time may a student use school computers or equipment to download music onto their personal device without prior authorization by administration. That practice affects the district's bandwidth and disrupts the learning process. Personal laptops are not allowed to be brought to school without prior administrative approval. Flash drive and other storage device contents are subject to search. Please remember schools are not responsible for lost or stolen items.

3.7 Video Recordings

3.7.1 Concealed Observations

Unless otherwise provided in other district policy, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or principal in advance. If such recording is not prohibited by law or policy, the principal may allow the recording and may make arrangements to record on behalf of the district.

3.7.2 Video Cameras

Video cameras may be used in any school building, school bus, or on any property of the school district to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard school facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Executive Director of Health, Safety, and Prevention Services.

The district will take steps to notify staff and students and employees that video surveillance

may occur on school property.

Any information obtained from video cameras may only be used to support the orderly operation of the Maize USD 266 facilities, and for law enforcement, and may not be used for any other purpose. Video surveillance records may be used as evidence in any disciplinary action, administrative proceeding or criminal proceeding, and may become a part of a student's educational record or a staff member's personnel record.

Video recordings may be disclosed to law enforcement personnel and to school officials with legitimate educational interests. Subject to and in compliance with applicable law, parents or guardians of students charged with disciplinary violations may view the relevant portions of any video relating to the charge upon written request to the school principal.

School personnel may also view the relevant portions of any video relating to any disciplinary charge against them upon written request to the school principal. Parents, guardians, or school personnel should be aware that the district maintains security camera video recordings for a limited period, so any request under this policy must be made within 10 calendar days of the event.

Because the schools are bound by FERPA (The Family Educational Rights & Privacy Act), copies of video recordings containing other identifiable students shall not be released by school officials without legitimate educational interests or to students or parents without the written permission of the parent or guardian of all such identifiable students, or through subpoena or court order.

3.8 Family/Student Access

3.8.1 Skyward

To log on to Family/Student Access:

1. In your Web browser, go to www.usd266.com.
2. Click the Skyward Family Access link.
3. Type in the login/password given to you. One login/ password will give parents access to all of your children's grades. Student Access only allows students to see their own information. (Note: If you did not receive login information, contact any of your children's schools.)

To navigate Family/Student Access:

1. To switch between children, click the drop-down arrow in the Student Name field at the top of the screen.
2. To view the gradebook, select it from the list on the left.
3. To view current grades in the grade book, select the check box above the list of classes.
4. To email a teacher, click on his/her name in the gradebook.
5. To view other information, select it from the list on the left.

3.8.2 Learning Management System

Schools may use Blackboard, Google Classroom, or another learning management system. Students will be expected to use these systems to access their assignments. For Username, use the username part of Email Address (example: 17joestudent) type in the nine-digit student ID number that ends with a zero. For password, type in the nine-digit student ID numbertype maizestudent (all one word, all lowercase). Click on the Login button.

3.9 Audio Visual Presentations

Teachers may show videos, movies, or other presentations during class if the lesson plans clearly state the objective and the objective is aligned with state standards or the curriculum guide. Important information regarding the content of videos and movies:

- Parent permission must be obtained for any movies rated PG or PG13 for grades K-8.
- “R” rated or more restrictive subject matter is not acceptable for showing at any grade level.

Please report concerns about audio visual presentations or information shared in class to the teacher or principal.

4 ATTENDANCE

We believe regular attendance is essential for academic success. Any student who accumulates 3 consecutive unexcused absences or 5 unexcused absences in a semester or 7 unexcused absences in a school year will be identified as truant in accordance with Kansas law. If the student is under the age of 18, he/she will be referred to the Compulsory Attendance Law (K.S.A. 72-3120). **Students with excessive absences, (7 or more in a school year) will be required to provide professional documentation for the absences to be excused.**

4.1 Parent Notification

Please notify the school of your student's absence by 9:00 a.m. in the event the student will be absent on that day. If we have not been notified, you will receive notification on the day of the absence. This process is to ensure the safety of our students. Please remember that notifying the school of a student's absence does not guarantee that the absence will be excused. **For an absence to be considered "excused" and/or "exempt" (if the student exceeds 7 days), documentation must be provided to the office within 3 school days of when the absence occurred.**

4.2 Attendance Information for Schools

4.2.1 Excused Absences

The definition of "excused absence" includes any of the following:

- Personal illness; Note: The principal may accept one (1) doctor note to excuse siblings in the same household for the duration of the illness. Principals maintain final decision on if the absence is excused or unexcused.
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal; please fill out the district absence approval form and submit to principal for approval.
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

The principal has the right to make the final decision as to whether a tardy or absence is excused or unexcused.

All absences which do not fit into one of the above categories would be considered an unexcused

absence. Please note: a student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

4.2.2 Unexcused Absences

An unexcused absence is defined as an absence in which the student is absent from school all or a part of a school day in one of the following scenarios:

- An excuse other than what is defined in 4.2.1.
- A student who leaves school when school is in session without obtaining permission and/or signing out.
- The office does not receive notification/verification from parent or guardian regarding the absence.
- Absence that is considered excessive(7 or more in a school year) without professional documentation.

A significant part of the school day is defined as:

- **High school:** 2-3 blocks absent will be counted as a half day. 4 or more will be counted as a full day.
- **Intermediate and Middle school:** Arrival after 3rd period will be counted as ½ day absent.
- **Elementary school:** A student will be considered tardy an hour after school begins. After that time, a student will be considered absent ½ or one full day. If a student leaves an hour before school is out, the student will be considered absent for a ½ day in the afternoon.

4.3 Additional Attendance Information for High Schools

Please see below for additional information applicable to grades 9 - 12.

- Failure to check in or out of the front office may result in a four-hour detention.
- An absence is considered unexcused without parent contact if the absence is not excused within the allotted time, a student may receive a four-hour detention. The attendance office is open at 7:00 a.m. for calls. Any student who checks into school after the first block's bell must report to the front office and receive an **ADMIT** to class.
- Senior Skip Day is not an approved school activity. Normal attendance procedures and policies will be in effect for absences.
- Any class period missed, except for reasons cited above, will be considered an absence. An automated telephone call will be made for every unexcused absence. When a student has accumulated four absences, he/she will be notified. Parents/guardians will

be notified when the student has accumulated five and six absences. Five absences will result in notification by mail or email; and six absences will result in notification by mail or email and the student may be required to meet with a principal.

- The accumulation of six absences in a block, per term/9 weeks, may result in no credit being granted. If a student's grade is an "F" when he/she accumulates the sixth absence, and the student does lose credit, the "F" will override the "no credit." Credit may be granted pending a decision by a review panel.
- A review panel is available upon request by the student or parent. The review panel will consist of three teachers who do not have direct contact with the student. If a student or parent requests a hearing with the review panel to determine whether credit will be granted for a class in which absences are excessive, please request a review panel to the student's assistant principal before the end of the term/9 weeks and provide an account for ALL absences in the review panel meeting.
- It is the responsibility of the student to initiate make-up work immediately upon return to each class. The individual classroom teacher will determine the make-up work. For grades 9-12, teachers will post each day's homework assignments in Google Classroom. Students who miss school are encouraged to access their missed work through these platforms. Blackboard can be accessed by logging on to the district website, www.usd266.com and clicking on the Blackboard button located at the bottom of the page.

4.3.1 High School Tardies

All high school tardies start over each term.

Any student coming into class after the bell without a teacher/counselor/principal excuse will be marked tardy on the daily computer attendance. (Passes must clearly state "excused.")

Parents may excuse their student for being late to school three times without any disciplinary consequence. After the three parent excuses are used, all tardies to school will count toward the total number of tardies.

Any student missing more than 20 minutes of class without an excused pass from a teacher/counselor/principal will be marked absent. (Passes must clearly state "excused.") These absences will be handled by the administration.

Consequences for tardies to any class:

- The teacher may assign a disciplinary consequence for the first two tardies.
- The third tardy of a term will result in a one-hour detention assigned by the student's principal.

- The fourth tardy of a term will result in a two-hour detention.
- The fifth tardy of a term results in a three-hour detention. The student will be required to call home.
- The sixth tardy of a term will result in a four-hour detention.
- A one-day in or out of school suspension will be given for the seventh tardy of a term.
- The eighth tardy of a term will result in a two-day in or out of school suspension.
- Should a student be tardy nine times during a term, he/she will receive a short-term suspension of a minimum of three days, and an informal hearing with the principal will take place before the student may return to school.

4.4 Additional Attendance Information for Middle Schools

- A letter will be mailed to parents when a student is absent five or more days each semester. The intent of the letter is to remind the parents of the number of absences that have occurred. On the sixth absence during the semester parents and students may be asked to attend a meeting with a principal. During this meeting the student's academic progress and eligibility will be discussed.
- A principal may assign a student a consequence (detention, ISS or OSS) because of attendance, tardies, performance or behavior at school or school activities. Students will eat lunch in the ISS room.
- Students will not be allowed to participate in a contest/competition if the student has been assigned to ISS for any part of the day.
- Students will not be allowed to participate in a practice or contest/competition if the student misses a significant part of the school day (more than 3 periods) unexcused.
- If a student leaves the building for lunch, the parent must pick up and return him/her in the allotted lunch time. If students are going to lunch with someone other than their parents, they must have approval from their parents. Students returning late will be counted tardy.

4.4.1 Middle School Tardies

Being in class, prepared and ready to learn when the bell rings is a necessity. A tardy is not being in your assigned classroom when the bell finishes ringing. Students will have four-minute passing periods. Individual teachers will handle consequences for the first two classroom tardies. Three or more tardies per class will be handled by the administration. Any student coming into class without a teacher, counselor, or principal excuse will be marked tardy on the daily computer attendance. (Passes must clearly state "excused.") These absences will be handled by the administration. Any student over 10 minutes late without an excused pass from a

teacher/counselor/principal will be marked absent. (Passes must clearly state “excused.”)

- Start of the day tardies: Any student arriving at school or class tardy at the beginning of the day will be sent to the office. Parents may excuse their student for being late to school three times with no consequence. After that, the following applies:
    - Warning by administration
    - Lunch detention
    - 1-hour after-school detention
    - 2-hour after-school detention
    - 2-hour Saturday detention
    - 4-hour Saturday detention
    - In-School Suspension
    - Conference with parents and possible suspension.
- Three or more tardies to any class will result in a student conference with the building administrator or a detention assigned by the student’s principal.
- Unexcused Tardies: Students who are late to school without a parent call will be considered unexcused and SD will be assigned. At administrative discretion, the student may be assigned to In School Suspension (ISS), SD or OSS if the student is persistent in being late to school, regardless of the reasons for the tardiness.

4.5 Additional Attendance Information for Elementary and Intermediate Schools

Students not in their assigned classrooms within ten minutes of the start of the school day will be counted as tardy if they report to class without a school-related excuse (i.e. late bus, school breakfast, etc.). A student will be considered tardy an hour after school begins. After that time, a student will be considered absent ½ or one full day. Teachers will take attendance when class begins. If a student leaves an hour before school is out, the student will be considered absent for a ½ day in the afternoon.

An attendance letter, regardless of excused or unexcused absences, will be sent to parents after five accumulated absences in a semester. Subsequent letters will be sent if absenteeism continues to be a concern.

4.6 Truancy

According to K.S.A. 72-3121 Sect. C: The principal shall report students who are inexcusably absent from school to the appropriate authority (students 13 and under shall be reported to the local office of Department of Children and Families and students over 13 shall be reported to the

county or district attorney.). A student is truant when unexcused absences reach the one of the following thresholds:

- Three consecutive school days; or
- Five days in any semester; or
- Seven days in a school year.

Whenever a law enforcement officer delivers a student found away from home or school when school is in session to the school in which the student is enrolled, the designated employee of the board of education shall serve notice thereof upon a parent or person acting as parent of the child. The notice may be oral or written and shall inform the parent or person acting as parent of the child that the child was absent from school without a valid excuse and was delivered to school by a law enforcement officer.

4.7 Homework/Make-Up Assignments

Students are allowed one school day per absence to make up assignments. Students with consecutive absences are responsible for contacting their teacher to set up an individual contract for make-up assignments. Long-term assignments are those that have a due date more than five days beyond the assigned date; these long-term assignments are due on the scheduled date and are not subject to extensions unless prior arrangements have been made.

Assignments missed because of ISS and/or OSS are due when the student returns to class.

Parents/guardians may request homework on the second consecutive day of an absence. Requests must be made to the school office no later than 10:00 a.m. of the second day of absence. Homework will be ready for parents to pick up between 2:00 p.m.-3:30 p.m. on school days.

4.8 Passes

4.8.1 Grades 7-12

Any student moving through the halls during class periods must have written or electronic permission from the instructor of the class or room to which he/she is assigned. In order for a student to go to another instructor, the instructor has to request the student be sent to his/her room by issuing a pass prior to that time. Students found in unassigned areas without written or electronic passes may receive up to a four-hour detention.

5 LOCKERS AND PERSONAL ITEMS

5.1 Lockers

The principals have the right to open lockers at any time for inspection. A locker may be assigned to each student and a lock is provided. Students are to keep books and personal effects in the assigned locker. It should be locked at all times.

Students on athletic squads and in PE classes should check their valuables with the instructors or coaches. PE lockers are checked on the day following the last class and hallway lockers are checked on the day following the last day of school. Items left in lockers are donated to the proper agencies.

USD 266 is not responsible for lost or stolen items.

5.2 Backpacks/Purses

5.2.1 Middle Schools

Backpacks will be kept in students' lockers during the school day. Purses will not be carried during the school day.

5.2.2 High Schools

Due to the size of the building and location of lockers in relation to some classrooms, book bags and backpacks are allowed in classrooms. Principals may randomly check student backpacks as they enter the building to help ensure school safety.

5.3 Valuables

When considering bringing items to school such as cameras, cell phones, air pods, smart watches, or other electronic devices of value to the student and/or parent,please remember that the school is not responsible for these items if lost or damaged. Therefore, we discourage this practice.

Please put the student's name on each item he/she brings or wears to school. A lost and found box is kept at school.

6 BEHAVIOR/CONDUCT

The Maize Board of Education, administrative leaders, and staff members believe in sound disciplinary policies that are in accordance with good educational practice, due process, and those policies specifically set forth in the board policy document BOE 1002. Students are expected to follow policies not only during the school day, but also while traveling to and from school events, between different school buildings, and while in attendance at school activities. Administrative discretion is allowed in dealing with all behavior/conduct matters.

6.1 Possible consequences for inappropriate behaviors may include:

6.1.1 Administrative Conference

This is a meeting with the student to develop positive behaviors. The conference may include parents/guardians and/or faculty.

6.1.2 Detention

- Grades K-6, detention may be served during lunch or recess.
- Grades 7-8, detention is served on Tuesday and Thursday from 2:40 p.m. to 4:40 p.m. and on Saturday from 8:00 a.m. to noon.
- High School Detention times at MHS are: Monday-Tuesday-Thursday from 3:00 p.m. to 5:00 p.m., Saturdays from 8:00 a.m. to 12:00 p.m. Detention times at MSHS are: Tuesday and Thursday from 3:00 p.m. to 5:00 p.m., and Saturdays from 8:00 a.m. to 12:00 p.m. If a student is late, he/she will not be admitted. There will be no detention on Wednesdays. Any changes to the detention schedule will be announced to students during the school day.

Detention Rules are as follows:

- Should a student be removed from detention by the supervisor at any time, the time served will not be credited.
- No food, sleeping, or visiting is allowed. If this happens, the student will be asked to leave detention and no time will be credited.
- If a student is late, he/she will not be permitted to enter.
- A student is expected to bring homework or something to do during detention times.

Students receiving detentions will be given approximately one week to serve their time. Failure to serve the time by the specified deadline will result in disciplinary action. Note: if a student does not serve detention for a teacher, a referral will be made to that student's assistant principal. Detentions not served may result in the following out-of-school suspensions:

- Two hours or less will equal a one-day suspension.
- More than two hours will equal a two-day suspension.

6.1.3 In-School Suspension (ISS)

ISS may last all, part of, or multiple school days, depending on the severity of the violation. Students will not be allowed to maintain their personal electronic devices as defined by board policy in the ISS room without approval of administration.

6.1.4 Short Term Suspension (OSS)

OSS is a period of time the student is removed from school, not to exceed 10 school days. During the suspension, students may not be on school grounds or at any USD 266 sponsored activities.

Students have the opportunity to receive credit for all work missed. Homework can be accessed through Blackboard or Google Classroom. If a student does not have internet access, or if a student needs copies of worksheets or other materials, they may request those through the office. Please allow time for staff to gather the materials.

All homework is due on the day the student returns to school. Any long-term assignments are due on the original due date. It is the student's responsibility to get assignments to their teacher if the due date is during the time of suspension. It is the student's responsibility to visit with teachers on the day of his/her return to make up tests, quizzes, labs, or participation points.

6.1.5 Long Term Suspension

Long-term suspension is a period of time a student is removed from school for more than 10 school days but not to exceed a total of 90 school days. Please see below for more information.

6.1.6 Expulsion

Expulsion is a period of time a student is removed from school for more than 90 days and no more than 186 days for major misconduct violations other than those noted in 6.13.2. Please see below for more information.

6.1.7 School-Based Student Probation

This is an agreement issued by the principal that defines the terms upon which a student is allowed to return to school.

6.1.8 Other Consequences that may be administered

Written notification to parents; parent conference; police involvement; alternative education placement; or other consequences deemed appropriate by the administration.

6.2 Counseling Services

Counselors and Behavioral Health Liaisons are employed to support the total welfare, educational progress and future goals of all students. They can support students with self-awareness, personal relationships, problem solving, decision making, educational planning, coping skills and understanding individual strengths and needs.

Students or parents interested in meeting with a counselor should contact the school's office to make an appointment. Counselors are available in all schools. Behavioral Health Liaisons are available in schools, grades 5-12..

6.3 Long-Term Suspensions/Expulsions

In Kansas, a school district is vested with the authority to suspend or expel a student by statute. The law (K.S.A. 72-6114) authorizes suspension or expulsion for one or more of the following reasons:

1) Willful violation of any published, adopted student conduct regulation;
2) Conduct which substantially disrupts, impedes or interferes with school operation;
3) Conduct which endangers the safety of others at school, on school property or at a school- supervised activity;
4) Conduct which constitutes the commission of a felony;
5) Conduct which constitutes the commission of a misdemeanor by an adult under state law, but only if school conduct occurs at school, on school property or at a school supervised activity;
6) 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 the school; and
7) Possession of a weapon at school, on school property or at a school-sponsored event.

A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 days. An expulsion may be for a term not exceeding 186 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.

Examples of major misconduct during the school day, on school grounds or at school activities, include but are not limited to:

1. Possession, consumption, or under the influence of alcoholic beverages.
2. Solicitation or sale of alcoholic beverages.
3. AggravatedPhysical assault/battery: school employee or threats toward.
4. AggravatedPhysical assault/battery: student/battery or threats toward.
5. Fighting/disorderly conduct.
6. Inappropriate language.

7. Disrespect.
8. Failure to comply.
9. Not in the assigned area during the school day.
10. Theft without threat or violence.
11. Cumulative incidences.
12. Possession, consumption, or under the influence of illegal drugs.
13. Possession of drug paraphernalia.
14. Positive drug test result, tampering with a drug test, or refusal to take a drug test.
15. Solicitation or sale of illegal drugs or over-the-counter medications.
16. Acceptable Use policy violations.
17. Bullying (cyber, physical, relational or verbal)
18. Harassment (non-specific, disability, gender identity, racial or sexual).
19. Threat/intimidation
20. Possession or use of tobacco products or any electronic smoking devices, such as electronic cigarettes, vaporizers, juuls, NJOYs, and/or paraphernalia, etc.
21. Solicitation or sale of tobacco products.
22. Trespassing.
23. Vandalism.
24. Possession of a weapon and/or facsimile of a weapon (unless part of a designed curriculum authorized by USD 266).
25. Use of a weapon.
26. Solicitation or sale of a weapon.
27. Engaging in gang activity.
28. Cheating, including electronically, plagiarism or academic dishonesty.
29. Other behaviors as determined by administration.

Examples of additional major misconduct includes theft or abuse of school files (computer and electronic equipment) including but not limited to:

- Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and/or password.
- Use of computing facilities or other communication devices to interfere with the work of another student, faculty member or school office staff.
- Use of computing facilities or other communications equipment to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the school computing system.

6.3.1 Long Term Suspension/Expulsion Hearing Procedures

A student and their parent(s)/guardian(s) will receive written notice of the hearing either through

personal service or the US Mail at the address on file in the Skyward system. The written notice will contain:

- The date, time and location of the hearing
- The charges on which the notice is based
- School Board policies the student is alleged to have violated
- Statutes contained in the Kansas Pupil Suspension and Expulsion Act
- School Board policies authorizing the hearing
- Material the school intends to use at the hearing

Failure of the student and the student's parent or guardian to attend the hearing will result in a waiver of the student's opportunity for the hearing. The hearing shall be held no later than 10 days after the date of the notice. State law requires that all extended term suspension or expulsion hearings must be recorded.

Students, age 18 or older, who has been suspended for an extended term or expelled, or one of the student's parent(s) or guardian(s) of a student under age 18, may appeal the suspension or expulsion to the board of education by filing a written notice of appeal with the clerk of the board not later than 10 calendar days after receiving the written notice. The notice of appeal should be addressed to:

Clerk of the Board
905 W. Academy
Maize, Kansas 67101

6.4 Academic Integrity Policy

True learning requires integrity, responsibility, determination, and respect. USD 266 aims to promote clear expectations, support student learning, and develop lifelong integrity within our students. Academic integrity is critical to maintain high academic standards in USD 266. Plagiarism and/or cheating on tests or assignments will not be tolerated.

Some examples of plagiarism and cheating include: using unauthorized materials and methods, including electronic devices, social media, or other means; having unauthorized prior knowledge of examinations, including sharing or receiving test information; submitting the same work to multiple teachers without prior approval; using another's written work without appropriate citation; using another student's work; purchasing or using a pre-written work; borrowing or paraphrasing an idea or material without proper documentation; downloading materials from the internet and submitting them as one's own work; and sharing completed work with others.

6.4.1 Academic Integrity Consequences

Consequences outlined below may be used for academic integrity concerns. Please note that principals may use other consequences or skip the outlined order below if the severity of the offense warrants. K-8 principals will utilize age-appropriate consequences at their discretion.

6.4.1.1 1st Offense of High School Career

- Contact administration
- Teacher-led conference with student & parent communication
- Grade reduction on student work: Per Department as stated in each syllabus or per classroom teacher recommendation.
    - A zero will be recorded in the grade book until the Academic Integrity Form is completed. After the Academic Integrity Form is completed, the student can redo the assignment/test for partial credit. The amount of credit will be determined by each department and outlined in the course syllabus.
    - Academic Integrity Form - The student's principal sends a form to a student who violated the policy.
    - The due date of the Academic Integrity Form is at teacher's discretion.

6.4.1.2 2nd Offense of High School Career

- Contact administration/office referral (Detention)
- Teacher-led conference with student & parent communication
- Zero given on student work
- Academic Integrity Video and Academic Integrity Form
    - Watch an Academic Integrity Video, and answer reflection questions in Academic Integrity Form.
    - Once the video and form are complete, the educator contacts administration, and then the student will serve a 2-hour detention.
    - If students choose not to complete the video and form, they will serve a 4-hour detention.

6.4.1.3 3rd Offense (or more) of High School Career

- Contact administration/office referral (Short term suspension, long term/expulsion hearing)
- Teacher-led conference with student & parent communication
- Zero given on assignment

6.4.2 Students Enrolled in Dual Credit Courses

Students will be subject to the USD 266 academic integrity policy for the high school credit, while the governing post-secondary institution will determine disciplinary action for the college credit.

6.5 Support to Stop Bullying

The board prohibits acts of bullying in any form, including cyberbullying, on or with district property, in district vehicles or at district-sponsored activities or events. The board believes that a safe, healthy and supportive environment during all school-related functions is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that interferes with both a student's ability to learn and the district's ability to educate students. All district staff members, students, parents and volunteers are expected to treat others with dignity, civility and respect and to refuse to tolerate bullying in order to provide positive examples for acceptable student behavior.

6.5.1 Definition of Bullying:

Bullying is defined as any intentional gesture or any intentional written, verbal or physical act or threat by any student, staff member, or parent towards a student or towards a staff member which is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of

- harming a student or staff member, whether physically or mentally,
- damaging a student's or staff member's property,
- placing a student or staff member in reasonable fear of harm to the student or staff member,
- placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

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

"District vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

The board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff and volunteers.

The board believes the standards for appropriate student behavior must be established cooperatively with input from students, parents/guardians, staff and the community. These standards must encourage the development of student self-discipline in an atmosphere of respect for self and others and respect for district and community property.

The board believes that the best discipline is acceptance of personal responsibility and is self-imposed. It is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and to learn from the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline.

The district prohibits both active and passive bystander support for acts of bullying. The staff should encourage students to support students who walk away from these acts when this would

diffuse the situation, constructively attempt to stop them, or report them to the designated authority.

6.5.2 Reporting Bullying Behaviors

It is the responsibility of all students, staff members and volunteers to report acts of bullying. All reports of bullying will be taken seriously. Staff members receiving the reports will record the details as reported. The school staff or principal will support students, coworkers and volunteers making such reports and protect against any potential retaliation.

Anyone who believes they have suffered bullying shall report the incident in one of the following ways:

- To their principal, counselor or teacher
- Online via the Bullying Incident Report Form or Speak Up application on the district's Web site.
- To their immediate supervisor
- To the Educational Support Center located at 905 Academy Ave in Maize, KS

6.5.3 Professional Development and Educational Lessons

Supervisory staff will be trained in strategies to support victims of bullying, and the importance of intervening and taking action to support a healthy school environment annually. School counselors and teachers support student development through social emotional lessons presented during school hours.

6.5.4 Investigating Bullying

An investigation to determine the facts will take place immediately or as soon as practicable in order to verify the validity and seriousness of the report. The investigation will be conducted in accordance with board policy section 10.1.1 through 10.1.3, and is outlined below.

The Principal will conduct a thorough and impartial investigation of all reports of bullying using a bullying incident investigation form within three days after the report. Any individuals who were bullied, individuals who bullied and bystanders will be separated and asked to provide information about the incident. The investigation will also include a review of any previous complaints involving either the individual(s) who was (were) bullied or the individual(s) who bullied. The Principal should review available information from security apparatus, such as surveillance cameras, for relevant evidence. The investigation procedure will vary depending on the nature of the reported incidence. The findings from the investigation will be used by principals to determine the appropriate response procedure.

During the investigation process, the school will take measures to ensure that no further bullying occurs between the individual(s) who was (were) bullied and the individual(s) who bullied. Any changes should not inconvenience the individual(s) who was (were) bullied.

Responding schools will take prompt and effective steps to end bullying and harassment, eliminate any hostile environment, and prevent the bullying from happening again. After the school receives a report of staff bullying, and it is confirmed, the school principal will determine the appropriate disciplinary response. Staff who have violated this policy may be subject to disciplinary action, up to and including termination. Once the principal determines the complaint is valid and bullying occurred, the principal will determine the appropriate disciplinary action, and contact the parent/guardian(s) of all students involved. The principal will share the results of the investigation, whether there was a violation of policy, and the process for appealing the findings of the investigation. Students who have violated this policy may be subject to disciplinary action, up to and including suspension or expulsion. Students who violate this policy may be reported to law enforcement.

6.6 Driver's License

Pursuant to Kansas law (KSA 72-6136), Principals shall notify law enforcement of any situation involving a student who: possesses a weapon at school, upon school property or at a school supervised activity; found in possession of an illegal drug or controlled substance at school, upon school property, or at a school supervised activity; or behavior at school, upon school property, or a school supervised activity which resulted in, or was substantially likely to result in, serious bodily injury to others. Law enforcement should report the incident to the Kansas Department of Motor Vehicles (DMV). The Kansas DMV should suspend the student's driver's license for one year.

6.7 Drugs and Alcohol

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

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

While on school property or during school-sponsored activities, the possession or use of alcohol, drugs or other controlled substance by a student, or a student who admits the same, shall be in violation of school policy 9.20.

Also, conduct which appears to be altered by the use of alcohol, drugs or a controlled substance is a violation of school policy. A drug or alcohol test may be administered by the principals, or their designee(s) at their discretion for students suspected of being under the influence. If the student refuses to take the test, tampers with the test, or if the test results are positive, the student will be subjected to the sanctions specified below. Medication specifically prescribed for a student by an authorized health care professional will be exempt from this policy. For additional information,

please reference the “Search & Seizure” section 7.5 of this handbook.

- Any student who is selling, transferring, or trading drugs, drug paraphernalia and/or other controlled substances at school, on school property, or at a school supervised activity shall receive a mandatory expulsion for up to 186 school days.
- Any student who is in possession of or uses alcoholic beverages, drugs (except as medically prescribed), drug paraphernalia and/or other controlled substances at school, on school property, or at a school supervised activity will receive one of the following disciplinary actions:

6.7.1 Use or Possession

First Offense: Law enforcement and parents will be contacted immediately upon verification of the violation. The student will receive, at a minimum, a short-term suspension not to exceed 10 school days. The administration will determine whether a long- term suspension or expulsion shall be recommended and notify the student of a due process hearing.
NOTE: At the time of the hearing, administration may recommend that the student, and/or legal guardian, be afforded the option to have the suspended student meet with a community resource (which may include mental health agency counseling program, an alcohol and drug counseling service agency, or a physician) to discuss the student’s problem with drugs/alcohol. Upon receipt of written documentation that the student is complying with the recommendation of a licensed mental health and/or substance abuse treatment provider’s recommended action, the suspension shall be deferred and the student will be allowed back in school; however, should the student violate the terms of the agreement upon which the student was allowed to return to school, the balance of suspension shall be re-imposed.

Subsequent Offenses During the Student’s Middle School or High School Career: Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be recommended for expulsion from school for up to 186 school days.

- Prescription medication or over the counter medication can and will be given in Health Rooms by the school RN or designated person after the Request to Administer Medication at School form has been completed. Prescription medication and over the counter medication not following medication policy will be subject to the same restriction as illegal drugs.
- When a student exhibits behaviors that may indicate the use of any illegal drug, alcohol or other controlled substance, the school will document such behaviors, and will conduct appropriate drug testing as needed; confront the student and his/her lawful custodian(s) with the documented evidence; and recommend:
    - The student and lawful custodians enter into a contract with the school to modify the inappropriate behaviors;

  - The student be considered for enrollment in a diversion program in lieu of consideration for formal treatment; or
  - The student is taken for an intake evaluation for assessment by a qualified alcohol and drug treatment agency.

- Should any student seek the guidance or assistance of any staff member for the purpose of improving his/her behavior or responses to the involvement with controlled substances, confidentiality will be respected unless staff personnel believe it is in the student's best interest to notify his/her parent or legal guardian.
- Any teacher, officer, or employee who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages or a controlled substance as defined by law, shall immediately notify the principal. Neither the Board, the District nor any employee of the District shall be responsible for any treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. 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.

6.7.2 Tobacco/Smokeless Tobacco/Electronic Cigarettes/Vaporizers/Any Electronic Nicotine Delivery System

Possession and/or use of any tobacco product, smokeless tobacco, electronic cigarettes, juuling, vaporizers or similar electronic smoking device, or paraphernalia used by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds. Any form of smoking, including the use of cigarettes, cigars, pipes, juuling, hookahs or devices such as an electronic cigarette or a vaporizer is prohibited and the student may be subject to a urinalysis test. Disciplinary consequences can be determined based on the results of the urinalysis test. Law enforcement will be notified and a ticket may be issued (up to a $40 fine). Violation of the tobacco/vape policy may result in the student being suspended.

6.8 False Emergency Alarm

Those persons responsible for a false alarm will be subject to expulsion from school and prosecution to the fullest extent of the law.

6.9 Hazing/Initiations

Incidents involving initiations, hazing, intimidation and/ or related activities which are likely to cause bodily danger, physical harm, and personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited.

6.10 Posters

Posters, drawings or other material must be approved for posting in the school by the administration. All unauthorized postings will be removed immediately and become the property of the school. Administration will review materials prior to posting to ensure that materials will not substantially interfere with the work of the school, materially disrupt the school, or cause substantial disorder, invasion or infringement upon the rights of other students.

6.11 Interrogations and Investigations

Principals and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student behavior code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violations.
When law enforcement officers conduct a formal investigation and/or formally question a student(s), the principal shall make reasonable attempts to contact parents, guardians, or a representative of the student(s) prior to questioning. Requests by law enforcement officers to question students during regular school hours will be honored if an investigation involves child abuse or neglect, the identity of a student, a student being taken into custody, or the law enforcement officer can show the need for expediency. It is expected that all other questioning be handled outside the school day and off school property. Students shall not voluntarily be released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or DCF. If a child is arrested at school, principals should make a reasonable attempt to contact parents if law enforcement officials do not do so.

6.11.1 DCF / Law Enforcement Personnel:

The principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

6.12 Vandalism

The Board shall seek restitution according to the law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the superintendent or

designee shall contact the parent(s) and explain their legal responsibility. The parent(s) shall be notified in writing of the dollar amount of loss or damage. Juveniles or their parent(s) shall make restitution payments to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

6.13 Weapons

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

6.13.1 Definition of Weapon

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

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

6.13.2 Penalties for possession of a weapon

Possession of a weapon and/or destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar

year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

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

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

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

6.13.3 Weapons Detection

The use of metal detectors, or other weapons detection devices/software, are permitted to aid in the detection of prohibited weapons on district property. Metal detection scanning shall fall under the following classifications:

- General Use – daily, for all students, vendors, contractors, and/or visitors, at the direction of the Superintendent or his/her designee;
- Reasonable Suspicion Use – for a specific student, or group of students, based on articulable suspicion, at the direction of the principal or assistant principal;
- Public Use – for all persons entering district facilities for public events, at the direction of the Superintendent, or his/her designee.

Nothing in this policy prevents the use of metal detectors, or other weapons detection devices/software, to search a specific student subject to searches as part of a disciplinary action.

6.14 Sexual Harassment

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

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against

Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States. It shall be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity;
3. Sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

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

Employees or students who believe they have suffered harassment and/or sexual discrimination practices shall report the incident in one of the following ways:

- To their principal, counselor or teacher
- Online via the Bullying Incident Report Form on the district's Web site
- To their immediate supervisor
- To the Educational Support Center

Executive Director of Human Resources, 905 W Academy Ave., Maize, KS 67101, (316) 722-0614 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.

A confidential report will be filed for each reported incident and will include names, dates and locations; the nature of the incident; and suggestions and time frames that will eliminate harassment and sexual discrimination in the school district. Supervisory staff will be trained in workplace conduct annually. Students who have violated this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate this policy shall be reported to local law enforcement. Staff who have violated this policy may be subject to disciplinary action, up to and including termination.

6.15 Dress Code

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

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

Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event. In accordance with board policy, the student Dress codes is outlined below:

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- Shirts and dresses must have fabric in the front, back, on the sides (under the arms), and should have straps. Midriffs should be covered.
- Clothing must cover undergarments (waistbands and straps excluded.)
- Fabric covering chest, genitals, and buttocks must be opaque.
- Headgear including hats, hoodies, bandanas, headbands, and caps are not allowed unless permitted for religious, medical, or other reasons approved by the principal.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop,etc.. Students may not be able to participate in the activity if clothing is deemed unsafe.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Any item that advocates or advertises tobacco, alcoholic beverages, drugs, illegal

substances, violence, racist organizations/symbols, gangs, obscenities, nudity, hate speech, or double meanings are not allowed.

- No blankets.
- Items not designed to be worn as clothing will not be permitted.

Please note: The principal is the final authority as to whether clothing is or is not in compliance with dress code policy.

6.16 Search & Seizure – School Premises

The student has exclusive control over his/her immediate possessions, and their school-issued locker, desk, workstation, and other similarly assigned areas of school property . However, property owned by the school and assigned to the student may be opened and searched at any time. When principals reasonably suspect that a student is involved in illegal behavior, or behavior that is in violation of school rules, principals have the authority to conduct a search and confiscate items considered illegal to possess, violate school rules or disrupt or cause a general nuisance to the educational process.

If there is reasonable suspicion to believe that illegal, unauthorized or disruptive materials are contained inside a vehicle parked on school property, principals may conduct a search of the vehicle.

If principals have reasonable suspicion that illegal activity is being conducted via a cell phone/communication device, then the principals may search the contents of the phone/device.

The district may use canines specifically trained to detect illegal drugs and explosives.. The district may use canines to conduct unannounced searches across the district. Principals may take possession of items found to be illegal or against school policy to possess at school. Confiscated items determined to be illegal to possess will be turned over to law enforcement as soon as possible.

Principals may use metal detection wands or other scanning devices when there is reasonable suspicion that a student is in possession of an unapproved item, or an item that violates school policy to possess at school.

6.17 Traffic Regulations – High School

- The maximum speed limit on all school property is 10 miles/hour, unless otherwise posted.
- Student driving privileges may be suspended for any on-campus vehicle-based violations.
- Parking regulations require that all vehicles must be registered with the office before parking on campus. The registration sticker should be displayed in the lower left-hand corner of the rear window, but must be visible. Violators will be assessed a fine if not

registered.

- No tobacco products as defined in board policy, alcoholic beverages, weapons or drugs of any kind are allowed in your vehicle while on school property. Police will be notified of violations. Possession of illegal drug violations may be prosecuted.
- All USD 266 students are responsible for each vehicle they operate on campus as well as any items located inside of the vehicle.
- Parking at MHS: Students of USD 266 are not allowed to park in the horseshoe parking area in front of high school during school hours. This is designated for visitor, handicapped and staff parking. The lot in front of the media center also is not for students. The parking lot on the west side of the high school is for employee parking and bus pickup/drop-off. The only parking areas for students are the areas between the east drive and the west drive of the main parking area and the baseball field parking lot.
- Parking at MSHS: Students are not allowed to park in the first two double rows of parking in the east parking lot. This is designated for visitor, handicapped and staff parking. The remainder of the east parking lot and the parking lot west of the building are available for student parking.
- USD 266 is private property and the district reserves the right to enforce no driving on the access roads at Maize South campus between the schools. **These roads are for school-owned and emergency vehicles only.**
- Operating or parking motor vehicles on sidewalks or lawns is prohibited.
- All vehicles shall be parked in parking stalls between the lines, one vehicle per stall. No vehicle shall be parked in circled areas at the end of the parking lanes.
- Principals reserve the right to impose limitations on parking in emergencies or on special occasions.
- No vehicle is to be parked or driven in such a manner as to obstruct vehicle or pedestrian traffic.
- No vehicle is to be backed into parking stalls. Vehicles must be parked with tags displayed toward the driving lane.

6.17.1 Fine Schedule

Infraction Description	Fine
Improper display	$15.00
Improper parking	$25.00
Staff parking	$30.00
Parking without permit	$25.00
Failure to yield right of way	$40.00
Improper backing	$40.00
Improper turn	$40.00
Exhibition of power/racing	$60.00
Stop sign	$40.00
Speeding	$40.00
Driving without due regard	$60.00
Fire lane	$30.00
Handicapped zone	$40.00
Possession of tobacco	$40.00
Possession of alcohol	$75.00
Possession of a vaping device	$100.0
Littering	$40.00
Park on lawn/sidewalk	$30.00
Drive on access roads	$30.00
No seat belt	$10.00
Cell phone/texting	$40.00
Unlawful Riding	$60.00

Students who are issued a campus citation on school property have the right to an appeal within ten (10) business days from date of issuance. Students must contact a principal and schedule an appointment to appeal the fine(s). In lieu of fines, students may negotiate community service projects with principals to work off their fines.

6.18 Crimestoppers/Speak Up/Kansas School Violence Hotline

The Crimestoppers Program at the high schools and the middle schools is designed to give students an opportunity to report illegal or inappropriate events to the administration in an anonymous manner. These events may include, but are not limited to fights, weapons, drugs, alcohol, theft, vandalism and cigarettes. If a student has an item stolen or vandalized, they should report it to an SRO or principal.To report a crime at the intermediate, middle, or high schools, call 316-722-1433. The student's identity will remain anonymous, and the student may be eligible for a cash reward. Intermediate, Middle, and High school students also may report crimes directly to an SRO.

The district has an anonymous and safe program to allow students the opportunity to report information to authorities by downloading the P3 app and sharing your tip or go to www.usd266.com/speakup.

Students may report threats of school violence to the Kansas School Violence Hotline at 1-877-626-8203. This line is monitored 24 hours a day by the Kansas Highway Patrol.

7 TRANSPORTATION

7.1 Bus Conduct Policy

Students who attend Maize schools are fortunate to have transportation provided for them. This privilege contains certain responsibilities that include abiding by the State of Kansas and the Maize USD 266 school bus regulations. These regulations are posted and will be enforced on each bus. The driver is given the authority to ask for and expect discipline and courtesy from each student.

Students who have violated policy regarding student conduct may be subject to disciplinary action, up to and including, suspension or expulsion.

Multiple reports of minor conduct concern may result in loss of riding privileges up to and including the school year.

Once a month a Bus Safety class will be held at the Transportation Office on the second Saturday morning of each month. This class can be taken in lieu of the first Bus Suspension. The class will be approximately an hour long, the student and at least one Parent/Guardian will be required to attend. If the student fails to attend class, bus suspension will have to be served. Class is scheduled through the Discipline Coordinator in the Transportation Office.

Surveillance systems are used on the buses. The surveillance systems are intended to discourage student misconduct while students are being transported. Recordings will be reviewed, as necessary, by an administrative team with appropriate action toward misbehavior implemented. Video recordings capturing misbehavior may be used at conferences with parents and as evidence for disciplinary action.

These rules are comprised of State Laws and Maize USD 226 regulations. The rules apply anytime the student is riding a school bus. Any act which may endanger the safety of others may be cause for temporary or permanent suspension of bus riding privileges.

7.1.1 Prior to Loading Buses

- Students must be at their assigned stop five minutes prior to scheduled pick up time. Be outside at the stop. In extreme weather students may wait inside, but must be on the way to the bus as it approaches. The bus cannot wait beyond its regular schedule for those who are tardy.
- Bus riders shall conduct themselves in a safe manner while walking to the bus stop, waiting for the bus and boarding the bus. Walk on the far left-hand side of the road facing traffic when going to the bus stop. Never stand in the roadway. Stand single file in an orderly manner while waiting for the bus. If you must cross the street to board the bus,

do so only after directed to do so by the bus driver and after you have looked both ways before you enter or cross the street. Wait until the bus comes to a complete stop and red safety lights are flashing before attempting to enter the bus. The bus will stop at least six (6) feet away from the closest student.

- The district will directly notify parents regarding no-school snow days or inclement weather that will affect district-provided transportation. In the event of a school cancellation, the district will send that information to parents via phone call, email, and text message for those who receive it. A post also will be added to the district's website and official social media accounts.

7.1.2 Loading and Unloading Buses

Pick-up and delivery locations for students being transported by school vehicle will be determined at the beginning of the school year. Only one pick-up and drop-off location will be allowed at residential addresses or day care provider addresses within school district boundaries. When USD 266 students or their parents waive district provided transportation to off-campus service, the district will not be responsible for providing transportation cost reimbursement. A change of locations during the school year will be approved for the following reasons:

- Change of residence within the district.
- Change of day care provider within the district.
- Court Order involving visitation rights during the week.

Please note: if a student is going home on a bus other than their regular route, it is the responsibility of the student to have a principal's signature on the note sent by the parent before he/she gets on the bus. If a student is going home with another student, both students must have notes to that effect, signed by their parents/guardians and signed by a principal. This option is not available to use to create a secondary drop-off location that is part of a regular routine (such as every other Friday or riding home with the same student every Monday).

Pre K, Kindergarten, and any other student requiring an adult appointed representative, must have a Parent/Guardian or appointed representative wait with him/her to load the bus. Also, a Parent/Guardian or an appointed representative must meet the bus at the scheduled drop off time. If someone is not there to meet the Pre K/Kindergarten student, or any other student requiring adult supervision, the student will be taken back to their school. If the Pre K/Kindergartener, or any other student requiring adult supervision, has an older sibling, they may act as a representative with a note signed by the parent/guardian stating this. If a student continues to be in a position where they are left unsupervised, authorities such as local police or Department of Children and Families may be contacted.

Student(s) are not allowed to load or unload at unassigned stops without Transportation approval. i.e. If a student is late, they are not allowed to get on the next stop or any after.

7.1.3 State of Kansas Laws and Regulations for Drivers

- The driver is in charge of all passengers while they are riding, loading, and unloading from the bus.
- Each school transportation provider shall ensure that openings for the service door, emergency exits, and aisles are kept clear of any obstructions.
- Each school bus driver shall direct students who cross the roadway when loading or unloading from a school bus to cross only in front of the bus. The driver shall ensure all traffic has stopped and shall instruct students to wait for a signal before crossing the roadway.
- Each driver shall ensure that all students who have unloaded from the bus have moved a safe distance away from the bus before the driver moves the bus.

7.1.4 Student Expectations

- Obey the driver promptly and courteously.
- In the interest of safety, only low conversational volume levels are acceptable. Unnecessary conversation with the driver is prohibited while the bus is moving.
- When boarding the bus, go quickly and quietly to the assigned seat; face forward in the seat, with feet on the floor at all times.
- Keep arms, head and all parts of the body inside the bus at all times.
- Assist to keep the bus clean and free from trash.
- Treat bus equipment with respect. Damage to seats, etc., must be paid for by the offender(s). Any damage to the bus is to be reported at once to the driver.
- Students shall not tamper with the controls or the equipment on the bus.
- Do not throw anything out of the bus windows. This is littering and could result in a fine from Law Enforcement.
- Keep books, packages, coats, feet and all other objects out of the aisle.
- All musical instruments and other personal items must be taken by the student to his/her seat. If these items are too large for the student to hold without depriving another student of his/her seat, then the student must make other arrangements for their transportation.
- Students are to remain seated while the bus is in operation.
- Absolute quiet is necessary at railroad crossings. Drivers may ask for silence from

passengers when they are faced with adverse driving conditions such as snow and ice.

- School projects are allowed on the bus, if they are in a sealable container. Students are responsible for any mess a project causes on the bus.
- Swearing, use of obscene language, unacceptable signs or moral offenses are prohibited.
- No food, drink, or gum chewing will be allowed on regular route buses. Students are allowed to have water in a sealable container. Drivers may confiscate water bottles if they become a nuisance.
- No aerosols will be sprayed on the bus, this includes but not limited to body sprays, deodorants, colognes or perfumes. Violations will result in disciplinary actions which could lead to suspension from bus privileges
- Drivers are required to have assigned seats on regular bus routes. Tier 1 will separate the different grade levels: intermediate, middle, and high school students. Tier 2 will assign each individual student a seat.
- Students will not throw any objects in the bus, at any time. All sports equipment is to be in a bag prior to loading the bus.
- Use of electronic games, cell phones, portable speakers, etc., may be prohibited from a bus if creating a disturbance, offensive to other students, or safety hazard.
- Student-owned electronic devices are not to be used to make recordings or take pictures when riding in a school vehicle
- Students are not allowed to exit the bus until the assigned drop off location. Approval from a principal or Transportation is required to exit prior to the assigned drop off.
- Drivers may confiscate any item deemed a safety issue from any bus passenger. The driver will give the item back to the student at their drop off location or to a principal.
- Drivers have the right to ban items deemed a safety issue or causing disturbances from their respective bus.
- Students should inform the driver, when possible, of their intention not to ride the bus

7.1.5 Student Expectations when exiting the bus/district vehicle

- Never cross behind the bus. If you have to cross the street after debarking, walk along the side of the road in front of the bus until you can see the driver's face. Wait until the bus driver signals you to cross. Then walk checking traffic in both directions before crossing the other lane of traffic.
- Remain off the roadway until the bus pulls away. If your child checks the mailbox, teach

him/her to wait in the drive until the bus pulls away before checking the box.

- Never return to the bus for any reason after unloading. It is recommended that students have a book bag or sport bag in which to carry all papers, books, shoes, etc. – all loose items. This is especially important for younger riders who might forget the danger of chasing a paper or other dropped item under the bus.
- Any person(s) who waits for a student(s), should stay far away from the street and never go near the bus at any time. Driver will stop the bus in a safe location away from anyone waiting at the bus stop.

7.1.6 Prohibited Items on bus/district vehicle

The following Items are prohibited on buses:

- Weapons
- Tobacco & Tobacco Paraphernalia
- Alcohol
- Illegal Drugs
- Vaping
- Flowers
- Balloons
- Pets (Approved Service Animals allowed)
- Glass Containers
- Any other item determined to be a safety hazard or detrimental to the operation of the vehicle.

7.2 Transportation Between 9-12 Classes/Placements

School transportation will be provided for high school students for some classes held between the high schools and Maize Career Academy (MCA). Students enrolled in community service, CBI, college classes, classes at another high school or MCA, internships, or other specific courses or opportunities determined by USD 266 in its sole discretion, may drive themselves with written parental/guardian consent. Students will be expected to travel directly to and from the alternate location, and will be afforded reasonable time allowance. In order to drive themselves, students must have an appropriate driver's license that allows the driver to transport minors, insurance on the vehicle, and a valid USD266 parking permit. Students may only transport other students who have written parental/guardian consent to be transported by another student. Students must park in student parking spaces; failure to comply will result in disciplinary consequences. Students and parents/guardians acknowledge that USD266 is not responsible for accidents, incidents, or traffic violations that occur while the student(s) is/are in route to/from these destinations, or any other unapproved destination the student/passengers may visit while on route to the approved destination. Failure to comply with these guidelines may result in the loss of driving privileges for both the driver and passenger(s) or other disciplinary consequences as determined by school administration.

8 SAFETY

8.1 Student Identification

Students are required to wear their District-issued student identification card at all times during school hours. ID cards shall be affixed to a District-issued school-specific lanyard, and worn so that the ID card and lanyard are visible. Principals may excuse the use of lanyards for articulable safety reasons for specific situations. No ID card or lanyard shall be concealed from any school personnel. Students will incur the cost of $3.00 each for replacing lost or damaged ID cards and lanyards.

8.2 Drills – Fire/Tornado/Crisis

Evacuation maps shall be posted. All occupants are required to participate in all drills. District-approved procedures shall be followed.

8.3 Asbestos

In accordance with Environmental Protection Agency Regulations regarding the Asbestos in Schools Rule, the students, parents and staff of USD 266 are hereby notified that all boiler sheeting and pipe lagging have been inspected and repaired and will continue to be repaired as though they contain asbestos. This is being done in order to reduce the possibility of exposure to possible toxic material. Further information may be obtained by contacting your child's respective school office or the Educational Support Center at 316-722- 0614.

9 ENROLLMENT POLICY

Please note: Also see health assessment and health care/immunizations policies regarding requirements for enrollment.

9.1 Student Admission to School

The information below is intended to provide a quick reference guide for parents wishing to enroll their child in USD 266.

9.1.1 Resident Students

A “resident student” is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

Resident Students: Students will be admitted to Maize schools with appropriate documentation to verify residency, which includes one of the following:

- Copy of current electric, gas, water, or trash bill with name and service and mailing address,
- Copy of current lease, signed and dated by tenant and landlord, with term of more than month to month, but less than 2 years
- Closing documents from home purchase (temporary until utilities are established)
- Affidavit of residency

Homes Under Construction: Students who have homes currently under construction/contract may be admitted with appropriate documentation to verify future residency, which includes one of the following:

- Signed and dated purchase agreement with occupancy date no more than 4 months from enrollment
- Signed and dated building agreement with occupancy date no more than 4 months from enrollment

Please note: The Enrollment Center will verify documents as necessary.

9.1.2 Nonresident Students

Students who do not live in the USD 266 district boundary may be admitted to Maize schools as outlined by board policy section 8.1.2. Please visit our website for more information.

9.1.3 Part-time Students

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.

9.1.4 Students Experiencing Homelessness

Children who are "homeless" as defined by Kansas law and who are located in the district will be admitted as resident students. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence.
Any child who is experiencing homelessness shall be permitted to enroll in and attend the school district of origin or the school district of residence. The district, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have access to a free and appropriate public education.

9.1.5 Students in Foster Care

The district, in accordance with state and federal law and the Kansas state plan, will ensure students placed in foster care within the school district have access to a public education in a stable educational environment. For the purposes of this policy, "foster care" means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties.

9.2 Records for Enrollment

9.2.1 Health Assessment Documents

All students under the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time. The assessment may be completed by a physician or by a nurse licensed by the Kansas Department of Health and Environment. Failure to comply with this policy will result in a student being excluded from school until compliance is achieved. Exemption under this policy may be obtained by a written statement sent to the school nurse that is signed by one parent/guardian and states that the student is adherent of a religious denomination whose teachings are opposed to such assessments.

The above requirement is not to serve as a barrier to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of health assessments.

All students engaged in athletic activities covered by KSHSAA rules shall provide the building principal with proof of a physical examination and clearance to participate.
Principals shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of health assessments.

9.2.2 Proof of Identity

All students enrolling in the district for the first time shall provide required proof of identity.

Kindergarten / First Grade Students: Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. A copy of the student's birth certificate must be received within 30 days of enrollment date.

Second - Twelfth Grade Students: Students enrolling in grades 2-12 shall provide a certified transcript, similar student records or data, or other documentary evidence the board deems satisfactory. Please Note: A child enrolling in grades 2-12 for the first time must present a certified copy of his/her birth certificate within 30 days of the enrollment date.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent or designee shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child. If informed the student may be "missing," district officials shall cooperate with law enforcement and/or DCF officials in the investigation without notifying any person claiming custody of the child.The school will not contact parents or guardians during this time; the school will not inform those individuals involved of the investigation.

9.3 Special Education - Individualized Education Plan

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-3404) who is a resident of this district or is enrolled in a member district of the cooperative. Special education

services are provided for such children, including individual educational programs, in the least restrictive environment.

Placement in special education programs offered by the Maize cooperative is accomplished through a screening process. Please contact the counselor or principal for further information regarding special education programs.

9.4 Section 504 Accommodations for Students

In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

504 plan eligibility is evaluated through a screening process. Please contact the counselor or principal for further information regarding 504 accommodations.

9.5 Additional Enrollment Information For High School Students

9.5.1 Transfer Information and Credits

- When a student transfers from an accredited school to USD 266 high schools, all religion-based coursework will be accepted. These credits will be elective credits, unless the term “history” is included in the title of the coursework. If the title includes “history,” a social studies elective credit will be granted for the transferring course.
- Graduation from the high schools requires 28 credits for grades 9-12. The specific requirements are outlined in the student enrollment booklet and in this district student handbook. Adult students whose four- and five- year cohort groups have graduated may graduate based on the minimum number of required units of credit as provided by the Kansas State Department of Education.
- Grade classification at high school is based on the number of credits earned: Four (4) credits are required for sophomore status, twelve (12) for junior status and eighteen (18) for senior status. Students are reclassified each August or January.
- Two credits can be earned from a district other than Maize USD 266 for the purpose of remediation and must have prior approval. The following policies apply in all circumstances and can only be waived at the discretion of the principal.
    - Maize Educational Outreach Center Online courses should be the first options

used in any plan of remediation.

  - Students must have a credit agreement approved, signed and on file at high school prior to taking any class that is not provided by Maize USD 266.

- The Maize Career Academy is part of Maize USD 266, and its policies apply to students who attend classes in the academy.

9.5.2 College and Career Opportunities

- **COLLEGE AND CAREER OPPORTUNITIES:** College and technical training is available to high school sophomores, juniors and seniors. Students must apply for admission to the technical/community college, must meet the minimum GPA requirements as determined by the post-secondary institution~~,~~The high schools grant concurrent credit from various post- secondary institutions. The amount of college credit varies per class and cost is determined by the institution. Enrollment in some classes requires ACT score and GPA minimums. A complete list of dual credit opportunities is available in the enrollment guide.

- Students enrolled in technical or college credit courses, including affiliated coursework, must address any disability-related needs through the enrolling agency's Office of Disability Services. It is the responsibility of the student and their guardian to ensure that requests for accommodations under Section 504, the ADA of 1990, and the ADA Amendments Act of 2008 are submitted to that office

- Students both in the Maize school district and students outside of the Maize district may enroll in online courses.

- Off-Campus Enrollment: Students who elect to take classes at an accredited college must obtain prior administrative approval. These courses may be taken in order to obtain a full schedule; however, these courses will not receive additional weighting towards students' grade point average. The only courses eligible for additional weighting are listed in the weightings section 14.4.2.1 of this handbook.

- For the purpose of allowing a student to continue in an advanced curriculum or provide enrichment opportunities not available at the high schools, students may take classes outside the high school curriculum provided during a specific term/9 weeks or semester. This will require counselor recommendation and principal approval. Credits may be earned on university campuses, online, via distance learning, or by correspondence. The student is responsible for financial obligations when credits are approved through these avenues. Prior approval must be granted by the principal to allow the student to receive high school credit for such offerings. See additional information above regarding college and career opportunities.

- All high school students may take Educational Outreach Online courses beginning the

summer before their freshman year. Courses available online are listed on the Maize website under Programs and Educational Outreach Center. Courses begin on the first weekday of each month. Online courses for credit acquisition and recovery are the financial responsibility of the student and cost $30 per month. Online enrollment requires counselor approval to make sure that the course is acceptable within the student's educational plan.

- A student can earn credit only once for any high school class. Classes should not be repeated. Continued interest in a field of study should be reflected in a move to a higher level class in the curriculum. Exceptions to this policy include performance, service, independent study or special projects classes such as instrumental music, vocal music, upper level physical education, teacher assistant, community service and expanded learning. Sequential classes in which skills are progressive, i.e., math and foreign language, may be repeated with teacher recommendation. Repeated math classes will earn elective credit and not count towards the required number of math credits needed for graduation.

9.5.3 Student Schedules / Class Placements

- Courses listed on the enrollment form or in the Enrollment Guide may be canceled by the administration if enrollment is not sufficient to merit a class. Elective classes may not be offered if fewer than 12 students enroll in the class.
- Any student who wishes to participate in any KSHSAA activity (sports, music, cheerleading, etc.) must pass a minimum of five new classes that are each worth a minimum .5 credit per class in the semester (two terms/HS level-9 weeks/MS level) prior to the one in which they plan to participate. The student must also be enrolled in a minimum of five new classes that are each worth at least .5 credit per class in the semester (two terms/HS level-9 weeks/MS level) in which they participate.
- All full-time Seniors must enroll in four (4) blocks terms 1 and 2. Seniors who are on track for graduation may apply for early release during the spring semester. Application must be made with and approved by the student's counselor at the time of enrollment for the senior year. If a student takes college classes during early release time only those classes that have prior concurrent credit approval and are listed on the student's class schedule will earn high school credit. The concurrent credit classes that have approval will be identified in the high school enrollment guide. All college classes are the financial responsibility of the student.
- Students requesting a class change must complete a "Schedule Change Request" form within the first three school days of the term in which the request exists. Schedule change request forms are available in the counseling office. The student's Individual Plan of Study will dictate class changes based on class size and availability. A detailed explanation of the request as well as parent and teacher signatures are required for

consideration. The request will be reviewed and approved or denied by a panel of counselors and/or principals.

- Special requests for a particular teacher cannot be honored. Student schedules will not be changed for the purpose of changing teachers.
- Any student who is withdrawn from one class or all classes after the term/9 weeks has begun will receive a WF (Withdraw Failing) designation on his/her transcript. This policy can be waived only at the discretion of the principal. Students who are withdrawn for documented medical reasons can receive a MD (Medical Withdraw) designation on their transcript. Documentation must be provided in the form of a written doctor's statement indicating the student's failure to attend or achieve was for medical reasons.

9.5.4 Additional Programs to Support Learning Opportunities

- Complete High School Maize (CHSM) is designed for those students who are in need of individualized instruction and alternative learning opportunities. A Personalized Education Plan (PEP) is developed for each student. Online courses, vo-tech, and courses such as these are available to CHSM students if the course is needed to fulfill their PEP. When such a course is deemed necessary by the staff, and the course is not available at CHSM, USD 266 will incur the cost of the course. If the student does not successfully complete the course, the student must reimburse the district for the course.
- Maize Virtual Preparatory School provides the opportunity for students to learn from home.. An Individualized Plan of Study (IPOS) is developed for each student. Enrollments are subject to board policy 4.1.2 and 5.25.1. Students may begin applying in February prior to the next school year and are allowed to enroll through July or until MVPS reaches full capacity. All students are required to complete an intake conference for admission.

9.6 Changes in Residence or Phone

Please notify the school when changes occur in phone numbers for home, work and emergency contacts, and e-mail addresses. Please see board policy (BOE-1002 Section 8.1.3) for non-resident enrollment information and approved options for continued enrollment of students who move out of the district during a school year. Parents should contact the principal when initiating a request to maintain district enrollment under policy (BOE-1002 Section 8.3).

9.7 Withdrawals & Transfers

The parent should initiate withdrawal three days in advance of the actual moving date. This advance notice allows sufficient time to get the necessary paperwork completed. Please notify the office personnel at the respective building. If notification is not given, a three-day turnaround on paperwork and refund will be followed. All books and materials must be returned at the time of withdrawal.

10 EXTRACURRICULAR, CO-CURRICULAR, CLUBS AND ORGANIZATION PARTICIPATION

Participation in activities is voluntary and a privilege. Students who participate in activities will be held to a high standard of personal conduct and must abide by Maize USD 266 policies as well as the rules set down by the KSHSAA. These rules will apply during the regular school year or from the first day of practice through the last day of competition.

The following standards apply to all activities:

- Academic eligibility will be according to KSHSAA rules.
- In middle school, students must attend three scheduled classes in order to be eligible for practice or events, or have administrative approval.
- In high school, students must attend at least two blocks of the school day in order to be eligible for practice or events, or have administrative approval. Exceptions will be school-sponsored activities.
- Students must be in good standing (not in violation of any school policies) to be eligible for practice or participation in activities. Students must be making adequate academic progress to remain eligible.
- A practice session is no excuse for missing an enrichment or detention period.
- A student who drops out of an activity prior to the end of the season must turn in any items checked out to him/her. Failure to comply with this policy will result in the associated fees being added to the student's account until the items are returned.
- Diplomas for senior athletes will be withheld until their respective season is completed and all school equipment is returned.
- The student must be enrolled in five (5) new subjects and must have passed five (5) subjects the previous semester. This is in accordance with the KSHSAA.
- Any student involved in a major misconduct, as specified in BOE policy and the student handbook, during the student's competitive season, will be subject to the following sanctions. All offenses will be cumulative during the student's middle school or high school career, but not from middle school through high school. Students could be subject to administrative consequences.
    - **First Offense:**
    - Upon verification by the principal, the student will be suspended from his/her activity and not allowed to participate in all competitions/performances for the

remainder of the school year. The suspension may be reduced to 25% of remaining eligible competitions/performances if the following are completed.

- Substance abuse - Complete a substance abuse and/or mental health assessment at an outside, licensed agency at student's/parent's expense.
- Other major misconduct - Performance of community service specified by the principal.
- **Second Offense:** Same as listed above. The suspension may be reduced to 50% of remaining eligible competitions/performance using the same guidelines listed under First Offense, except for drug/alcohol use. A second offense for drug/alcohol use will require enrollment in a substance abuse/mental health intervention or care program.
- **Third Offense:** Upon verification by school administration, the student will be suspended from his/her activity for the remainder of his/her middle school or high school careers.

- Suspension from an activity for a first or second offense means that a student cannot participate, but will be eligible to attend all practices, meetings and competitions/performances upon receiving written verification from a licensed agency of adherence by the student to the recommended care program.
- For students involved in a major misconduct out of season relating to substance abuse or criminal offenses, consequences may be administered per the Extracurricular Code of Conduct. This may include for substance abuse issues a minimum of three hours of participation in a substance abuse or mental health care program, for a criminal offense a minimum of five hours of documented community service will be required.
- The student will follow all rules and regulations established by the coach or sponsor and will respect the authority of the coach or sponsor.

10.1 Sportsmanship

Athletics provides an opportunity for students to display good sportsmanship in a team sport environment. Students should root for their school's team, refrain from complaining about the officials' calls or coaching, and model good sportsmanship at each game/event.

By attending a game/event as a spectator or participant, you agree to:

- Be a supportive and positive fan - not a disruption to the game/event. Foster a positive and supportive environment by exhibiting behavior that is respectful of all players, coaches, officials and other spectators. Be a positive role model by demonstrating good sportsmanship and self-control at all games and practices.
- Never attempt to coach or give instruction to players during games/events.

- Never openly express criticism for any coach, player, opposing team, table worker, or official; and never use inappropriate, derogatory, or vulgar language during games/events.
- Review and abide by the Kansas State High School Activities Association (KSHSAA) Ejection Policy (found below):

The first offense for disrupting a game or event of others enjoyment of the game, will result in a warning and possible suspension from attendance for the following game/event. A second offense will result in a suspension from attending games or events for the remainder of the season.

KSHSAA Ejection Policy (Updated November 2021)
Any participant (player, coach, spectator) who is ejected for making contact with an official or who is ejected for unsporting behavior directed toward an official, shall be subject to a non-appealable suspension from the next contest at that level and for all contests at any level (in that activity) until the suspension has been served. Local school Leadership may levy additional sanctions as they deem appropriate.

KSHSAA Examples of Unacceptable Behavior:
Booing or heckling an official's decision; criticizing the merits of officiating; displays of temper and arguing with an official's call; derogatory remarks toward the official, coach constantly questioning calls.

Laughing, pointing finger, name calling, yelling player name or number, etc., directed at opponents in an attempt to distract; to degrade an excellent performance by opponents.

Displays of anger, boasting, use of profanity, antics which draw attention to you instead of the contest; doing your own yells instead of following lead of the cheerleaders; doing unsportsmanlike yells/gestures, while pointing finger at opponent; singling out individuals.

10.2 Student Organizations

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The principal shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

10.3 Student Clubs

The principal shall establish regulations for the operation of school sponsored clubs, and for the use of school facilities by non-school sponsored clubs. School sponsored clubs shall be under the direct control of school personnel. Non-curriculum related school sponsored clubs (i.e. - provide service to school [Recycling Club, CACOW, etc.) are allowed to meet on school property during non-instructional time.

10.4 Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities prior to using the facilities. A faculty member (or other adult approved in advance) may attend the meetings as a supervisor but may not participate in the group's activities.

10.5 Student Government

Student councils under the direct control of the principal or designated faculty representative may be established. Student councils may exercise only the authority expressly delegated to them by the principal.

10.6 Code of Conduct - Extracurricular, Co-Curricular, Clubs and Organizations

Participation in extracurricular and co-curricular clubs and organizations is a privilege. A primary goal of participating in extracurricular and co-curricular clubs and organizations is to teach students character and self-discipline skills which will enable them to develop to their highest potential. As ambassadors for the school district and as role models for their peers and younger students, students who participate in these clubs and organizations are held accountable for their actions at a higher standard of conduct both in and out of school. Therefore, each student participating in extracurricular and co-curricular activities will be expected to abide by a code of conduct which will be reviewed with the student by the coach or sponsor prior to the student participating in the club or organization.

10.7 Purchases

When it is necessary to make a purchase for a school organization, the student must first have the approval of the sponsor. Under no circumstance is a student to charge an item to the school without first securing a purchase order through the office. Any person purchasing an item and charging it to a class or organization will be liable for the purchase. Items are not to be charged without securing a purchase order through the office.

10.8 Extracurricular Activities/Physicals

All students who are going to participate in athletics, cheerleading, or dance must have on file a completed KSHSAA physical examination form, the concussion form, and USD 266 Extracurricular Activities Code of Conduct signature page before they will be allowed to participate in practices or games. The physical must be completed and the form dated May 1 or after for the following school year.

10.9 Dances

Students are not permitted to leave the building during dances or any other school function and return later, unless prior permission is granted. As a preventive measure, the sponsors and/or supervisors of any student dance may use a breathalyzer at any time before, during or after the

dance. Testing may be done on a random basis or when a sponsor and/or supervisor of the dance suspects a student of alcohol use. If the student refuses to take the test or if the test results are positive, the student will receive the disciplinary actions outlined in the Drugs/Alcohol section 7.3.4 of this handbook.

10.9.1 High Schools

Students in grades K-8 are not permitted to attend high school dances. Doors may be closed at an established and advertised time. Once a student leaves the dance, he/she will not be permitted to return. If a student brings an out-of-school guest, they must fill out an outside guest request form. Guests may range in age from freshman in high school to 20 years old. Student ID cards must be presented for admission. Students who do not have their current permanent ID cards will not be allowed to attend high school dances. School-appropriate dancing will be required.

10.9.2 Middle Schools

Middle school students will have the opportunity to attend socials and dances throughout the year. Students may not bring guests. No attendance is allowed if the student has been in ISS or OSS that day or absent a half day (three periods) because of illness. Students who do not have their current permanent school ID cards will not be allowed to attend middle school events. If a student leaves the building during the dance, he/she will not be allowed to return.

11 FEES

11.1 General Fee Information

Maize USD 266 requests payment of school year fees during the enrollment period, when a fee is posted to the student's Skyward Family Access Fee Management account, or when the parent/guardian is notified by the student's school that a specific fee is due.
Full payment of all student fees is expected during the school year the fee is incurred. Partial payments may be made throughout the school year as long as the student's Skyward Family Access Fee Management account balance is paid in full by the end of the school year. The school district may withhold student diplomas for outstanding fees. Maize USD 266 will refer outstanding fees from prior school years to a collections agency.

11.2 Curriculum Fees (Grades Pre-K -12)

A district-wide annual curriculum fee is collected at the time of enrollment. Curriculum fees are rental fees that help cover the cost of textbooks, workbooks, and student software. The curriculum fee does not pay for yearbooks, use of district-owned musical instruments, replacement ID cards, paper, pencils, erasers, crayons, and ordinary supplies the student needs during the school term. Curriculum fees for new or returning students who enroll after school begins are pro-rated in quarterly increments. Students are reminded that any damage done to a textbook will result in the student replacing the books at their expense.

11.3 Athletic Fees (Grades 7-12)

An annual athletic fee will be charged to any student participating in extracurricular athletic programs (including cheerleading and dance).

11.4 High School Fees (Grades 9-12)

Materials and fees not included in the district-wide annual curriculum fee will be collected separately and include: Driver's Education (an online course with the fee paid before a student can log on and begin the course), Ingenuity courses, yearbooks, rental of district-owned musical instruments, and replacement ID cards. Some high school courses provide students the opportunity to complete projects (i.e. Art, Family & Consumer Science, Industrial Technology). If a student chooses to take these classes, the student may be required to pay for the project supplies.

11.5 Pre-K Fees

The Maize School District offers a fee-based pre-kindergarten program at the Maize Early Childhood Center. Enrollment is open to all families who live in the Maize school district as long as space is available. Tuition for this program is $275 per month for the 4-day classes and $140 per month for 2-day classes. A nonrefundable deposit of $275 and $140 respectively is due at the time of enrollment, with monthly tuition due the first of each month, September through April.

The fees for this program may be waived for families who qualify under state at-risk criteria through the grant-funded Kansas Preschool-aged Program. Students enrolling in Pre-K after school begins will pay full month tuition if they enter the program between the 1st and the 15th day of the month. Students entering Pre-K from the 16th through the last day of the month will pay ½ month tuition. If the school is closed for reasons beyond the district's control for 3 or more consecutive school days, tuition will be half the rate for that period of time. If parents choose to withdraw their child they must give a two-week written notice, payment is expected during this time.

11.6 Waived Fees (Grades Pre-K -12)

A student's curriculum fee and/or athletic fee (if applicable) may be waived if the Application for Free and Reduced Price School Meals form and the Consent for Disclosure form are completed and benefits are approved by the Director of Food Service. An online Free and Reduced Meal application and Consent for Disclosure can be found in Skyward Family Access under the Food Service tab by clicking "Application" in the top right-hand corner. A paper application can be found at any district building or on the district web page, www.usd266.com.Submit the application to the Educational Support Center, 905 W. Academy Ave, Maize, KS 67101, Attn: Food Service. Contact the Food Service office at (316) 722-0900 if you have questions. Parents must reapply each school year for this benefit.

11.7 Fee Refunds

11.7.1 Curriculum Fee Refunds (Withdrawn Students)

If the annual curriculum fee has been paid and the student withdraws, a full refund will be given if the student withdraws by/on Sept. 20. After Sept. 20, the refund will be prorated in quarterly increments. Refunds for fees paid by check will be issued after the check has cleared the bank. Students who are removed from school for a term/nine weeks, semester, or year due to attendance or disciplinary problems forfeit a refund on all fees.

11.7.2 Curriculum Fee Refunds (Waived Fees)

If the annual curriculum fee has been paid and the student becomes approved for a waived curriculum fee, a full refund will be given if the student is approved by/on Sept. 20. After Sept. 20, the waived curriculum fee refund will be prorated in quarterly increments.

11.7.3 Athletic Fee Refunds

The annual athletic fee may be requested and fully refunded prior to, but not after, the first team contest/game. If the annual athletic fee was paid and the student becomes approved for a waived athletic fee, a full refund will be given if the student is approved by/on Sept. 20. If the student becomes approved for a waived athletic fee after Sept. 20, no refund will be given.

11.7.4 Pre-K Fee-Based Tuition Refunds

The initial deposit for Pre-K is not refundable or transferable. If the student is withdrawn between the 1st and the 15th of any month from September through April, and the parent has provided two-weeks written notice, the building may reimburse half of that month's tuition fee. If the student withdraws after the 15th of the month, tuition will not be reimbursed for that month.

12 FOOD SERVICE

12.1 Food Service Program

The Maize USD 266 Food Service department offers breakfast and lunch programs in all K-12 buildings. Menus and nutritional information can be found at usd266.nutrislice.com or on the NutriSlice app. All food served meets or exceeds requirements by the National School Lunch Program and Smart Snacks guidelines.

USD 266 uses the Skyward Food Service and RevTrak fee payment systems. Breakfasts, lunches and milk may be debited from their accounts with their meal cards. Parents keep as large a balance as they wish in a child's account (for example: $5, $10, $15 or more). A damaged or lost meal card should be reported to the lunch clerk.

Free and Reduced meal benefits are available for families that apply and qualify. Families must apply each year for meal benefits using the online application in the Food Service tab in Skyward Family Access or by using the application form available in any school building or on the district website. Please allow 10 days for applications to be processed and provide your student with meal money until the application is processed. Any negative balances acquired before an application is approved are still the responsibility of the family.

Families who qualify for free or reduced benefits may also complete a Consent for Disclosure form to grant Food Service permission to share that status with other district programs.

12.1.1 Meal Prices

Maize USD 266 Meal Prices 2025-26				
	Breakfast		Lunch	
	Reduced	Paid	Reduced	Paid
K-8	$0.30	$1.95	$0.40	$2.75
9-12	$0.30	$2.00	$0.40	$3.05
Adult	$2.45		$4.05	
A la carte Milk	$0.60			

12.1.2 Meal Payment Policy

Households are encouraged to deposit money into meal accounts in advance of meal service via the online payment system in Skyward Family Access, or payments can also be made in person

at the building via cash, check or credit card. Automatic phone calls, text messages and emails notify the families daily when account balances are low. Payment to cover the cost of an a la carte purchase or adult meal must be in the patron's account or provided at the time of purchase.

12.1.3 Unpaid Meal Balance Policy

USD 266 wants children to be nourished and prepared to learn while still ensuring financial responsibility to patrons. Please see BOE-1002 5.19.5 for unpaid meal balance policy.
After a negative balance occurs:

- Food Service staff will notify families of unpaid charges.
- Students with a negative balance will be allowed to charge alternate lunches (Peanut butter or Deli meat sandwich, fruit, vegetable, and milk) and alternate breakfasts (graham cracker & milk) at a rate of $0.45. Care will be taken by staff members requesting and distributing any alternate meals per this policy to do so discreetly, while protecting the privacy of the student and the student's parent or guardian regarding negative account balances. When providing an alternate meal, district staff will provide reasonable accommodations to students with disabilities with special dietary needs.
- Following service of the third alternate meal, the student's charge account will be suspended and the Director of Food Service will be notified by the Lunch Clerk.

At least one written warning (in conjunction with an automated email, text for phone call, followed up by email or call from the clerk) will be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. Access to this policy will be provided to the student's parent or guardian with the written warning. Any delinquent debt that is not repaid by June 1 of each school year shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made by calling the school's kitchen or online through Skyward Family Access. Students, parents, and guardians of students are encouraged to prepay meal costs.

12.1.4 Closed Lunch

Maize Schools have a "CLOSED LUNCH" policy. Students will be expected to eat at school. Students who live within walking distance of the school may be excused to walk home for lunch provided a written request and permission is received from the parent. Permission must be renewed each year. Students will remain in the lunchroom until their designated lunch ends.

12.1.5 USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any

program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- Fax: (202) 690-7442; or
- E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

12.1.6 Additional Food Service Information for Grades 7-12

If a student leaves the building for lunch he/she must be picked up by a parent/guardian in the office and must return within his/her allotted lunchtime. If the student returns after their designated time, he/she will be counted tardy. Returning 20 minutes or more late will result in an absence and possible disciplinary action as assigned by the principal. Money may be added to the meal card account if given to the food service secretary before school. Meals may be purchased with cash.

Cafeteria rules:

- Students in the cafeteria before their scheduled time will be required to have a teacher's pass stating the reason they are out of class.
- Students will walk in the halls and cafeteria.
- Students will line up in an orderly manner, without pushing or cutting in line.
- Faculty and staff may take a place at the head of the line.
- Chair legs/supports are to remain flat on the floor.
- Feet are to remain off tables and chairs.
- Students will eat quietly, not disturbing others.
- Each person is responsible for returning his/her tray, dishes, silverware and trash to the kitchen window.
- Any trash under and around each table is the responsibility of those persons seated at that table.
- All students should remain in the cafeteria area during their scheduled lunch.

Because of limited space and for the high school students' safety, the following guidelines are in place for MHS/MSHS students wishing to have visitors during their lunch period:

- Visitors of individual students are limited to immediate family (parents, grandparents, siblings) and adults serving in a mentorship role to the student.
- No more than three visitors allowed per student per visit.
- The student cannot have friends who are not in the same lunch period join him/her and family for lunch.
- Students and visitors may be requested to eat in the main office or another alternate location.
- Verification of family status may be required.

12.2 Food Allergies

It is the joint responsibility of the administration, family, school staff and students to promote a food safe educational environment. In order to respond to the needs of students and staff with food allergies and minimize the risk of accidental exposure, each group listed above should follow the guidelines listed below:

Family:

- Notify the school of the child's allergies by contacting the school office..
- Work with the school General Education Intervention (GEI) team to develop a plan that accommodates the child's needs throughout the school system, if needed.
- Provide properly labeled medications and replace after use or upon expiration.
- Educate the child in the self-management of his/her food allergy.
- Review policies/procedures with the school staff, the child's physician and the child (age appropriate) after a reaction has occurred.

Students:

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the ingredient(s) to which they are allergic.

Administration:

- Be knowledgeable about and follow applicable federal and state laws and district policies that apply.
- Coordinate with the school nurse to review health records submitted by parents and physicians.
- Identify a group within the General Education Intervention (GEI) team at each building and other appropriate personnel to work with parents and the student (age appropriate) to establish a prevention plan, if needed.
- Coordinate with the school nurse to educate all staff, on an annual basis, to understand food allergies, recognize reaction symptoms and know what to do in an emergency.
- Coordinate with the school nurse to be sure medications are properly stored and an appropriate emergency kit with physician's order is supplied by the parent/guardian.

- Review policies/prevention plan with the General Education Intervention (GEI) team members, parents/guardians, student (age appropriate) and physician after a reaction has occurred.
- Students shall not be excluded from school activities solely based on their food allergy.

12.3 Food/Open Containers

Students may eat and drink in areas designated by school administration. There are no refunds for problems with vending machines. Principals will determine if outside food and drinks are allowed at extracurricular activities.

12.4 Wellness Policy

Maize USD 266 is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. The wellness program of the district will include the following components:

- Include goals for nutrition education, physical activity and other school based activities designed to promote student wellness in a manner that the board determines is appropriate. Include nutrition guidelines for all foods available in each school during the school day; the objectives of the guidelines shall be to promote student health and to reduce childhood obesity.
- Assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidelines apply to schools. Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring wellness policy is effectively enforced.
- Involve parents, students, representatives of the school food authority, the school board, principals and the public in the development of the school wellness policy.

13 GRADING/HONOR ROLL

13.1 Report Cards/Conferences

Fall and spring conferences will be held at all buildings.
Report cards are issued four times each year and obtained by logging in to Family Access. If you don't have your Family Access login and password, contact your child's school. Parents are asked to review the reports with their child and to consult the teacher if they wish. Parents are also encouraged to meet with teachers or other school personnel at any time throughout the school year, whenever they have a concern.

13.2 Grading Information for Grades K-1

Students in Grades K-1 are not assigned letter grades (A, B, C, D, & F) correlated to percentages. Rather, Maize USD 266 uses a standards-based report card. The grade marks are:

- Y - Yes, demonstrating standard
- S - Showing progress
- N - Needs improvement

13.3 Grading Information for Grades 2-12

Students in Grades 2-12 shall be assigned letter grades according to the following percentage achievement. Grade point averages only factor in letter grades, not pluses and/or minuses.

LETTER GRADE	PERCENTAGE ACHIEVEMENT
A	100%-93%
A-	92%-90%
B+	89%-88%
B	87%-83%
B-	82%-80%
C+	79%-78%
C	77%-73%
C-	72%-70%
D+	69%-68%
D	67%-63%
D-	62%-60%
F	Below 60%

It is each teacher's responsibility to determine the appropriate letter grades for the students assigned to them. Accurate records will be kept in the teachers' grade books and the weight of daily work versus test grades used to determine the letter grade will be consistent and announced at the start of the school term. The method used to determine the letter grades and all class

attendance/participation requirements will be explained to the students at the beginning of the course.

Letter grades shall not be lowered as punishment. The letter grades assigned by the teachers under these guidelines will not be changed except in the case of an obvious error.

13.4 Honor Roll

13.4.1 Middle School

A. Principal's Honor Roll recognition is given each term/9 weeks to students who earn all A's for the term.
B. Regular Honor Roll recognition is given each term/9 weeks to students who earn all A's and/or B's for the term.

13.4.2 High School

The instructor will determine grades after evaluation of the student's performance.

GPA	LETTER GRADE	PERCENTAGE GRADE
4.00	A	100-90
3.00	B	89-80
2.00	C	79-70
1.00	D	69-60
0.00	F	59 and Below

13.4.2.1 Weighted Grades

Courses which incur additional weight are: Advanced Placement, 1 additional point per letter grade and Pre-AP or Honors, .5 additional point per letter grade.

LETTER GRADE	AP COURSE	PRE-AP OR HONORS
A	5.00	4.50
B	4.00	3.50
C	3.00	2.50
D	2.00	1.50

Classes which receive 1.0 weighting include: AP Literature, AP Calculus, AP Calculus II, AP Statistics, AP United States History I & II, AP Government, AP Physics I & II, AP Biology I & II, and AP Chemistry.

Classes which receive 0.5 weighting include: English 9 Honors, English 10 Honors, English 11 Honors, Pre-Calculus/Trigonometry Honors, Calculus Honors, World History Honors, Physics Honors, Biology Honors, Chemistry I Honors, and Chemistry II Honors.

13.4.2.2 High School Honor Roll

The honor roll will be in two divisions, the Principal's Honor Roll for students with a weighted GPA of 4.0 or higher and the honor roll for students with a weighted GPA of 3.0 or higher and no grade lower than a C. The names of the students will be released to the appropriate publications.

13.5 Academic Letter

Based upon at least three consecutive semesters of work, with two of the three semesters being completed at the high schools, an academic letter is awarded to a student who has earned at least a 3.5 grade point average (GPA), rounded to the nearest tenth for each of the three consecutive sessions. A certificate, letter, emblem and bar will be given at the awards ceremony at the end of each school year. Further requirements include:

1) A student must have been a full-time student during the semester he/she earned the 3.5 GPA. A full-time student is defined as one who is enrolled in four blocks for the entire semester not to include non-graded coursework through the semester they earn the academic letter. Office, media and teachers' assistants are non-graded courses.
2) Students must be in good standing at the time of the award to receive the award. A second and third academic letter may be earned as follows:

- Second Letter – This academic letter will be awarded to juniors or seniors who have earned at least a 3.5 GPA for each of the five previous semesters of work. A certificate and bar will be given at the awards ceremony.
- Third Letter – Seniors who have earned a second letter as juniors may earn a third academic letter. Seniors must have at least a 3.5 GPA for each of the seven semesters of work and be a full-time student in the eighth semester. A certificate and a bar will be given.

13.6 National Honor Society

The purpose of National Honor Society (NHS) is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students of secondary schools.

Applications for National Honor Society will be given to eleventh and twelfth grade students who meet the requirements listed below. Students will receive their application in their Block 1 or 2 classrooms during the last week of August.
To become a member of National Honor Society, the following criteria must be met:

- Applicants must have attended the Maize school district for at least one year to be eligible or have been inducted at their previous school.

- Applicants must have a minimum of a 3.7 cumulative GPA at the end of the school year to be eligible for membership.
- Applicants must have a minimum of two school-related extracurricular activities for the current year.
- Applicants need to have completed 20 community service hours within the last two school years. Receiving the application or submitting it does not guarantee admittance into NHS. Applications will be given to a panel of teachers for review before membership is granted.

13.7 FLEX

- The Flex period allows students an additional opportunity to receive guidance and academic assistance from their teachers, meet with clubs, and work on digital electronic portfolios.
- Students in each grade level will have specific tasks to complete throughout the year to add to their digital portfolios. One day per week will be designated as a no movement day to complete these tasks.
- Students will earn 0.25 pass/fail credit per year for Flex and beginning with the class of 2027, students will have a 1.0 credit graduation requirement. On Friday, after checking in with their Flex teacher, students who have met the criteria for the week, may be excused early on Friday.

14 GRADUATION/PROMOTION

All students will be assigned to a qualified, certified teacher. Special requests for a particular teacher cannot be honored. It is generally expected that students will advance one grade level each year. A student may be reassigned to a lower or higher grade during the year, or retained or accelerated at the end of a school year. Any promotion or retention will be determined by the principal after consideration of factors such as:

1) Teacher evaluation.
2) Standardized achievement tests.
3) Individual mental maturity tests.
4) Chronological age.
5) Social and physical development.
6) Parental consultation.
7) Counselor and/or school psychologist report.
8) School attendance.
9) Completion of all required state assessments.

Students should not be retained for more than one school year. Special education students, under normal circumstances, should not be retained.

14.1 Additional High School Graduation/Promotion Information

14.1.1 For the class of 2025, 2026, and 2027

- Four credits of English. It is strongly recommended that one credit be obtained during the senior year.
- Three credits of math. No credit from middle school will be allowed, except for students at Maize Virtual Prep School.
- Three credits of science that include two physical science and one life science.
- Three credits of social studies.
- One credit of physical education.
- One credit of business/computer literacy.
- One credit of fine arts.
- One-half credit of speech.
- Eleven and one-half credits of electives.
- Twenty-eight total credits.

14.1.2 For the class of 2028

- Four credits of English. It is strongly recommended that one credit be obtained during the senior year.
- Three credits of math. No credit from middle school will be allowed.
- Three credits of science that include two physical science and one life science.
- Three credits of social studies.

- One-half credit of physical education.
- One-half credit of health.
- One-half credit of business/computer literacy.
- One-half credit of financial literacy.
- One credit of fine arts.
- One-half credit of speech.
- Eleven and one-half credits of electives.
- One of the eleven and one-half elective credits need to be a STEM credit.
- Four and one-half of the eleven and one-half credits need to be related to their Individual Plan of Study.
- Twenty-eight total credits.
- Two post-secondary assets.

14.2 Early Release of Seniors

Second semester seniors are required to only take those courses needed to fulfill the graduation requirements. However, seniors are required to complete all courses in which they previously enrolled. They will only be able to make schedule changes if they meet the schedule change requirements. It is recommended that seniors challenge themselves beyond the 28 credits required. Second semester seniors are encouraged to take advantage of the many educational opportunities available to high school students. Seniors participating in second semester athletics or activities must be enrolled in five of the eight second semester classes in order to be eligible under KSHSAA guidelines. Those classes must be worth .5 credit per class. Assistant classes, such as teacher, office, athletic, etc. are worth .25 credit and cannot be counted as one of the five classes. Seniors must leave the building at the conclusion of their last class of the day.

Per BOE policy – For the educational benefit of the student and school district, the counselor and principal will individually evaluate early completion.

14.3 Kansas Scholars Curriculum

Seniors may be designated state scholars by completing the Scholars Curriculum and by a selection index that equates ACT score and GPA. This designation entitles them to apply for a need-based scholarship. The courses required for Kansas Scholar designation can be found at https://www.kansasregents.org.

14.4 NCAA Regulations

Students who desire to participate in athletics at the Division I level need to refer to the NCAA Eligibility center for core course requirements.

Test scores must be sent directly to the NCAA Eligibility Center by the testing agency. Use the 9999 code when registering to take the exam. Scores on transcripts are not accepted. Only NCAA approved courses count as core courses. NCAA Eligibility Center registration should be completed by the student at the end of the junior year. Students may register online at Eligibility

Center or www.ncaa.org. Contact the Director of School Counseling or the high school Athletic and Activities Director for more information. A student must also be certified as an amateur through the Eligibility Center. The student must log on to the Eligibility Center to answer questions about their athletic participation to complete the amateurism certification process.

14.5 Qualified Admissions

Students should visit with their school counselor about qualified admissions to state universities.

14.6 Graduation Ceremony Regalia

Cords, medals, and other academic regalia worn at the graduation ceremony must be previously approved by the principal. Kansas law states that Native American students have the right to wear tribal regalia at graduation ceremonies.

14.7 Other Requirements

- Completion of all mandated state and local assessments.
- Students must have all transcripts for credit earned outside of the high school in the high school registrar's office by the last day of school in the year of graduation.
- Students must meet all graduation requirements by 3:00 PM on the senior's last day of scheduled classes to participate in the graduation ceremony.
- Students will not receive their diploma until all outstanding balances have been paid.
- Foreign exchange students will receive certificates of attendance instead of diplomas.

14.8 Laude Requirements

Summa Cum Laude (With Highest Honor):

- Top 3% of Weighted Grade Point Averages (GPA)
- Must complete the Kansas Scholars Curriculum
- Must take a full course schedule for eight semesters
- Recognition at Graduation:
    - Medal and Gold Cord
    - Identification in the graduation program
    - Called to stage to receive the medal

Magna Cum Laude (With High Honor):

- >3%-10% of Weighted GPA
- No curriculum requirements
- Recognition at Graduation:
    - Gold Cord
    - Identification in the graduation program
    - Students stand to be recognized

Cum Laude (With Honor):

- 4.0 Weighted GPA and above
- Recognition at Graduation:
    - Silver Cord
    - Identification in the graduation program
    - Students stand to be recognized

15 HEALTH CARE

15.1 Illness

Students who are ill should never be sent to school. Students with temperatures at or above 100 degrees will be sent home. They must be fever-free for 24 hours without the use of fever-reducing medication before returning to class. The school health rooms are set up to give first aid to the sick and injured, do screenings, give necessary medications, and care for students with chronic health problems. Ill students need to be picked up quickly in order to prevent the spread of disease to others.

The school attempts to provide a safe and accident-free environment. However, if an accident occurs, first aid will be administered, and the parent notified. First aid is defined as immediate temporary care given in the case of injury or sudden illness. Care beyond first aid is considered the parents' responsibility.

Parents are notified to pick up students when the school finds it necessary to send a student home. If the parent/guardian is unavailable, the emergency contact will be notified. Please keep family and emergency information current with the school.

A contagious disease may require a physician's order for your student to return to school.

- The following communicable diseases MUST be reported to the Sedgwick County Health Department. Students will be excluded immediately until health department disease investigators provide additional directions regarding exclusions, re-admission, contact exposure, and preventative measures:
    - measles
    - mumps
    - rubella
    - meningitis
    - pertussis (whooping cough)
    - chicken pox
    - tuberculosis
- The following communicable diseases MUST be reported to the Sedgwick County Health Department. Disease investigators will provide directions regarding exclusion, exposure to contacts, and preventative measures:
    - hepatitis A
    - Shiga Toxin producing E. coli
    - shigella
    - salmonella.
- The following diseases and environmental concerns are not reportable to the health department. Contact the nurse in your building to find out if an order is needed for your student to return to school.
    - Impetigo: May attend school once prescribed therapy is started.
    - Pinkeye (bacterial conjunctivitis): May attend school once prescribed therapy is

started.
- Ringworm of the skin and scalp: May attend school if receiving treatment.
- Staphylococcus aureus (MRSA): Unless directed by a physician, should not be excluded. Wounds should be covered.
- Streptococcal disease, including strep throat: May attend school 24 hours following initiation of antibiotic therapy. Infected person shall remain in isolation for 10 days if untreated.
- Pediculosis (head lice): May attend school once treatment with an insecticidal drug is initiated. Nits may persist after treatment, but successful treatment should kill crawling lice.
- Scabies: May attend school once prescribed therapy is started.
- Bed Bugs: Will be addressed by school administration as needed.

* The principal of the school where these diseases and environmental concerns exist may discretely and appropriately communicate with the families of those students who may be affected.

A child may be excluded for an additional period of time if the principal or other school personnel believe it is necessary for the child's protection or for the protection of the other children. If a child is excluded because of a suspected communicable disease, certification by a licensed provider is required for readmittance. In the event of an outbreak of any of these or other communicable diseases, the health officer may issue restrictive requirements as needed.

15.2 Immunizations

Each school year, every student enrolling or enrolled in any school for the first time, and each child enrolling or enrolled for the first time in a preschool or day care program operated by a school, prior to admission to and attendance at school, shall present proof that the student has received such tests and inoculations as are deemed necessary. Students who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the student has received the most recent appropriate inoculations in all required series. Failure to comply will result in exclusion from school on a date set forth by Maize Board of Education policy.

As an alternative to the certification required:

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

OR

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

If one of the above documentation of immunizations is not received, a student may be subject to exclusion from school attendance until such time as the student shall have complied with the

requirements. A written notice will be sent to the parent/guardian stating the reason for exclusion.

15.3 Health Assessment Policy

As required by Kansas State law, all students up to the age of nine must have on file, at the appropriate school, a completed health assessment (physical) form. The assessment may be completed by a physician or by a nurse certified by the Kansas Department of Health and Environment. Failure to comply with this policy will result in a student being excluded from school until compliance is achieved. Exemption under this policy may be obtained by a written statement signed by one parent/guardian that the student is adherent of a religious denomination whose teachings are opposed to such assessments.

15.4 Medication Policy

15.4.1 Supervision of Medication

Any medications that can be taken at home, under the supervision of a parent/guardian, should be taken at home before or after school.

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized. No medications shall be dispensed or administered if prohibited by state law.

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

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

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

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

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to the parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

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

Students must have a signed Authorization for Medication form on file at the school stating that he/she may take OTC medication, other than those dispensed from the health room, at school before the nurse can dispense the medication.

Only FDA approved prescription and OTC medications may be administered by school personnel. OTC medication will be given per package label dosing instructions, unless otherwise prescribed by a physician.

15.4.2 Administration of Emergency Opioid Antagonists

The school district will keep a supply of emergency opioid antagonists in schools and other buildings for use during a suspected opioid overdose. At least one dose will be kept with each automated external defibrillator (AED). If supplies permit, two doses may be kept with each AED. Additional doses may be available in the school health room, or front desk of district operations buildings.

Kansas law creates standards governing the use and administration of emergency opioid antagonists approved by the U.S. Food and Drug Administration (“FDA”) to inhibit the effects of opioids and for the treatment of an opioid overdose. Any first responder or school nurse is authorized to possess, store, distribute, and administer emergency opioid antagonists as clinically indicated, provided that all personnel with access to emergency opioid antagonists are trained in proper protocol.

Similarly, Kansas law allows a patient or bystander (meaning a family member, friend, caregiver, or other person in a position to assist a person who the bystander believes to be experiencing an opioid overdose) to acquire and utilize emergency opioid antagonists.

Therefore, to prioritize student health and safety in its schools, programs, and activities, the board authorizes the district to obtain, store, and administer naloxone, Narcan, and/or other opioid antagonists for emergency use in its schools. The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists may be available during the regularly scheduled school day. They may be available at other times at the discretion of the superintendent.

The board establishes the following rules governing the utilization and administration of emergency opioid antagonists, such as, but not necessarily limited to, naloxone and Narcan, by members of district staff.

15.4.3 Emergency Medication

The school district provides non-student specific epinephrine autoinjectors (epinephrine kit) in all schools. Epinephrine from an epinephrine kit shall be used only in emergency situations when the person administering the epinephrine kit reasonably believes that the signs and symptoms of anaphylactic reaction are occurring and if administered at school, on school property, or at a school-sponsored event.

Any use of an epinephrine kit at any school facility or school event shall be reported to the Executive Director of Health, Safety and Prevention as soon as practical.

15.4.4 Accommodating Students with Diabetes

As used in this policy, diabetes management and treatment plan means a plan prepared and implemented for a student with diabetes which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.

Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy.

Parents or guardians shall submit a written diabetes management and treatment plan from the student's health care provider. The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. An annual written renewal of parental authorization for the self-care of diabetes shall be required.

While at school, each student capable of managing and caring for the student's diabetes will be allowed to:

- Perform blood glucose level check;
- Administer insulin through the delivery system the student uses;
- Treat hypoglycemia and hyperglycemia;
- Possess the supplies or equipment necessary to monitor and care for their diabetes; and
- Otherwise attend to the management and care of the student's diabetes in the classroom, in any area of the school, on school grounds, or at any school-related activity.

Notwithstanding the above, the district reserves the right to put reasonable place and manner procedural safeguards in place for the safe and nondisruptive exercise of such rights by students with diabetes.

The board and its employees and agents, who authorize the self-administration of medication and treatment for diabetes in compliance with the provision of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The district shall provide written notification to the parent or guardian of a student for whom this policy is applicable that the board and its employees and agents are not liable for any injury resulting from the self-administration of medication. The parent or guardian shall sign such notice and acknowledge that the district incurs no liability for any injury resulting from the self-administration of medication and agrees to indemnify and hold the board and its employees and agents harmless against any claims relating to the self-administration of medication pursuant to this policy.

15.4.5 Student Self-Administration of Medication

15.4.5.1 Epinephrine and Inhalers

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy, "health care provider" means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has the authority to prescribe drugs under the supervision of a responsible physician.

Students with asthma or allergies may carry and self-administer emergency medications (inhaler, epinephrine auto-injector) subject to the following provisions.

An Authorization for Medication form signed by the student's physician must be provided with the medication. The physician's statement must include a treatment plan for managing asthma or anaphylaxis episodes and for medication use by the student during school hours. The student must be able to demonstrate to the school nurse, or the school nurse's designee, that the student has the skill level necessary to use the medication and any device that is necessary to administer the medication. Parents must submit any additional documents required by the school. Parent authorization to self-administer medication for a student must be renewed annually.

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted to the student. The school district, its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication. The physician's written treatment plan and the parent authorization for self-medication shall be kept on file in the school office. Any back-up medication provided by the student's parent/guardian shall be kept in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency. Any authorization granted under this section shall allow a student to possess and use the student's medication at any place where a student is subject to the jurisdiction of the supervision of the school district.

Students may carry and self-administer cough drops at school unless the parent/guardian requests supervision. Prior to the student bringing cough drops to school, the parent/guardian must complete the Authorization for Medication form and have it on file with the school.

15.4.5.2 Student Eligibility

- An eligible student shall meet all the following requirements:
- Have a written statement from the student's health care provider stating the name and purpose of any prescription medications;
- Know the prescribed or recommended dosage;
- Know the time the medication is to be regularly administered;
- Be able to articulate any additional special circumstances under which the medication is to be administered;
- Know the length of time for which the medication is prescribed; and
- The student shall also demonstrate to the health care provider or the provider's designee, as applicable, and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication. In the

absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

15.4.6 Over-the-Counter Medications

A student in grades 9-12 may self-administer specified over-the-counter medications with written parental authorization on file in the school office.

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of over-the-counter medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

15.4.6.1 Misuse of Medication

Unless otherwise provided herein, students found to be self-administering their own medication at a dosage or rate exceeding product label instructions; distributing over-the-counter or prescription medications to other students; or using or possessing another person's over-the-counter or prescription medication will be subject to disciplinary action, up to and including suspension and expulsion from school.

15.4.7 Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

<u>Additional Requirements for Students Prone to Specified Emergencies</u>

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision or the school district, its officers, employee, or agents; or
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a

15.4.8 Student Accident Insurance

The district does not provide any type of health or accident insurance for injuries incurred by students at school.

Families are encouraged to have insurance on their children prior to participation in any sport or school-sponsored activity. The Maize school district has insurance information available to students who wish to purchase insurance voluntarily. Forms are available in school offices.

16 Parent Support

16.1 Parental Concerns

If parents have a concern about their child, please follow the chain of command as an attempt to resolve the concern. Please allow 1 business day for a response.

1) First contact the child's teacher.
2) If not satisfied, contact a principal.
3) If not satisfied, contact an assistant superintendent.
4) If not satisfied, contact the superintendent.
5) If not satisfied, place the concern in writing to the board of education.

16.2 Parties/Events

Our schools are fortunate to have an active Parent/Teacher Organization (PTO). Kindergarten through fourth grade room parents are in charge of three parties a year: fall, valentine and spring. The teacher/principal must approve other parties. Birthday treats may be sent with a student and supervised by the teacher. Individual invitations to personal events or parties may not be distributed at school. PTO volunteers are not responsible for providing parental/adult supervision at events (i.e. skating parties, fun nights, etc.).

16.3 Deliveries

Deliveries for students, including flower and balloon bouquets, will not be accepted at any of the schools. Deliveries made by outside restaurants or food delivery services will not be accepted. Parents may deliver items to their own student and only if approved by the principal.

16.4 Visitors

We encourage parents and other interested persons to visit school during the year. For the safety and welfare of everyone, all visitors/volunteers must report to the school office before going to the classrooms. Arrangements should be made with the teacher in advance to visit a classroom. Visitors/volunteers are required to present a valid photo I.D., wear school-issued identification, and should in no way interfere or impede normal school business.

Volunteers who work with individual students/staff are expected to respect the privacy and confidentiality outlined in the Family Education Rights and Privacy Act.

Professionals such as social workers, therapists, court service officers, etc. that request to visit with students during school hours will be required to show a photo and agency ID and/or other credentials. Appropriate consent to communicate forms may be sought by administration prior to student contact.

Children of preschool age are not permitted to visit a classroom unless accompanied by an adult. Students enrolled at other schools are not permitted to visit during school hours.

16.5 Teacher Qualifications

Parents of a student attending a school that receives federal funds, have the right to know the professional qualifications of each teacher. Parents have the right to ask for the following information about each teacher who works with their child:

- Whether the teacher is certified by the state of Kansas to teach the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency or other provisional certificate.
- The teacher's college major.
- Whether the teacher has any advanced degrees and, if so, the subject of those degrees.
- Whether aides or paraprofessionals provide services to your child and, if so, qualifications of the aide or paraprofessional.

If you would like to receive any or all of this information, please contact the school principal.

16.6 Telephone Use

The office telephones are business phones and are not for the personal use of the students. Students may use them to contact parents or guardians in an emergency only.

16.7 Student Records

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Access to student records, excluding student data submitted to or maintained in a statewide longitudinal data system in accordance with board policy, shall be permitted as set forth in board policies pertaining to the confidentiality of student records.

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of

any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parents/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

Individual student files are not available for public inspection. Except as provided in board policy with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in this policy.

16.8 Logo Use

Maize USD 266 of Maize, Kansas 67101 ("USD 266") owns all intellectual property rights, including, but not limited to, trademark and copyright rights, in and to all District and School Logos as listed below:

- the District Logo design (the "Star");
- the Maize High School logo design (the "Eagle");
- the Maize South High School logo design (the "Maverick");
- the Maize Vermilion logo design (the "Chameleons");
- the Maize Central Elementary logo design (the "Mustangs");
- the Maize South Elementary logo design (the "Wolves");
- the Maize Elementary logo design (the "Panthers");
- the Pray-Woodman logo design (the "Pride"); and
- the Early Childhood Center logo design (the "Explorers").

USD 266, in its sole discretion, may choose to allow third parties to use or display the above-mentioned designs in certain instances or for a certain purpose. The purpose of this Trademark and Copyright Usage Policy (the "Policy") is to protect the interests of USD 266 when it is contemplating granting a license to third parties to use the District or School Logos.

Third parties interested in obtaining a License Agreement may contact the Maize USD 266 Communications Department at the Educational Support Center. USD 266 reserves the absolute discretion to deny any request for permission to use the District or School Logos. USD 266's decision as to whether or not to grant a license to use the District or School Logos is final and may be withdrawn at any time in accordance with the License Agreement.
USD 266 will deny use of the District or School Logos in the following instances:

- Unlawful or undesirable purposes: The District or School Logos may not be used in connection with any activities, content, images, or situations that involve illegal activities, obscenity, vulgarity, and defamatory language, invasion of privacy, threatening behavior, racially, ethnically, or otherwise discriminatory language or activities, or infringement of intellectual property.

- Solicitations: The District or School Logos may not be used in connection with any unsolicited activities or materials, including but not limited to, commercial solicitations, petitions for signatures, political campaigning, chain letters, mass mailings or "spam."

- Inappropriate content: The District or School Logos may not be used in connection with any of the following subject matter or activities: alcoholic beverages, tobacco, guns or other weapons, illegal drugs, sexual themes, pornography, violence or mayhem, gambling, political campaigns, or controversial social issues.

USD 266 further reserves the right, in its sole discretion, to limit the geographic scope of use of the District or School Logos. USD 266 also has the sole authority to determine an appropriate royalty rate for the license and may list the royalty in the License Agreement.

16.9 Branding Guidelines

Maize USD 266 (“USD 266”) has formally adopted District and School Logos as listed above. Consistency in the use of the District and School Logos is important to promoting USD 266’s mission and preserving the integrity of its image. To maintain such consistency, no changes in logo usage, colors, sizes, texts or visual elements are permitted. No alternative logos representing Maize USD 266 and/or its schools, teams, and programs, may be developed or used without the written permission of USD 266. Violators of this policy will be subject to legal action and penalties as allowed by law.

Requests and any questions regarding the appropriate use of the District and School Logos and branding should be directed to the Executive Director of Communications.