

USD 505
St. Paul Schools
Student Handbook



2011-2012

Board Approved: August 8, 2011

INTRODUCTION

A Brief Philosophy:

Each student is an individual and his or her educational needs will be determined on an individual basis, whether he or she is college bound or wishes a wide-range general education. The student will encounter experiences through democratic procedures with the hope of increasing his or her ability in the area of decision making and of providing him or her with the tools necessary to become a useful and worthwhile citizen of our society.

Purpose:

This handbook is designed to assist with communicating to students and parents important issues, whether they are required by law, regulation, Board policy, or practice. The district employs separate handbooks for each of the district's two school campuses. We do this in order to protect and respect each community's traditions and past practices. There is no intention of discrimination toward either community or school. The Board has spent much time and expended much effort in creating and finalizing each student handbook.

Policy Clarification:

All provisions set forth in this handbook which discuss or define student conduct are intended to be and shall be regulations for student conduct. This handbook is designed to prevent misunderstanding by students about their responsibilities and privileges. This handbook and all of the provisions in this handbook are adopted and approved by the Board of Education each year for the purposes of defining minimum expectations for student conduct and insuring that all USD #505 schools maintain the best possible environment for learning and an atmosphere in which students and teachers may work together in harmony.

Handbook Arrangement:

Each section of this handbook is arranged with topics listed in the right-hand column. If there is a corresponding district policy, it has been recorded under the topic in the left-hand column to cross-reference the Board's policy language. Any time the superintendent is mentioned, it is understood that that also includes her designee.

Annual Notifications and Conditions of Enrollment:

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

- o Nondiscrimination, page 3
- o PL 101-476 (I.D.E.A.), page 6
- o Directory Information, page 10
- o Family Educational Right to Privacy Act (FERPA), page 12
- o JDDA: Drug Free Schools, page 34
- o JGECA: Racial Harassment, page 41
- o JGEC: Sexual Harassment, page 42
- o JCAC: Interrogation and Investigations Conducted in School, page 43
- o Availability of Asbestos Plan, page 56
- o JGC: Student Health Services, page 56-59
- o JGCB: Inoculations, page 57

Conditions of Enrollment: As a condition of enrollment, students are required to abide by all regulations contained in this handbook as well as other policies established by the USD 505 Board of Education.

If a student chooses not to abide by the regulations contained in this handbook, any other policy established by the USD 505 Board of Education, or any reasonable request by school authorities, disciplinary action may be imposed at the administration's discretion, up to and including expulsion from school.

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Nondiscrimination

Discrimination against any student on the basis of race, color, national origin, gender, disability, or religion in the admission or access to, or treatment in the District's programs and activities is prohibited. The Superintendent, Mark LaTurner, Chetopa, KS 67336, Phone: 620-236-7959, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student complaint of discrimination shall be resolved under the District's discrimination complaint procedure.

District Mission Statement

The mission of USD 505 is
to provide an environment which offers every student
the opportunity to receive a meaningful education.

District Exit Outcomes

Students completing the USD 505 school program will...

- ...improve academic, vocational, and life skills
- ...promote a positive, self-concept
- ...develop good physical, mental, and emotional health habits
- ...develop skills needed to be a productive citizen
- ...encourage creativity and aesthetic appreciation
- ...promote global awareness

Maximum achievement of these outcomes requires a continued commitment from the community, patrons, parents, board of education, school administration, staff, and students. Unified School District Number 505 pledges its commitment to the achievement of these goals.

THE CHETOPA SCHOOL SONG

I want to wake up in the morning
Where the Neosho River flows,
Where the sun comes peepin'
In the place I'm sleepin'
And the song birds sing, "Hello!"
I want to travel up the river
For a thousand miles or so,
And come driftin' back to Chetopa
For it's the best school that I know!
C - H - E - T - O - P - A !



THE ST. PAUL SCHOOL SONG

Here's to you our Alma Mater,
Here's to gold and maroon.
We've a team that ne'er will falter,
Loyal and ever true.
On to heights of glory great.
Forward we must go.
Now we praise our Alma Mater,
It's the best we know.
I - N - D - I - A - N - S !



ROLE OF THE PARENTS

A school system, to be effective, must have the support and confidence of the parents. Schools are what parents make them to be. To have understanding, you must have good communication. Parents are urged to visit the school and to keep a check on their students' progress. Please be sure to "check in" at the building's main office before proceeding.

When there is a problem or a concern, parents are urged to contact the school. Following the standard "chain of command" can help the parent find answers to questions. Students should be instructed to consult first with the teacher before going to the building principal. In most cases, the teacher is in a better position to make adjustments.

The building principal then the superintendent should be consulted before a parent carries a complaint or concern directly to school board members. If the parent is not satisfied with the response or action of the administrator, then the issue can become a matter for school board consideration.

Complaints or petitions to the school board should be made in writing or the complainant should request that s/he be placed on the next school board agenda. The complainant will not be placed on the board agenda until the chain of command has been followed through the appropriate steps (teacher → principal → superintendent → school board). That request should be made to the superintendent at least one week in advance of the next regularly scheduled board meeting. Regular board meetings are held the second Monday of each month.

Board of Education Members

Jeff Corn, Vice-President
 Sandy Krider
 Kandi Midgett
 Doug Moses, President
 Craig Sanders
 Mark E. Smith
 Mike McCracken

Important Numbers

Central Office & Chetopa High School: 620-236-7244
 Chetopa Elementary & Superintendent: 620-236-7959
 Chetopa FAX: 620-236-4271
 St. Paul K-12 and Principal: 620-449-2245
 St. Paul main office FAX: 620-449-8960
 St. Paul activity director FAX: 620-449-2358

USD #505 SCHOOL YEAR 2011-2012 ORGANIZATIONAL CHART

ADMINISTRATION...

Superintendent	Mark LaTurner mlaturner@usd505.org	Transportation Director, Federal Compliance Coordinator, Civil Rights Coordinator, Hearing Officer for Free/Reduced Meals, Food Service Program Representative, Freedom of Information Officer, District Attendance Officer, District Truancy Officer, Special Education Records Custodian
District	Roberta Carter rocarter@usd505.org Kirby Honeycutt khoneycutt@usd505.org	Director of Curriculum Director of School Improvement District Technology Coordinator
Principals	Kelly Nading knading@usd505.org Warren McGown wmcgown@usd505.org	(Chetopa) K-12 Truancy Officer, K-12 Student Records Custodian (St. Paul) K-12 Truancy Officer, K-12 Student Records Custodian
Activity Directors	Sean Price sprice@usd505.org Mark Terlip mterlip@usd505.org	(Chetopa) (St. Paul)
Clerk of the Board / Business Manager	Terri Ross tross@usd505.org	KPERs Representative, Public Records Custodian, District Business Manager, Food Service Director

USD #505 Organizational Chart, continued...

Office Staff	Debbie Moses demoses@usd505.org	Chetopa Secretary, Chetopa Activities Accounts, Chetopa Attendance Clerk
	Paula Jacquinot pjacquinot@usd505.org	St. Paul Secretary, St. Paul Activities Accounts, St. Paul Attendance Clerk

ELEMENTARY STAFF

<i>Assignment</i>	<i>Chetopa</i>	<i>St. Paul</i>
Pre-school	Crystal Finley (Greenbush)	---
Kindergarten	Christopher Gilreath	Jani Brennon
First Grade	Dena Terrell	Joanna Rose
Second Grade	Regina Hanson	Susan Vitt
Third Grade	Cynda Jarrett	Twila Wagner
Fourth Grade	Toni Overman	Joanna Rose
Fifth Grade	Jeri Sanders	Amy Turner
Title Services	Cindy Brumback	Beck Smith
Interrelated Room (SEK)	Kara Wigger (SEK)	Debi Lopez (SEK)

MIDDLE SCHOOL (6-8)

---	Frank Cheney, Marcia Gard, Judy Terlip, Mark Terlip, Lisa Sulenes, Diane Harper
-----	--

HIGH SCHOOL and SHARED STAFF

<i>Name</i>	<i>Assignment</i>	<i>Name</i>	<i>Assignment</i>
Tim Blankenship	(C) Physics	Debra Lopez (SEK)	(SP) K-12 Interrelated
Jaunc Bradshaw	(C) JH Social Studies	Natalie Mast	(C) 9-12 Language Arts, Spanish
Travis Brumback	(C) Industrial Arts	Jennifer Meigs	(SP) Business, Computers
Paulette Brunskill	(SP) Counselor	Sara Meiwes	(SP) JH Math
Brian Carlson	(SP) Math, Physics, Computers	Caitlyn Murray	(C) Language Arts
Jennifer Claibourne	(C) JH Math	Jim Nave	(C) Vocational Agriculture
Ted Deyoe	(C) Computers/Government	Dennis Orns	(C) K-12 PE
Angela Durborow	(C) Business, Yearbook	Alan Paxson	(C) K-12 Music
Mike Ferraro	(C) Science	Jessica Pegues	(SP) K-12 Art, Yearbook
Amber Hardesty (SEK)	(C) 7-12 Interrelated	Sean Price	(C) Social Studies
Jim Harris	(SP) K-12 Music	Charity Qualls	(C) Math
Marjorie Haskell	(C) Dean of Students	Julie Spieth	(SP) Language Arts
Brenda Herndon	(D) Nurse	Randy Stoneking	(SP) Language Arts, Spanish
Kirby Honeycutt	(D) District Tech. Coordinator	Doug Tuck	(SP) Social Studies, Phys. Ed
Kaylee Johnson	(SP) Vocational Agriculture	Debbie Withington	(C) JH Science
Leah Lawrence	(C) FACS		

SUPPORT PERSONNEL and CLASSIFIED STAFF

<i>Assignment</i>	<i>Name</i>
Custodians:	(C) James Rupert, Kent Kabrey, James Coulston (SP) Dan Spielbusch, John Paulie, Rick Giefer
Food Services:	(C) Pam Midgett, Linda Dayhuff (SP) Linda VanLeeuwen, Gina Kendall, Janice O'Brien
Paraeducators:	(C) Debbie Baunhofer, Shawna Clayborn, Marla Hart, Julie Kepner, Debbie LaPee, Jill Lawellin, Nancy McKibben, Ann McKinzie, Cheryl Paxson, Stephanie Pease, Bill Sanders, LaVonda Shears, Barbara Johnson (Virtual School) (SP) Tina Butler, Terry Coomes, Nancy Grillot, Paula Jacquinot, Cheryl McCoy, Kim Newberry, Deanna Paulie, Jamie Palmer, Holly Vail
Media Clerks:	(C) Barbara Deyoe, (SP) Melissa Petty and Jennifer Hutcherson
Transportation:	(C) Debbie Baunhofer, Peggy Harreld, Stephanie Pease, James Rupert (SP) Judy Smith, Rick Giefer, Wilbur Buntin, Ed Butler, Charlene Coomes, Kelly O'Brien

**Additional support staff is provided through the district's memberships
in SEK Interlocal #637 and Greenbush Service Center.**

Supplemental Duty ...School year 2011-12...board approved 7-11-11

DUTY	CHETOPA HIGH	CHETOPA JH	ST. PAUL HIGH	ST. PAUL JH
Football, head	Sean Price	Sean Price	Doug Tuck	Mark Terlip
Football, assistant	Jaunc Bradshaw *James Kelly	Jaunc Bradshaw	*Keith Wiatrak *Adam Burke	Frank Cheney
Volleyball, head	Mike Ferraro	Cindy Brumback	*J. Hutcherson	Jene' Noe
Volleyball, assist		Nancy McKibben	Erica Volmer	
B Basketball, head	Dennis Orns	Dennis Orns	Brian Carlson	*Adam Burke
B Basketball, asst				TBD #
G Basketball, head	Jaunc Bradshaw	Jaunc Bradshaw	Doug Tuck	*J. Hutcherson
G Basketball, asst	Debbie Moses		Adam Burke	
Baseball, head	Chris Gilreath	*****	*Pat Schibi	*****
Baseball, assist	Andrew Hanson	*****	Adam Burke	*****
Softball, head	Mike Ferraro	*****	*J.Hutcherson	*****
Softball, assist		*****		*****
Golf	Rob Darnell			
Swim			Kim Stewart	
Track, head	Sean Price	Cindy Brumback	Doug Tuck	Diane Harper
Track, assist			Randy Stoneking	Becky Smith
Cross-country	Travis Brumback	*****	*****	*****
Cheerleaders	Bridget Price	Shawna Clayborn	Paula Jacquinet	Debi Lopez
Senior class	Durborow/Brown	*****	<i>Will not be filled</i>	*****
Junior class (2)	Ross/Deyoe	*****		*****
Sophomore class	Debbie Moses	*****	<i>Will not be filled</i>	*****
Freshman class	Mike Ferraro	*****	<i>Will not be filled</i>	*****
Eighth grade class	*****	D. Withington	*****	Marcia Gard
Yearbook	A. Durborow	*****	J. Pegues	*****
Speech		*****	J. Spieth	*****
FCCLA	Lawrence	*****	*****	*****
FFA	Jim Nave	*****	K. Johnson	*****
Band	Alan Paxson	*****	Jim Harris	*****
Elem. Music	*****	Alan Paxson	*****	Jim Harris
Scholars' Bowl	Alan Paxson	Cheryl Paxson	Judy Terlip	Diane Harper
Student Council	<i>Will not be filled</i>	*****	Diane Harper	*****
Concessions	Brenda Herndon	Brenda Herndon	Deanna Paulie	Deanna Paulie
AD	Sean Price	*****	Mark Terlip	*****
NHS	A. Durborow	*****	Brunskill	*****
Varsity Club	<i>Will not be filled</i>	*****	<i>Will not be filled</i>	*****
FBLA	A. Durborow	*****	J. Meigs	*****
Baseball field		*****		*****
Play Director	Withington/Claibourn	****	Spieth	****
Spanish Club	<i>Will not be filled</i>	*****	*****	*****
Campus Tech.			Brian Carlson	
Computer Coordinator		*****	Becky Smith	
SFA	*****	*****	*****	Becky Smith
Campus Test Coord.			Becky Smith	

...Assistant coaches may be considered when/if the team has 16 or more players.

*... indicates Rule-10

PINK indicates the position will be filled (TBD).

Special Education Information Regarding Public Law 101-476 (Better Known as I.D.E.A.) and Parent Notification of Rights under FERPA

SPECIAL EDUCATION NOTIFICATION

This notice is to inform you of the following:

1. Definition of special education students.
2. Notification of rights.
3. Special education services available.

1. DEFINITION:

Exceptional children are defined in KSA 72-962 as those who differ in physical, mental, social, emotional, or educational characteristics to the extent that special education services are necessary to enable them to progress toward the maximum of their abilities or capacities.

2. PARENT & CHILD RIGHTS PL101-476 also known as IDEA:

The Family Educational Rights and Privacy Act (**FERPA**) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are as follows:

(A) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(B) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under **FERPA**. Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(C) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that **FERPA** authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Schools are required to notify parents what they consider directory information, and that parent has a right to refuse to permit the school to designate information as directory information for that parent's child.

(D) The right to file a complaint with the US Dept. of Education concerning alleged failures by the district to comply with the requirements of **FERPA**. The name and address of the office that administers **FERPA** is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

3. SERVICES AVAILABLE:

USD #505 is a member of the Southeast Kansas Education Interlocal #637. Services available through the SEK include: infant-toddler; early childhood disability; developmentally delayed; visual impairments including blindness; hearing impairments including deafness; deaf-blindness; autism; traumatic brain injury; emotional disturbance; specific learning disabilities; mental retardation; multiple disabilities; orthopedic impairments; other health impairments; speech or language impairments; and gifted.

For more information, contact...

Dan Duling, Director
SEK Interlocal #637
400 N. Pine Street, Pittsburg, KS 66762
Telephone: 800-281-2749

or

Mark LaTurner, Superintendent
USD 505
430 Elm, Chetopa, KS 67336
Telephone: 620-236-79597

ENROLLMENT/WITHDRAWAL FROM SCHOOL

ADMISSION REQUIREMENTS

JBC All resident students shall be admitted to attend school in the district unless they have been expelled. 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.

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

Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the Board determines to be satisfactory. Students enrolling in grades K-12 shall provide a certified transcript or similar pupil records. SEE ALSO: *Appendix K: Enrollment forms*

The enrollment documentation shall include...

1. a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order
2. the name, address, telephone number of the lawful custodian.

The records shall also provide the identity of the student as evidenced by one of the following:

1. a birth certificate,
2. a copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services,
3. a certified transcript of the student,
4. a baptismal certificate,
5. other documentation the Board considers satisfactory.

ADDRESS / PHONE NUMBER CHANGE

Please notify the school secretary within seven (7) days if any of the following change: phone numbers for home or parents' work; mailing or street address; or emergency contacts.

ALTERNATIVE EDUCATION PROGRAM

Chetopa – St. Paul offers a variety of learning choices for students and adults through its alternative educational program and virtual school program.

Requirements:

1. Students will make arrangements to provide their most recent official transcript of work completed. This transcript will be the basis for a Credit Check which allows the school to set up a program of study for the student.
2. Students will sign a program commitment contract.
3. Students will spend adequate time on course work to complete it in a timely manner.
4. Students will demonstrate healthy and consistent work habits.
5. Students will comply with school and district policy while enrolled.
6. Students will be cooperative with staff and administration.

This is a quality educational program that offers learning choices in a non-traditional format. The program designs a learning plan for each student to outline and highlight his or her path to success. Our staff and administration can help each student to inventory what they already have taken and outline what they will need to complete the program and to receive a diploma from either Chetopa High School or St. Paul High School.

Guidelines: Classes will begin as soon as we receive an official transcript of work and get the student entered into the system with classes assigned. This may take several days, so please be patient.

School-Age (age 18 and under) Student (living within the USD 505 district boundaries) Obligations:

1. Regular attendance is required.
2. Regular USD 505 attendance policies will be enforced.
3. Chronic tardies will not be tolerated.
4. Truancy will be handled the same as for any other student.

Adult Learners and Virtual School Learners (those who live outside the USD 505 district boundaries):

The student will sign a contract agreeing to the following: Will attend at least one six-hour session AND be logged into the system on one day before September 20 and on another day after September 20 but before October 4 of the current calendar year.

Alternative programs provided by USD 505: Alternative programs provided by USD 505 Chetopa - St. Paul include but are not limited to the following:

1. Virtual learning center
2. At-Risk programs
3. ISS or OSS
4. Credit recovery
5. Summer school
6. Other programs to be determined

More information is available about the C-SP alternative education programs from the respective building principal.

ASSIGNMENT TO SCHOOL/CLASSES

JBC The administrator shall assign students to the appropriate building. Assignment to a particular grade level or particular classes shall be determined by the administrator based on the educational abilities of the student. If the parents disagree, the administrator's decision may be appealed in writing to the Board.

It may be necessary to test the student before assigning the student to a particular grade level. Testing for placement shall be conducted by district staff.

CHANGE OF CLASS SCHEDULE

Any change of class schedule must be granted approval by the following, in order: principal, counselor, both sending and receiving instructors, and the parent/guardian.

Changing class schedules will be permitted only during the **first five days** of classes beginning each semester and will be granted only if there is another appropriate class for the student to take.

COLLEGE CLASSES / DUAL CREDIT

IDCE College courses taken for college credit or for dual credit may not be USD 505 required courses needed for graduation. They may be elective courses taken at the option of the student. There is no requirement by USD 505 for students to enroll in college courses.

With parental permission, juniors and seniors who can complete graduation requirements prescribed by the Board are eligible to take **college classes offered at the high school campus**. Students may receive **dual** (both college and high school) credit. Dual credit courses will comply with district-community college memorandums of agreement. **Students pay their own college tuition**. The district may provide some text books and/or supplemental materials, but the student may be required to purchase additional text books or required classroom materials.

With proper permission from parents and administration, seniors who can complete graduation requirements prescribed by the Board are eligible to take **college classes offered on the college campus**. Classes must be approved by the administration. Classes taken may receive dual credit. **Students must provide their own transportation**. Students are required to **pay their own college tuition** and to **purchase the required text books and classroom materials**.

SEE ALSO: Vocational Classes, [p. 13](#).

DIRECTORY INFORMATION

JRB The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that USD 505, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, USD 505 may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow USD 505 to include this type of information from your child's education records in certain school publications. Examples include:

- student's name, address, phone number, and birth date
- the student's picture
- the name and address of the student's parent / guardian
- a playbill, showing the student's name and role in a drama production
- the annual yearbook
- graduation programs
- the student's major field of study
- the student's involvement in officially recognized activities/sports
- the student's eligibility for participation in officially recognized activities and sports
- sports activity sheets and sports programs showing the name, grade, height, and weight of team members
- dates of attendance
- grade placement
- degrees, honors, and awards received
- placement on the honor roll and student's GPA
- the most recent previous school district attended by the student, and
- any other similar information

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

If you do not want USD 505 to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by August 25 or within 5 days of enrollment in any district school.

Written notification of the refusal to permit release of any or all of this information must be filed with the superintendent at USD 505 at 430 Elm Street, Chetopa, KS 67336, on or before August 25 of the current school year or within 5 days after enrollment in any district school. If refusal is not filed, USD 505 assumes there is no objection to the release of the directory information designated.

SEE ALSO: Appendix Q: *Directory Information Opt-Out*

FEES

JS Students may be assessed fees (KSA 2001 Supp. 72-5390) for the following (not all-inclusive):

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

Books will be rented by all students (KSA 72-4141). The rental fee is due on the day of enrollment. If it is not possible to pay the rental fee on the day of enrollment, arrangements should be made in the office for payment on the earliest possible date.

The annual rental fees for textbooks are \$11.00 for students in grades 1-12.

Kindergarten students are charged \$20.00 which includes the cost of extra milk.

Each student is responsible and will be held accountable for school property (textbooks, equipment, uniforms, books, etc.) issued to him/her.

High school laptop computers are checked out to students. Students are required to abide by the guidelines and regulations of the laptop loan agreement/contract. Students are responsible for the \$50 insurance deductible should the computer be damaged as a result of negligence.

There will be charges for lost or abused books and/or equipment.

SEE ALSO: *Textbooks*, p. 65, and *Food Services*, p. 66.

NCAA ELIGIBILITY STANDARDS

If you plan to enroll in any Division I or Division II college or university, please see **Appendix S: NCAA Freshmen-Eligibility Standards**. Read that information carefully.

SEE: Appendix S: *NCAA Freshmen-Eligibility Standards (Quick Reference Sheet)*

RESIDENT and NON-RESIDENT STUDENTS

JBC Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, equipment, and supplies are available. A non-resident student must apply to the building administrator for admission. This process will also involve a background check of the student applying for admission. The building principal will recommend to the Board of Education whether or not the non-resident student shall be admitted to a USD 505 school.

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

A resident student attending another district's school who is enrolling in the home district after receiving a long-term suspension or expulsion in another district or who has had his/her out-of-district transfer revoked will be enrolled conditionally on probationary status and will be required to enter into a behavior contract.

SEE ALSO: Appendix R: *Non-Resident Enrollment Request*

PICTURES

Life Touch Pictures out of Ft. Scott takes the students' pictures twice per year at Chetopa. Total Image out of Chanute takes pictures at St. Paul. Parents will be notified in writing of the schedule for pictures. Prices are controlled by the company taking the pictures. No student is required to purchase pictures at any time during the year.

Students should have their pictures taken in the fall for publication in each school's yearbook. There is no cost involved for this.

SEE ALSO: Senior portraits, p. 38

PUPIL INFORMATION

Each year during enrollment, parents and students must fill out a pupil information/enrollment form including but not limited to the following:

- name(s), phone number(s) and address of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of the student's physician;
- insurance information; and
- description of any medical conditions of which the staff needs to be aware.

RECORDS / FERPA / PPRA

JR All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Under the provisions of the Family Educational Rights and Privacy Act (**FERPA**) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with **FERPA**, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered directory information and you have not objected to the release of such information;
 - c. upon request, the school discloses educational records without consent to officials of another school
 - d. district in which a student seeks or intends to enroll; and,
 - e. disclosure without consent is permitted by law.
3. The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your first request for an amendment is denied.
4. The right to file a complaint with the Family Policy and Regulations Office at the US Department of Education if you believe USD 505 has failed to comply with FERPA's requirements. The address of this office is as follows:

Family Policy Compliance Office
US Dept. of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

SEE ALSO:

- ☆ Appendix L: *Notification of Rights Under FERPA*
- ☆ Appendix M: *Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)*
- ☆ Appendix Q: *Directory Information Opt-Out Form*
- ☆ *Directory Information, p. 10*

KANSAS BOARD OF REGENTS (KBOR) QUALIFIED ADMISSIONS

State of Kansas students must meet the following requirements *to be guaranteed admission* to any of the six Kansas State universities:

Graduate from an accredited high school; AND

1. Achieve an ACT composite score of 21 or above (or SAT score of 980); OR
2. Rank in the top one-third of the high school graduating class; OR,
3. Complete the Qualified Admissions curriculum with at least a 2.0 grade point average (GPA) on a 4.0 scale.

State of Kansas students must meet **one** of the following five requirements *to qualify for admission* to any of the six Kansas Regents universities:

1. Achieve an ACT composite of 21 or above.
2. Rank in the top 1/3 of the high school's graduating class.
3. Complete the Qualified Admissions Pre-college curriculum with a 2.0 GPA if graduating from a Kansas High School.
4. Apply for the 10% exceptions window.
5. Complete 24 credit hours with a GPA of 2.0 or better at a community college or non-Regents university.

SEE Appendix A: Board of Regents Qualified Admissions and Kansas Scholars Curriculum which explains what specific courses a student **MUST** take and pass in order to (1) qualify to attend a Regents university and (2) to qualify as a State Scholar. You should also visit the Kansas Board of Regents (KBOR) website located at: www.kansasregents.org. Click the top right tab "Qualified Admissions."

Also, take notice that a total of **25 units of credit are required by this District for graduation** from high school. For specific USD #505 graduation requirements, see *Graduation Requirements, p. 17*.

TRANSFERRING CREDIT

JBC In the elementary schools and in the senior high schools, full faith and credit shall be given to units earned in other accredited schools unless the Superintendent determines there is valid reason for not doing so.

TRANSFERS FROM NON-ACCREDITED SCHOOLS

Students transferring from non-accredited, private, home, or church schools will be placed by the principal and counselor. Initial placement will be made by the counselor after reviewing / interpreting transcripts and/or based on performance tests administered by district personnel to determine appropriate grade level placement. The principal will approve the placement. The superintendent has the authority for final placement.

VOCATIONAL CLASSES

USD 505 high schools will offer vocational classes in the following areas:

- At Chetopa, agriculture, FACS (family and consumer sciences), business, and industrial arts
- At St. Paul, agriculture

Other programs may become available with approval of KSDE. Prerequisite courses may be required to take some of these classes. Students need to check with the counselor to see what they are.

With parental and administrative permission, seniors in good standing who can complete graduation requirements prescribed by the Board are eligible to take vocational technical classes at any vocational technical school in the surrounding area. Vocational courses taken for post-secondary credit or for dual credit may not be USD 505 required courses needed for graduation. They may be elective courses taken at the option of the student. There is no requirement by USD 505 for students to enroll in vocational courses off campus. The student will pay his/her own tuition, fees, and provide his/her own equipment and/or tools. The student will be required to acquire his/her own transportation to and from the class(es). No student will be allowed to enroll in vo-tech classes off campus after September 1 for that year.

WITHDRAWAL FROM SCHOOL

Students must complete a check-out form before withdrawing from school. If the student is transferring, the accepting school must request in writing that the student's files be forwarded. If the student is dropping out, the student and his/her parent or person acting as a parent must attend a counseling session with the building principal.

SEE ALSO: *Compulsory Attendance*, p. 24, and Appendix B: *Compulsory Attendance Exemption*

WORK RELEASE / WORK STUDY

JJ Work Release and Work Study shall comply with the regulations as prescribed by the Kansas State Department of Education. Each program must relate in some manner to a class in which the student is enrolled.

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

WORK STUDY: A general education student who works in a Board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the Work Study. The student will work with the counselor/student success coordinator to complete the required documents and contract for Work Study.

If the student is no longer employed, s/he must return to school. A work-release / work-study student will not be assigned to a core curriculum class after the first 3 days of a quarter/semester.

A work-release / work-study student will earn credit based on Pass/Fail. Credit earned on work-release or work-study can be counted toward graduation requirements as elective credits.

ACADEMICS

ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating and plagiarism are both prohibited practices.

Cheating is defined as copying another student's work (such as homework, class work, or test answers) and claiming it as one's own.

Plagiarism is defined as the use of another person's original ideas or writing without giving credit to the true author. Materials taken from electronic sources are included in this policy.

A student who engages in any form of academic dishonesty will lose all credit for the work in question, which may cause failure of the course. A repeated offense of academic dishonesty will result in failure of the course and possible further disciplinary action up to and including suspension or expulsion.

There shall be no exception to this policy.

SEE ALSO: "Dishonesty," p. 31

ACCELERATED READER

ELEMENTARY

Weekly...Each week students are recognized for their points earned. A weekly all student assembly will be the time to recognize these students. A designated person will announce points earned by the students. After all students are named they receive a G.E. Celebration. In addition to weekly recognition a bulletin board or wall of fame can be displayed in a central location.

Quarterly...A bike will be awarded to one lucky student each quarter. Each student who reaches the classroom goal (teacher determined) will have their name placed in a 'hopper'. One name will be drawn out of the hopper for the bike. The slate is clean each quarter so there is actually a chance that a student could win more than one bike in a school year.

End of the Year...The two top readers in each classroom will be recognized at the end of the year awards assembly. These students will receive a reward not to exceed twenty-five dollars in cost.

The two students having accumulated the most points during the school year will be recognized at the end of the year awards assembly. These students will receive a reward not to exceed one hundred dollars in cost.

No Cost Corporate Incentives...Each classroom teacher will decide if they wish to participate in any of these programs. They include but are not limited to Pizza Hut Book It! and McDonalds

JUNIOR HIGH AND HIGH SCHOOL

Accelerated Reader will be used as determined by the classroom teacher. No cost incentives, rewards, and /or certificates may be awarded to students.

Corporate Sponsored Reading Incentive Programs

Classroom teachers will decide if they wish to participate in any of these programs. They include but are not limited to Pizza Hut Book It! and McDonald's Reading Program.

AIDS AND SEXUALITY CURRICULUM INSPECTION

IKCA The human sexuality and AIDS curriculum is available for inspection from the office of the school principal. This is a program which is required by the State.

Opt-Out

A parent or guardian (or student eighteen years of age or older) may use the District opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the District's required curriculum. To receive information on the opt-out provision, contact the building principal's office.

ALTERNATIVE EDUCATION PROGRAM

SEE p. 8: Section *Enrollment / Withdrawal from School*; article *Alternative Education Programs*.

DRIVER EDUCATION

USD 505 may offer driver education during the summer months when a certified instructor is available. Each campus will have its own summer session. Eligibility for enrollment in Driver Education shall be determined by the administrative team (including the instructor) on an individual basis based on the following criteria, listed in priority order:

1. Students who turn 15 on or before June 1 of the previous school year but have not turned 16 before June 1 of the current year and who are classified as a Freshman.
 2. Students classified as a Freshman in high school who turn 15 before the next school year or 16 before September 1 of the next school year.
 3. High school students who meet the age requirements but who are not classified as a Freshman.
 4. Junior high students who meet the age requirements but who are not classified as a Freshman.
 5. Additional slots may be filled on a "first come, first served" basis.
 6. Out-of-district students will be considered only if there are available slots.
- ★ Class size will be generally limited to 20 students per campus. This may be increased or decreased to meet the needs of the students and/or the instructor.
 - ★ There will be a "zero tolerance" discipline policy. Any student referred to the principal for a serious disciplinary issue will be dropped from the class immediately.
 - ★ Students must meet Kansas attendance requirements in order to pass driver's education. The instructor will provide specific requirements for this.
 - ★ The successful completer of Driver Education earns one-quarter (.25) credit.

Driver Education Fees...

In-district

- Tier One (as determined by KSDE meal application for "Paid"): \$80
- Tier Two (as determined by KSDE meal application for "Reduced"): \$56
- Tier Three (as determined by KSDE meal application for "Free"): \$32

Out-of-district (*please see #6 above*)

- Flat fee of \$100

EARLY GRADUATION

Students who complete all state and local graduation requirements may request permission to graduate early. This request must be completed **by the end of the first semester of the junior year**. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. Each request shall require Board action and shall be based on the circumstances of the individual student. The student's request shall be in writing, addressed to the Superintendent, shall state the reasons supporting the request, shall include a copy of the graduation plan, and a letter of support from the student's parents. The letters of request shall be forwarded to the Board.

The student who graduates early shall be allowed to attend senior prom and the senior trip. The early graduate will have the opportunity to participate in commencement exercises.

EDUCATIONAL INCENTIVES AND "FREE" DAYS

Students must be "in good standing" to participate in educational incentives and/or State Assessment incentives. There shall be no double rewards for Kansas State Assessments, Accelerated Reading, or other incentive programs.

Educational Incentives:

District students may be eligible for educational incentives developed by building principal and approved by the superintendent and/or board to reward positive academic performance including honor roll success throughout the year.

State Assessment Incentives:

District students in middle school, junior high school, or high school who score at the top three levels of performance on the prior year's State Assessments are eligible to earn "Free Days."

- MEETS STANDARD: ½ free day
- EXCEEDS STANDARD: one free day
- EXEMPLARY: one free day plus a gift ticket to the movies

"Free Day" options are limited to the following dates: November 22, December 20, and February 16.

SEE ALSO: *Student in Good Standing*, p. 56; *Accelerated Reading*, p. 14

“EIGHTH” PERIOD, GRADES 7-12

“Eighth” period for grades 7-12 is in session from 3:35 to 4:05 on Monday through Thursday. Eighth period is a half-hour following the regular school day for those students who are failing one or more courses. A student who is failing (“F”) one or more courses is required (KSA 72-1106) to attend eighth period until that student is passing in all subjects. Students will be notified of required “Eighth Period” every Friday of every week and their parents will also be notified via e-mail or US mail.

Required Attendance Outside the Regular School Day

According to KSA 72-1106(d), students may be required to attend additional days of school as an extension of the regular school day, on weekends, or in the summer. These times or days can be required for students in need of remedial education or those who are subject to disciplinary measures imposed under the district’s disciplinary policy. These times or days can be scheduled as an extension of the regular school day, on weekends, or during the summer months. According to state law, if a student is assigned such times or days and fails to show up, the student is inexcusably absent for purposes of truancy laws.

GRADING / GRADE CLASSIFICATION

The main objective of school is to produce good citizens. To evaluate progress toward this goal, the following grading scales will be used:

For kindergarten: **N** = Unsatisfactory work; the student is experiencing difficulties mastering appropriate skills
I = Improvement needed
S = Satisfactory work; the student is progressing appropriately

For grades one through twelve, the following letter grades will reflect the given percentages:

100-90 = **Grade A (Superior)**: Scholarship exceeds the expectations of the instructor.
89-80 = **Grade B (Above Average)**: Scholarship is accurate and complete.
79-70 = **Grade C (Average)**: The student’s scholarship is of medium quality.
69-60 = **Grade D (Below Average)**: The student is barely meeting minimal requirements.
Below 60 = **Grade F (Inferior)**: This is a failing grade resulting from any or numerous weaknesses.
Incomplete = Coursework is missing and must be made up within **two weeks** of the end of the quarter or the “Incomplete” becomes a grade of “F.”

For the purpose of **classification**, the following will apply:

Freshman = graduation from the eighth grade
Sophomore = 6 units of credit
Junior = 12 units of credit
Senior = 18 units of credit

GRADUATION EXERCISES

Formal public graduation activities for the high school and a ceremony of completion for the eighth grade will be conducted for each school.

In order for a senior student to participate in the graduation exercises, that student must have fully completed the state and district requirements prior to participating in the graduation exercises.

For a student who has not completed the state and district requirements prior to the graduation date, that student will not be allowed to participate in graduation exercises. That student may, however, receive his/her diploma at a later date upon completion of summer school or course recovery.

SEE ALSO: *Graduation Requirements*, next

Graduation exercises shall be under the control and direction of the building principal.

At eighth grade promotion and high school graduation, the students who participate will be required to adhere to an appropriate dress code (SEE also: *Dress Code*, p. 31):

- Boys are required to wear a collared shirt with tie, slacks, socks, and dress shoes.
- Girls are required to wear dress shoes and either slacks, a dress, or a blouse/skirt outfit which meets the dress code guidelines.
- There shall be no writing, pictures, or graphics on gowns or mortarboards.

GRADUATION REQUIREMENTS

JFC, JFCA As required by QPA and the No Child Left Behind, local graduation requirements must be equal to or more than state graduation requirements. In addition, the local curricula must allow each student to meet the Regent's Qualified Admissions and State Scholarship program. Please SEE Appendix A: *Regents Qualified Admissions and State Scholar Requirements*.

The State of Kansas requires students to earn 21 units of credit and meet the requirements (federally mandated through No Child Left Behind) in order to graduate from an accredited Kansas high school (KS regulation 91-31-32 (c)(7)):

- English / Language arts: 4 units
- History and government: 3 units
- Science: 3 units
- Mathematics: 3 units
- Physical education: 1 unit
- Fine arts: 1 unit
- Elective courses: 6 units

USD 505 requires a total of 25 units of credit which are to include the above list of classes plus the following additional / specific credits:

- One (1.0) whole unit of US government (as part of the 3 units of history/government required by the State)
- One (1.0) unit of computer studies
- Beginning with the graduating class of 2013: one (1.0) unit from the following: general business, personal finance, agriculture business, or other business/finance related course
- Electives to complete the required 25 credits

The "granting" of credits will be the following (students must pass the class to get the credit):

- Class credits are earned per semester
- Semester classes receive one-half (.50) unit of credit
- Summer driver's education (when offered) receives one-quarter (.25) credit
- Summer school communications and math courses receive one-half (.50) credit each

The board of education reserves the right to prescribe required courses.

⇒ *USD 505 students will need 25 credits to graduate; however, an exception can be made if a student has transferred from another school district or if a student has extenuating circumstances. In those cases, the Superintendent may recommend that student to the Board for graduation with the required State requirements of 21 credits but with fewer than the District required 25 credits.*

Check with the building counselor or principal for further explanation of the requirements of the Board of Regents, the State of Kansas, the NCAA, and the District.

SEE ALSO: *Regents Qualified Admissions*, p. 12; and Appendix A: *Regents Qualified Admissions*

SEE ALSO: Information about Qualified Admissions and qualification for State Scholars on the Kansas Board of Regents web site < www.kansasregents.org >

HOMework

IHB Students are expected to complete homework assignments on time as prescribed by the classroom teacher. SEE ALSO: *Make-Up Work*, p. 19.

HONOR ROLL AND HONORS COURSE PROGRAM

HONOR ROLL

- ☆ Each student must be enrolled in a minimum of five core curriculum subjects. The Superintendent's honor roll requires a 3.5 or higher grade point average (GPA). The Principal's honor roll requires a 3.0 or higher GPA.
- ☆ GPA is computed as follows: A= 4 points; B = 3 points; C = 2 points; D = 1 point; and F = zero points.
- ☆ Any grade of "D" or less disqualifies the student from honor roll eligibility regardless of overall GPA.
- ☆ Honor rolls will be announced for each quarter and for each semester.

DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN

For any student graduating in the years 2010 and 2011, an honors course program has been implemented to determine the class valedictorian and salutatorian. Honors classes are the following: Advanced Biology, Anatomy and Physiology, Chemistry, Physics, Trigonometry/Pre-Calculus, Calculus, Spanish II. Other honor classes may be added as needed and interpreted by the superintendent (for example, advanced courses not listed in this section may be added to the schedule after the printing of the handbook). Dual-credit college courses are not considered honor courses.

Students will be rewarded with additional points for each honors class when calculating their grade point average: .02 for a C, .03 for a B, and .04 for an A. For example, a student has a GPA of 3.96. The student is enrolled in and passes six honors courses: two with a C, two with a B, and two with an A. The GPA is then adjusted: $3.96 + (.02 \times 2) + (.03 \times 2) + (.04 \times 2) = 4.14$ GPA.

Points will be awarded only at the successful completion of the course; no points will be awarded if the course is dropped at any time during the year. Honors courses must be taken as regular school classes during the regular school day.

Beginning with the Class of 2012, the “weighting” for “honors” classes will cease. The determination of GPA, honor roll, and of Valedictorian and Salutatorian shall be determined by ALL of the following:

1. Valedictorian and Salutatorian honors will be awarded by grade point average (GPA).
2. Grades will be counted toward class rank and GPA beginning in the ninth grade (with NO weighting of grades).
3. The student must be enrolled in the Regents Qualified Admissions Curriculum (SEE Appendix A).
4. Student-Aide, Teacher-Aide, Office-Aide courses will not count toward GPA.
5. The Valedictorian and Salutatorian shall have completed all four years of high school in an accredited high school.
6. The GPA shall be carried out to the thousandth of a point (0.001).
7. Should there be a “tie” of GPA, only Valedictorian honors shall be recognized.
8. The Valedictorian and Salutatorian shall be named three weeks prior to the last day scheduled for seniors.
9. The student must have been enrolled in the district high school for a minimum of four semesters.

MAKE-UP WORK

INTRODUCTORY INFORMATION:

A student is not excused from assignments or tests that are due or scheduled on the day that the student returns to school if the test or assignment was scheduled in advance of the absence. In case of circumstances where the Principal feels that it would put undue burden on the student to make up assignments and tests the day she/he comes back to school after an absence, the Principal may set a date for completion of those assignments and tests that would better fit the circumstances.

I. EXCUSED ABSENCES

A student who has an excused absence is entitled to make up all work missed and receive credit provided the assigned work is completed and returned to the teacher **within two days** following the day absent. (One additional day is allowed for each additional day absent).

Students who have been assigned “community service” will make up missed class work which must be completed and submitted the day following community service.

A student who has been issued an out-of-school suspension will be allowed to make up any missed work and will receive credit for that work so long as the make up work is submitted to the teacher according to policy (within 2 days following the day absent; 1 additional day is allowed for each additional day absent.)

II. UNEXCUSED ABSENCES

All students will have a grade of “Zero” recorded in the teacher’s record book for days of absence from any class unless the student has an excused absence and successfully completes make-up work as given by the instructor, then submits it **within two days** of the absence. The student who has an unexcused absence will

have the opportunity to make up the work within the same timelines, but will be able to earn only 75% of the total possible grade.

If a student is absent from school unexcused, the student will be allowed to make-up the missed work within the determined time limits as described above and will receive 75% earned-credit for the make-up work.

III. PRE-ARRANGED ABSENCES

It is the **student's responsibility to obtain make-up assignments** from teachers following an excused or unexcused absence. The student should get assignments before being absent and should have the make-up work completed before being absent. For absences due to illness, the student must secure assignments immediately upon returning to class or may request assignments be gathered for him/her and picked up from the office.

For a student to be eligible for make-up work, **a parent/guardian must call the school in advance to arrange for an excused absence**, or contact the school between 7:30 AM and 9:00 AM with notification of a student's illness. The excuse must be rendered in writing, by telephone, or in person. If the attendance criteria are not met, a parent/guardian may request a hearing with the administration who has the discretion to grant or deny make-up work privileges.

SEE ALSO: *Attendance/Truancy*, [pg. 22-25](#)

PARENT - STUDENT - TEACHER CONFERENCES

JFAB Parents and students are encouraged to request a conference with teachers at any time convenient to all parties. In addition, parents shall be notified of the date and times of organized Parent-Teacher Conferences which shall be held two times during the year.

District Parent / Teacher Conferences are scheduled for the following dates / times:

- **Wednesday and Thursday, October 5 and 6, 4:00-8:00 PM**
- **Wednesday and Thursday, February 15 and 16, 4:00-8:00 PM**

PHYSICAL EDUCATION

For high school, physical education is a State required class for graduation requirements. In elementary school, physical education is a class for a grade. Participation is mandatory.

Parents may not excuse their child from participation in physical education because of illness or injury without written doctor's orders presented on official physician's stationary. Make-up work or alternative work will be assigned by the PE teacher to the student for any time missed due to illness or injury.

Not having the appropriate prescribed attire (as determined by the PE teacher), does not excuse the student from participating and may negatively affect the student's grade.

PROMOTION / RETENTION

JFB If retention of a student is under consideration by a teacher, it is important that parents be informed early and frequently throughout the year. Grade cards should reflect *poor* or *failing* grades in reading, language arts, and/or math.

Factors which would be considered in possible retention of a child are age, maturity, academic progress, test scores, ability, results of psychological evaluations, student motivation, previous retentions, parents' comments and opinions, and teacher recommendations. Retention of a student more than one time should be considered an exception.

Prior to May 1st, a final conference should be held with the parent(s) to include in-put from the parent, teacher, Principal, Superintendent, and any other involved party. At that time, one of the following options should be recommended:

- Promote the student unconditionally.
- Promote the student on the condition that s/he enroll in and satisfactorily complete a summer school program, as specified in the recommendation.
- Retain the student in the same grade.

As a result of the conference or if the parent does not concur with the recommendation, one of the following options may also be considered:

1. Promote the student with an *Allowed Pass*: allowing him/her to be promoted because of various pertinent factors, even though the student has not satisfactorily completed the work of the present grade. The parent shall agree to this in writing.
2. Promote the student over the objection of the school team and place the following statement on the child's grade card: *Name of child has not satisfactorily completed the work of level of the grade, but is promoted to the level of the grade because of parental request.* The parent shall agree to this in writing.

The final decision whether to promote or retain a student shall rest with the Superintendent after he has received and reviewed information from parents/guardians, teachers, and other appropriate school personnel.

JUNIOR HIGH PROMOTION AND/OR RETENTION

Students in grades 7 or 8 must earn passing grades in five of their seven enrolled classes in order to be promoted to the next grade. Grades for the junior high are issued to students in semester units.

Any student who fails a semester of math or English/language arts but who meets the promotion requirements as defined above will be required to attend summer school in order to make up that failed semester class.

A student who fails four (4) semesters of the eight (8) semesters of core class work (math, English/language arts, social studies, science) will not be promoted.

HIGH SCHOOL PASSING / FAILING

Grades for the high school (grades 9 through 12) are issued to students in semester units. The quarterly points for each semester are added together to determine the semester grade. The required quarterly tests are included in the final semester grade. Students are required to earn 25 credits in order to graduate.

SEE ALSO: *Graduation Requirements*, p. 17

SEE ALSO: Appendix A: *Kansas Board of Regents Qualified Admissions*

ACTIVITIES ELIGIBILITY

As mandated by the Kansas State High School Activities Association, any student in grades seven through twelve must have passed five subjects in the previous semester in order to be eligible for (1) KSHSAA sanctioned activities **and/or** (2) local school activities, organizations, or class offices.

REPORT CARDS / PROGRESS REPORTS

JF Periodic reports either written, by telephone, or individual conference with the parent(s) may be made to parents during the interim between formal reports being issued. Staff shall contact parents of students who are failing to master the learning objectives or whose grades have shown a decrease since the last formal reporting period. Formal reports shall be made to students and parents not fewer than seven days following the end of each established grading period.

Report cards will be given out at the end of each quarter (9-week period).

Progress reports will be mailed to parents on **November 30, 2010**, and **April 17, 2011**. Other quarterly interim reports will be made available to parents at the time of parent-teacher conferences.

SUMMER SCHOOL

Any junior high or high school student in grades 9-12 who fails a required language arts (English / Communications) course or a required math course will be required to attend summer school when summer school is made available. If the student passes the summer school course, he/she will receive one-half credit for that course. Any student who does not attend summer school when it is made available will not be allowed to take the next course until the failed course is made up. Summer school is held during the month of June, following a schedule determined by the building principal. The building principal will determine the attendance policy and shall notify the parents and students prior to the beginning of summer school. Per KSA 72-1106(d), if a student is assigned to summer school and fails to show up, the student is inexcusably absent for purposes of truancy laws.

SEE ALSO: *Promotion / Retention*, p. 19

TESTING PROGRAM

II The district educational testing program shall consist of multiple assessments. These assessments shall include, at a minimum, individual teacher subject matter tests and Kansas State Assessments.

Kansas State Assessments for 2011-2012 are as follows:

- Reading
 - Grades 3-8
 - One high school grade
 - Grade 11 cohort group
- Mathematics
 - Grades 3-8
 - One high school grade
 - Grade 11 cohort group
- Science
 - Grades 4 and 7
 - High school (Physical and Life Sciences)
 - Grade 11 cohort group

All JH/HS students will take **nine-week, semester, and year-end tests**. Each test will be an accumulative assessment representative of what was covered during that particular time frame (nine-weeks, semester, and year-end). The dates for the tests are as follows:

- October 28, odd hours
- October 31, even hours
- January 16, even hours
- January 17, odd hours
- March 14, odd hours
- March 15, even hours
- May 17, all seniors finals, Chetopa 8th grade finals
- May 18, St. Paul 8th grade finals
- May 21, even hours
- May 22, odd hours

ATTENDANCE

ATTENDANCE/TRUANCY

JBD, JBE Definition of Excused and Unexcused Absences

Valid excuses or excused absences are defined as:

1. a school-related activity,
2. personal illness,
3. medical and dental appointments,
4. attendance at funerals if arranged for prior to the absence,
5. a maximum of four absences desired by a parent /guardian if arranged for prior to the absence,
6. suspension.

(1) School-Related Activity

A student who is involved in a school activity shall be allowed to make-up missed work. A student shall not be penalized for missing work or assignments because of his or her involvement in school activities. It is the student's responsibility to get assignments and to submit the work to the instructor.

College/University/Technical School visits are excused as a school-related activity when (1) the counselor or another teacher accompanies the student or (2) when the parent makes arrangements with the counselor **prior to (at least 24 hours)** the college visit and the student must visit with a college official and provide written verification of that visit upon return to school. Post-secondary school visits are limited to two; must be approved by the counselor and/or the building principal; and the student must be passing all classes in order to be eligible for the visit.

Participation in a school-related activity: The student must be in attendance by 12:00 noon on the day of an activity in order to be eligible to participate. Students who are sent home for illness will not be allowed to attend or participate in school-related activities on the day of the sickness. The only exemption from this regulation is a doctor's or dentist's appointment or attendance at a funeral.

(2) Personal Illness

The parent / guardian must request the excuse in writing, by telephone, or in person **between the hours of 7:30 AM and 9:00 AM the day of the absence** for the student's personal illness. If the parent does not contact the school by 9:00 AM the day of the absence, the absence will be unexcused. Excessive absences (three or more days) due to an illness must be verified by a doctor's statement. SEE ALSO: Make-up Work, p. 19.

(3) Medical and Dental Appointments

In order to be excused, medical and dental appointments must be arranged for **prior to (at least 24 hours)** the absence. The absence will not be excused unless upon return to school / class, the student provides appointment verification with a doctor's statement on official stationary.

(4) Attendance at Funerals

The parent/guardian must request the excuse **in advance (at least 24 hours)** of the absence.

(5) Parent/Guardian Absence

In addition to the other excused absences as defined in this section, students will be allowed up to **four (4)** days of absences when requested for by the parent/guardian AND arranged **prior to (at least 24 hours)** the absence. The parent/guardian must request the absence in writing, by telephone, or in person at least 24 hours before the day of the absence. If not arranged for prior to the absence, the absence will be unexcused.

(6) Suspension

A student is excused when s/he has been issued a suspension.

If a student is absent from school without an excuse arranged for **in advance**, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. It is, however, the responsibility of the parent/guardian to contact the school.

UNEXCUSED ABSENCE: Any absence (other than a school-related absence) which has not been excused according to this policy will remain **unexcused**. The student, however, will be allowed to make-up the missed work within the determined time limits (SEE: *Make-up Work*, p. 19) and will receive 75% for the make-up work.

Absences which have not been cleared by parent notification, a verified doctor's statement, or as outlined above according to school policy, will be considered unexcused. Unexcused absences will result in no credit given for work missed or made up.

Examples of unexcused absences (not all-inclusive):

- attendance at fairs (unless a participant)
- babysitting (contingent upon circumstance or emergency)
- buying car tags
- car trouble (without immediate verification by the parent/guardian)
- hair appointments
- home chores (contingent upon circumstance or emergency)
- hunting or fishing
- missing the bus
- oversleeping
- ski trips
- paying court fines (when not required to see a judge)
- shopping
- "skipping" class or school
- vacations
- working
- senior pictures

As can happen, unforeseen circumstances may occur, causing a student's absence; therefore, the building principal will make the final determination of whether an absence is excused or unexcused.

Consequences for Unexcused Absences

If a student is absent from school unexcused, the student will be allowed to make-up the missed work within the determined time limits (SEE: *Make-up Work*, p. 19) and will receive 75% earned-credit for the make-up work. Other disciplinary action may be taken by the building principal and may include any or all of the following: make up of time-for-time, parent conference, and IMC.

Excessive Absences

Students who have excessive absences will be reported either to the Neosho County Attorney or the Labette County truant officer. "Excessive Absences" shall be defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first.

Any student who has missed nine (9) or more days during a semester (whether it is excused or unexcused) will not be eligible for field/activity trips that involve missing school. If the departure time for the activity trip is before the end of the regular day, that student will not be allowed to participate in the activity. If the departure time is after the end of the regular day, that student may be allowed to participate. If the student is a member of a team sport or an activity that requires his/her attendance in order to compete, then the student shall attend that team activity or sporting event.

SEE ALSO: *Truancy*, p. 24

SEE ALSO: *Activities / Field Trips*, p. 49

Required Attendance Outside the Regular School Day

According to KSA 72-1106(d), students may be required to attend additional days of school as an extension of the regular school day, on weekends, or in the summer. These times or days can be required for students in need of remedial education or those who are subject to disciplinary measures imposed under the district's disciplinary policy. These times or days can be scheduled as an extension of the regular school day, on weekends, or during the summer months. According to state law, if a student is assigned such times or days and fails to show up, the student is inexcusably absent for purposes of truancy laws.

Perfect Attendance

Absences are recorded by class periods for grades 7-12 or equivalent time periods for K-6. Perfect attendance will not be awarded to any student whose absences total more than one half (.50) of a school day. Absences related to attendance at school activities will not be counted against perfect attendance. All other absences, whether excused or unexcused, are counted against perfect attendance.

Definition of Significant Part of the School Day

A *significant part of a school day* is twenty (20) minutes or more.

Truancy

The building 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 Social Rehabilitation Services and students over 13 shall be reported to the county or district attorney.)

Truancy is defined by USD 505 as:

- Not attending school after leaving home to do so.
- Leaving school without permission.
- Not attending a class the student is enrolled in without a legitimate pass to do so.
- Leaving class without permission.

Truancy is defined by state law (KSA 72-1113c) as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. Students who are absent for a *significant part of a school day (20 minutes or more)* shall be considered truant.

Reporting Truant Students to Parents

The building principal shall make a good-faith effort to contact the truant student's parent/guardian at any time that student leaves school without permission or "skips" class. If a truant student is returned to school by a law enforcement official, the building principal shall make a good-faith effort to notify the parent or guardian.

Reporting Truant Students to Authorities

The building principals are authorized to report students who are inexcusably absent from school to the appropriate authority. Prior to reporting to either SRS or the county/district attorney, a letter shall be sent to the student's parent or guardian notifying them that the failure of that student to attend school without a valid excuse shall result in the student being reported truant.

COMPULSORY ATTENDANCE REQUIREMENTS

Kansas law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if one of the following is met:

- they have attained a diploma or GED;
- they are enrolled in an approved alternative education program, recognized by the local Board of education;
- a court orders exemption;
- the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer which includes the following information:
 - ✓ the academic skills the child has not yet achieved;
 - ✓ the difference in future earning power between a high school graduate and a high school dropout;
 - ✓ a list of educational alternatives available to the child.

Students aged 16 or 17 who are not exempt shall be reported as truant.

According to KSA 72-1106(d), students may be required to attend additional days of school as an extension of the regular school day, on weekends, or in the summer. These times or days can be required for students in need of remedial education or those who are subject to disciplinary measures imposed under the district's disciplinary policy. These times or days can be scheduled as an extension of the regular school day, on weekends, or during the summer months. According to state law, if a student is assigned such times or days and fails to show up, the student is inexcusably absent for purposes of truancy laws.

SEE ALSO: *Attendance/Truancy*, p. 22-25

SEE ALSO: Appendix B: *Compulsory Attendance Exemption*

RELEASE OF STUDENT DURING SCHOOL

JBH Students shall not be released during the school day except upon a written or verbal request from the student's parent or guardian. Before releasing a student during the school day, the building principal shall verify the identity of the person to whom the student is being released. If the administrator is not satisfied with the identification provided by the person, the student's release may be refused.

Even though a student is 18 years old, that student will not be released without a written or verbal request from the student's parent or guardian. Students who are 18 years or older may not sign themselves out of school during the day. **Exception:** If the 18-year old or older student is legally emancipated, then that student may release him/herself according to legal statute.

Students shall not be allowed to run personal errands for themselves or for school employees off school premises during the school day.

SEE ALSO: *Sign In / Sign Out*, next.

SIGN IN / SIGN OUT

Students must **sign out** in the office before leaving school premises during the school day. Leaving the campus must be for an excused reason (SEE: p. 22) requested by the parent. The campus is closed during the noon hour; a student will not be released during the noon hour except as stated below in reasons 1 or 2.

Students may sign out of school only...

1. In the case of an emergency and then only with permission from the building principal or superintendent;
2. Only if a parent or older reliable adult picks the student up at school and signs them out;
3. Upon written request or by phone to the building administrator (this method of signing students out is exempt for noon hour).

As stated above (policy JBH), 18-year old or older students may not sign themselves out of school unless they are legally emancipated.

Students must **sign-in** in the office when arriving at school after the morning tardy bell rings or upon returning to school during the day.

TARDIES

The student is tardy if s/he is not in the classroom and at her/his work station before the tardy bell ends ringing. Tardies are considered unexcused unless the student has a legitimate hall pass. A combination of three tardies to any class or to school anytime during the day, during a quarter, will result in the student being assigned detention after school and will be considered as an absence. Upon the third tardy, the teacher shall complete and submit a disciplinary referral to the building principal for his or her action.

Any unexcused, morning tardy of a *significant part of the day* shall count as an unexcused absence.

If a student has an excused absence, s/he will not be considered tardy to school, but must sign in through the office before going to class.

STUDENT CODE OF CONDUCT

Before learning can take place, there must be an atmosphere conducive to learning. The maintenance of this atmosphere is a cooperative effort involving students, staff, teachers, and parents. Students must show proper respect to authority and peers, be attentive in class, take proper care of school property, respond appropriately to authority, and obey applicable laws and statutes, whether federal, state, or local, and follow the policies and regulations of USD 505 schools. Unacceptable and/or disruptive behavior in the building, any place on school grounds, on school transportation, or at school functions occurring off school grounds will be dealt with in a manner appropriate to the infraction or as expressly stated in school district policy or regulation.

A student chooses to violate the policies and regulations of USD 505 and in so doing must accept the consequences of his/her choice. The sole purpose of school discipline is to change negative behavior. To fulfill that purpose, the following Code of Conduct will be adhered to. SEE ALSO: *Discipline Measures*, p. 43-46.

Several actions can be taken. These include, but are not limited to, the following:

1. **Detention:** Board Policy JDB. Detention will be assigned before and after school and/or on Saturday. Teachers may assign a student to detention. The building administrator may assign a student to detention.
2. **Community Service:** Students may be assigned to complete tasks during the school day under the direct supervision of a school employee. Community Service may be substituted for IMC at the discretion of the administrator. When the handbook refers to IMC, it is understood that Community Service may be substituted for IMC.
3. **In-School Motivational Center (IMC):** Students may be assigned to an area within the school where s/he will be under the direct supervision of a school employee. IMC seeks to remove a student from a situation where behavior problems are occurring and still provide the opportunity for a student to keep up with class work. A student cannot participate in extra-curricular activities while assigned to IMC. IMC is assigned by the principal or his/her designated representative.
4. **Out-of-School Suspension:** The student cannot be on school property while suspended nor attend school functions at home or away. Students who do so may be reported to the appropriate law enforcement officials for trespassing. The student may make up work missed while in OSS as scheduled by the appropriate teacher. OSS is assigned by the principal or his/her designated representative.
5. **Extended Out-of-School Suspension:** The superintendent of schools may extend OSS if the situation warrants.
6. **Expulsion:** The superintendent of schools may permanently expel a student.

Conferencing with a student and his/her parent(s) usually corrects most minor disciplinary infractions. However, it is sometimes necessary to use other disciplinary measures and school officials will not hesitate to use these measures when they are considered necessary to insure the correction of the problem. The school will make a viable attempt to contact parents and/or guardians if their son or daughter is involved in a disciplinary measure. In the event that the school is unable to contact parents regarding a serious infraction of the student code of conduct, the district reserves the right to contact local law enforcement authorities and/or Social Services to remove the student from school premises.

Behavior which will not be tolerated:

- The use of profane, obscene, or inflammatory language at school, at a school activity, on school transportation, or on school property;
- Disrespect in word or action against another student or an adult;
- “Trash talking” another student, an adult, or any school employee;
- Bullying, cyber-bullying, intimidation, menacing, or chronic teasing;
- Retaliation against another student or an adult;
- Failure to follow the dress code;
- Use of a laser pointer at school or at school sponsored events;
- Snowballing;
- Disruptive conduct including defiance or ignoring authority;
- Misconduct on the bus;
- Hazing or initiations;
- Verbal threat to a teacher, staff member, or other student;
- Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco, or smoking paraphernalia;
- The improper use/abuse, possession, selling, furnishing of any prescription or non-prescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substance;
- Blatant lying;
- Theft;
- Willful destruction or vandalism of any property;
- Shoving or pushing;
- Fighting;
- Assault and/or physical attack of a student, definitely not precipitated by the student being attacked;
- Assault and/or physical attack of a staff member or student with or without a weapon.

Students may be disciplined for any of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes the commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption, or interference with school operation; and
- possession of a weapon at school, on school property, or at a school sponsored event.

Teachers of any grade level or assignment, employees of the District, and/or volunteer adult sponsors have authority to warn and correct students anywhere in the school building, on school premises, or at school sponsored functions. Students are expected to show respect and cooperation to teachers, staff, and volunteers at all times.

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teachers’ aides, coaches, coaches’ aides, bus drivers, or any other authorized school personnel during any period of time when he or she is properly under the authority of school personnel.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. The District shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property, or at school-sponsored activities.

Chronic or Repeated Violations of the Code of Conduct

Repeated/chronic violation of a specific USD 505 policy will result in the student being placed on the **Sixth Step Plan**.

1. First referral: Follow procedure outlined in the student handbook.
2. Second referral: Follow procedure outlined in the student handbook.
3. Third referral: Follow procedure outlined in the student handbook.
4. Fourth referral: Follow procedure outlined in the student handbook.
5. Fifth referral: Short-term out-of-school suspension (up to 10 days). Parent-Student-Principal conference required for student to be readmitted to school.

6. Sixth referral: Placement on the Sixth-Step Plan: Development of behavior plan for the student. Failure to follow the behavior plan may result in expulsion for a minimum of 45 days or referral to the USD 505 Alternative Learning Center.
 - a. Development of a behavior plan/contract for the student which involves specific behavior improvement and consequences for non-compliance.
 - b. Parent Conference must be held to discuss behavior contract and process for expulsion
 - c. Referral for mental health counseling (Parents shall arrange counseling for the student with a mental health agency and provide proof of attendance or appointment before the student will be readmitted. This is a parental financial responsibility).
 - d. Zero tolerance for student behavior as it relates to the specific policy being violated repeatedly. Any future violations or violation of the behavior contract will result in a minimum of a 45-day long-term suspension.

Behavior / Conduct

ARSON:

Arson is starting or attempting to start a fire or causing or attempting to cause an explosion to real or personal property belonging to the school, staff, students, or buses.

1. First offense: 10 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
2. Subsequent offenses: Permanent expulsion by the superintendent or her designated representative. The appropriate law enforcement agencies will be notified.

ASSAULT AGAINST ANOTHER STUDENT:

Assault is defined as attempting to cause injury to another or intentionally placing another in reasonable apprehension of imminent physical injury. Assault may be verbal or physical and may include threats of violence.

1. First offense: 3 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
2. Second offense: 10 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
3. Third offense: 90 days OSS as assigned by the superintendent or her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
4. Subsequent offenses: 180 days OSS or expulsion as assigned by the superintendent or her designated representative. A parent/student/principal conference must be held before the student will be readmitted.

ASSAULT AGAINST STAFF:

Assault against staff is attempting to cause injury to a staff member and/or intentionally placing a staff member in reasonable apprehension of imminent physical injury. Assault may be verbal or physical and may include threats of violence.

1. First offense: 10 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
2. Second offense: 180 days OSS or expulsion as assigned by the superintendent or her designated representative. A parent/student/principal conference must be held before the student will be readmitted.

ATTENDANCE IN CLASS:

The student is expected to be in the classroom on time (in the room and at his or her work station by the time the bell ends ringing) and have the necessary basic material (pencil, paper, texts, etc.) when entering the classroom each day. While in class, the student is to do the work s/he understands and ask the teacher for help if s/he does not understand.

Teachers may develop and enforce policies for students who are tardy to class. As a general rule, three tardies in any semester should result in an after school detention. Six tardies in any one semester shall result in referral to the principal for further disciplinary action. A morning tardy of a *significant part of the day* is defined as being an unexcused absence. Teachers shall track tardies to their class.

SEE ALSO: *Tardies*, p. 25

AUTOMOBILES / VEHICLES (BOARD POLICY JGFF):

All students must register their vehicle with the appropriate building administrator within 5 days of the start of school or within 5 days of enrollment. Students failing to do so will have their vehicles banned from campus. A registration form will be provided and must be completed by the student and signed by the parent. Vehicle insurance is required.

1. All students who drive a vehicle to school must have a valid Kansas Driver's license and must file a "Student Driving Agreement" with the principal's office. These agreements may be picked up in the principal's office.
2. Quad-runners, 4-wheelers, 3-wheelers, or any other non-street-legal vehicles are not allowed on school grounds.
3. UPON ARRIVING AT SCHOOL, DRIVERS ARE REQUIRED TO PARK THEIR VEHICLES AND LEAVE THE PARKING LOT AT ONCE. SITTING IN VEHICLES DURING SCHOOL HOURS IS STRICTLY FORBIDDEN.
4. Any student needing to go to his/her vehicle or move his/her vehicle during the school day must have permission from the principal or his/her designated representative.
5. Vehicles parked on school property are subject to search.
6. Students who do not comply with these regulations will be subject to having their driving privileges revoked.

Students who drive to school shall park in the designated parking areas. Students will not be permitted to drive cars, motorcycles, or other vehicles during the hours that school is in session other than those students who qualify for open lunch.

Students should park their vehicles properly when arriving at school in one of the designated student parking lots.

On school days or at school functions, discourteous or unsafe driving on or around school property, failure to move your vehicle at the request of a school official, or failure to follow established rules for parking or driving on school property are all susceptible to disciplinary action. Violations of any Kansas Driving Law may be reported to local law enforcement.

Students should park their vehicles in an orderly fashion. Students shall not park their vehicles in such a way that blocks entrances, exits, or handicapped parking. There are no assigned parking spaces.

The administrator shall review the violation with the student at the first opportunity and sanctions including but not limited to the following may be applied:

1. the student may be prohibited from parking or driving on school property;
2. a letter may be sent to the student's parents;
3. driving privileges may be revoked; and/or
4. the student may be reported to the proper law enforcement agency.

SEE ALSO: *Parking Lot*, p. 37

BEHAVIOR OF STUDENTS AT ACTIVITIES:

Students in grades K through 2 should sit with their parents during home sporting events. Students in grades 3 through 5 who are continually "running around" will be required to sit with their parents or asked to leave by the administrator in charge. Elementary students who leave the game before it's over will have to be accompanied by a parent to be readmitted into the game. Junior high and high school students will not be allowed to run in and out of the building during a game. Students shall show good sportsmanship to the opponents.

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution, or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco, or any materials that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions.

SEE ALSO: *Drug Free Schools and Communities*, p. 34

BULLYING (BOARD POLICY JHCAA):

Bullying is defined as repeated and systematic intimidation, harassment, and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to, physical violence, verbal taunts, name-calling, put-downs, threats, extortion or theft, damaging property, and/or excluding a student from his/her peer group. Threats of violence may be reported to appropriate law enforcement agencies.

SEE Also: Appendix X, *Bullying Definition and Report Form*.

1. First offense: 1 day IMC
2. Second offense: 2 days IMC
3. Third offense: 3 days IMC
4. Subsequent offenses: OSS as assigned by the principal or his/her designated representative. A parent/student/principal conference must be held before the student will be readmitted.

Any bullying by staff or third parties is strictly prohibited and shall not be tolerated. Bullying behavior by staff or third parties shall be reported to the building principal.

CYBER-BULLYING:

Cyber-bullying that impacts the school, its safety, and the safety and well-being of its staff and students is strictly forbidden. The use of district-owned equipment and/or district computer systems for cyber-bullying will result in the suspension of the student, loss of technology privileges, and possible referral to law enforcement. Cyber-bullying which is dangerous or abusive that directly affects another student(s), the school, or its staff, whether district equipment or district computer systems are used or not, will be referred to law enforcement.

CLASSROOM BEHAVIOR:

A student who violates classroom regulations in class might be subject to disciplinary referral. Misbehavior might include, but is not limited to, such things as disrespect for authority, disobedience, excessive talking, failure to work, or sleeping in class. Before an administrator will consider administrative action for classroom misbehavior, other than in extreme cases of misbehavior, the teacher must show that actions have been taken to resolve the student's problem prior to referral to the administration.

Such actions may include student-teacher conferences, parent-teacher conferences, detention, or referral to the counselor. When a student is sent to the office for disciplinary action, parents will be notified. Failure of a student to come to the office on request can result in suspension. A student who walks out of a class and/or from the building without permission will be subject to suspension from school. A student must secure an admit slip upon returning to her/his class.

CLOSED CAMPUS:

St. Paul shall have a **closed campus** during the entire day. Students are not allowed to leave the campus without being properly signed out (SEE ALSO: [p. 29](#)).

Violation of the school's closed campus policy shall result in the following:

1. First offense: Conference with the principal
2. Second offense: 1 day IMC
3. Third offense: 3 days IMC
4. Subsequent offenses: out-of-school suspensions, consideration for expulsion, placement on Sixth-Step Plan

DISHONESTY:

Dishonesty is defined as any act of lying, whether verbal or written, including forgery, and academic dishonesty.

1. First offense: 1 day IMC
2. Second offense: 3 days IMC
3. Third offense: OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.

In addition, any student who engages in any form of academic dishonesty (cheating and/or plagiarism) will lose all credit for the work in question, which may cause failure of the course. A repeated offense of academic dishonesty will result in failure of the course and possible further disciplinary action up to and including suspension or expulsion.

SEE ALSO: *Academic Dishonesty*, [p. 14](#)

DISRESPECTFUL CONDUCT OR SPEECH:

Verbal, written, or symbolic language or gesture directed at a staff member which is rude, vulgar, defiant, or considered inappropriate to public settings.

1. **First offense:** 3 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
2. **Second offense:** 5 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
3. **Third offense:** 10 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
4. **Subsequent offenses:** 11-90 days OSS as assigned by the superintendent or her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.

DISRUPTIVE SPEECH OR CONDUCT:

This is conduct, verbal written, pictorial, or symbolic language which materially and substantially disrupts classroom work, school activities, or school function.

1. **First offense:** Parent/Teacher conference. The conference will be documented and a copy turned in to the principal
2. **Second offense:** Parent/Principal conference.
3. **Third offense:** 1 day IMC
4. **Fourth offense:** 3 days IMC
5. **Subsequent offenses:** OSS as assigned by the principal or his/her designated representative. A parent/student/principal conference must be held before the student will be readmitted.

DRESS CODE:

Although dress and grooming habits are certainly changing, the Board of Education and Administration believe that certain standards of dress and grooming habits are necessary to maintain a wholesome and inspiring learning atmosphere for students. USD 505 will endeavor to work with parents to ensure that students come to school each day in clean, neat, and appropriate attire

The district reserves the right at all times to regulate the dress and/or grooming of any student that is deemed to be a distraction to the learning process, is of questionable decency, is offensive to the normal décor of the school community, and/or creates a health or safety hazard.

The dress code shall help in providing a safe, respectful school environment conducive to education and learning. Further, the dress code of the district shall help to:

1. avoid disruption and distraction in the classroom;
2. foster respect for authority and discipline; and,
3. conform to community standards.

The administration shall have full responsibility and authority for enforcing the dress code regulations and shall take necessary steps, including disciplinary action as appropriate, as may be required to maintain appropriate standards of student dress and appearance.

The Board advocates a dress code for all students during the school day and at all school activities.

- Appearance must be neat and clean.
- Hair must be clean and well-groomed.
- Facial hair must be trimmed and maintained.
- Clothing must not be unreasonably soiled or badly worn.
- Clothing or dress of a student should be clean and conservative.

The building principal makes the final determination if clothing meets or does not meet board policy dress code requirements.

⇒ First hour teachers are required to report students in violation of the dress code to the building principal. The final decision on derogatory or inappropriate dress will be the responsibility of the building principal.

The school will not take the student home to change. The school will not allow the student to go home to change. The student will not be allowed to call a parent to bring different clothing.

1. **First offense:** Students who show up to school in violation of the dress code will conference with the principal and may serve 1 day IMC.
2. **Second offense:** 3 days IMC; parents are notified.
3. **Subsequent offenses:**
 - a. 3rd offense: 3 days OSS
 - b. 4th offense: 5 days OSS
 - c. 5th offense: 10 days; parent-student-principal conference before student is allowed to be re-admitted
 - d. 6th offense: implementation of the Sixth-Step Plan (SEE: p. 27).

Specific guidelines include:

1. Shoes

For safety reasons, footwear must be worn at all times. Teachers have the right to prescribe certain footwear for their classes (for example: PE, industrial arts, vo-ag).

2. Shirts

- a. Shirts and blouses must reach the top of the pants or skirts or shorts even while the arms are raised. No shirts or blouses will be worn which allow the mid-riff to show **even if** that shirt is covered by another. The upper torso must be covered (no plunging or low necklines or open back).
- b. No see-through shirts or blouses may be worn.
- c. Shirts and/or blouses with open, extra-large arm holes or with thin, spaghetti straps will not be allowed.
- d. Strapped shirts or tops shall have at least a 2" strip and should not reveal any type of undergarment.
- e. Shirts with the sleeves removed and/or slit down the sides are not permitted unless they are professionally tailored or seamed and do not reveal undergarments.
- f. A-style undershirts are not allowed to be worn by themselves.

3. Shorts, pants, skirts, dresses

- a. Shorts may be worn during the regular school day; however, spandex worn alone or tight shorts of a material other than spandex worn alone are not acceptable.
- b. For **students in grades 5-12**, shorts and pants must appear neat and clean and must be hemmed or rolled. No holes shall be present which allow bare skin to show through them, regardless of where they are. Clothing that has been tailored with holes shall not have an excessive amount and shall not be located in provocative areas. As a general rule, no hole above the knees shall be bigger than 1 inch (about the size of a quarter). No holes below the knees shall reveal bare skin.
- c. Chains, hanging straps, excessive metal hooks or loops, excessive zippers, or metal attachments on clothing are not allowed.
- d. For **students in grades 5-12**, the **hemline** of the shorts, skirts, or dresses must be at a length of **NO LESS THAN** mid-thigh above the knee while the student is standing upright. Students in grades pre-school through third grade are exempt from this rule.
- e. Shorts, pants, and skirts are to be worn at waist level. Undergarments shall not be revealed.
- f. Shorts and pants are not to be baggy or loose. Shorts and pants which are allowed would be described as "regular fit" or "relaxed fit" and are the correct size of the person wearing them. No "baggy fit" or "loose fit" shorts or pants will be allowed.

4. Hats or any kind of head covering may not be worn in the building or on school grounds during school or while the student is representing the school. No hats may be worn in the building at any time during the school day.

5. Body adornment

- a. Chains are not allowed.
- b. Tattoos which are inappropriate (see the listings below) must be covered.
- c. ANY article of clothing or adornment that is deemed to interfere with the educational process as determined by an administrator is not allowed.
- d. Sponsors, coaches, advisors may require students to remove body adornments while the student acts as a representative of the school.

6. Appropriateness

- a. Clothing which promotes or advertises alcohol or tobacco products is not allowed.
- b. Clothing which promotes or advertises drugs or drug use is not allowed.
- c. Clothing should not be sexually suggestive.
- d. Clothing which is derogatory towards individuals or groups of people will not be allowed.
- e. Clothing which suggests, promotes, glorifies, or makes reference to violence of any kind is not allowed.
- f. **ANY ARTICLE OF CLOTHING OR ADORNMENT THAT IS DEEMED TO INTERFERE WITH THE EDUCATIONAL PROCESS AS DETERMINED BY AN ADMINISTRATOR IS NOT ALLOWED.**

7. Electronic devices

Electronic devices and items that are used irresponsibly which adversely affect the learning environment of the classroom will not be tolerated.

CELL PHONE AND/OR ELECTRONIC DEVICES: "Electronic device" includes but is not limited to the following: iPod, pager, cell phone, MP3 player, digital camera, CD player, DVD player, cassette player, or any type of cell phone or electronic device.

The student may not use any cell phone or electronic device any time during the day or while the student is participating in a school activity. The electronic device should be out of sight and turned off. If the cell phone or electronic device is seen or heard by any staff member, the cell phone or electronic device will be confiscated.

Violation of the restriction will result in the following:

- A. **First offense:** Confiscation of the phone by the teacher and/or principal; the student may retrieve the confiscated electronic device at the end of the school day from the principal or the principal's designee.
- B. **Second offense:** Confiscation of the electronic device by the teacher and/or principal; the student's parent must retrieve the confiscated electronic device from the principal at the principal's convenience.
- C. **Third or more offense:** The electronic device will be confiscated and must be retrieved by the parent from the principal at the principal's convenience. Further disciplinary action may be imposed by the principal.

Coaches and sponsors have the authority to prescribe certain dress codes to the groups for which they coach or sponsor. This includes a prescribed dress code for athletic practice, team wear for game day, and a prescribed dress code for attendance at athletic or school-sponsored events. Students not in compliance with the team dress code shall not be permitted to compete. The prescribed team wear for game day is for traveling both TO and FROM the competition:

- Khaki pants and school polo shirts will be required attire for all sports teams and scholar bowl teams traveling to and from competitive events.
- The district will provide the polo shirts and the students must provide their own khaki slacks.
- Polo shirts may be purchased by the student through the school if the student wishes to keep his/her own shirt.

Agriculture classes, industrial arts classes, and PE classes require specific clothing. Students should have and leave the proper attire for these classes at school. Examples would be coveralls and hard-soled shoes for VoAg and/or shop; athletic wear and gym shoes for PhysEd. Not having or wearing specific attire for these classes does not excuse the student from the day's assignment and will adversely affect the student's grade.

DRESS CODES FOR SPECIAL ACTIVITIES

- **Concerts or programs:** Students will dress according to the instructor's directions and clothing will follow student handbook guidelines. Students who violate this rule will not be allowed to participate or to perform.
- **Awards banquet:** Students will follow the dress code as outlined on page 20 with the exception of no shorts may be worn to the awards banquet and no hats may be worn in the building. Students are encouraged to dress up for this event. Slacks, dresses, skirts and blouses, neat and clean jeans that are free of ALL holes, rips, and tears, and a collared shirt are best. Avoid t-shirts. No shorts may be worn. Capri pants that are below the knees are acceptable for girls. No hats may be worn in the building at any time.

- **Graduation:**
 - Boys are required to wear a collared shirt with tie, slacks, socks, and dress shoes.
 - Girls are required to wear dress shoes and either slacks, a dress, or a blouse/skirt outfit which meets the dress code guidelines.
 - There shall be no writing, pictures, or graphics on gowns, shoes, or mortarboards.
- **Formals:**
 - **Homecoming:** Attire for Homecoming dances should adhere to the student dress code. Formal attire is encouraged but not required.
 - **Prom:** Prom is a formal occasion. The district encourages age-appropriate formal attire for those students attending Prom.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT (BOARD POLICY JDDA):

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

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

POSSESSION OF OR USE OF DRUGS / ALCOHOL

Possession of or use of drugs or alcohol or attendance at school or school activities while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drug, and drug-related paraphernalia will not be tolerated.

First Offense

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

- 10 day OSS as assigned by the principal or his/her designated representative.
- Suspension from all student activities (including sports practice and competition) for a period of not less than ten days nor more than one month.
- An evaluation from an acceptable drug and alcohol program. Name(s) of acceptable program(s) are on file with the central office.
- A parent/student/principal conference must be held before the student will be readmitted.
- Law enforcement agencies will be notified.

Second Offense

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

- 90 days OSS as assigned by the superintendent or her designated representative.
- Suspension from all student activities for a period of not less than 90 days. For an athlete, permanent dismissal from the team with no honors or awards allowed to be received.
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. Name(s) of acceptable program(s) are on file with the central office.
- A parent/student/principal conference must be held before the student will be readmitted.
- Law enforcement agencies will be notified.

Third Offense

- 180 days OSS or expulsion as assigned by the superintendent or her designated representative.
- Suspension from participation and attendance at all school activities for 180 days.
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program. Name(s) of acceptable program(s) are on file with the central office.
- A parent/student/principal conference must be held before the student will be readmitted.
- Law enforcement agencies will be notified.

SALE, PURCHASE, DISTRIBUTION, OR RECEIVING DRUGS OR ALCOHOL

The sale, purchase, receipt, or distribution of any prescription drug, alcohol, narcotic substance, inhalant, counterfeit drug, and drug paraphernalia on school property, in school vehicles, at school activities either home or away is strictly forbidden.

First Offense

- 180 days OSS or expulsion as assigned by the superintendent or her designated representative.
- Suspension from participation and attendance at all school activities for 180 days.
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program. Name(s) of acceptable program(s) are on file with the central office.
- A parent/student/principal conference must be held before the student will be readmitted.
- Law enforcement agencies will be notified.

Second Offense

- Expulsion as assigned by the superintendent or her designated representative.

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. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with the central office. Parents or students should contact the directors of the programs to determine the cost and length of the program.

Compliance with this policy is mandatory.

ENTRANCE / EXIT DOORS:

Students are to use the main entrance doors to each building.

Students who arrive after the starting bell or who are late to class must use the front door entrance and then get an admit slip from the building office.

EXTORTION:

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

1. First offense: 3 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
2. Second offense: 10 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
3. Subsequent offenses: 11-180 days OSS or expulsion as assigned by superintendent or her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.

FALSE ALARMS:

Tampering with emergency equipment (including fire extinguishers), setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing, or causing the evacuation or closure of school property will not be tolerated.

1. First offense: 10 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
2. Second offense: 11-45 days OSS as assigned by the superintendent or her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.

FIGHTING:

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

1. First offense: 1 day OSS as assigned by the principal or his/her designated representative. Law enforcement agencies may be notified. A parent/student/principal conference must be held before the student will be readmitted.
2. Second offense: 3 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies may be notified. A parent/student/principal conference must be held before the student will be readmitted.
3. Third offense: 10 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
4. Subsequent offenses: 11-180 days OSS or expulsion as assigned by superintendent or her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.

GANGS (BOARD POLICY JHCAA):

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. Gang activity, whether verbal, written, or symbolic which substantially disrupts the educational environment will not be tolerated. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related;
 - shall not present a physical safety hazard to self, students, staff, and other employees;
 - shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
 - shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school building, any personal property, or on one's person.
1. **First offense:** Parent/student/principal conference
 2. **Second offense:** 10 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
 3. **Third offense:** 11-180 days OSS or expulsion as assigned by superintendent or her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.

NOTE: The severity of the incident may result in immediate suspension or expulsion.

HALL BEHAVIOR:

Inappropriate hall behavior will not be tolerated. This is defined as any behavior that is deemed to be inappropriate for the school setting. This is behavior described as (but not limited to) the following: cursing, name calling, shoving and pushing, fighting, trash talking, slamming locker doors, PDA, and any other violation of the district code of conduct.

1. First offense: Conference with the Principal
2. Second offense: 1 day IMC
3. Third offense: 3 days IMC
4. Consequent offenses: out-of-school suspension, placement on the Sixth-Step Plan

HALL PASSES:

Students should not be in the hallways during class time.

There are few reasons for a student to be out of class during class time. If a student is required to be out of her/his scheduled place during class time (called to the office, teacher's aide duties), s/he must have a hall pass from her/his teacher. The hall pass will identify the student's sending teacher, the student's destination, and the time and date the hall pass was issued. The student will not be allowed to pass to another classroom if there is no adult supervision in that classroom. It is the student's responsibility to see that the hall pass is completed properly.

Any student in the hall without a pass will serve detention. The teacher who allowed the student out of class will serve as detention supervisor. Detention will be assigned by the building administrator.

HAZING / INITIATION:

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance thereof in any group, class, organization, club, or athletic team including, but not limited to, a grade level or student organization of any school-sponsored activity. Hazing may occur even when all students involved are willing participants.

1. First offense: 3 days OSS as assigned by the principal or his/her designated representative. Removal from the extra-curricular activity. A parent/student/principal conference must be held before the student will be readmitted.
2. Second offense: 10 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
3. Third offense: 11-90 days OSS as assigned by the superintendent or her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.

NOTE: The seriousness of the incident may result in immediate 180 day suspension or expulsion by the superintendent or her designated representative.

INSUBORDINATION:

Insubordination is the failure to follow the directions of ANY school employee.

1. First offense: 1 day IMC
2. Second offense: 3 days IMC
3. Subsequent offenses: OSS as assigned by the principal or his/her designated representative.
A parent/student/principal conference must be held before the student will be readmitted.

LOITERING:

Each student is assigned a definite teacher for each class period of the school day and will be under the teacher's guidance during the entire class time.

- ✓ Students should not congregate in the parking lot before school or during lunch period.
- ✓ Lingering in the restrooms or halls during the school day is prohibited.
- ✓ Lingering in any school office before school, during school, at noon, or after school is not allowed.
- ✓ When in the halls before school, students can stand or sit but should not lie on the floor. On nice days, students should utilize the outdoor facilities.

PARKING LOT:

Upon arrival at school, drivers are required to park their vehicles and leave the parking lot at once. Students are not permitted in the parking lot without permission from the principal or his/her designee. Sitting in vehicles during school hours is strictly forbidden.

1. First offense: Conference with the Principal with a written warning
2. Second offense: 1 day IMC
3. Third offense: 3 days IMC; possible loss of driving privileges for a limited time
4. Fourth offense: 3 days OSS; 45-day loss of driving privileges
5. Fifth offense: 10 days OSS; 180-day loss of driving privileges
6. Placement on the Sixth-Step Plan

PHONE USE:

Students will not be disturbed during class to answer telephone calls except in case of an emergency. Under ordinary circumstances, office staff will relay telephone messages to students between classes. Students may return calls in the office to parents during vacant periods in their schedules. No personal student phone calls will be made during school hours.

No long-distance calls shall be charged to the school at any time without express permission from the office staff.

CELL PHONE AND/OR ELECTRONIC DEVICES: "Electronic device" includes but is not limited to the following: iPod, pager, cell phone, MP3 player, digital camera, CD player, DVD player, cassette player, or any type of cell phone or electronic device.

The student may not use any cell phone or electronic device any time during the day or while the student is participating in a school activity. The electronic device should be out of sight and turned off. If the cell phone

or electronic device is seen or heard by any staff member, the cell phone or electronic device will be confiscated.

Violation of the restriction will result in the following:

- A. First offense: Confiscation of the phone by the teacher and/or principal; the student may retrieve the confiscated electronic device at the end of the school day from the principal or the principal's designee.
- B. Second offense: Confiscation of the electronic device by the teacher and/or principal; the student's parent must retrieve the confiscated electronic device from the principal at the principal's convenience.
- C. Third or more offense: The electronic device will be confiscated and must be retrieved by the parent from the principal at the principal's convenience. Further disciplinary action may be imposed by the principal.

PROFANITY / OBSCENE LANGUAGE OR GESTURE:

Conduct or verbal, written, or symbolic speech which is offensive or obscene will not be tolerated.

1. First offense: Student/Principal conference with 1 day IMC
2. Second offense: 2 days IMC
3. Third offense: 3 days IMC
4. Subsequent offenses: OSS as assigned by the principal or his/her designated representative. A parent/student/principal conference must be held before the student is readmitted.

PUBLIC DISPLAY OF AFFECTION (PDA):

Any affectionate, physical contact which is inappropriate for the school setting and which might influence or embarrass members of the student body or faculty is strictly forbidden. This regulation is in effect any time school is in session, on school transportation, or during any school related activity. Inappropriate or excessive displays of affection will result in disciplinary action.

1. First offense: Student/Principal conference
2. Second offense: 1 day IMC
3. Third offense: 3 days IMC
4. Subsequent offenses: OSS as assigned by the principal or his/her designated representative. A parent/student/principal conference must be held before the student is readmitted.

SENIOR PORTRAIT POLICY:

This pertains only to the senior pictures that will appear on the senior class display panel and in the yearbook.

The senior class will be transported to the Total Image studio in Chanute for their senior portrait session. Each student will be photographed at no charge and no obligation to purchase. The portrait session will consist of a selection of two to four head and shoulder, yearbook appropriate poses, plus two to four casual poses. Students will be given a deadline by which to choose their portrait for use in the yearbook and on the senior class display panel after which time that choice will be made by the studio. These images will be used in the yearbook and will be used exclusively on the senior class display panel. *Participation is mandatory.*

Each senior student still may have senior portrait sittings with any photographer of his/her choice for personal senior portraits. This policy pertains only to the picture that will be in the yearbook and on the senior class display panel.

THEFT:

Theft, attempted theft, or knowingly possessing stolen property...

1. First offense: Restitution, 3 days IMC as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
2. Second offense: Restitution, 5 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
3. Third offense: Restitution, 10 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
4. Subsequent offenses: Restitution, 11-180 days OSS or expulsion as assigned by superintendent or her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.

TOBACCO POSSESSION OR USE (BOARD POLICY JCDA):

Use of any tobacco products, paraphernalia including lighters, or look-a-likes, by students and/or staff is prohibited in any attendance center, in any district-owned building, in any district-owned vehicle, at school-sponsored events, or on the school grounds. The district campuses are SMOKE and TOBACCO FREE (except outside during after-hours activities and then only by legal-aged adults).

Administrators may report students who are in violation of this regulation to the appropriate law enforcement agency.

The buildings and property of USD 505 have been designated non-smoking, tobacco-free areas. The use of tobacco in any form by students, non-students, or adults will not be allowed in any school owned property, buildings, or vehicles.

1. First offense: Confiscation and 1 day IMC
2. Second offense: Confiscation, 1 day OSS. A parent/student/principal conference must be held before the student is readmitted.
3. Subsequent offenses: Confiscation and OSS as assigned by the principal or his/her designated representative. A parent/student/principal conference must be held before the student is readmitted.

SEE ALSO: *Drug Free Schools and Communities Act*, p. 34

UNAUTHORIZED ENTRY:

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation and prior violations.

VANDALISM (BOARD POLICY EBCA):

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, students, or buses.

1. First offense: Restitution and IMC or OSS depending on the incident.
2. Subsequent offense: Same as first.

VENDING MACHINES (and SNACKS / BEVERAGES):

The District **may** provide vending machines. **Should** the school provide vending machines, the contents of the vending machines will adhere to the KSDE regulations governing vending machines. In addition, the following rules regarding snacks and beverages are to be observed:

- Do not litter the building, gym, or campus; dispose of trash properly.
- Do not use vending machines during class. Vending machines may be used only during the following designated times:
 - ✓ In the morning before school
 - ✓ At noon after the last lunch has been served
 - ✓ After the end-of-school bell rings
- Snacks and beverages may NOT be taken to class.
- Students may not have pop or snacks in the classroom.
- If a student spills pop/beverage, that student is responsible for the cleanup.

WEAPONS: BOARD POLICY JCDBB

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.

Definition of Weapons and Destructive Devices

As defined in District policy, the term *weapon* and/or *destructive device* may mean but is not 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;

Definition of Weapons, continued...

- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or any other 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 folding knife, commonly referred to as a pocket knife or penknife, with a blade of any length;
- any knife, folding or straight blade, of any length;
- 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.

Penalties for Possession of a Weapon Other Than a Firearm

- First offense: Confiscation, 1 -10 days OSS as assigned by the principal or his/her designated representative or 11-180 days OSS as assigned by the superintendent or her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
- Second offense: Same as first offense.
- Third offense: Confiscation, 1-180 days OSS or expulsion as assigned by the superintendent or her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.

Penalty for Possession of a Firearm Weapon

Possession of a firearm or other weapon or 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). Expulsion hearings for possession of a weapon shall be conducted by the superintendent or her designee.

Students violating this policy shall be referred to the appropriate law enforcement agency(-ies) and, if a juvenile, to the SRS or the Commissioner of Juvenile Justice.

Reporting Criminal Possession of a Firearm by a Student

It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution (See: Board Policy EBC and KGD).

BUS REGULATIONS

JGG Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the District for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons. Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the District's student behavior code and other regulations.

Bus routes are designed for students who live 2.5 miles or farther from school. Those students have priority for bus passenger space. Students who live less than 2.5 miles from school may ride the bus AS LONG AS there is enough room on the route bus for regular route students and as long as the passenger-capacity of the bus is not exceeded.

Regular route buses are provided to students for both before and after school. If a student chooses not to ride the bus, the school is not liable for the student and s/he becomes the responsibility of his/her parents.

RULES AND REGULATIONS FOR STUDENTS RIDING THE BUS

- The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
- The driver may assign a seat to each student.
- Students must be on time. The bus cannot wait for those who are tardy. When going to the bus, students will walk on the far left side of the road.
- While waiting for the bus, students should never stand in the roadway. Wait for the bus off of the traveled portion of the road. Students are reminded to wait for the bus in an orderly manner.
- Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in the bus driver's hands.
- Outside of ordinary conversation, classroom conduct is to be observed.
- Students should never throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean.
- Students are reminded never, at any time, to extend their arms or head out of the bus windows.
- Students are not to get on or off the bus or move about within the bus while it is in motion.
- When leaving the bus, students are to observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
- Any damage to the bus is to be reported to the driver or to the office at once.
- Students riding a bus during the stormy season are advised to listen to their home radio for storm warnings and not attempt to reach school when so forewarned as to unsafe conditions (such as heavy snows).
- The district will make every effort possible to accommodate students who do not regularly ride a bus. Students should have their parents contact school personnel ahead of time to make arrangements.
- Students who will be getting off the bus at another destination other than their regular drop off point must have the parents contact the school or bus driver prior to changing route destinations.
- Violation of these rules will be cause to deny student transportation privileges.
- On activity bus trips, boys and girls will be seated separately with coaches and/or sponsors sitting in appropriate supervisory locations.

DISCIPLINARY PROCEDURES FOR BUS STUDENTS

The following procedures will be used for bus disciplinary problems:

- **The first time:** a note goes to the parents designed by the bus driver and the administrator.
- **The second time:** the parents are notified and the student may be barred from riding bus for one week.
- **The third time:** the parents are notified and the student may be barred from riding the bus for an indefinite time period to be determined by the District Transportation Director and/or administration.

OUT-OF-DISTRICT BUS RIDERS

Properly enrolled out-of-district students may ride USD 505 buses providing they meet the bus and board it within USD 505 District boundaries or have permission from the home-site district for USD 505 buses to enter into its boundaries. Arrangements must be made with the District Transportation Director and must be approved by the Board.

The Principal or Superintendent may suspend or revoke the transportation privilege of any student who violates any rule or regulation.

CROWD CONTROL AT SCHOOL SPONSORED ACTIVITIES

KGD Disorder and disruption of school activities will not be tolerated. Persons attempting to endanger the safety of students, school personnel, or other adults; to damage school property; to interfere with school activities or the educational process shall be held accountable.

The school administration and staff are responsible for handling any problem caused by adults or students. The final decision for determining if assistance is needed at a disturbance, disorder, or demonstration is the responsibility of the principal. In the absence of the principal, the determination shall be made by the person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Crowd Control: Criminal Possession of a Firearm

It shall be illegal for any person, other than a law enforcement officer, to possess a weapon in or on any school property, school grounds, or any district building or structure used for student instruction or attendance, or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

RACIAL HARASSMENT

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII 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 against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

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.

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

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

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

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

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

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district’s obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student’s status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

SEXUAL HARASSMENT

JGEC Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual;
- or such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or,
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Specific examples of sexual harassment include but are not limited to:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages, or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual other than kissing;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual. Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

1. **First Offense:** Conference with the student, one-day IMC, phone call to parent, documentation of the incident, placed on probation, required counseling sessions (minimum of two) with school counselor.
2. **Second Offense:** Principal determines time in IMC, required counseling sessions (minimum of three) with school counselor, notification to law enforcement, parent-student-principal conference to be returned to regular school.
3. **Third Offense:** Notification to law enforcement, a minimum of 10-day OSS, parent-student-principal conference to be returned to regular school, strong recommendation for outside counseling.
4. **Additional Offense:** Remanded to law enforcement, expulsion.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

DISCIPLINE MEASURES

COMMUNITY SERVICE

Community service may be assigned to a student in lieu of IMC, ISS, or detention.

CORPORAL PUNISHMENT

JDA Corporal punishment shall not be used in this District.

DETENTION

JDB Detention times will be established by the building administrator and/or classroom instructor. Teachers may assign detention to students who fail to follow the guidelines in the classroom or as outlined in this handbook. Teachers will supervise any detention they assign. The final determination of detention shall be at the discretion of the building administrator.

Any detention missed will result in double time detention. Failure to serve detention again will result in IMC and/or community service.

Parents will be given a 24-hour notice when a student, for disciplinary reasons, is required to stay after school making them late for the regular bus schedule. Parents will be required to provide transportation when this occurs.

Students who drive to school and/or non-bus students residing in town do not require a 24-hour notice of detention.

INTERROGATIONS AND INVESTIGATIONS

JCAC Building administrators may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the Superintendent or building principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administrator shall make reasonable attempts to contact the parent/guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parent/guardian or representative shall be observed. Notification or attempted notification of the parent/ guardian or representative shall be documented by the administrator involved. If a student's parent/guardian or representative is not present during questioning of a student, the Superintendent or a certified school staff member shall be present.

Interviews of students at the request of the SRS are not controlled by the District. KSA 38-1523(g) requires cooperation between elementary and secondary schools, law enforcement agencies, and SRS.

School administrators are specifically obligated by law to provide access to a child in an appropriate setting on school premises. A representative of the SRS may, at any time and without District or parent permission, interview a student at school. It is the District's practice, however, that the building administrator or his/her designee acts as the student's advocate during the SRS interview.

Legal requirements of reporting suspected child abuse or neglect: Teachers, school administrators, or other employees of an educational institution which the child is attending are **legally required by KSA 38-2223** to report abuse and neglect when they suspect that it may be occurring. For additional information regarding abuse/neglect reporting, go to: http://srskansas.org/CFS?child_abuse_report.html

To report child abuse/neglect or adult abuse/neglect in the state of Kansas, please call:

- Within Kansas: 800-922-5330
- Outside the state of Kansas: 785-296-0044
- Kansas Relay Center (TDDY) 800-766-3777

PROBATIONARY STATUS

JDC Any punishment, suspension, or expulsion may be deferred by the Superintendent. The student involved may be placed on probation for a set period of time. The punishment, suspension, or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions, and that failure to abide by the conditions may be reason to reinstate the original punishment.

Any probation arrangements resulting from violations of the weapons policy shall be handled by the Superintendent.

SEE ALSO: *Weapons*, p. 40, and *Suspension/Expulsion*, p. 46

REPORTING SUSPENSIONS AND EXPULSIONS TO LOCAL LAW ENFORCEMENT

JDDB Whenever a pupil 13 years or older has been expelled from school or suspended for an extended term (more than ten days), the superintendent shall give written notice of the explanation of the expulsion or long-term suspension and shall include the pupil's name, address, date of birth, and driver's license number (if available) to local law enforcement. This will occur if the expulsion/long-term suspension was imposed for:

- Possession of a weapon at school, on school property, or at a school activity; or
- Possession, use, sale, or distribution of an illegal drug or controlled substance at school, on school property, or at a school activity; or
- Behavior at school, on school property, or at a school activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others.

SB 129, as amended, changes notification requirements regarding students expelled or suspended from school for committing a school safety violation. Specifically, a school's chief administrative officer would be required to notify the appropriate law enforcement agency of the expulsion or suspension within ten days. Following receipt of this notice, the law enforcement agency would be required to notify the Division of Motor Vehicles of the Kansas Department of Revenue within ten days. The Division of Motor Vehicles would be required to immediately suspend the student's driver's license or privilege to operate a motor vehicle for one year. If timely notice is not given to one of the divisions, then the division of vehicles shall not suspend the pupil's driver's license or driving privileges.

SEE ALSO: Appendix C: *Report to Local Law Enforcement*

SEARCHES OF STUDENTS

JCABB The administrator is authorized to search students if there is reasonable suspicion that district policies, rules, or directives are being violated. All searches by the administrator shall be carried out in the presence of another adult witness.

SEE ALSO: *Lockers*, p. 60

JDD

**SUSPENSION /
EXPULSION**

Suspension and Expulsion Procedures

A student may be suspended or expelled, for reasons set forth in Kansas law, by the superintendent or the building administrator. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion policy. Expulsion hearings shall be conducted by one of the following: the superintendent, another certified employee or committee of certified employees of the school in which the pupil is enrolled, a hearing officer appointed by the Board, or another person appointed by the Board. Expulsion hearings for weapons possession shall be conducted by the superintendent or her designee.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

Reasons for Suspension or Expulsion

- Willful violation of any published, adopted student conduct regulations;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a misdemeanor or a felony;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption, or interference with school operation; and
- Possession of a weapon at school, on school property, or at a school-sponsored event.

Short-term Suspension Procedures

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by (1) oral or written notice of the charges to the **student** and (2) an informal hearing. The presence of the student's parent at the informal hearing is **optional**. 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 as defined above shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings will be conducted by the building administrator. There is no appeal to the board of education for short-term suspensions.

At the informal suspension hearing, the student shall have the right to be present and notified of:

- the charges;
- the basis for the accusation; and
- the right to make statements in his/her defense.

There is no appeal process (to the board of education) for short-term suspensions or assignment to the in-school motivational center (IMC).

Long-term Suspension or Expulsion Procedures

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 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 Superintendent, or other certified employee of the district in which employee is enrolled, or by an officer appointed by the Board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the Board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- Records 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.

Suspension/Expulsion, continued...

Rules Which Apply in All Cases When a Student May Be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than five school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation, the Superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended 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 as a spectator, participant, or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than ten days or expelled from school may appeal to the Board within ten calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

NOTE: There is no appeal to the board for short-term suspensions, assignment to the in-school motivational center (IMC), or for assignment of community service.

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a long-term suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The Board shall schedule an appeal with the Board or a hearing officer appointed by the Board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The Board shall provide a certified court reporter to transcribe the hearing.
- The Board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing

ACTIVITIES

ACTIVITY AND FIELD TRIPS

IFCB Students may participate in a field trip if the parental consent form for the trip has been turned in and if they are a student in good standing. While on a field trip, students are expected to follow and observe the rules of acceptable behavior and conduct explained in the student handbook.

Student in good standing is defined as:

1. Passing all classes (no "F" grades)
2. Not a chronic violator of behavior guidelines; not assigned to detention, community service, IMC, or OSS on the date of the trip
3. No chronic problems with attendance or tardies
4. The building principal shall have the final determination of whether or not a student is in "good standing"

The district will provide transportation for all school sponsored trips. Students will ride school transportation to school sponsored activities. Buses will depart at the prescribed time.

Only students assigned to the activity bus will ride the bus to and from the event.

No student will be released from the obligation of traveling to and from a school sponsored event in school operated vehicles unless the student's parent releases, in writing, the school from its responsibilities for the student. A *Transportation Log* will be carried by every sponsor; the parent must sign the Transportation Log in the presence of the sponsor in order for that student to be released.

Students not eligible for the activity/field trip must attend school that day.

SEE ALSO: *Athletics*, p. 49; *Eligibility*, p. 53; and, Appendix E: *Field Trip Consent Form*

ASSEMBLIES AND PEP RALLIES

From time to time, assemblies will be held for educational, instructional, and entertainment purposes. Students are expected to be courteous, treat others with dignity and respect, and follow all codes of conduct during assemblies and pep rallies. The conduct of the student body very largely determines the impression a visiting performer has on the school.

For assemblies and pep rallies, teachers will escort their students to the area where the assembly or rally is being held and will sit with their students. All students and instructors are expected to attend assemblies unless excused by the principal.

Pep assemblies will be held on selected days. It will be the responsibility of the pep club sponsor or a faculty member to get permission from the principal for a pep assembly. The entire student body is expected to attend pep rallies and to participate in the activities. This includes cheering, giving speeches, and participating in skits if requested to do so. A good pep rally will often get a team off to a good start. Support your teams at pep rallies and at games.

ATHLETICS, EXTRA-CURRICULAR ACTIVITIES, AND CO-CURRICULAR ACTIVITIES

TRAVELING: No student will be released from the obligation of traveling to and from a school sponsored event in school operated vehicles unless the student's parent releases, in writing, the student from the coach or sponsor. A *Transportation Log* will be carried by the sponsor or coach in charge; the parent must sign the Transportation Log in the presence of the sponsor or coach in charge in order for that student to be released.

Athletics...and...Activities, continued...

ILLEGAL SUBSTANCES: Drug, alcohol, or tobacco consumption or possession is strictly forbidden. An athlete/participant shall be subject to disciplinary action if s/he violates any of the following: consumption or possession of alcoholic beverages, controlled substances, any form of tobacco, or violates any criminal law of the State of Kansas as defined by the Kansas Code (other than minor traffic violations). Coaches will report all violations as disciplinary referrals. The building principal, at his/her discretion, shall determine consequences for those students who violate the no-tobacco regulation. **Violators of the no-drugs-or-alcohol regulations and/or of Kansas criminal law shall be permanently dismissed from the team with no honors or awards received.**

BEHAVIOR: Any behavior that embarrasses the school and/or the team will result in a conference with the head coach. Penalties may vary depending on the situation.

Penalties can carry over from season to season. This can only happen when a student has not served his or her suspension.

A student who has been dismissed from a squad for two violations will be allowed to compete in the next sporting season provided s/he follows the training rules for that sport.

Athletic practice and events are an extension of the school day. Students are, therefore, responsible for following all school rules and may receive disciplinary action for any rules that are broken.

It is up to the coach and/or principal to determine the reliability of sources of information for any violation of any athletic rule.

In addition to the preceding regulations for athletes, each coach will establish team rules in writing and contract form which are specific to her/his activity and which shall be approved by the Board. All team rules will be presented to athletes on their first day of practice and will be discussed in full. Athletes and their parents must sign the rules and return them to the coach before the third practice.

BE IN ATTENDANCE NO LATER THAN NOON ON GAME DAY: In order for a student of USD 505 to be eligible to participate in a school activity, the student must be in attendance at school no later than 12 noon (and have an excused absence for that morning) and must be in attendance for the remainder of the school day. The only exception to this rule is if the student is at a doctor's or dentist's appointment or is attending a funeral and has been excused *in advance*.

SEE ALSO: Appendix D: *District Athletic Rules and Regulations*.

ATHLETICS, LETTERING POLICIES

District-wide (at the varsity level) lettering policies are as follows:

1. In volleyball, one-half or more of the matches played.
2. In football, one-half or more of the quarters played.
3. In basketball, one-half or more of the quarters played.
4. In track, score one or more points.

The coach of the following sports shall determine the amount of play/participation required for lettering:

1. Baseball
2. Cross-country
3. Golf
4. Softball
5. Swimming
6. Wrestling

Athletics, Lettering Policies, continued...

In order to receive a varsity letter in any sport, the athlete must complete the season. Athletes who do not complete the season because they quit or because they are removed for disciplinary reasons will not be eligible for letters and/or awards in that event. The only exception to this regulation is that the student makes a bona-fide move out of the district or if the athlete is injured to the point that the/she is not physically able to complete the season. Injured players, however, will continue to attend practice and competitions if they are physically able to do so. Final determination of lettering or awards will be on a case-by-case basis as determined by the building principal.

The coach may determine that an athlete who does not meet the lettering requirements as described above may letter if the athlete makes a significant contribution to the team.

For non-athletic activities, the lettering policy shall be determined by the sponsor/advisor and will be approved by the building principal.

CLUBS AND ORGANIZATIONS

JHC *School sponsored clubs* shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building administrator and filed in the school office. In order for a student to hold an office in any school-sponsored club or class, the student must be eligible.

SEE ALSO: *Eligibility, p. 53*

To the extent non-curricular related school sponsored clubs are allowed to meet in school facilities during non-instructional time, *non-school sponsored student clubs* may also meet in school facilities. *Non-school sponsored clubs* shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor but shall not participate in the group's activities.

CLASS MEETINGS:

The first meeting of the year is held during the first week of school. Officers are elected and a partial program of activities and fund-raisers are planned. Future meetings must be approved by a sponsor and scheduled with the principal. Classes may not charge individual student dues.

SEE ALSO: *Appendix G3: 8th Grade Fund Raising Opt-Out*

FBLA:

To be a member of FBLA (Chetopa and St. Paul), a student must be currently enrolled in a business or computer class or have taken and passed at least one semester of a business or computer class.

FCCLA:

To be a member of the FCCLA Chapter (Chetopa only), a student has to have taken and passed at least one semester of high school FACS or is currently enrolled in a high school FACS class.

FFA :

To be a member of the FFA Chapter (Chetopa and St. Paul), a student has to be enrolled in a vocational agriculture class.

NATIONAL HONOR SOCIETY:

(Chetopa and St. Paul) The NHS is associated with the national organization and shall follow the national constitution of that organization. NHS will serve as an honorary and service organization. Students inducted into NHS must meet specific academic and personal qualifications as outlined in the chapter's constitution.

STUDENT COUNCIL:

(St. Paul only) Elected representatives from the high school classes shall comprise the members of Student Council. Officers for student council shall be elected by the student body. The StuCo's responsibilities include acting as a liaison between the student body and school administration, being of service to the student body, and providing service to the community.

ORGANIZATION ACTIVITIES:

Organization activities must be scheduled and approved in advance by the principal. Any activity must be properly sponsored by an adult. Sponsors will enforce school regulations during organization activities. Any fund-raising projects must be approved **in advance** by the building principal.

DUAL PARTICIPATION IN SPRING SPORTS

Dual participation in spring sports is allowed so long as the regulations of this article are followed.

1. In order to participate in two spring sports (i.e. baseball/track, softball/track), students must designate one of the sports as their primary sport and the other sport as their secondary sport. This designation may not be changed once the season begins or during the season.
2. When/If a scheduling conflict should occur, the student athlete will be required to participate in the designated primary sport. If a conflict arises during post-season competition (regional, sub-state, state), the primary sport must take precedence.
3. Every effort will be made to provide district transportation to events. If, however, it is not possible to provide district transportation to both events due to conflicting scheduling dates even though it is possible to make both events because of different times, parents (only parents) may provide transportation. The district, however, will not reimburse the parents for mileage.
4. It shall be the responsibility of the student athlete to work out a schedule upon which both participating coaches agree. A coach must show due diligence in working with the student athlete and with the other coach.
5. It is understood that baseball and softball are designated as "team" sports whereas track is designated as an "individual" sport. With that in mind, the student athlete is encouraged to create a schedule that allows for workout with the track coach (a) before school, (b) after baseball/softball practice, or (c) on their own within certain limitations.

EIGHTH GRADE TRIP AND END-OF-YEAR ACTIVITIES

Only graduating eighth grade students **in good standing** will be permitted to go on the eighth grade trip to Worlds of Fun/Oceans of Fun. A statement of rules and responsibilities must be signed by both the student and parent. The permission slip must be signed by the parent. Both forms must be on file with the principal before the student may participate. Students must conduct fundraisers to pay for the trip. The district will provide transportation, including fuel. The class must pay the bus driver's expenses and salary. If a student does not want to participate in the fund raising, s/he may opt-out after completing the *Waiver of Participation in Class Fund Raisers/Waiver of 8th Grade Class Trip Participation (Appendix G3)*.

"Student in good standing" is defined as:

1. passing all classes (no "F" grades);
2. not a chronic violator of behavior guidelines; not assigned to detention, community service, IMC, or OSS on the date of the trip;
3. no chronic problems with attendance or tardies;

In addition to the "regular" definition of "Student in Good Standing," for the 8th grade class trip as well as for attendance at Prom the following is included:

4. The student has paid all fees and/or fines, does not have any overdue library books, is up-to-date with money owed to his/her class for fund raising, and has returned (as applicable) school uniforms and equipment

The building principal shall make the final determination whether or not a student is "in good standing"

It is also an eligibility requirement that 8th grade students have completed the check-out process and do not have any missing school work, outstanding bills, lost textbooks, missing uniforms, or any other debt to the district.

SEE ALSO: Appendix U, *8th Grade Trip Rules*.

ELIGIBILITY

Before a student athlete is permitted to report for practice in a sport, s/he must have a physical examination or health review documented by a completed, current physical examination form furnished by the school. The form requires the signatures of both student and parent/guardian.

All students who participate in competitive sports will follow the rules and regulations of the Kansas State High School Activities Association at both the high school and junior high school levels.

All District and Kansas State High School Activities Association requirements for eligibility must be met before a student will be allowed to participate in any extra-curricular activities, including KSHSAA activities as well as any elected officer (class, organization, club) and royalty candidate or escort.

The District considers a student to be eligible for participation in KSHSAA sanctioned activities as well as any elected officer and royalty candidate if the following are met:

- ✓ The student has passed five courses the previous semester
- ✓ The student is in good standing with the coach, teachers, and school

Students who participate in KSHSAA sports are also required to be covered by a limited health insurance plan, either through the student's parents or through the optional insurance coverage offered to parents for their children. This information is available to parents at enrollment. SEE ALSO: *Insurance*, p. 62

For more information about the KSHSAA rules and regulations, contact the Athletic Director, the Building Principal, or the Superintendent.

FUND-RAISING/SOLICITATIONS

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

Solicitations by students of students during school hours and on school property shall be done only when they are related to school-sponsored activities and when the solicitations do not interfere with the educational process. All student sales projects shall require the prior approval of the principal.

Representatives from commercial schools, colleges, armed forces, or other agencies shall be permitted to meet with students only by permission of the Superintendent. Student contact by these organizations shall be arranged for and supervised by the guidance office.

Fund Raising by Student Clubs and Organizations must have prior approval from the principal. No fund raisers or group sales are permitted without authorization of the building principal. **Money and receipts from all fund raising activities must be turned in to the office each day before 3:30 PM (SEE ALSO: *Handling School Activity Accounts, next*)** so that the receipts can be recorded and itemized separately into various accounts. The sponsor and student treasurer of each student group is responsible for helping the office staff with receipting and accounting procedures.

Classes and organizations are strongly encouraged to take advantage of city activities for fund raising opportunities; for example, Pecan Fest, Mission Days, and Independence Day Celebration.

Traditional fund raising is as follows:

- ✓ Sophomores: Magazine sales
- ✓ Juniors: Fruit sales
- ✓ VoAg/FFA: Blue and Gold sales

Students who do not wish to participate in fund raisers for their classes and who wish not to participate either in the 8th grade trip or the senior trip may opt-out of class activities.

SEE ALSO: Appendix G3: *Waiver of 8th Grade Fund-Raisers and Class Trip*

HANDLING SCHOOL ACTIVITY ACCOUNTS

All funds raised by any school organization through any school activities of the group are school money and not the property of the individuals of that group. All funds so raised must be spent in accordance with school regulations and the approval of the group sponsors and the administration. Such approval and regulations shall be subject to policy adopted by the Board of Education of USD #505 and any question of the policy may be referred to the superintendent of schools. The following general regulations shall apply to all Activity Funds:

1. All funds raised by any school organization shall be deposited in the Activity Fund and shall be paid out on approval of group sponsors and officers, in accordance with the approved school policy subject to approval of the school administration.
2. Funds raised by school organizations by group activity may not be spent for personal entertainment of the members of that group except where these funds were raised for specified purposes such as the Jr-Sr Prom, etc. where approval is given by the school administration for the fund raising activity and the expenditure. (This is not to be interpreted as including assessments made on members for entertainment purposes.)
3. Gifts to any individual or organization outside the school may not be made by any school organization from funds raised by any such school activity. Gifts to sponsors, play directors, etc. within the school should be limited to nominal sums (it is suggested that gifts should be kept under \$40.) Classes, such as the Senior Class, may indicate their preferences for a gift or disposition of any funds they may have left at the close of their senior year subject to the principal's approval.
4. If funds are left by any organization without agreement to their disposition, they will become the property of the school and must be spent for school purposes that will benefit the school groups in general.

LEAGUES AND ASSOCIATIONS

Chetopa Jr. High School and St. Paul Middle School are associated with the Mineral Belt League.

The senior high schools belong to the Three Rivers League.

PARTIES/SOCIAL EVENTS

All classroom parties and other school social events must be approved in advance by the building administrator.

Dances

Times and dates for school dances are to be arranged in the building principal's office. All dances are subject to the following:

- ☆ Dances must be scheduled at least two weeks in advance.
- ☆ Dances must be held on Friday or Saturday nights.
- ☆ No student will be admitted later than 30 minutes after the starting time of the dance.
- ☆ Students will not be permitted to leave then return to the building during a dance.
- ☆ All students must remain in the building until the conclusion of the dance except that students may be picked up by a parent at any time during the dance. If possible, parents will be notified if their student leaves the dance before it's over.
- ☆ Dances will conclude at or before 12:00 midnight.
- ☆ Parents and/or teachers must be present as chaperons.
- ☆ A student may not bring a guest not enrolled in the school unless prior permission is given by the principal. Students must register their outside dates with the building principal no later than noon the day before the dance. The administration retains the privilege of refusing attendance to guests. Guests of students may not be older than 20 years of age.
- ☆ For the Homecoming dances, alumni may attend so long as they are currently enrolled in post-secondary school.
- ☆ High school (grades 9-12) students may not attend junior high (grades 7 and 8) dances and junior high students may not attend high school dances.

- ☆ As stated in other sections of this handbook: no tobacco products, alcohol, or controlled substances are allowed in the building, on school property, or at an event sponsored by the school no matter where it is being held.
- ☆ Students arriving to a dance under the influence of alcohol or drugs will be referred to law enforcement.
- ☆ USD 505 students are responsible for the behavior of their dates.

Breathalyzers:

In order to gain entrance to the dance, breathalyzers may be administered to students by law enforcement. Students and/or their escorts who fail the breathalyzer will be barred from the dance and turned over to law enforcement. Prior consent must be given (Appendix V: Alcohol Screening Acknowledgment form) in order for the students to attend a dance or social event where a breathalyzer will be used.

Royalty: Selection and Guidelines

General Guidelines for Homecoming:

1. The title of “Queen” and “Princess” shall be awarded only to female students.
2. The title of “King” and “Prince” shall be awarded only to male students.
3. In order for a student to be crowned King or Queen, he or she must be a Junior or Senior. The King and Queen can be selected for only one event and only once during their high school career.
4. Candidates must be in good standing with the school and must meet KSHSAA guidelines for eligibility.
5. During the athletic event, all royalty must remain in the area provided unless they are participants in the event.
6. Royalty must wear appropriate attire to all events.
7. The King and Queen must attend all events and remain until their conclusion.

Selection of Football and Basketball Homecoming King and Queen:

Selection of candidates:

- a. All students who have achieved junior or senior status are eligible to run for election.
- b. The Student Council and its advisor will oversee the election and count the ballots for Football Homecoming. They are also responsible for the crowning ceremony. The King and Queen will be announced at the event. Students in grades 9-12 may vote for Homecoming Royalty.
- c. The Student Council and its advisor will oversee the election and count the ballots for Basketball Homecoming. They are also responsible for the crowning ceremony. The King and Queen will be announced at the event. Students in grades 9-12 may vote for Homecoming Royalty.

Prom Royalty:

1. All students who have achieved junior or senior status are eligible to run for Prom King or Queen.
2. High school students are permitted to hang banners/signs supporting their candidate.
3. The King and Queen will be elected by the Junior and Senior class members.
4. The junior class sponsors will oversee the campaign, will oversee the election, will count the ballots, and will be responsible for the crowning ceremony. The King and Queen will be crowned at the Prom at a time to be determined by the junior class sponsors.

In order to participate in the Prom, the student must be in good standing (p. 56).

Selection of Mister and Miss Merry Christmas:

The student council and its advisor will oversee the nomination process, election, ballot counting, and coronation of Mister and Miss Merry Christmas. The student council nominates three boys and three girls. The student body elects the royalty. The crowning ceremony will be held at a winter event as determined by the student council advisor and the building principal.

SENIOR PARENT NIGHT RECOGNITION

Senior parent night recognitions will be held for fall and winter activities. Senior parent recognition nights are hosted by the Cheerleaders. During one home game during volleyball, football, and basketball seasons, the senior athletes and parents of all athletes are recognized.

The process is as follows: The parents are thanked for their participation and support and are recognized verbally by the person reading the script over the public-address system. Then, all of the athletes are introduced by class as they go out onto the field/court. Senior athletes are introduced last and their parents are asked to join them on the playing field/court.

Prior to the senior parent recognition night, each senior fills out a brief descriptive questionnaire. During the recognition night, the responses are read over the PA system. During this time, the senior athlete is handed a cake (about 5" round, decorated, professionally prepared). Mothers of seniors are handed a rose (ordered from the local florist). Upon the conclusion of the reading, the athletes take a bite of the cake and the ceremony is concluded.

SPECIAL SCHOOL-DAY FUNCTIONS

Participation in decorations or special school-day functions shall be defined as any school-sponsored function that allows the student to participate in activities other than the regular classroom (i.e. Prom decorations, float decorations, hall decorations, dance preparation). All participants in special school-day functions must be a *student in good standing* in order to participate.

SPORTSMANSHIP

The KSHSAA states that "sportsmanship is a general way of thinking and behaving." The following sportsmanship policy items are listed below for clarification:

- Be courteous to all: participants, coaches, officials, staff, and fans.
- Know the rules.
- Abide by and respect the officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, team, and school.
- Permit only positive sportsmanship behavior to reflect on you, your team, your school, and its activities.

STUDENT IN GOOD STANDING

Student in good standing is defined as:

1. Passing all classes (no "F" grades)
2. Not a chronic violator of behavior guidelines; not assigned to detention, community service, IMC, or OSS on the date of the trip
3. No chronic problems with attendance or tardies

For the 8th grade trip and for Prom, the additional following condition must be met to meet the definition of 'Student in Good Standing':

4. The student has paid all fees and/or fines, does not have any overdue library books, is up-to-date with money owed to his/her class for fund raising, and has returned (as applicable) school uniforms and equipment.

The building principal shall have the final determination of whether or not a student is in "good standing"

STUDENT PUBLICATIONS

JHCA School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission. No student shall distribute any publication which:

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

TRANSPORTATION TO AND FROM ACTIVITIES

When the District provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from District-sponsored activities held during or after the school day.

No student will be released from the obligation of traveling to and from a school sponsored event in school operated vehicles unless the student's parent releases, in writing, the school from the coach or sponsor. A *Transportation Log* will be carried by every administrator in charge; the parent must sign the Transportation Log in person and in the presence of the administrator in charge in order for that student to be released. No other adult or family member except the parent may sign the Transportation Log.

SEE ALSO: *Athletics*, p. 49

HEALTH & SAFETY

ACCIDENTS, REPORTING OF

JGFG Students should report any injury incurred at school or a school-sponsored activity to the building principal or appropriate sponsor. When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

SEE ALSO: Appendix H, *Accident / Illness Form*

ASBESTOS

An asbestos management plan has been developed for the school District. A copy of the management plan is available from the central office in Chetopa.

COMMUNICABLE DISEASES

JGCC Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. The Board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

DRILLS

EBBE Students shall be informed of emergency drill procedures at the beginning of each school year. Periodically throughout the school year, to insure the safety of the students, emergency drills will be held. **Fire drills** are distinguished by a **continuous alarm** and everyone shall leave the building in a quiet and orderly fashion. Fire routes and exits are posted in each room. Once outside, the teacher shall take a roll call. **Tornado drills** are **alternating tones** from the alarm; everyone should move orderly and quietly to the designated areas. People should not return to the building or the classrooms until the "all clear" signal (one long bell) is given.

Each room in the building has the proper map for evacuation or shelter. At the beginning of each school year, the teachers will instruct their students on the proper area to go for either a fire alarm or for a tornado alarm.

EXCUSED FROM PHYSICAL EDUCATION

For high school, physical education is a State required class for graduation requirements. In elementary school, physical education is a class for a grade. Participation is mandatory.

Parents may not excuse their child from participation in physical education because of illness or injury without written doctor's orders presented on official physician's stationary. Make-up work or alternative work will be assigned by the PE teacher to the student for any time missed due to illness or injury.

Not having the appropriate prescribed attire (as determined by the PE teacher), does not excuse the student from participating and may negatively affect the student's grade.

FIRST AID

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

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

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

HEALTH ASSESSMENTS

JGC All students **up to 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.

INOCULATIONS / IMMUNIZATIONS

JGCB IMMUNIZATION REQUIREMENTS FOR THE 2010-2011 SCHOOL YEAR

Board Policy JGCB and KAR 28-1-20: State law (KAR 28-1-20) defines immunizations required for any individual who attends school or a preschool or childcare program operated by a school. These immunization requirements and recommendations for the 2010-2011 school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations.

You might also check out this website: <http://www.kdheks.gov/immunize/schoolInfo.htm>

All students enrolling in any District school shall provide the Superintendent with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. The school nurse maintains health and inoculation records.

- Diphtheria, Tetanus, Pertussis (DTaP):** five doses required. Four doses acceptable if dose 4 given on or after the 4th birthday. Booster dose of **Tdap** required at 7th grade if more than 2 years since previous dose of Td.
- Poliomyelitis (IPV/OPV):** four doses required. Three doses acceptable if dose 3 given on or after the 4th birthday.
- Measles, Mumps, Rubella:** two doses required.
- Hepatitis B:** three doses required through grade 10.
- Varicella (chickenpox):** two doses required for Kindergarten and grade 1; one dose required grades 2-10 unless history of varicella disease documented by a licensed physician. Two doses are currently *recommended* by the ACIP for all ages.
- Haemophilus influenzae type b (Hib):** three doses required for children less than 5 yrs of age in early childhood programs. Total doses needed dependent on the type of vaccine and the age of the child when doses given.
- Pneumococcal conjugate (PCV):** four doses required for children less than 5 yrs of age in early childhood programs. Total doses needed dependent on the age of the child when doses given.
- Hepatitis A:** two doses required for children less than 5 yrs of age in early childhood programs.

In addition to the immunizations required for school entry listed above, the 2010 ACIP recommendations also include the following for school children:

- Meningococcal (MCV4):** one dose *recommended* at 11 years of age; not required for school entry.
- Human Papillomavirus (HPV):** three doses *recommended* for females and males at 11 years of age and provisionally recommended for males at 11 years of age; not required for school entry.
- Influenza:** yearly vaccination *recommended* for all ages > 6 months of age; not required for school entry.

The complete ACIP recommendations can be found at: <<http://www.cdc.gov/vaccines/pubs/ACIP-list.htm>>

All children ages 9 and under enrolling in a Kansas school for the first time must have completed a child health assessment (physical). The health assessment must be done within 12 months prior to school entry or within 90 days after school entry. This is in accordance with Section I, KSA 72-5214.

HEAD LICE

When a child is discovered to have lice at school, he/she may be sent home at the end of the day with a proviso that he/she begin treatment prior to return, as required by state regulation. Treatment products include prescription product lindane and the non-prescription products permethrin (NIX) and the pyrethrin agents (Rid, Pronto, R & C Shampoo, XXX, etc.). The American Academy of Pediatrics recommends that a child return to school after the first treatment. The Kansas state regulation does not require the child to be nit-free to return to school.

Treatment of head lice is recommended as soon as possible using a recommended prescription or non-prescription product. A two-week regimen is recommended to fully treat the problem. Meanwhile, after the initial treatment, the child should return to school.

Day 1	Apply pediculocidal shampoo followed by a thorough fine-tooth wet combing. This should kill most adults and nymphs and remove most viable nits.
Days 2 - 6	Daily apply ordinary shampoo followed by cream rinse and a thorough fine-tooth wet combing. This should remove additional adults, nymphs, and nits.
Day 7	Apply pediculocidal shampoo followed by a thorough fine-tooth wet combing. This should kill and remove most remaining adults, nymphs, and some nits.
Days 8-14	Daily apply ordinary shampoo followed by cream rinse and a thorough fine-tooth wet combing. This should remove residual adults and nymphs.

ADMINISTRATION OF MEDICATIONS BY SCHOOL EMPLOYEE: The supervision of oral and injection medications shall be in strict compliance with the rules and regulations of the Board and State as carried out by district personnel.

Appropriate school personnel are responsible for administering medications. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of district and are not to be practiced by any school personnel, including the school nurse, unless authorized.

In order for a school employee to administer medications, the parents are responsible for completing the correct form either for prescription medications, non-prescription medications, or self-administered medications (which is limited solely to the treatment of asthma).

SEE ALSO: Appendices *N: Permission for Medication* and *O: Permission for Self-Administration of Medication*.

The school employee shall not be required to be the custodian of any medication except as required by (1) a written order of a licensed medical person, or (2) in the case of non-prescription medication when requested in writing by the parent. Prescription medications must be in an original container and properly labeled.

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

STUDENT SELF-ADMINISTRATION OF MEDICATIONS:

Students may self-administer ONLY medications as prescribed by a licensed medical person which is to be used for the treatment of asthma. Self-administration of medication is allowed ONLY for students in grades 6-12 (SEE ALSO: Appendix O: *Permission for Self-Administration of Medication*). To be eligible, a student must have on file a written, signed statement from the student's health care provider stating:

- the name and purpose of the medication
- the prescribed dosage
- the conditions under which the medication is to be self-administered
- any additional special circumstances under which the medication is to be administered
- the length of time for which the medication is prescribed
- verification of instruction to the student on self-administration and authority to self-administer at school

The parent/guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, its employees, and its agents harmless against any claims relating to the self-administration of such medication.

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

Medication Policy

1. In order for medication (prescription and non-prescription) to be distributed at school, a Medication Authorization form must be on file at the school. SEE *Appendix N: Permission for Medication*.
2. Prescription medicines must be in a bottle/container that is properly labeled by a pharmacy that includes the student's name, name of the drug, dose to be given, and the frequency to be given.
3. Non-prescription medicines need to be brought to school in the original container and labeled with the student's name.
4. All medicine is to be kept in the nurse's office NOT with the student unless a written order specifies that a student may self-administer.
5. The nurse or person(s) delegated by the nurse will supervise all medication to be given.
6. If medication is long term, parents need to send enough medication for a month at a time.
7. Unused medication will be sent home at the end of the school year or when the medication is discontinued.
8. No sharing of inhalers or any medication is allowed.

9. The school will not provide any medication to the students. This includes cough drops, aspirin, or ointments.
10. Any medication sent to school that is too old or that is expired will be disposed of and will not be administered.

PEST CONTROL

The District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the central office in Chetopa.

PHYSICALS

Students in grades 7-12 participating in athletics, cheerleading, drill team, and/or any other sanctioned KSHSAA sport must have a physical on file. It is the responsibility of the parent to see that the student has a physical as required by the KSHSAA. Physical forms are available in the high school office. A student may not participate in any sport until the physical is on file.

WEATHER EMERGENCIES

EBBD When the Superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over the following radio/TV stations ONLY:

KGGF-Coffeyville..... AM 690

KKOW-Pittsburg..... AM 860 and FM 96.9

If an emergency occurs with less than one hour of warning time, the District will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to Board policy for release of students during the school day.

GENERAL INFORMATION

BOOK BAGS AND BACKPACKS

All students are encouraged to have a book bag or back pack. Students may keep their book bags, gym bags, and backpacks in their school lockers or gym lockers during the school day. Students may **not**, however, take their book bags / back packs to class with them.

CALENDAR

Located on the district web site (www.usd505.org), button right column: *USD 505 Official Calendar*

SEE ALSO: Appendix I: *Current Year School Calendar*

COMPLAINTS ABOUT POLICY

JCE/KN Any student may file a complaint with the Superintendent concerning a school rule or regulation if it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The Superintendent shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

SEE ALSO: Appendix P: *Complaint Form*

DISTRIBUTION OF MATERIALS

KI Materials unrelated to the school's curriculum may not be distributed without prior consent of the Superintendent. No non-school person shall be allowed to distribute materials directly to students. Students are not required to accept materials unrelated to the school's curriculum.

GIFTS

JL Student Gifts to Staff Members

Students shall be allowed to collect money or purchase gifts for faculty members with the building principal's approval. Student gifts to staff members, however, should be for an important, momentous occasion.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and Superintendent, may donate a portion of the organization's funds to the District. These donations shall require prior Board approval.

A gift is defined as any donation, present, or endowment in the form of cash, merchandise, or personal favor.

Any student organization gift to the District shall become District property when accepted by the Board.

Sending Gifts to Students at School

Parents are encouraged NOT to send gifts to junior high and high school students during the school day. Flowers, balloons, and gifts are held in the office until the end of the school day.

NO gifts or flowers are to be sent to elementary students at school. This includes Valentine's Day, birthdays, and other holidays. Delivery attempts to elementary students will be refused.

INSURANCE

JGA Parents/guardians shall be notified annually in writing of optional student insurance made available to parents for purchase. This information (Company, Coverage, Cost) will be available for each student upon enrollment.

The school provides student accident insurance through the Maskin Group; HOWEVER, it is an 80/20 coverage with zero deductible, a \$25,000 maximum benefit, and limits on certain "usual and customary services." The parent/guardian is responsible for the 20%. The district STRONGLY encourages the parent/guardian to enroll the student in optional accident insurance coverage if the parent/guardian does not have the student athlete covered under another insurance policy.

The parent, through this same carrier, may also purchase voluntary health insurance on their students at about \$100 per month.

Any medical expense not covered by KSHSAA Catastrophic insurance or the district-provided accident coverage is the responsibility of the parent.

KSHSAA provides Catastrophic Insurance for injuries for students in grades 7-12 incurred while participation in a KSHSAA sanctioned activity and if the expenses meet a certain minimum. Complete information about this coverage is available at the District office. Sixth grade student-athletes are NOT covered by KSHSAA Catastrophic Insurance.

⇒ **Any medical expense not covered by KSHSAA Catastrophic insurance or the district-provided accident coverage is the responsibility of the parent.**

PERSONAL PROPERTY

The district is **not** responsible for students' personal property and does not provide insurance on students' personal property. Personal property includes but is not limited to money, eyewear, equipment, clothing, or any other personal property belonging to the student. If a student's' personal property is broken, damaged, or stolen, repair or replacement is the student's responsibility.

Students may place a lock on their lockers. An extra key or combination will be turned in to the office. The combinations and/or keys to all locker locks shall be in the sole possession of the building administrator and stored in a place designed to guard against unauthorized access or use.

POSTERS

Posters, drawings, or other materials must be approved by the building principal for posting in the school. The building principal must endorse the display by means of an official stamp and signature. All unauthorized, non-endorsed displays will be removed immediately and become the property of the school. Those students or staff members responsible for placing displays without the proper endorsement may be subject to disciplinary action.

STAFF-STUDENT RELATIONS

GAF Staff members shall maintain professional relationships with students which are conducive to an effective educational environment.

TELEPHONE CALLS

Students will not be disturbed during class to answer telephone calls except in case of an emergency. Under ordinary circumstances, office staff will relay telephone messages to students between classes. Students may return calls in the office to parents during vacant periods in their schedules in the office. No personal student phone calls will be made during school hours. Classroom phones are to be used by district staff only and are not intended for student use.

No long-distance calls shall be charged to the school at any time without express permission from the office staff.

CELL PHONE AND/OR ELECTRONIC DEVICES: SEE "Dress Code," p. 31-33

VISITORS

KM Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building administrator prior to the date/time of the visit. To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds.

Students are not allowed to bring visitors to school without the prior permission of the building principal.

SCHOOL PROPERTY

APPROPRIATE USE OF EQUIPMENT AND SUPPLIES

Use of school property, equipment, and supplies is for the performance of official and approved assignments only. Use of district property, equipment, or supplies for personal projects is prohibited without prior permission of the teacher and Superintendent. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school property, equipment, or supplies. Students shall be responsible for replacement or replacement cost of any lost school property, equipment, supplies.

BUILDING OPENING AND CLOSING TIME

The main, front door is unlocked at 7:30 for those students who participate in school breakfast. Students are to remain in the multi-purpose room until the start-up bell sounds. Younger, elementary students are to wait in the multi-purpose room for their teacher or paraeducator to escort them to their classes.

School hours are from 8:00 until 3:30. Teachers report to the school building at least fifteen minutes before the beginning of school and are dismissed fifteen minutes after the conclusion of school. Any student in the building at any time must be directly supervised by a school employee.

COMPUTER USE

IIBG Use of or access to district-owned computers and computer software is for the performance of official and approved educational assignments and projects only.

Community members are welcome to use the computers in the lab as long as that use does not interfere with staff or student use or does not inconvenience any other staff member. Community members who use the computers are required to complete and abide by the district acceptable use policy.

Students and staff shall submit an acceptable use policy (AUP) to their building office before they will be permitted to have access to the districts technology equipment, software, or system.

High school students are provided with their own laptops with the district's one-to-one initiative.

Junior high school students are provided with their own laptops with the district's Technology Rich Classroom grant (Chetopa only).

SEE ALSO: *Suspension/Expulsion*, p. 46; *Cyber-Bullying*, p. 30; Appendix J: *USD 505 Acceptable Use Agreement*; and Appendix W: *Student Laptop Regulations*.

LOCKERS

JCAB Lockers in the District schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing.

- Lockers must be clean and neat at all times. There shall be no decorations on the outer locker doors except those which depict school spirit. Items on the inside, such as posters and pictures, should be in good taste and will be subject to administrative approval.
- Locker access should be between classes only and doors should not be slammed shut.
- Nothing is to be left on top of the lockers at any time.
- Leave instruments and PE clothing in the music room or gym.
- Lockers are the property of the school; therefore, students should not expect any right to privacy. The superintendent and/or building principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Lockers will be inspected if the administration considers it necessary to maintain the integrity of the school environment or to protect other students.
- Students must stay out of all lockers except their own.
- Students should not leave anything of value in their locker under any circumstances. The school will not be responsible for lost or stolen items. Please report lost or missing items immediately to the building administrator.

Students are encouraged to lock their lockers. The school will provide a lock for a returnable fee of \$1.00 or the student may provide a lock for his/her locker, but he/she **MUST** provide the building principal with an extra key and/or a copy of the combination. The combinations and/or keys to all locker locks shall be in the sole possession of the administrator and stored in a place designed to guard against unauthorized access or use. Students shall be responsible for locks that are issued to them. The student must pay the replacement fee for a lost lock in order to be successfully checked out of school for the summer.

SEE ALSO: *Personal Property*, p. 63

TEXTBOOKS

IF Books will be rented by all students. Students of families who qualify for free lunches will be exempt from book rental fees. Students of families who qualify for reduced lunches, pay 40% of rental fees. The rental fee is due on the day of enrollment.

Kindergarten fees are \$20.00 which includes textbooks, consumable supplies, extra milk, and afternoon snack.

All other textbook rental fees are \$11.00 for the year for grades 1 through 12. SEE ALSO: *Fees*, p. 10

There will be charges for lost or abused books and/or equipment. It is the responsibility of the student to return school property, equipment, supplies, books, textbooks, or any other school-owned property. The student shall be responsible for any school-owned item assigned to him/her.

STUDENT SERVICES

FOOD SERVICE

JGH Students will remain at the school through meal periods with the exception of high school students who have earned the privilege of leaving school grounds for lunch. Lunch will be eaten in the school cafeteria (multi-purpose room) according to the schedule for each class. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home.

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules, and regulations governing this program shall be provided by the administration to students or their parents when enrolling. Every family is **STRONGLY ENCOURAGED** to complete the forms.

Milk or juice purchased alone does not qualify for reimbursement under the free and/or reduced meal purchase plans.

The following meal fees are established for the 2010-11 school term:

<u>Meal</u>	<u>K-5</u>	<u>6-12</u>	<u>Adult</u>
Breakfast	.80	.95	1.50
Lunch	1.40	1.55	3.05
Extra Milk	----- .35 -----		

K-12 reduced meal prices are set by the State: breakfast (.30) and lunch (.40).

USD #505 strongly recommends that EVERY family complete the forms. Application for free/reduced meal prices is information that is kept in strict confidentiality. Many other state and federal programs take into consideration a district's number of free and/or reduced lunch percentages to determine grants, program eligibility, and other positive impact upon the district.

Meal purchases are to be made **in advance**. Notification of the student's balance will be sent at least once a month or more often if necessary. (SEE ALSO: *Lunch Cards*, p. 68)

- ✓ Students who eat in the cafeteria, including those who bring a sack lunch, should be quiet and orderly.
- ✓ No food or drink shall be removed from the lunchroom.
- ✓ Teachers will take their classes to lunch on the proper bell or at the proper time.
- ✓ Class dismissal schedules will be posted.
- ✓ Students are not allowed in the lunch room before the bell.
- ✓ Students should not run to the cafeteria.
- ✓ Students shall not loiter in the parking lot during lunch period.
- ✓ No pop will be allowed in the cafeteria.

During lunch period before the class bell rings, JH/HS students may be on the south side of the building in the outdoor commons area and not in front of the school during lunch period before the class bell rings.

GUIDANCE

Academic Counseling: Students are encouraged to talk with the principal or counselor in order to learn about the curriculum, course offerings, graduation requirements, qualified admissions for Regents universities, and other academic issues.

From them, the student may receive information about vocational training schools, colleges and universities, careers, financial aid, and scholarship opportunities.

Personal Counseling: Marjorie Haskell, Dean of Students (Chetopa), Lisa Brookover, K-12 Counselor (Chetopa), and Paulette Brunskill, 7-12 Counselor (St. Paul), are available to assist students with personal concerns. From them, students may receive information about community resources to address personal concerns. Students who wish to meet with the student success coordinator or a counselor should make an appointment.

LIBRARY

The director of library media services, Carol Robison, and her library clerks will instruct all students in the proper use of the library and protocol of library services.

Students are encouraged to use the libraries. Students may check out books and research materials from any of the libraries.

Students who lose or damage books/materials will be required to compensate the district at replacement value. However, no enrolled student will be denied access to the library or from checking out books / materials because of any pending bill for lost or damaged books/materials. Detailed information about overdue materials, damaged or lost materials, and library rules are available from the district librarian.

Our libraries provide materials for all students and staff. All books are shelved in the same room and divided into basic groups, HS fiction, GS fiction, etc. What is appropriate for a junior in high school is not necessarily appropriate for a 7th grader or a 2nd grader. Below are the general library guidelines we will use as we check out materials to students.

We comply with specific parental requests as they are made to us and as they apply to their children. We also will comply with classroom teacher requests.

- **Students Grades 8-12: All Materials**
- **Students in Grades 6-12:** All Elementary Fiction, All Non-Fiction, HS fiction that has an AR code of MG
- **Students in Grades K-5:** All Elementary Fiction, All Non-Fiction

OPEN... Monday- Thursday 7 :30-4:00; Friday 7:30-3:30

- **The Library Media Center** encourages active study and exploration of quality resources. Our mission is to support the curriculum of our schools by providing current, adequate, and appropriate information in all formats, as well as creating a setting where students become effective users of ideas and information, independent readers, and lifelong learners.
- **During lunch, before and after school:** Students are welcomed and encouraged to enter the library during these times. We try to limit the number to no more than 30 students walking in. Library standards of behavior will apply.
- **Online Card Catalog...**The library catalog is available to everyone 24/7 via the internet. The home page features a variety of information: reference resources, book lists, Kansas State Library, Kan-Ed, and more

LIBRARY PASSES

- During class time, student passes are required.
 - Students coming to the library on an individual basis will be expected to be working on school related projects or needs.
 - Students who disrupt the work of others or misbehave will be sent back to class.
-

LUNCH CARDS

Meals must be **paid in advance**. No meal will be served without a meal ticket. If a student in grades 9-12 has charged meals in excess of five days, that student will be required to pay for a meal prior to being served.

No lunch card may be loaned to another student.

If a student has lost her/his lunch card, s/he is to notify the office immediately. A temporary “end of the line” card will be issued for up to three (3) days. After the third temporary card has been issued, parents will be notified that a new lunch card will need to be purchased in order for the student to be served a meal. Replacement cards cost \$5.00.

SEE ALSO: *Food Service*, p. 66

SPECIAL EDUCATION

USD 505 is committed to providing an education which appropriately meets the needs of each student. For some students, supportive educational assistance is needed through special education programs and services. This means that the school will identify all exceptional children and then provide the needed special education for these students in the most normal educational setting possible.

USD 505 schools offer a comprehensive special education program which adheres to the federal regulations within the Individual with Disabilities Education Act (IDEA) and to the Kansas requirements contained within Article 12 of the Kansas Administrative Regulations. The need for these services is determined with parents at each educational level.

Specific steps in identifying and providing special education services are followed with all parent and student due process rights and confidentiality provided.

If you believe your child may be in need of special education services, you may initiate a referral to one of the school's special services case managers: at Chetopa: Kara Wigger, K-6, or Ben O'Connor, 7-12; at St. Paul, Debra Carlson. All parents will be informed if their child is referred for one of the special programs. Parents, and in some cases the child, will be closely involved with the school's special service team decision.

The goals of an appropriate education program for all exceptional students are a reflection of the philosophy of USD 505 to provide quality educational services for all children. For further information concerning the special education programs and referrals, contact Kim Juenemann, Superintendent of Schools, at 620-236-7959. You may also contact the Director of Special Education, Dan Duling, at the Southeast Kansas Interlocal #637, at 620-235-3180. The Kansas State Department of Education also maintains a toll-free number (1-800-332-6262) which may be called for additional information or resource materials on special education services, rights, and procedures.

Some students who require a special program may attend separate schools other than St. Paul or Chetopa; for example, special schools at Cherokee Village, Pittsburg, Columbus, or Oswego. When that is the case, the student follows the school calendar of the separate school. The student is also subject to specific transportation guidelines which will be provided to the student and parent upon enrollment in the separate school.

SEE ALSO: PL 101-476: *I.D.E.A.*, p. 7

ESPECIALLY FOR THE ELEMENTARY

ACCELERATED READER *for the Elementary...*

Weekly...Each week students are recognized for their points earned. A weekly all student assembly will be the time to recognize these students. A designated person will announce points earned by the students. After all students are named they receive a G.E. Celebration. In addition to weekly recognition a bulletin board or wall of fame can be displayed in a central location.

Quarterly...A bike will be awarded to one lucky student each quarter. Each student who reaches the classroom goal (teacher determined) will have their name placed in a 'hopper'. One name will be drawn out of the hopper for the bike. The slate is clean each quarter so there is actually a chance that a student could win more than one bike in a school year.

End of the Year...The two top readers in each classroom will be recognized at the end of the year awards assembly. These students will receive a reward not to exceed twenty-five dollars in cost.

The two students having accumulated the most points during the school year will be recognized at the end of the year awards assembly. These students will receive a reward not to exceed one hundred dollars in cost.

No Cost Corporate Incentives...Each classroom teacher will decide if they wish to participate in any of these programs. They include but are not limited to Pizza Hut Book It! and McDonalds

AFTER SCHOOL PROGRAM

The after school programs at St. Paul and Chetopa run from 3:30 to 4:15, Monday through Thursday. There is no after school program on Friday. The after school program is for tutoring, homework, reading, and ZAP.

BIRTHDAY PARTIES

Birthday parties hosted by parents at school are **not** allowed.

HOLIDAY PARTIES

The classroom teacher **may** arrange to provide holiday parties. Students are not required to participate. Parents may volunteer to be hosts but are not required to do so. There are four holiday parties held at district schools:

1. Fall Festival (Costumes are not allowed at school. "Spook parades" are not held during school.)
2. Winter Celebration
3. Valentine's

GIFTS SENT TO SCHOOL

Do not send gifts or flowers to elementary students at school. This includes Valentine's Day, birthdays, and any other holiday or special event. Delivery attempts will be refused.

MEETING CHILDREN AFTER SCHOOL

The school is trying to provide a safe and secure environment for your student. Please make arrangements prior to the school day on where and when you will meet your child after school. At Chetopa, the main entry way to the school will not allow for parents to meet their children in the school building. At St. Paul, it is too confusing for parents to retrieve their child at the classroom doors. Please make arrangements to meet your child outside of the school building. Please do not go to the child's classroom unless you have an appointment with the classroom teacher and then get a "visitor's pass" from the main office before proceeding to the classroom.

RECESS/PLAYGROUND RULES

Whenever possible, students will go out for recess. There will be times, however, when weather prevents that from occurring. It is understood that students may need to miss recess in order to complete classroom assignments when sufficient time was given but wasted by the student OR as a consequence of behavior difficulties.

- Recess is scheduled by each grade level teacher and is supervised by an adult.
- Students shall use the playground only under adult supervision.
- Recess is a privilege and students are expected to conduct themselves with good behavior.
- Recess privileges may be eliminated for misbehavior.
- All students shall be expected to follow the directions given by supervisors.

The playground is supervised by adults. Students will respect the authority of the playground supervisor and shall not be argumentative or belligerent with the supervisor. Breaking of the playground rules will result in disciplinary action.

General playground rules include, but are not limited to the following:

SWINGS: No standing in swings, swinging double, jumping out of swings, no twisting on swings.

Do not flip the swing over the pole or climb the pole to get a swing down.
Push people in the swing from behind and do not go under them.

MERRY-GO-ROUND: Only sit on the merry-go-round, do not lie or stand on it.

SLIDE: Slide down the slide; don't walk up it.
Go down the slide feet first.
Only one person on the ladder of the slide at a time.

TETHER BALL: Only hit the ball.
You cannot hold or grab the ball.
Stay in your section of the playing area.
Don't make hits unless it's your turn.

GENERAL BEHAVIOR:

- BE NICE to each other!
- Don't throw rocks or sticks.
- Don't wrestle, tackle, push, or shove.
- Avoid running through designated areas.
- Do not stand on top of the playground equipment.
- Do not leave the playground!
- Do not throw or kick any objects against the walls of the school.
- Don't climb in the trees in the playground.
- Stay on the sidewalk when the playground is muddy.
- Walk to the playground and walk back to the classroom.
- Keep your hands and feet to yourselves.
- Say only nice things to one another.

Each class should designate students to have the responsibility of collecting the playground equipment and properly storing the equipment in its designated spot.

SCHOOL HOURS

School hours are 8:00 until 3:30 on regular school days. Children should not arrive earlier than 7:30 AM when the doors open for breakfast. Supervision is NOT provided for children who arrive earlier than 7:30 AM.

Students should not remain on campus later than 3:45 unless they are participating in an after school program or activity.

SENDING GIFTS TO SCHOOL

NO gifts or flowers are to be sent to elementary students at school. This includes Valentine's Day, birthdays, and any other holiday or special event. Delivery attempts will be refused.

STUDENTS GOING SOMEWHERE ELSE AFTER SCHOOL

Please make arrangements with the elementary office **prior to the start of the school day** if your child is supposed to go with another student or another adult after the end of the school day. Please provide this information via phone or in writing.

Students will not be allowed to use the school phones to call home at the end of the school day to arrange for a play date with another student.

ZAP, GRADES 3 – 5 (AFTER SCHOOL PROGRAM)

Students in grades three through six are required to participate in ZAP: *Zeroes Aren't Permitted*. Weekly eligibility determines whether the student is required to attend ZAP for the following week. These mandatory tutoring sessions should be viewed by parents, teachers, and students as a positive educational opportunity. During ZAP, the children will have the opportunity to get extra assistance so they will be able to understand and master the concepts being taught in the classroom and will have additional time for homework completion, enrichment activities, and make-up work.

Required Attendance Outside the Regular School Day

According to KSA 72-1106(d), students may be required to attend additional days of school as an extension of the regular school day, on weekends, or in the summer. These times or days can be required for students in need of remedial education or those who are subject to disciplinary measures imposed under the district's disciplinary policy. These times or days can be scheduled as an extension of the regular school day, on weekends, or during the summer months. According to state law, if a student is assigned such times or days and fails to show up, the student is inexcusably absent for purposes of truancy laws.

What is ZAP?

Students in grades three through six who are receiving a "D" or "F" in any subject will be required to stay after school for tutoring. The "ineligible student" will be required to attend tutoring for a week, Monday through Friday, from 3:30 until 4:15. An adult (either a certified teacher or regular classroom paraeducator) will assist your student during this time.

What about the After-School Program?

If your child is required to stay for ZAP, your child should also consider enrolling your student in the After-School Program. This will allow your child to have an after-school snack as part of ZAP.

The After School Program:

The after school programs at St. Paul and Chetopa run from 3:30 to 4:15, Monday through Thursday. There is no after school program on Friday. The after school program is for tutoring, homework, reading, and ZAP.

What if my child also has been assigned detention?

Your child will go to ZAP first and then serve detention following the tutoring.

How do I know if my child must attend mandatory ZAP?

You will be notified by mail. The elementary office will mail notices on Friday morning for the following week's tutoring sessions.

What if my child has a doctor's appointment or I know we will be gone?

You should excuse your child, in writing, to the classroom teacher, prior to the absence.

What if I don't want my student to attend ZAP?

Attendance at ZAP is required. Failure to attend the required ZAP sessions will result in In-School Motivational Center (IMC).

What about transportation?

It is the responsibility of the parent to provide transportation arrangements for students who are required to attend ZAP



KANSAS BOARD OF REGENTS

Qualified Admissions Curriculum

Kansas Scholars Curriculum

English

4 approved units required

At least one unit of English or language arts must be taken each year of high school

In addition to this requirement, students are encouraged to take courses in journalism, speech, drama/theater, and/or debate. These courses, however, **do not** count toward the English requirement

English

4 approved units required

See the Regents Qualified Admissions Curriculum.
The requirements are the same.

Natural Science

3 approved units required

Students must take three units chosen from the following courses:

- * Biology
- * Advanced Biology (2nd Year Biology)
- * Earth/Space Science
- * Chemistry**
- * Physics**
- * Principles of Technology** (CORD Curriculum)

Students are encouraged to take one additional unit of science chosen from the courses listed to the left.

**Please note: At least one unit must be in chemistry or physics

Natural Science

3 units required

Students applying for a state-sponsored scholarship must take:

- * Biology
- * Chemistry
- * Physics

= Students are strongly encouraged to take a fourth year of science.

Math

3 approved units required in high school at or above the level of Algebra 1.

Mathematics courses completed in middle school or junior high will not count toward the Qualified Admissions math requirement.

Students are strongly encouraged to take a mathematics course every year of high school.

For students graduating in 2010 and thereafter: 3 approved units are required in high school and selected from:

- * Algebra I
- * Geometry
- * Algebra II
- * Any mathematics course that has Algebra II as a prerequisite.

Math

1 additional unit (for a total of 4 units)

In addition to Algebra, Algebra II, and Geometry, you must complete at least one unit of advanced mathematics selected from:

- * Analytic Geometry
- * Trigonometry
- * Advanced Algebra
- * Probability and Statistics
- * Functions
- * Calculus

=Algebra I in 8th grade is accepted for KS Scholars Curriculum

Social Sciences

Minimum of 3 approved units required

Students must complete the following:

- * One unit of U.S. History
- * Minimum of one-half unit of U.S. Government

Minimum of one-half unit selected from

- * World History
- * World Geography
- * International Relations

A one-half unit course may not be used to fulfill up to one unit selected from:

- * Psychology
- * Economics
- * U.S. Government
- * U.S. History
- * Current Social Issues
- * Sociology
- * Anthropology
- * Race and Ethnic Group Relations

Social Sciences

3 units required

See the Regents Qualified Admissions Curriculum.

The requirements are the same.

Foreign Language

Recommended but not required for Qualified Admissions.

Foreign Language

2 units required

Students are required to complete two years of one foreign language.

Note: 1 unit = 1 year or 2 semesters

COMPULSORY ATTENDANCE EXEMPTION FORM

Pursuant to KSA 72-111, as amended, _____, a child who is 16 or 17 years of age, is exempt from the compulsory attendance requirements of the State of Kansas for the reasons listed below:

- The child is regularly enrolled in an alternative education program approved by the Board of Education of USD #505.
- The child is exempt pursuant to a court order which is attached to this form.
- The child and _____ (the parent or person acting as a parent) have attended a final counseling session conducted by USD #505 and have signed a disclaimer, which is part of this form.

Signed: _____, School Official _____, Date _____
 _____, Typed or Printed Name and Title

COMPULSORY SCHOOL ATTENDANCE DISCLAIMER

Pursuant to KSA 72-1111, as amended, USD #505 encourages the student to remain in school or to pursue an education alternative.

Academic skills a student may not have achieved			
Reading	Knowing how to learn	Being a team member	Self-management
Writing	Using computer to process information	Being able to work with cultural diversity	Thinking skills
Self-esteem	Arithmetic/Mathematics	Sociability	Decision-making
Listening	Responsibility	Evaluating information	Leadership
Speaking	Problem solving	Interpreting information	

<u>Level of education completed</u>	<u>Lifetime Earnings</u>	<u>Median Weekly Earnings in 2007</u>	<u>Unemployment Rate in 2007 (%)</u>
Not a high school graduate	\$ 1,000,000	\$ 428	7.1
High school graduate or GED	1,200,000	604	4.4
Attended some college	1,500,000	683	3.8
Associate degree	1,600,000	740	3.0
Bachelor's degree	2,198,000	987	2.2
Master's degree	2,865,460	1,165	1.8
Doctorate	4,965,000	1,427	1.4
Professional	5,137,355	1,497	1.3

The future earning power of a high school graduate is \$1,200,000 over his or her lifetime. The future earning power of a high school dropout is \$1,000,000 over his or her lifetime. The difference is \$200,000 over a lifetime. More education earns you more money over your lifetime.

The child, _____, is encouraged to attend one of the following alternative education programs:

- GED Program / Course Recovery Program of USD #505
- GED Program, Labette Community College, 200 S. 14th, Parsons, Kansas, Phone 620.820.1182

We, the undersigned, acknowledge that we attended the final counseling session conducted by USD No. 505 in which the above information was presented to us.

Signature of child

Signature of parent or person acting as parent

Date

Date

REPORT TO LOCAL LAW ENFORCEMENT

From USD #505

Pursuant to KSA 72-89b03, the administrator or other school employee whose signature appears below is reporting the following crimes.

(Briefly describe each incident and the person(s) involved in felonies, misdemeanors, and weapons)

	Date	School and Location	Student or Person	Description
1.				
2.				
3.				
4.				
5.				

School districts are required by Federal Law and KSA 72-6214

Signed: _____
Administrator or other school employee

Copies to: _____ Student's file
_____ Superintendent of Schools
_____ Building Principal

District-Wide Student Athletic Rules

In an effort to coordinate the regulations which athletes of USD #505 must follow, the following rules pertain to all athletic teams of the school district. Each coach has the option of adding additional sports-specific rules to these guidelines. The athlete, his/her parents, and the coach all enter into an agreement of support for these regulations, signifying their acceptance by signing the document.

1. **Travel** No student will be released from the obligation of traveling to & from a school sponsored event in school operated vehicles unless the student is released directly to his/her parents. This release will be granted only by the parents signing the release in the "transportation log" in the presence of the sponsor. It is the intent of this guideline to encourage the athletes to travel to and from school events as a team. With agreements **in advance**, students may be dropped off at pre-arranged designated points along the return route.

2. **Illegal Substances** Drug, alcohol, or tobacco consumption or possession is strictly forbidden.
 An athlete shall be subject to disciplinary action if s/he violates any of the following:
 * consumption or possession of alcoholic beverages, controlled substances, any form of tobacco,
 * violation of any criminal law of the State of Kansas as defined by the Kansas Code (other than minor traffic violations).

 Coaches/sponsors will report all violations as disciplinary referrals to the administration.
Tobacco Use Consequence: The coach and the building principal shall determine the consequence.
Alcohol / Controlled Substance Use Consequence: The student will be permanently dismissed from the team with no honors or awards allowed to be received.

3. **Behavior** Any behavior that embarrasses the school and team will result in a conference with the head coach and penalties may be invoked.

4. **Game Day Appearance** Coaches, players, and managers will be required to dress on game days as stipulated by the coaching staff and as defined in the student handbook. Student athletes in violation of this policy shall not participate in the competition.

5. **Locker Rooms** Locker rooms, both home and away, should be kept clean and orderly. All clothing, uniforms, and equipment will be stowed properly. Locker rooms will always be left neat, clean, and organized.

6. **Eligibility** Students at USD #505 will be eligible on a semester basis as defined by the KSHSAA. The district requires academic assistance for students who are performing poorly or who are failing courses. For more specific information about eligibility, see the student handbook.

7. **Supporting the Teams** Players will be supportive of each other and of our school's other teams. Teams will sit together with their coaches in the pep club section by the cheerleaders to cheer for and encourage their school's teams. Coaches will not allow running around during the time when a USD #505 team is playing.

8. **Carry-Over Penalties** Penalties can carry over from season to season only when an athlete has not served his/her suspension. For example, a student is caught breaking a training rule on the bus ride home from the very last game of the season; the student will serve a one week suspension the first week of competition during the next sport of competition.
 A student who has been dismissed from the squad for two violations will be allowed to compete in the next season, provided (1) s/he follows the training rules, and (2) permission is granted by the next season's head coach and the administrator.

9. **Extension of the School Day** Athletic events are an extension of the school day. Students are, therefore, responsible for following all school rules and may receive disciplinary action for any violation of student handbook rules.

10. **Coach's Discretion** It is up to the coach's discretion as to what s/he feels is a reliable source of any information for violation of the above rules.

11. **Sport-Specific Team Rules** In addition to the preceding regulations for athletes, each coach may establish team rules in writing which are specific to his/her activity. Copies of these sports-specific rules are attached to these District Regulations. All team rules and District regulations will be presented to athletes and will be discussed completely and carefully. Athletes, their parents/guardians, and coaches must sign the rules. The signed portion of the regulations will be kept on file in the office.

12. **Insurance** The school provides student accident insurance; HOWEVER, it is an 80/20 coverage with zero deductible, a \$25,000 maximum benefit, and limits on certain "usual and customary services." The parent/guardian is responsible for the 20%. The district STRONGLY encourages the parent/guardian to enroll the student in optional accident insurance coverage if the parent/guardian does not have the student athlete covered under another insurance policy.

Sports' Regulations Agreement

We, the undersigned, have read the District-Wide and Sports-Specific Regulations. We agree to abide by the regulations and understand the consequences of failing to do so.

_____, Athlete Date: _____
 _____, Parent/Guardian Date: _____

USD #505

CHETOPA SCHOOLS
430 ELM STREET, CHETOPA, KS 67336
620-236-7244

ST. PAUL SCHOOLS
1ST & WASHINGTON, ST. PAUL, KS 66771
620-449-2245

NOTE: This form must be signed and returned to the school by this date: _____
in order for your child to participate in the field trip described below.

**CONSENT TO PARTICIPATE IN FIELD TRIP OR OTHER ACTIVITY
AND
CONSENT FOR TREATMENT**

I, _____, the parent and legal guardian of _____
give my consent for my child to participate in the field trip or other activity described below:

I further give my legal consent and authorize any representative of USD #505 to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above named child, for any injury or illness of an emergency nature s/he incurred while participating in the field trip or other activity noted above by any physician or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, KSA 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency services incurred on behalf of my child.

I acknowledge and agree that USD #505 is not responsible for any medical, hospital expenses, and/or other charges that are incurred in the medical treatment or hospitalization of my child.

If my child requires emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize that treatment. To facilitate contacting me, I agree to continue to provide current work and home phone numbers to the school.

A photocopy of this document shall have the same force and effect as the original.

Parent or Legal Guardian Date Phone Number(s)

Parent or Legal Guardian Date Phone Number(s)

For overnight trips or trips of more than 500 miles, the following must be provided:

- **Child's Social Security Number:** _____
- **A copy of your insurance card, front and back.**

**APPENDIX G3:
8TH GRADE TRIP WAIVER OF PARTICIPATION**

**USD #505
St. Paul Middle School School**

**WAIVER OF PARTICIPATION IN CLASS FUND RAISERS
and
WAIVER OF EIGHTH GRADE CLASS TRIP PARTICIPATION**

TO WHOM IT MAY CONCERN:

I wish **NOT** to participate in any eighth grade class fund raising activities. As a result, I realize that I will not be allowed to participate in the Eighth Grade Class Trip. Therefore, this letter is to notify those concerned that I, the undersigned, wish to waive my right to participate in the Eighth Grade Class Trip for the 8th Grade Class of _____.

Signature of Student

Date

Signature of Parent / Guardian

Date

Signature of Principal

Date

**ACCIDENT REPORT
USD #505 CHETOPA – ST. PAUL**

APPENDIX H

DIRECTIONS: COMPLETE THIS FORM IN ITS ENTIRETY. PROVIDE A COPY OF THIS REPORT TO THE BUILDING ADMINISTRATOR ON THE SAME DAY AS THE ACCIDENT.

NAME		GRADE	DATE
HOME ADDRESS		GENDER	
DESCRIPTION OF ACCIDENT			
LOCATION OF INCIDENT INSIDE <input type="checkbox"/> OUTSIDE <input type="checkbox"/> Specifically where: _____			
TIME OF INCIDENT	DATE OF INCIDENT	TIME REPORTED	DATE REPORTED
<p>DESCRIBE WHAT TOOK PLACE: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>			
<p>___ INSIDE</p> <p>LIGHTING: ___ poor ___ good ___ excellent</p> <p>FLOOR TYPE: ___ cement ___ tile ___ carpet ___ wood</p> <p>Other: _____</p>		<p>___ OUTSIDE</p> <p>WEATHER: ___ clear ___ rain ___ fog ___ snow ___ ice</p> <p>___ sleet ___ bright ___ cloudy ___ dusk</p> <p>surface conditions: _____</p>	
MEDICAL ATTENTION GIVEN			
FIRST AID GIVEN BY WHOM: _____			
_____ AMBULANCE CALLED _____ TAKEN TO HOSPITAL _____ DOCTOR / CLINIC CALLED			
HOSPITAL / DOCTOR'S NAME: _____ ADMITTED _____ RELEASED _____			
HOSPITAL / DOCTOR'S ADDRESS / PHONE: _____			
WITNESSES			
NAME / ADDRESS / PHONE: _____			
NAME / ADDRESS / PHONE: _____			

**Board approved:
3-14-2011**

**USD #505 CHETOPA – ST. PAUL
2011-2012 District Calendar**

August 2011

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

October 2011

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher work days; in-service
Holiday, No School
Classes Begin / Resume
Parent/Teacher Conferences
End Quarters
Designated snow days (don't affect calendar)
Special Events
August
15 First day Fall sports practice
29 All certified staff 8:00-12:00; New teacher orientation 8:00-4:00
30 Certified only
31 Certified & classified
September
1 First day of classes
5 Labor Day, no school
October
5 & 6 Full day of classes; P-T conferences 4:00-8:00 PM
7 No School: Compensation for P/T
27-28 Quarter testing
November
1 End quarter (41.5); classes dismiss noon; teacher work time 12:00-4:00
14 Winter sports begin
23-25 Thanksgiving break
29 Progress reports due
December
21-23, 26-30 Winter break
January
2 Winter break
3-4 Teacher in-service & work day
5 Classes resume
16-17 Quarter testing
18 End semester (41.5); classes dismiss noon; teacher work time 12:00-4:00
February
15-16 Full day of classes; Parent-Teacher conferences 4:00-8:00 PM
17 No School: Compensation for P/T
27 Spring sports may begin
March
13-14 Quarter testing
16 End quarter (41.5); classes dismiss noon; teacher work time 12:00-4:00
19-23 No School: Spring break
26 Begin quarter
April
6 Holiday: No School
17 Progress reports due
May
15-16-17-18 Snow days (State & district use; they do not affect calendar)
17-18 7 th & 8 th grade quarter testing
18 Last day for seniors & CH 8 th grade
20 Graduations (SPHS, CHS) & CJHS 6-8 awards & 8 th promotion
21 SP 8 th awards & promotion
21-22 Quarter testing
23 End quarter (41.5); classes dismiss noon; teacher work time 12:00-4:00
24 Teacher work day and check out
School day: Teachers = 7:45-3:45 (8 hours) Students = 8:00-3:30 (7.5 hours)

January 2012

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012 (Leap Year)

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**APPENDIX J:
ACCEPTABLE USE AGREEMENT, STUDENT**

**USD 505 CHETOPA/ST. PAUL
ACCEPTABLE USE POLICY
Student**

INTRODUCTION

USD 505 Chetopa - St. Paul Schools are pleased to offer internet access for student use. In order for students to use the internet, students and their parents must read, understand, and sign the following acceptable use policy each year.

ACCEPTABLE USE POLICY

1. The school computer network has been set up to allow internet access for **educational purposes only** including but not limited to:
 - 1.1. Classroom activities
 - 1.2. Research activities
 - 1.3. Exchange of project-related ideas, opinions, and questions
2. Student use of the internet is **contingent upon parent/guardian permission**. Parents/guardians may revoke approval at any time.
3. Student use of the internet is **contingent upon district administration permission**. Any district administrator may revoke approval at any time for any length of time.
4. Students will **not** have access to personal e-mail.
5. Legal and ethical use of internet resources will be enforced, including but not limited to:
 - 5.1. Users will respect copyright/trademark of all information
 - 5.2. Users may not use vulgar, derogatory, or obscene language
 - 5.3. Users may not access web sites or news groups that contain materials that are obscene or promotes illegal acts
 - 5.4. Users shall not intentionally misrepresent themselves or others
 - 5.5. Hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited
6. Game playing of any kind is prohibited.
7. Visitation to chat rooms is not allowed.
8. Users have **no expectation of privacy**. Material created and/or stored on the district network is not guaranteed to be private. Network administrators may review system files to ensure its proper use.
9. Users may not download, copy, or store software, shareware, or freeware without prior permission from the network administrator.

Date: _____

Student Signature _____ Student's Printed Name _____

Parent Signature _____ Parent's Printed Name _____

Enrollment Form

USD #505 Chetopa – St. Paul

Page 1 of 3

Student information sheet ...Thank you for completing an enrollment form for each student. Since each child has different and unique characteristics, we ask that you complete an enrollment form for each child. Thank you for your cooperation and understanding.

Student's Full Legal Name:		Nickname or preferred name:	
Mailing Address:			
City:	State:	Zip Code:	
Home Phone:		Cell Phone:	
Social Security #:		Grade:	Birthdate:

Race and Ethnicity: (Note: Both Part A and Part B of the question **must be** answered.)

Part A:	<p>Is this student Hispanic/Latino? (Choose only one)</p> <p><input type="checkbox"/> No, not Hispanic/Latino</p> <p><input type="checkbox"/> Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.)</p>
---------	---

The above part of the question is about ethnicity, not race. No matter what you selected above, **please continue to answer the following** by marking one or more boxes to indicate what you consider your student's race to be.

Part B:	<p>What is the student's race? (Choose one or more)</p> <p><input type="checkbox"/> American Indian or Alaska Native (A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.)</p> <p><input type="checkbox"/> Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)</p> <p><input type="checkbox"/> Black or African American (A person having origins in any of the black racial groups of Africa.)</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)</p> <p><input type="checkbox"/> White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)</p>
---------	--

Language Spoken at Home:

Father/Guardian Name:		
Home Address:		
City:	State:	Zip Code:
Home Phone:		Cell Phone:
Employer:		Work Phone:
Email Address:		Father social security #:

Mother/Guardian Name:		
Home Address:		
City:	State:	Zip Code:
Home Phone:		Cell Phone:
Employer:		Work Phone:
Email Address:		Mother social security #:

In case of emergency, we will attempt to contact parent/guardian first. In the event we cannot do this, please provide the name of a relative or close friend that we may contact:

Name:	
Relationship to student:	
Home Phone:	Work Phone:
Doctor:	Phone:
Dentist:	Phone:

I attest that the information contained herein is correct to the best of my knowledge.

(Legal Parent/Guardian Signature)

(Date)

I. Enrolled in this grade: _____ at this attendance center (circle one):

Chetopa Elementary Chetopa High School
 St. Paul Elementary St. Paul Middle School St. Paul High School

II. Gender (circle one) _____ Male _____ Female _____

III. Status of birth parents (circle one): _____ Married _____ Divorced _____ Separated _____ Other: _____

IV. The child resides with (circle one): _____ Both parents _____ Mother _____ Father _____ Other: _____

If necessary: Please provide any custodial, court order, or other legal document regarding child custody, legal residential custody, or other legal document regarding parental rights and/or custody.

V. Please answer the following questions:

1. Has your student ever attended Chetopa or St. Paul School before? Yes No
2. What is the last school your child attended if different from Chetopa or St. Paul? _____
 Address _____ City _____ State _____
3. Has your student ever been retained? Yes No
4. Does your student have a current special education IEP? Yes No
 - If yes, what is your student’s exceptionality? Gifted Speech Special Education Counseling
 - Other, please explain: _____
5. Does your student have a current 504 plan? Yes No
6. Has your student ever been suspended from school (other than USD 505)? Yes No
 - If yes, please explain: _____
7. Has your student ever been expelled from school (other than USD 505)? Yes No
 - If yes, please explain: _____
8. Has your student ever been involved in a violent act? Yes No
 - If yes, please explain: _____
9. Is your child currently under court ordered supervision/probation/community service? Yes No
 - If yes, please explain: _____

VI. Medical Information:

Medical Insurance _____ I.D. # _____

Hospital Preference _____ Location _____

Medical Issues (for example: asthma, diabetes, all medications, any/all allergies) _____

Note: The school provides student accident insurance; HOWEVER, it is an 80/20 coverage with zero deductible, a \$25,000 maximum benefit, and limits on certain “usual and customary services.” The parent/guardian is responsible for the 20%. The district STRONGLY encourages the parent/guardian to enroll the student in optional accident insurance coverage if the parent/guardian does not have the student athlete covered under another insurance policy.

VII. If An Emergency Occurs:

I give my consent for emergency medical or dental treatment for my child/children who may become injured or ill while under school authority. I understand this authorization does not cover any surgery unless medical opinions of at least two licensed physicians or dentists concurring in the necessity for such surgery are obtained to the performance of surgery.

Signature of parent/guardian: _____ Date: _____

VIII. E-Mail or US Mail?:

Do you wish to receive your notifications (account balances, progress reports, grade cards, newsletters, school-to-home communications, etc.) through e-mail or US Mail (Please circle your preference) E-Mail US Mail

For e-mail communications, provide your e-mail account holder name and the e-mail address:

Account holder name: _____ E-mail address: _____

PERMISSION ITEMS

1. I give permission for my child to participate in school sponsored **field trips**. Yes No

NOTE: For each field trip, specific parental permission slips will be sent home which will contain departure time, proper dress, destination, purpose, expense, and other specific items of information.

2. I give permission for my child to watch educational **programming** during class time. Yes No

3. I give permission for **directory information** of my child to be released. Yes No

For example, name and grade of child to be released to newspapers; name, height, grade to appear in a sports program; name and grade for honor roll press release; etc. Specific information about student directory information can be found in the student handbook.

Signature of parent/guardian: _____ Date: _____

SPECIAL NOTICE regarding DISTRICT-PROVIDED student accident insurance:

The school provides student accident insurance; HOWEVER, it is an 80/20 coverage with zero deductible, a \$25,000 maximum benefit, and limits on certain "usual and customary services." The parent/guardian is responsible for the 20%. The district STRONGLY encourages the parent/guardian to enroll the student in optional accident insurance coverage if the parent/guardian does not have the student athlete covered

PLEASE LIST ANY OTHER PRE-SCHOOL CHILDREN AT HOME WITH THEIR DATES OF BIRTH:

Child's name	Date of Birth

Thank you for your cooperation in completing the USD 505 enrollment form.

**NOTIFICATION OF RIGHTS UNDER FERPA
FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (**FERPA**) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are as follows:

(A) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

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

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

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

(C) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that **FERPA** authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Schools are required to notify parents what they consider directory information, and that parent has a right to refuse to permit the school to designate information as directory information for that parent’s child. This complete information is found in the student handbook under the title “Directory Information.”

(D) The right to file a complaint with the US Dept. of Education concerning alleged failures by the district to comply with the requirements of **FERPA**. The name and address of the office that administers **FERPA** is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

**NOTIFICATION OF RIGHTS UNDER THE
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the US Department of Education –
 1. Political affiliations or beliefs of the student or student’s parent
 2. Mental or psychological problems of the student or student’s family
 3. Sex behavior or attitudes
 4. Illegal, anti-social, self-incriminating, or demeaning behavior
 5. Critical appraisals of others with whom respondents have close family relationships
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 7. Religious practices, affiliations, or beliefs of the student or parents
 8. Income, other than as required by law to determine program eligibility
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 3. Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

USD #505 has developed and adopted policies regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. USD #505 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. USD #505 will also directly notify, such as through US mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys conducted by USD #505 and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Parents will be provided reasonable notification of the planned activities and surveys (if any) and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or in part by the US Department of Education
- Any non-emergency, invasive physical examination or screening as described above

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
US Dept. of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

USD #505 CHETOPA – ST. PAUL
Board Policy JGFG B

PERMISSION FOR MEDICATION

Name of Student _____

School _____

Teacher _____

Medication _____

Dosage _____

Date Started _____

Time(s) of day medication is to be given _____

I hereby give my permission for (student's name) _____

to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or non-prescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

Date

Signature of Parent or Guardian

Note: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and times to be administered.

USD #505 CHETOPA – ST. PAUL
Board Policy JGFGBA

PERMISSION FOR SELF-ADMINISTRATION OF MEDICATION

Name of student _____

School _____ Grade _____

Medication _____

Dosage _____

Date Started _____

Conditions under which the medication is to be given: _____

Length of time medication is to be administered: _____

I hereby give my permission for (name of student) _____
to administer the above medication at school as ordered. I understand that it is my responsibility to
furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the
self-administration of medication and agree to indemnify and hold the school, and its employees and
agents, harmless against any claims relating to the self-administration of such medication.

**My child has been instructed on self-administration of the medication and authorized to do so in
school.**

Signature of Parent or Guardian

Date

Signature of Health Care Provider

Date

Approved: _____
Signature of School Administrator

Date

USD #505 CHETOPA – ST. PAUL

PATRON COMPLAINT FORM

DIRECTIONS: Complete the form in its entirety. Use extra pages if needed.

I, the undersigned, a patron of Unified School District #505 of Chetopa and St. Paul, Kansas, do hereby make a complaint and advise the administration and/or board of education that I understand and believe that _____

a teacher, employee, or policy of said district, on or about the _____ day of _____, 20____, at _____, did the following (describe the incident, act, or policy which triggered this complaint):

I believe this incident, act, or policy adversely affects the performance of said teacher, employee, or district as follows (describe how you believe the action complained of has an adverse effect):

Prior to signing this complaint, I have taken the following action to verify the occurrence and remedy or clarify the problem complained of (generally, this should include discussing the incident with (1) the teacher, (2) the building principal, (3) the superintendent): _____

On behalf of the administration and/or board, I suggest the following action be taken:

Printed name of complainant: _____

Complainant signature: _____

Complainant Address (Address, City, State, Zip): _____

Complainant Phone: _____

Date: _____

Administrator signature: _____

Date of Receipt: _____

DIRECTORY INFORMATION OPT-OUT

This OPT-OUT form must be received by the superintendent (*Superintendent, USD 505, 430 Elm Street, Chetopa, KS 67336*) on or before August 25 (or within five days after enrollment in a district school). If the OPT-OUT is not filed, USD 505 assumes there is no objection to the release of the directory information designated.

Student Name: _____

Name of School: _____

Date: _____

I. Release of Information to Military Recruiters

Section 9528 of the No Child Left Behind Act of 2001 requires schools to release family’s private information to military recruiters unless an opt-out form is received by the district.

_____ As a parent, I am exercising the right to request that you do NOT turn over the name, address, telephone listing, and school records to the Armed Services, Military Recruiters, or Military Schools of the above named student.

_____ As a student, I request that my own name, address, telephone number, and school records NOT be released to the Armed Forces, Military Recruiters, or Military Schools.

II. Release of Information to Others

As a parent, I am exercising the right to request that you do NOT release any identifiable information of the above named student to/for the following:

- _____ Honor Roll
- _____ Scholarship / Honor Awards / Recognition
- _____ Activity Programs (concerts, graduation, awards banquet, plays)
- _____ Sports Programs
- _____ News Releases About Any School Activity or Organization
- _____ Other: _____
- _____ Other: _____

APPENDIX S

AMATEURISM OVERVIEW: PRE-ENROLLMENT

	Division I – (Student-athletes first enrolling on or after August 1, 2002)	Division II – (Student-athletes first enrolling on or after August 1, 2001)	Division III – (Student-athletes first enrolling on or after August 1, 2002)
Enters into a Professional Contract	No	Yes*	Yes*
Accepts Prize Money	Yes – If open event, and does not exceed actual and necessary expenses or money from sponsor.		Yes*
Enters Draft	Yes	Yes*	Yes*
Accepts Salary	No	Yes*	No
Receives Educational Expenses	Yes – If other than an agent, booster or professional team or organization	Yes – If other than an agent, booster or professional team or organization.	No
Receives Expenses from a Professional Team	No	Yes*	Yes*
Competes with Professionals	No	Yes*	Yes*
Receives Benefits from an Agent	No	No	No
Enters into Agreement with an Agent (Oral or Written)	No	No	No

- May be subject to Bylaw 14.2.4.2 in Division II and Bylaw 14.2.4.3 in Division III. (If the student-athlete does not enroll in college at first opportunity and participates in organized competition, the student-athlete is charged with a season of competition for every year of competition. Further, the student-athlete must fulfill an academic year in residence upon enrolling in college).
- Definition of organized competition is different in Division II and Division III. (See Division II Bylaw 14.2.4.2 and Division III Bylaw 14.2.4.3.)
- This chart is to be used only as a reference; please check the manual for specific information.
- Check the official NCAA website at www.ncaa.org

INFORMATION AND RULES CONCERNING 8TH GRADE TRIP

(Destination) _____ – (Date) _____

PARENTS:

The 8th grade class trip to (destination) will be (date). We will leave PROMPTLY at (departure time) from the gym parking lot and return to St. Paul at (estimated return time). Please be prompt in picking up your students. The sponsors of the trip are (names).

In order to have a safe and fun trip, it is important for each student to keep the following rules and guidelines in mind:

1. Students must take care of all school business before going on the trip. This includes paying all bills, turning in uniforms, textbooks, and library materials. Students must be in good standing and have met all of the requirements for graduation to be allowed to go on the trip.
2. This is a school activity so all school rules apply concerning conduct and dress code (**NO swim suits**). Students must abide by all park rules as well. Common courtesy on the bus, in restaurants, and in the park will be expected of each student at ALL times.
3. Each student is responsible for his/her own belongings: camera, money, etc.
4. Cell phone use is not allowed on the trip. Sponsors will have phones if students need to use a phone.
5. No food, drinks, or coolers are to be taken on the bus. We will be making scheduled stops that will allow the students to eat and drink.
6. MEALS: **ALL** meals will be provided. We will stop at (name and location of restaurant) on the way to (destination). Students will be given \$5 to use for breakfast. A noon meal will be served to the students at (name and location of picnic area). We will stop in (name of city, place) at a (type of restaurant or complex) where students will have a choice of (types of food). This meal will also be paid for from class funds.
7. Students are to meet PROMPTLY at (time) at a designated area to leave (the location of the class trip) to come home. No one is to go to the bus until everyone has checked in. Students are not allowed to leave the (location of the class trip) at any time during the day.

I give my permission and agree that my student, _____ has read the rules concerning the 8th grade trip. It is also my understanding that failure to comply with any of these rules could result in the student having to spend some of the remaining days of the school year in In-school suspension.

Student's signature

Parent/Guardian Signature

**PERMISSION FORM MUST BE SIGNED AND RETURNED BY: (due date) _____
in order for the student to be allowed to go on the trip.**

*USD #505
Alcohol Screening Acknowledgment*

Extracurricular activities and co-curricular activities are an important component of the overall educational program at USD 505 schools. A well rounded education is not only academically oriented, but also includes physical, social, and emotional development. USD 505 schools operate under the principle that it is the duty of all to be responsible and contributing citizens of the society in which they live.

USD 505 schools also embrace the philosophy that participation in or attending extracurricular activities is a privilege. As a condition of maintaining this privilege, parents, students, and guests must pledge to adhere to all behavioral guidelines established by USD 505. As a condition of admission to school sponsored dances and similar activities, a signed copy of this form must be on file at the school.

I hereby acknowledge that I have received, read, and understand the USD 505 Alcohol Screening policy and agree to abide by said policy.

Student / Guest Signature

Date

Parent Signature

Date

Student Laptop Loan Agreement

USD 505 Chetopa – St. Paul, Kansas

Appendix W

Providing laptop computers for instructional use by USD 505 students is an exciting venture. Certain guidelines are necessary to protect the laptop and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

1. The student agrees to follow all USD 505 regulations and policies governing the use of the computer as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. This equipment is the property of Chetopa - St. Paul Public Schools, USD #505, Chetopa & St. Paul , KS and is herewith being loaned to the student for educational purposes only for the Academic School year. The student may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer.
3. The student will have a computer checked out at enrollment in August when necessary documents have been signed. The computer will be checked in on the last day of school in May.
4. The computer is the property of USD 505. If a student withdraws from school prior to the end of the loan period, the laptop computer is to be returned to school officials by the student prior to withdrawal.
5. Laptops not returned in an appropriate manner will be filed as missing and turned over to the proper authorities as theft.
6. The student shall not remove or alter any USD 505 identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
7. The student agrees to handle the computer carefully and protect it from potential sources of damage.
8. The student will assume the risk of loss by theft, destruction, or damage. If, during the loan period, the computer is damaged or returned with any accessories missing, USD 505 may charge the student the lesser of the repair or the \$100 insurance deductible. If the laptop is stolen or vandalized, the insurance will cover all but the deductible, providing that a police report is filed on the incident. By signing the loan agreement, the parent/guardian agrees to be responsible for the insurance deductible for each occurrence involving loss/damage to the laptop, or the cost of repair for such damage, while in the student's possession. Any computer reported stolen without filing a police report will result in payment of full replacement cost of the computer which. The School also will require the following information: Case #, Police officers name and the Law enforcement office that it was reported to as well as a phone number for said office.
9. The student must report theft (or suspected theft) of the computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel immediately.
10. The student and parent agree to indemnify USD 505 against any claim, suit or damage occurring during or resulting from student's possession or use of the computer, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to student's use of the District's computer.
11. Upon request, the student agrees to deliver the computer to USD 505 staff for technical inspection or to verify inventory or other information; this may include random screening. **Only** the technology staff is authorized to inspect and repair the equipment.
12. USD 505 is not liable for lost data or time spent on data.

I have read and agree to abide by all USD 505 policies and regulations for the use of equipment including the Acceptable Use Policy Agreement and the Student Laptop Regulations. I accept responsibility for damage to or loss of the equipment listed below while in my possession. I understand that if the computer or any accessory is lost, damaged, or stolen, I am responsible for the replacement cost or insurance deductible, whichever is less. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested by school personnel.

Computer Description: _____

Express Service Code:

Computer Service Tag #:

Adapter Number:

School: _____

Student Name: _____

Permanent Address: _____

Student Signature and Date: _____

Parent Signature and Date: _____

Student Laptop Regulations

USD 505, Chetopa - St. Paul, Kansas

The Laptop and carrying case that have been issued to each Chetopa - St. Paul High School student are the property of the USD 505 School District. This computer is on loan to the student and must be used in accordance with the following guidelines:

1. Laptop Computer Security Policy During the school day
 - a. Students must have laptops with them, or locked in their school lockers. Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the Office.
 - b. Laptops must be kept in the carrying case issued with the laptop. They may **not** be kept in regular book bags or backpacks.
 - c. It is recommended that laptops go home with students each evening for recharging. Students are responsible for bringing their laptop, fully charged, to school each day.
2. Students are not to deface their laptops or carrying cases in any way, for example, with stickers, white-out, etc. If there are any questions, check with the administrators.
3. Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car.
4. (We currently do not allow E-mail or Instant Messaging) E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
5. Use of the computer (including "Instant Messaging") for anything other than a teacher-directed or approved activity is prohibited during instructional time.
6. The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher, administrator, and/or Network Administrator.
7. Internet computer games are prohibited in classes, activity period, and the library during regular school hours.
8. Installation of peer-to-peer file-sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.
9. If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation.
10. Computers may not be used to make sound recordings without the consent of all those who are being recorded.
11. Sound must be turned off at all times, except when being used as a part of a class.
12. Students may use their own headphones to listen to music, etc., if they have the instructor's permission.
13. Deliberate attempts to degrade the USD 505 network or to disrupt system performance will result in disciplinary action.
14. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
15. Students should copy data files to the server for backup purposes. If computers become inoperable, files not stored on the server may be lost.
16. Chetopa - St. Paul High School reserves the right to define inappropriate use of technology.
17. If the computer is damaged or not working properly, it must be turned in to the District Technology staff for repair. Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.
18. Before a student is issued a laptop, both student and parent/guardian must have signed the Computer Acceptable Use form. Lost power cords and batteries are not covered and are the responsibility of the student/parent. There is a deductible of \$100 per incident, which is the responsibility of the student/parent.
19. Here is the 3 strike rule the district will use. Understand that while this is printed in black and white, the USD 505 administration may make changes based upon the severity of the infraction.
 - a. Warning/Conference with Principal (possible confiscation)
 - b. Loss of Laptop privilege for 5-10 days
 - c. Loss of Laptop privilege for remainder of the semester/school year
20. Also, remember that it is the responsibility of each staff member to report any abuse to the administration.

Caring for your laptop

The laptop is well built and it is a great tool for the school, but it is not a toy! Remember it is still a computer and like any piece of electronic equipment, it needs to be treated with care. There are several things you can do to make your laptop last longer and offer you a trouble-free and rewarding experience.

It is portable and you can take it everywhere...

One of the best features of your laptop is the fact that it is portable. It enables you to take your homework, games and music wherever you go. When transporting your laptop, there are a few simple things you can do to protect it.

1. Leave your laptop in its carry case when you are not using it and do not expose your laptop to extreme conditions.
2. When you put your laptop in your carry case, remember it is there. Don't throw the carry case on the floor, use it as a backrest on the bus, cram it in your locker, etc.
3. Keep sand and water away from the laptop. As portable as the laptop is, please don't take it to the beach. Do not subject your laptop to extreme heat and extreme cold.
4. Leaving it in a unventilated car or in the sun may damage the computer.
5. Keep your laptop dry and protect it from rain and snow.
6. If your laptop has been in a very cold car for a long while, let it warm up before you use it.
7. Do not eat or drink when you are using your laptop.
8. Close the lid of your laptop before carrying it from one location to another. This ensures all mechanical and moving parts are not damaged during transit. Moving the laptop with the lid open also makes it more difficult to handle.

Remember: It is fun to use BUT it is a computer...

- Close the laptop carefully – from the center of the screen – don't slam it shut!
- Be careful not to leave pencils or pens on your keyboard when closing your laptop.
- Do not use your laptop as a folder to store papers.
- Use the laptop on a flat, hard, stable surface.
- Do not insert things, especially metal things, into openings of your laptop.
- Be Patient! Sometimes computers need to take a few seconds to think – so don't start pounding on the keys if response is not immediate.
- Plug-in your laptop when you get home from school so that your battery is fully charged for the next day.

The USD 505 Board of Education Policy JHCAA prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Students who have been subjected to bullying should immediately report bullying incidences to the appropriate authority which may include any USD 505 staff member including certified or non-certified personnel, building administration, or district administration. Once a report of bullying has been made to a USD 505 staff member, appropriate reporting and investigation will pursue. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Here are the provisions of the anti-bullying legislation passed in 2007:

New Sec. 4 (a) As used in this section:

(1) "Bullying" means:

(A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- i. Harming a student or staff member, whether physically or mentally;
- ii. Damaging a student's or staff member's property;
- iii. Placing a student or staff member in reasonable fear of harm to the student or staff member;
- iv. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

(B) Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

(2) "School 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.

(b) The board of education of each school district shall adopt a policy to prohibit bullying on school property, in a school vehicle or at a school-sponsored activity or event.

(c) The board of education of each school district shall adopt and implement a plan to address bullying on school property, in a school vehicle or at a school sponsored activity or event. Such a plan shall include provisions for the training and education for staff members and students.

(d) The board of education of each school district may adopt additional policies relating to bullying pursuant to subsection (e) of K.S.A. 72-8205, and amendments thereto.

(e) The requirements of this section shall be implemented by school districts on or before January 1, 2008.

New Sec. 5 (a) Upon request of a school district, the state board shall assist in the development of a grade appropriate curriculum for character development programs which may be offered to students in the school district. Nothing in this subsection shall be construed as requiring the state board to develop a new curriculum or a new character development program.

(b) As used in this section:

(1) "Character development program" means a program which is secular in nature and which stresses character qualities.

(2) "Character qualities" means positive character qualities which include, but is not limited to, honesty, responsibility, attentiveness, patience, kindness, respect, self-control, tolerance, cooperation, initiative, patriotism and citizenship.

NATURE OF COMPLAINT:

1. I believe that I or someone I know has been subjected to bullying in the following form(s):
 - Physical Bullying (*persistent pushing/shoving, making threats, defacing property, stealing, etc...*)
 - Emotional Bullying (*persistent name calling, teasing, insulting, harassing phone calls, etc...*)
 - Social Bullying (*persistent gossiping, teasing about looks, excluding someone from groups, arranging public humiliation, etc...*)
 - Cyber-Bullying (*persistent texting/messaging threats, posting defamatory Web sites, e-mailing derogatory photos, etc...*)
2. Who was the person(s) engaging in bullying?
3. Who was the person(s) being bullied?
4. When did the incident occur?
5. Where did the incident occur? What school do those involved attend?
 - Chetopa High School
 - Chetopa Elementary
 - Chetopa Ball Field
 - Chetopa Bus
 - To and/or From School
 - St. Paul High School
 - St. Paul Middle School
 - St. Paul Elementary
 - St. Paul Ball Field
 - St. Paul Bus
 - To and/or From School
6. Please describe, to the best of your ability, the bullying incident or act (use the back if necessary):
7. What effect did the incident have on you?
8. Were there any witnesses to this incident? Yes No If so, who?
9. What action do you believe the school should take with regard to this incident?
10. What is your name? (optional) Contact Information?
11. If this matter proceeds to a formal hearing, will you appear and testify as to your knowledge of the matter? Yes No

ST. PAUL STUDENTS...

- Know their school colors are maroon and gold, know their mascot is the Indian, and know the words to their school song,
- Take part in school activities,
- Recognize the need for rules and regulations,
- Realize that there is a time and place for everything,
- Are good sports,
- Make new students and visitors feel welcome, and
- Are proud of their school and feel responsible for it.

A ST. PAUL STUDENT ALWAYS...

- Respects the rights and privileges of others,
- Keeps personal belongings and lockers neat,
- Drives and parks carefully,
- Gives courteous attention at assemblies,
- Remembers that class work is top priority, and
- Uses school equipment and facilities with respect.

A ST. PAUL STUDENT KNOWS AND RESPECTS...

- That alcohol is prohibited at any school activity and
- That appropriate conduct between students is expected.

A GOOD ST. PAUL STUDENT DOES NOT...

- Bully or tease others,
- Use rude words or actions,
- Make unnecessary noises during school hours,
- Mark on tables, chairs, or walls,
- Abuse library privileges, or
- Misuse the opportunities available at school.

ST. PAUL STUDENTS...

- Use good judgment in what they wear to school and
- Check in and out of school through the office.

USD 505 STUDENTS...

- Respect life,
- Treat others with respect and tolerance,
- Respect their elders, and
Take advantage of the opportunities presented to them.