

2026-2027

ADMINISTRATIVE GUIDELINES

ARKANSAS CITY PUBLIC SCHOOLS

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Philosophy

In order for our students to grow and learn, a safe and orderly environment must exist within our school.

Background & Purpose

A discipline handbook was developed and approved by the USD 470 board of education in 1991 by school board members, parents, representatives of judicial and social service agencies, teachers and administrators and has been reviewed and updated annually.

Parents and students are encouraged to read the guidelines and be familiar with behavior that is expected of students in USD 470. Visitors entering school property must first report to the office. Policies and procedures outlined in these guidelines apply to schools, school property and school sponsored events, and are intended as a guide to cover most but not all situations. Offenses are cumulative by semester at the elementary level. Because USD 470 believes that family involvement is critical when dealing with student discipline issues, reasonable efforts will be made by the school to contact parents with disciplinary concerns. School counselor referrals, when appropriate, will also be used for intervention. Any action that may constitute a criminal offense will be referred to appropriate law enforcement. Electronic surveillance is in place at all sites. **Although it is expected administrators will follow the guidelines as adopted by the board of education, school officials may exercise discretion in applying policy to individual cases.**

Searches of Students & Property

Principals are authorized to search students and property, which includes pockets, purses, shoulder bags, personal technology devices, book bags, briefcases, and parking lots, if there is reasonable suspicion district policies, rules or directives are being violated. Lockers shall be subject to random searches without prior notice or with reasonable suspicion. Lockers in the district schools shall be under the supervision of the principal. Students have no expectation of privacy in any school locker, while on school property, or when using district email or computer systems. The combinations and/or keys to all lockers shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

High School & Middle School Discipline Notes

Middle School students assigned to ISS will report upon arrival through the end of the school day. Detention is held from 7:25-7:50 a.m. and from 3:21-3:50 p.m. ACMS students assigned detention must attend at least one detention session daily.
High school students are assigned to ISS from 7:55 a.m. to 3:15 p.m. Detention is held before and after school from 7:00-7:50 a.m. and 3:20-4:20 p.m.

Pre-K Discipline Notes

In alignment with the US Department of Health and Human Services and US Department of Education's joint statement to severely limit expulsion and suspension in early childhood settings, such action will only be taken as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications. In such cases, the program will collaborate with the parents, and utilize appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate. If a temporary suspension is deemed necessary, the program will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by continuing to engage with the parents and community resources; developing a written plan to document the action and supports needed; and, determining whether a referral to a local agency responsible for implementing IDEA is appropriate.

KSDE Kindergarten Readiness Rubric Element 5 Inclusion (4)
Head Start Program Performance Standard 45 CFR §1302.17
Kansas Special Education Processes Handbook guidelines will be followed for children with disabilities.

To best support our youngest learners, the early childhood program will follow the Early Interventions using the following guiding principles:

1. Use a high quality, supportive, structured, predictive, nurturing environment to help children feel safe and learn self-regulation.
2. Develop targeted social emotional support, games and activities used to connect and build relationships.
3. Provide one-on-one individualized interventions to meet children's needs, if appropriate. The one-on-one relationship with a significant adult is the key to success at this level.

Multi-Tiered Systems of Early Intervention Support

Tier 1 - Universal (All)	Tier 2 - Targeted (Some)	Tier 3 - Intense (Few)
The School Family is built on routines (school expectations), rituals (school belonging), classroom structures, and seven powers and skills that support self-regulation, social-emotional learning, executive skill function (goal setting and achievement), empathy and problem-solving.	Tier 2 students will be targeted in one or more of the following: • Safety: Needs additional assistance in learning how to self-regulate behavior. • Connection: Needs additional assistance in connecting with peers and teachers. • Problem-Solving: Needs additional assistance with learning one or more executive skills.	These children benefit from one-on-one individualized interventions to meet their needs. The one-on-one relationship with a significant adult is the key to success at this level. Most of these children are relationship resistant and therefore lack any willingness or cooperation.
Examples: Breaks, praise, classroom jobs, Breathing, visuals **High Quality, Supportive, Structured, Predictive, Nurturing environment to help children feel safe and learn self-regulation.**	**Examples: Individual cues and visuals, sensory tools, social stories, teaching specific skills (social, calming)** **Targeted social emotional support, games and activities used to connect and build relationships.**	**Examples: Behavior intervention planning, work systems, identify wanted and unwanted behaviors** **Intensive Interventions, assistance with executive skills.**

Only after all intervention plans have been implemented, documented, and exhausted can the determination be made to consider an alternative placement (suspension) for the child. (See U.S. Department of HHS and U.S. Department of Education joint Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings).

OFFENSE: Arson
SPECIFICATION: Students involved in acts of arson will be suspended, and school officials will seek a hearing request for a long-term suspension and/or expulsion. Legal authorities will be notified.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and 10 day suspension with administrative discretion to seek a long-term suspension and/or expulsion	10 day suspension with administrative discretion to seek a long-term suspension and/or expulsion	10 day suspension with administrative discretion to seek a long-term suspension and/or expulsion.

OFFENSE: Battery
SPECIFICATION: Battery, which may include sexual battery, is defined as the unlawful, intentional touching or application of force to the person of another, which is done in a rude, insolent, or angry manner. Battery could involve, but is not limited to, such acts as slapping, scratching, punching, kicking, grabbing around the neck or body, shoving, biting, hair pulling, etc. Students involved in acts of battery will be referred to the office where immediate and appropriate disciplinary action will be taken. If appropriate, legal authorities will be notified. Consequences will also apply to students who incite, instigate or are accomplices to the battery.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1-3 days suspension	1-5 days suspension	1-5 days suspension
2nd instance	3-5 days suspension	5- 10 days suspension	5-10 days suspension.
3rd instance	5 to 10 days suspension	5 to 10 days suspension days suspension and recommend either long-term suspension or expulsion	5 to 10 days suspension and recommend either long-term suspension or expulsion.
4th instance	5 to 10 days suspension and recommend either long-term suspension or expulsion		

OFFENSE: Academic Misconduct/Dishonesty
SPECIFICATION: Cheating, defined as copying another's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	2 to 5 hours detention	2 to 5 hours detention
2nd instance	Repeat above consequences	1 day ISS	1 day ISS
3rd instance	Repeat above consequences	3 days ISS	3 days ISS

4th instance	1 day ISS or after school detention	3 days suspension	3 days suspension

OFFENSE: Detention violations – teacher assigned
SPECIFICATION: Students referred to the office for skipping teacher-assigned detention will be assigned office detention.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Failure to cooperate will result in time being doubled	Office Referral	Office Referral
2nd instance		Office Referral	Office Referral
3rd instance			Office Referral

OFFENSE: Detention violations – office assigned
SPECIFICATION: Students who skip administrative-assigned detention or violate the rules of the detention room will receive immediate and appropriate disciplinary action. Middle school students not reporting to detention within 5 minutes of the start time may not be allowed to serve that session.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	N/A	additional 30 minutes	Double time of original detention
2nd instance		1 additional hour detention	1 day ISS
3rd instance		ISS for time owed	2 days ISS

OFFENSE: Display of affection
SPECIFICATION: Displays of affection are not appropriate at school and will not be permitted.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Documented warning	Documented warning	Documented warning
2nd instance	Parent contact and detention	2 hours detention	2 hours detention
3rd instance	1 day ISS or after school detention	1 day ISS	1 day ISS
4th instance	1 day suspension	3 days ISS	3 days ISS

OFFENSE: Disruptive behavior
SPECIFICATION: Students will not be allowed to deprive the instructor of the right to teach or deprive other students of the right to learn, nor will they be permitted to adversely affect the learning environment of the classroom or the school. Teachers will make reasonable efforts to contact parents to advise them of the problems their student is causing in school.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 to 2 hours detention or 2 days ISS from that class only	1 to 2 hours detention or 1 to 2 periods of ISS from that class only
2nd instance	Repeat above consequence	3 hours detention or 3 days ISS from that class	3 hours detention or 3 periods of ISS from that class
3rd instance	1 day of ISS or after school detention	1 day ISS or 4 periods of ISS from that class only	1 day ISS or 4 periods of ISS from that class only
4th instance	1 to 3 days ISS	1 to 3 days ISS	3 days ISS

OFFENSE: Dress code violations
SPECIFICATION: Students who violate school dress codes will be asked to make an adjustment or necessary clothing change which results in compliance with the dress code, if noncompliant the following consequences will occur:

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact requesting that appropriate attire be brought to the student at school or get appropriate clothing from counselor as available	Teacher referral to the office: Documented warning and arrangements made for proper attire	Teacher referral to the office: Documented warning and arrangements made for proper attire
2nd instance	Repeat above consequences	Teacher referral to the office: 1 hour detention and arrangements made for proper attire	Teacher referral to the office 1 hour detention and arrangements made for proper attire
3rd instance	Repeat above consequences	Teacher referral to the office: 2 hours detention and arrangements made for proper attire	Teacher referral to the office: 2 hours detention and arrangements made for proper attire
4th instance	Repeat above consequences	Teacher referral to the office: 3 hours detention and arrangements made for proper attire	Teacher referral to the office: 3 hours detention and arrangements made for proper attire

OFFENSE: Driving/Parking violations
SPECIFICATION: Driving a vehicle to school or on school property is a privilege rather than a right. Students will not be allowed to violate law or jeopardize health, safety, or physical well-being of others by operating their vehicle in a reckless manner, by exhibiting excessive speeds or by over accelerating a vehicle. Students who violate this policy will receive immediate and appropriate disciplinary action. If warranted, students may immediately lose parking privileges, and

legal authorities may be notified.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	N/A	N/A	Documented Warning
2nd instance			3 hours detention
3rd instance			5 hours detention
4th instance			1 to 3 days suspension

OFFENSE: Extortion
SPECIFICATION: Students who attempt to acquire money, property that is not their own, schoolwork or services of any type from another student by using threats or force will receive immediate and appropriate disciplinary action.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	3 days ISS	3 days ISS
2nd instance	1 day ISS or after school detention	3 days suspension	3 days suspension
3rd instance	1 day suspension	5 days suspension	5 days suspension & recommend either long-term suspension or expulsion
4th instance	3 days suspension	5 days suspension and recommend either long-term suspension or expulsion	

OFFENSE: False note or call or fraudulent misuse of a school form
SPECIFICATION: Students who falsify notes to excuse absenteeism or have false calls made to the school to excuse their absences will receive immediate and appropriate disciplinary action. Also, any student who falsifies a school form or document, or uses that form or document for any purpose other than the specific purpose for which it was intended, will receive immediate and appropriate disciplinary action. This will include misuse of school ID.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 day ISS	1 to 3 hours detention
2nd instance	Repeat above consequence	3 days ISS	1 to 3 days ISS
3rd instance	Repeat above consequence	Repeat above consequence	Repeat above consequence
4th instance	Repeat above consequence	Repeat above consequence	Repeat above consequence

OFFENSE: Fighting or use of physical force with anger

SPECIFICATION: Fighting or use of physical force with anger will not be permitted. Students should exhaust every alternative available to them before resorting to hitting or the use of physical force. Fighting at school, on school property or at school-sponsored activities is expressly prohibited. If appropriate, legal authorities will be notified. Consequences also apply to students who incite, instigate or are accomplices to the fight or use of physical force. All aspects to a fighting situation will be considered when consequences are applied.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 day ISS or after school detention	1 to 5 days suspension	3 to 5 days suspension.
2nd instance	1 to 10 days suspension	3 to 5 days suspension	5 to 10 days suspension.
3rd instance	3 to 10 days suspension	5 to 10 days suspension and recommend either long-term suspension or expulsion	5 to 10 days suspension and recommend either long-term suspension or expulsion.
4th instance	5 to 10 days suspension		
5th instance	5 to 10 days suspension and recommend either long-term suspension or expulsion		

OFFENSE: Flagrant misbehavior

SPECIFICATION: Flagrant misbehavior is any overt act that could adversely affect the learning environment of the public schools of USD 470 or jeopardize the health, safety or physical well-being of those students and staff who attend or work in any of the public schools. Students who involve themselves in acts of flagrant misbehavior will be referred to the office where immediate and appropriate disciplinary action will be taken. If appropriate, legal authorities will be notified.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 day suspension	1 to 10 days suspension	1 to 10 days suspension
2nd instance	3 days suspension	3 to 10 days suspension	3 to 10 days suspension
3rd instance	5 days suspension	5 to 10 days suspension and recommend either long-term suspension or expulsion	5 to 10 days suspension and recommend either long-term suspension or expulsion
4th instance	5 days suspension and recommend either long-term suspension or expulsion		

OFFENSE: Flagrant Disrespect/Misbehavior toward staff – threats, obscenity, profanity or menacing or threatening gestures
SPECIFICATION: Inappropriate behavior toward any administrator or staff member will result in immediate and appropriate disciplinary action being taken. This would include lying to a staff member, direct profanity being used toward the staff member, threats being made either verbally or in writing, or any threatening or menacing gestures being made toward the staff member.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 day suspension	1 to 3 days suspension	1 to 3 days suspension
2nd instance	3 days suspension	3 - 5 days suspension	3-5 days suspension
3rd instance	5 days suspension	5 to 10 days suspension and recommend either long-term suspension or expulsion	5 to 10 days suspension and recommend either long-term suspension or expulsion
4th instance	5 days suspension and recommend either long-term suspension or expulsion		

OFFENSE: Gang-related activities – non-violent
SPECIFICATION: Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited. Immediate and appropriate disciplinary action will be taken against any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. Gang paraphernalia will be confiscated.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	5 hours detention	5 hours detention
2nd instance	1 day ISS or after school detention	1 day ISS	1 day ISS
3rd instance	3 days ISS	3 days ISS	3 days ISS
4th instance	3 days suspension	3 days suspension	3 days suspension

OFFENSE: Gang-related activities – violent
SPECIFICATION: Any activity that is violent in nature or could reasonably lead to violence will not be permitted. Students who violate this policy will receive immediate and appropriate discipline.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 day suspension	5 days suspension	5 days suspension
2nd instance	3 days suspension	10 days suspension and recommend either long term suspension or expulsion; law	10 days suspension and recommend either long term suspension or

		enforcement officials will be notified	expulsion; law enforcement officials will be notified

OFFENSE: Harassment – Bullying

SPECIFICATION: Activities that involve students bullying other students are abusive behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust, and mean-spiritedness. USD 470 strictly prohibits students and adult staff from engaging in any form of bullying (including cyber-bullying) on school property, in conjunction with any school activity or involving any person associated with the school. Any student who participates in bullying or conspires to engage in bullying will face immediate and appropriate disciplinary action and must meet with the counselor. A mandate of "no interaction" will be issued. Students who experience bullying (including cyber-bullying) are required to report the incident to an adult staff member and complete the anti-bullying report form. [Anti-bullying form is included in student planners/agendas and is available from the school district website www.usd470.com]

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 to 3 days ISS	1 to 3 days ISS
2nd instance	1 day ISS or after school detention	1 to 3 days suspension	1 to 3 days suspension
3rd instance	1 to 3 days suspension	5 to 10 days suspension with possibility of recommending either long-term suspension or expulsion	5 to 10 days suspension with possibility of recommending either long-term suspension or expulsion

OFFENSE: Harassment – Racial [see reference to adult staff]

SPECIFICATION: Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial harassment is racially motivated conduct which: (1) affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school; (2) is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or (3) is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school. Racial harassment may result from verbal or physical conduct or written graphic material.
Students who violate the racial harassment policy must meet with the counselor, and a mandate of "no interaction" will be issued.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 to 3 days ISS	1 to 3 days ISS
2nd instance	1 day ISS or after school detention	1 to 3 days suspension	1 to 3 days suspension
3rd instance	1 day suspension	5 days suspension	5 to 10 days suspension with possibility of recommending either long-term suspension or expulsion

4th instance	3 days suspension	5 to 10 days suspension with possibility of recommending either long-term suspension or expulsion	

OFFENSE: Harassment – Sexual [see reference to adult staff]

SPECIFICATION: Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature. Sexual harassment may result from verbal or physical conduct or written or graphic nature. Sexual harassment may include, but is not limited to, verbal harassment or abuse, pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats about a student's grades, participation in extra-curricular activities, etc. Students who violate the sexual harassment policy must meet with the counselor, and a mandate of "no interaction" will be issued.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 to 3 days ISS	1 to 3 days ISS + counselor referral
2nd instance	1 day ISS or after school detention	3 days suspension	3 days ISS
3rd instance	1 day suspension	5 days suspension	3 to 5 days suspension
4th instance	3 days suspension	5 to 10 days suspension with possibility of recommending either long-term suspension or expulsion	5 to 10 days suspension with possibility of recommending either long-term suspension or expulsion

OFFENSE: Hazing

SPECIFICATION: Hazing and initiation activities that involve students hazing other students are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust, and mean-spiritedness. USD 470 strictly prohibits students from engaging individually or collectively in any form of hazing or related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school, regardless of where the incident occurs. Any student who participates in hazing or related initiation activity or conspires to engage in hazing will face immediate disciplinary action: up to and including suspension, expulsion, exclusion, and loss of participation in extracurricular activities. In addition, students who participate in hazing must meet with the counselor, and a mandate of "no interaction" will be issued.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 to 3 days ISS	1 to 3 days ISS

2nd instance	1 day ISS or after school detention	3 days suspension	3 days suspension
3rd instance	1 to 3 days suspension	5 to 10 days suspension with possibility of recommending either long-term suspension or expulsion	5 to 10 days suspension with possibility of recommending either long-term suspension or expulsion

OFFENSE: Horseplay

SPECIFICATION: Students should not engage in acts of horseplay which are disruptive to the learning environment, or which could result in injury to others even though there was not any intent to cause that injury.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Documented warning	Documented warning	Documented warning
2nd instance	Parent contact and detention	1 hour detention	3 hours of detention
3rd instance	1 day ISS or after school detention	1 day ISS or 5 hours detention	1 day ISS
4th instance	3 days ISS	3 days ISS	3 days ISS

OFFENSE: Illegal, Unsafe, or Potentially Dangerous Products, Substances

Intervention Program: Students who violate district policy for alcohol, illegal drugs, and/or tobacco may be required to complete a school approved intervention program prior to returning to school.

Alcohol:

Specification: The consumption, possession (actual or constructive), use, transfer, distribution or to be under the influence of any alcoholic beverage, cereal malt beverage or intoxicant of any kind – anywhere inside the school building or on school property or at any school-sponsored activity is prohibited.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 to 3 days suspension and student will successfully complete a school-approved intervention program.	3 days suspension and the student will successfully complete a school approved intervention program.	3 days suspension and the student will successfully complete a school approved intervention program.
2nd instance	3 days suspension	5 days suspension	5 days suspension
3rd instance	5 to 10 days suspension with administrative discretion to seek a long-term suspension and/or expulsion	10 days suspension with administrative discretion to seek a long-term suspension and/or expulsion	10 days suspension with administrative discretion to seek a long-term suspension and/or expulsion

Illegal Drugs:

Specification: The consumption, possession (actual or constructive), use, transfer, distribution or to be under the influence of any illegal substance – in any form or any e-cigarettes, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, crack, steroids, or any other substance on the controlled substance abuse list– anywhere inside the school building or on school property or at any school-sponsored activity is prohibited.

The possession of drug paraphernalia – which means all equipment, products, and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of the uniform controlled substances act – anywhere inside the school building or on school property or at any school-sponsored activity is prohibited Drug paraphernalia includes, but is not limited to, items which fall into the above domains. The use of baby powder, chalk, cornstarch, or any other substance in "white-out" or powder (or similar) celebrations is banned due to potentially serious, harmful, or allergic reactions caused by inhalation of the airborne powder. The student or crowd use of any product which may pose a health risk to persons or potential damage to district or personal property is disallowed. Students who violate this policy will receive immediate and appropriate disciplinary action. Police will be notified. Any illegal substance or paraphernalia will be confiscated by school officials.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 to 5 days suspension and/or the student and parent/guardian enroll in and successfully complete a school-approved intervention program	5 to 7 days suspension and the student will successfully complete a school approved intervention program.	7 to 10 days suspension and the student will successfully complete a school approved intervention program.
2nd instance	5 to 10 days suspension with administrative discretion to seek a long-term suspension and/or expulsion	10 days suspension with administrative discretion to seek a long-term suspension and/or expulsion	10 days suspension with administrative discretion to seek a long-term suspension and/or expulsion

Tobacco:

Specification: The consumption, possession (actual or constructive), use, transfer, or distribution of tobacco in any form or any e-cigarettes of any kind anywhere inside the school building or on school property, or at any school-sponsored activity is prohibited.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 day suspension and student will successfully complete a school-approved intervention program	1. Confiscation of tobacco or nicotine vaping products (includes delivery device, cartridges, any component related to vaping) 2. Notification of parent and/or guardian 3. Provide information to the student and parent about available tobacco education, cessation programs and resources 4. Meet with a counselor to discuss current peer and adult supports 5. 1 day of ISS to complete evidence-based prevention/intervention program*	1 to 3 days suspension and student will successfully complete a school-approved intervention program

2nd instance	3 days suspension	1. Confiscation of tobacco or nicotine vaping products (includes delivery device, cartridges, any component related to vaping) 2. Notification of parent and/or guardian 3. Provide information to the student and parent about available tobacco education, cessation programs and resources 4. Assignment of school-approved on-line intervention program to be completed within 7 days of the violation 5. Meet with counselor to discuss current peer and adult supports 6. 5 day suspension	3 to 5 days suspension
3rd instance	5 to 10 days suspension with administrative discretion to seek a long-term suspension and/or expulsion	1. Confiscation of tobacco or nicotine vaping products (includes delivery device, cartridges, any component related to vaping) 2. Notification of parent and/or guardian 3. Provide information to the student and parent about available tobacco education, cessation programs and resources 4. Assignment of school-approved on-line intervention program to be completed within 7 days of the violation 5. Meet with counselor to discuss current peer and adult supports 6. 10 days suspension with administrative discretion to seek a long-term suspension and/or expulsion	5 to 10 days suspension with administrative discretion to seek a long-term suspension and/or expulsion

OFFENSE: In-school suspension violations

SPECIFICATION: In-school suspension is an alternative to out-of-school suspension, and as such, students are required to obey all the rules that have been established for the operation of the ISS room. Those students who cannot or will not discipline themselves to follow those rules will receive immediate and appropriate disciplinary action. During ISS, students will be isolated, and the socialization privilege will be removed. However, they will have the opportunity to make up the work they miss while they are isolated and have that work counted toward full credit on their classroom grade. If misbehavior continues, intervention strategies will be utilized, and sufficient time will be given to minimize behavior.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL

1st instance	N/A	Documented warning	Documented Warning
2nd instance		1 hour of detention assigned	Suspension for duration of ISS assignment
3rd instance		Suspension for the remainder of the day. Remainder of ISS time to be served upon return.	Repeat above consequence
4th instance		Suspension for duration of ISS assignment	

OFFENSE: Inappropriate behavior
SPECIFICATION: There are some inappropriate behaviors that will not fit precisely into the category of other misbehavior. This specification is designed to address those behaviors as a "catch all" specification. On the discipline report, the administrator handling the problem will specify what the inappropriate behavior was and the disciplinary action that is to be implemented to address that behavior.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 to 2 hours detention	1 to 2 hours detention
2nd instance	Repeat above consequence	3 to 5 hours detention	3 to 5 hours detention
3rd instance	1day ISS or after school detention	1 day ISS	1 day ISS
4th instance	1 day suspension	3 days ISS	3 days ISS
5th instance	1 to 3 days suspension	3 days suspension	3 days suspension

OFFENSE: Inappropriate items and/or materials brought to school
SPECIFICATION: Inappropriate items and/or materials that affect the learning environment of the classroom or the school should not be brought to school. Items that are used irresponsibly which adversely affect the learning environment of a classroom or school will not be tolerated and will be confiscated.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	2 hours detention	2 hours detention
2nd instance	Repeat above consequence	1 day ISS	1 day ISS
3rd instance	1 day ISS or after school detention	3 days ISS	3 days ISS
4th instance	1 day suspension	1 day suspension	1 day suspension
5th instance	3 days suspension	3 days suspension	3 days suspension

OFFENSE: Inappropriate language or gesture
SPECIFICATION: Inappropriate language may include profanity, direct or indirect insults. Students whose inappropriate language or gesture(s) adversely affects the environment of the classroom or school will receive immediate and appropriate disciplinary action.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	2 hours detention and/or 2 days ISS from the period in which the language or gesture occurred	2 hours detention and/or 2 days ISS from the period in which the language or gesture occurred
2nd instance	Repeat above consequence	3 hours detention and/or 3 days ISS from the period in which the language or gesture occurred	3 hours detention and/or 3 days ISS from the period in which the language or gesture occurred
3rd instance	I day ISS or after school detention	1 to 3 days ISS	1 to 3 days ISS
4th instance	1 day suspension	1 to 3 days suspension	3 day out of school suspension

OFFENSE: Inappropriate use of technology
SPECIFICATION: USD 470 supports the use of advanced technology and increased access to learning opportunities by all students. The goal of the district in providing access to computers, computer networks, Internet resources, electronic mail and other online services for students is to promote educational excellence by facilitating resource sharing and communications and improving access to information. The use of district computers, network, the Internet, and other online services accessed through district resources shall be in support of education and research consistent with the district's educational objectives. Limited, appropriate personal use of computer technology resources is permitted if it does not interfere with student responsibilities or the educational process. See Harassment – bullying (including cyber-bullying). [Anti-bullying form is included in student planners/agendas and available online at the district website: www.usd470.com.]

The use of the district's computer technology resources is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. USD 470 reserves the right to deny, revoke, suspend or close any user account at any time, based upon the determination of inappropriate use by the account holder or user. Inappropriate use may also result in disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state, and federal laws; and assessment of the cost of damages to hardware/software. Any student identified as a security risk or having a history of inappropriate use with other computer systems may be denied access. *Student Rights to Privacy (IIBG-BOE policy) Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any e-mail computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Computer Use
Audits: The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

E-mail Privacy Rights: Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee Computer Materials: Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 hour detention	1 hour detention
2nd instance	1 day ISS or after school detention	2 hours detention, computer privileges are restricted	2 hours detention, computer privileges are restricted.
3rd instance	Repeat above consequences	1 to 3 days ISS, computer privileges are restricted	1 to 3 days suspension; computer privileges restricted

OFFENSE: Leaving class without permission
SPECIFICATION: Students are not to leave the classroom without receiving permission from the instructor to leave. Students who leave class without permission will be referred to the office.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	2 hours detention	2 hours detention
2nd instance	Repeat above consequence	4 hours detention	4 hours detention
3rd instance	Repeat above consequence	1 day ISS	1 day ISS
4th instance	1 day ISS or after school detention	3 days ISS	3 days ISS

OFFENSE: Lunchroom misbehavior
SPECIFICATION: Students who misbehave in the lunchroom or cafeteria or who violate the procedures established for the operation of the lunchroom or cafeteria will be referred to the office for immediate and appropriate disciplinary action.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	3 days of lunch detention	3 days of lunch detention
2nd instance	Repeat above consequence	5 days of lunch detention	5 days of lunch detention
3rd instance	1 day ISS or after school detention	7 days of lunch detention	7 days of lunch detention

OFFENSE: Open defiance
SPECIFICATION: Students will not be permitted to challenge the authority of an administrator, instructor, or staff member as long as that individual is in the performance of duties assigned by the school and/or school district. This would include duties performed at the school or at school-sponsored activities inside or outside of the school district. Students who openly defy the authority of an administrator, teacher or staff member will receive immediate and appropriate disciplinary action.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 to 3 days ISS	1 to 3 days ISS
2nd instance	Repeat above consequence	1 to 3 days suspension	1 to 3 days suspension
3rd instance	1 day ISS or after school detention	3 to 5 days suspension	3 to 5 days suspension
4th instance	1 day suspension	5 days suspension and recommend either long-term suspension or expulsion	5 days suspension and recommend either long-term suspension or expulsion
5th instance	3 days suspension		

OFFENSE: Out-of-School Suspension Program Violation
SPECIFICATION: Failure to attend the OSS Program will result in In-School-Suspension (ISS) upon return to school. The student will be required to be in ISS until such time as all OSS Program time has been completed. Failure to attend the OSS Program may also result in contacting the Cowley County Truancy Officer.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
All Instances	N/A	OSS until OSS Program time is complete.	OSS until OSS Program time is complete.

OFFENSE: Parking violations
SPECIFICATION: Specific parking regulations and procedures have been established for Arkansas City High School, and students who drive vehicles to school will be expected to follow these procedures. Students who violate established parking procedures will be referred to the office where immediate and appropriate disciplinary action will be taken. Failure to comply can result in loss of parking privileges.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	N/A	N/A	Documented warning
2nd instance			4 hours detention

3rd instance			1 day ISS

OFFENSE: Personal Electronic Devices (PEDs) and Accessories Violation
SPECIFICATION:
Students are required to power off and securely store all personal electronic devices—including cell phones, smart watches, and headphones—from the beginning of the school day until dismissal. This expectation applies during all instructional time, passing periods, and lunch breaks. Students participating in a school-sponsored activity or attending a college class off campus during the regular school day may access their device as permitted by the principal.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and PED confiscated until the end of the day	Device held in the assistant principal's office for the day; parent/guardian notified; behavior contract completed; parent must pick up the device.	Device held in the assistant principal's office for the day; parent/guardian notified; behavior contract completed; parent must pick up the device.
2nd instance	PED confiscated until the end of the day and parent retrieves PED	Device held for the day; parent/guardian pick-up required; one day of in-school suspension (ISS) assigned.	Device held for the day; parent/guardian pick-up required; one day of in-school suspension (ISS) assigned.
3rd instance	Detention, PED Confiscated until the end of the day, parent retrieves PED	Device held; parent pick-up required; 1–3 days ISS assigned.	Device held; parent pick-up required; 1–3 days ISS assigned.
4th instance and beyond	Repeat above consequence	Device held; parent pick-up required; parent meeting scheduled; student may face additional consequences for Open Defiance per the USD 470 Administrative Guidelines.	Device held; parent pick-up required; parent meeting scheduled; student may face additional consequences for Open Defiance per the USD 470 Administrative Guidelines.

OFFENSE: Physical force against any employee of USD 470
SPECIFICATION: Students who use physical force against any employee of USD 470 will be referred to the office where immediate and appropriate disciplinary action will be taken. If appropriate, legal authorities will be notified.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 day ISS or after school detention	5 to 10 days suspension and recommend either long-term suspension or expulsion	5 to 10 days suspension and recommend either long-term suspension or expulsion
2nd instance	1 to 3 days suspension		
3rd instance	3 to 5 days suspension		

4th instance	5 to 10 days suspension and recommend either long-term suspension or expulsion		

OFFENSE: Refusal to obey reasonable requests
SPECIFICATION: Students are to obey any reasonable request given to them by any instructor, administrator, or staff member, and they are to do this immediately and without argumentation.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	2 days ISS from that class only and/or 2 hours detention	3 hours detention
2nd instance	Repeat above consequence	3 days ISS from that class only and/or 4 hours detention	5 hours detention
3rd instance	1 day ISS or after school detention	1 day ISS	1 to 3 days ISS
4th instance	1 day suspension	3 days ISS	1 to 3 days OSS
5th instance		1 to 5 days suspension	5 to 10 days OSS and recommend either long term suspension or expulsion

OFFENSE: Selective attendance
SPECIFICATION: Students are expected to be in all of the classes they are scheduled to be in during the regular school day. Truancy policy will apply.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	N/A	2 hours detention for each class missed	3 hours detention and notification of
2nd instance		Repeat above consequence	1 Day ISS
3rd instance		Repeat above consequence	Repeat above consequence
4th instance		Repeat above consequence	Repeat above consequence

Note: At Arkansas City Middle School, every 6 hours of selective attendance will be considered equivalent to 1 day of unexcused absence. At Arkansas City High School, every 8 hours of selective attendance will be considered equivalent to 1 day of unexcused absence.

OFFENSE: Tardiness to class
SPECIFICATION: Repeated instances of tardiness to class by students can become disruptive and detract from the learning process. Students who are repeatedly tardy to class will receive immediate and appropriate disciplinary action. At ACMS, every 6 tardies will count as 1 unexcused absence. At ACHS, students will receive 1 day of ISS for every 10 tardies during a quarter.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1-3 instances	NA	Documented in PowerSchool	Documented in PowerSchool
4th instance		Detention with teacher a minimum of 10 minutes, parent contact	1 day of ISS on 10th tardy per quarter
5th instance		1 hour detention for each tardy from the 4th instance on / parent contact Office Referral	
6th plus instances			

OFFENSE: Tardiness to school
SPECIFICATION: Tardiness to school and/or class can become disruptive and detract from the learning process. Tardiness related to school policy is in compliance with Kansas State Statute for a referral to the truancy officer. Students who are repeatedly tardy to class and/or school will receive immediate and appropriate disciplinary action. Being tardy to elementary school is defined as arriving late to school. At elementary schools and Arkansas City Middle School, 6 tardies equal 1 unexcused absence. One unexcused absence accumulated by being tardy to school will result in a written parent contact indicating the need for a truancy referral.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Documented in PowerSchool	Documented in PowerSchool	See previous offense: tardiness to class
2nd instance	Documented in PowerSchool	Documented in PowerSchool	
3rd instance	Documented in PowerSchool	Documented in PowerSchool	
4th instance	Documented in PowerSchool	Written Parental Contact	
5th instance	Documented in PowerSchool	30 minute detention	
6th instance	Equals 1 unexcused absence, Written Parent Contact	Repeat above consequence for 6th tardies on	

OFFENSE: Theft or possession of stolen property
SPECIFICATION: Students who are caught taking items that do not belong to them or keeping or possessing items that do not belong to them without the consent of the owner are in violation of school policy and will receive immediate and appropriate disciplinary action. If appropriate, legal authorities will be

notified.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 to 3 days ISS	1 to 3 days ISS
2nd instance	Repeat above consequence	1 day suspension	1 day suspension
3rd instance	1 day ISS or after school detention	3 days suspension	3 days suspension
4th instance	1 day suspension	5 days suspension	5 days suspension and recommend either long term suspension or expulsion

OFFENSE: Threat – terroristic

SPECIFICATION: A terroristic threat is any threat which is communicated, (including cyber-bullying which means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phone, pagers, online games, websites, and includes using electronic devices) to spread false rumors with the intent to commit violence or terrorize another individual, or to cause the evacuation of any building, place, assembly, or facility of transportation or which maliciously disregards the risk caused by such terror or evacuation. Students who make terroristic threats, or spread rumors of terroristic threats, will receive immediate and appropriate disciplinary action, and the appropriate legal authorities will be notified. (USD 470 uses an electronic notification system to alert parents and guardians of any potentially dangerous threatening situations.) [Anti-bullying form is included in ACMS and ACHS student planners/agendas]

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 to 5 days suspension	5 to 10 days suspension with possibility of recommending either long-term suspension or expulsion	5 to 10 days suspension with possibility of recommending either long-term suspension or expulsion

OFFENSE: Threats – verbal or written

SPECIFICATION: Verbal and written threats to intimidate or bully (includes cyber-bullying) other students create a disruption in the learning environment. These threats often lead to physical violence. [Anti-bullying form is included in ACMS and ACHS student planners/agendas.]

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 day ISS	1 day ISS
2nd instance	1 day ISS or after school detention	3 days ISS	3 days ISS
3rd instance	1 day suspension	3 days suspension	3 days suspension
4th instance	3 days suspension	5 to 10 days suspension with possibility of recommending either long-term suspension or expulsion	5 to 10 days suspension with possibility of recommending either long-term suspension or expulsion

OFFENSE: Unexcused absences or truancy
SPECIFICATION: Truancy is defined as any three consecutive absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered truant. Students under the age of 18 who are truant will also be referred to the appropriate legal authorities in accordance with Kansas State Statute. All absences must be cleared or validated within 24 hours after the student returns to school. Following 10 days of absences (excused or unexcused), a doctor's note will be required to excuse any further absences. At ACMS, an unexcused absence of 1-4 class periods will be recorded as 1/2 day unexcused; an unexcused absence of 5-8 periods will be recorded as 1 full day unexcused.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Will follow Kansas State Statutes; the student will be referred to the appropriate legal authorities for disposition	Will follow Kansas State Statutes; the student will be referred to the appropriate legal authorities for disposition	1 hour detention for every hour unexcused
2nd instance			2 hours detention for every hour unexcused
3rd instance			1 day ISS
4th instance			3 days ISS

OFFENSE: Vandalism
SPECIFICATION: Students caught vandalizing school buildings, school property or vehicles located on school property will receive immediate and appropriate disciplinary action. Students involved in acts of vandalism will also be required to assume the repair or replacement cost, including labor, for any vandalism they caused. If appropriate, legal authorities will be notified. Felony vandalism is any damage that is caused in excess of $500 and will result in an immediate 5 day suspension and/or expulsion and referral to the appropriate legal authorities.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	Up to 3 days ISS	Up to 3 days ISS
2nd instance	1 day ISS or after school detention	1 day suspension	1 day suspension
3rd instance	1 day suspension	3 days suspension	3 days suspension
4th instance	3 days suspension	5 days suspension and recommend either long-term suspension or expulsion	5 days suspension and recommend either long-term suspension or expulsion

OFFENSE: Weapons
SPECIFICATION: A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on the school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.
Weapons and destructive devices: As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 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 assemble;
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for possession: Possession of a firearm or other weapon, other than a facsimile of a weapon, shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (See JDC ~ BOE). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile to DCF or Commissioner of Juvenile Justice.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	5 to 10 days suspension and recommend either long-term suspension or expulsion and notification of police; may result in one calendar year suspension	5 to 10 days suspension and recommend either long-term suspension or expulsion and notification of police; may result in one calendar year suspension	5 to 10 days suspension and recommend either long-term suspension or expulsion and notification of police; may result in one calendar year suspension

Suspension Information

Short-term suspension

Except in an emergency, short-term suspension (not exceeding 10 school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-term suspension

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date, and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations, and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

During the time a student is suspended (long- or short-term) or expelled from school, the student may not:

- **Be on school property or in any school building without the permission of the principal.**
- **Attend any school activity (home or away) as a spectator, participant, or observer.**