



2023-2024



Wallace County Schools

Instructional Handbook

**Academic
Activity
Athletic
Excellence**

**USD #241
Sharon Springs, KS**

Approved USD 241 BOE
August 14, 2023

TABLE OF CONTENTS

ACADEMICS GENERAL COMMENTS	PAGE 1
ACADEMIC HONESTY	PAGE 1
ACTIVITY/ATHLETIC EVENTS GENERAL COMMENTS	PAGE 1
ACTIVITY/ATHLETIC ATTENDANCE.....	PAGE 1
ACTIVITY/ATHLETIC BEHAVIOR CODE FOR AWAY GAMES AND ACTIVITIES.....	PAGE 2
ACTIVITY/ATHLETIC TRANSPORTATION	PAGE 2
AUTOMOBILES.....	PAGE 2
BULLYING/HAZING/HARASSMENT/INTIMIDATION/MENACING.....	PAGE 2
CELL PHONES/SMART WATCHES/ELECTRONIC DEVICES	PAGE 2, 3
COMPLETING ASSIGNMENTS-GRADES 6-12	PAGE 3
CONCESSIONS AND MONEY-MAKING PROJECTS	PAGE 3
CROSSWALK SAFETY	PAGE 3
DISPLAYS OF PUBLIC AFFECTION	PAGE 3
DRESS CODE	PAGE 4
DRILLS.....	PAGE 4, 5
DUAL SPORTS PARTICIPATION	PAGE 5
EARLY GRADUATION.....	PAGE 6
EARNING CREDIT	PAGE 6
ELIGIBILITY FOR PARTICIPATION IN ATHLETICS AND PERFORMING GROUPS-GRADES 6-12	PAGE 7
FOOD SERVICE PROGRAM.....	PAGE 7
FREE AND REDUCED MEALS	PAGE 7
GRADING SYSTEM/GRADING SCALES	PAGE 7,8
GRADUATION REQUIREMENTS	PAGE 8
GRADUATION CEREMONY	PAGE 8
GYMNASIUMS-USE AND CARE	PAGE 8
HEALTH SERVICES	PAGE 8, 9
HONOR ROLL	PAGE 9
HUMAN SEXUALITY AND AIDS EDUCATION	PAGE 9
INDEPENDENT STUDY	PAGE 9
INJURIES.....	PAGE 9
INSURANCE INFORMATION.....	PAGE 9, 10
LETTERS.....	PAGE 10
LIBRARY MEDIA SERVICES.....	PAGE 10
LOCKER REGULATIONS GRADES 6-12.....	PAGE 10, 11
MEDICAL CONSENT AUTHORIZATION FORMS.....	PAGE 11
MEDICATION ADMINISTRATION	PAGE 11
NCAA ELIGIBILITY REQUIREMENTS	PAGE 11
NATIONAL HONOR SOCIETY	PAGE 11
PHYSICAL EDUCATION AND RECESS PARTICIPATION	PAGE 12

TABLE OF CONTENTS

PLAYGROUND RULES	PAGE 12
PROPERTY AND TEXTBOOKS	PAGE 12
REGENTS COLLEGE OR UNIVERSITY REQUIREMENTS.....	PAGE 12, 13
REPORT CARDS.....	PAGE 13
SCHOOL CLOSINGS.....	PAGE 13
SCHOOL HOURS	PAGE 13
SCHOOL SOCIALS AND DANCES	PAGE 14
SPECIAL EDUCATION	PAGE 14
STUDENT COUNCIL	PAGE 14
STUDENT AIDE.....	PAGE 14, 15
STUDENT SCHEDULE CHANGES.....	PAGE 15
SUBSTANCE ABUSE POLICY	PAGE 15, 16
TECHNOLOGY-ACCEPTABLE USE POLICY	PAGE 16
TELEPHONE	PAGE 16
TOBACCO	PAGE 16
TORNADO DRILLS	PAGE 16
TRANSPORTATION.....	PAGE 16, 17
VALEDICTORIAN AND SALUTATORIAN.....	PAGE 17
VISITING SCHOOL.....	PAGE 17
WEAPONS	PAGE 18
WITHDRAWING FROM SCHOOL	PAGE 18
ASBESTOS REMOVAL	APPENDIX A
ATTENDANCE.....	APPENDIX B
DISCIPLINE.....	APPENDIX C
GRIEVANCE PROCEDURES	APPENDIX D
HOMELESS STUDENT REGULATIONS.....	APPENDIX E
OCR VOC/ED GUIDELINES	APPENDIX F
PRINTING/DUPLICATING/MEDIA COPYRIGHT RULES	APPENDIX G
STUDENT AND PARENT/GUARDIAN LEGAL RIGHTS.....	APPENDIX H
TITLE SERVICES PROGRAMS.....	APPENDIX I
ACCEPTABLE USE POLICY.....	APPENDIX J
USD 241 SCHOOL DISTRICT/BULLYING POLICY.....	APPENDIX K
DISCIPLINE GUIDELINES.....	APPENDIX L

ACADEMICS GENERAL COMMENTS

It is expected that students will report to class ready to learn. This includes bringing paper, pencils, books, and assignments. If the students know in advance of an exam and are present for a test review before being absent, they are required to take the test the day that they return to school. An absence the day of an exam does not excuse the students from taking the exam upon his/her return to school. Teachers are available in their classrooms by 7:40 AM for students seeking additional academic assistance. Other times, either before or after school, may be mutually scheduled by the student and teacher. Students are encouraged to seek the assistance they need from staff members to ensure academic success.

ACADEMIC HONESTY

Academic honesty is expected of all USD 241 students. Cheating, copying, plagiarism or other forms of academic dishonesty will result in disciplinary action. If cheating occurs, the teacher will take the assignment from the student, the student will receive a "zero" ("0") for the assignment, and the assignment will be delivered to the parent/guardian along with an explanation (*refer to #13 of the "Guidelines for Action in Consideration of Certain Types of Misbehavior"*).

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures up to and including suspension or expulsion. (See Board Policies GAA and ECH)

ACTIVITY/ATHLETIC EVENTS GENERAL COMMENTS

The primary responsibility for a student's behavior at games rests with parents/guardians. School personnel will intervene as necessary. Some guidelines have been established as follows:

1. At football games, unauthorized personnel shall not be along sidelines or team box. Due to the danger and disruption created, students should be discouraged from playing games in the parking areas and sidelines.
2. At basketball games, grade school students should sit with their parents. Students, wherever they sit, are expected to be orderly and not disruptive to others around them.
3. Once in attendance at either home site or away events, hats will not be worn by student body members in an inside facility. Student dress code applies at all school events, home or away.
4. Students are not to loiter and/or run in the hallway, restroom, or concession area during an activity.
5. In accordance with district rules and "Rule 52" of the Kansas State High School Activities Association, students are expected to display good sportsmanship and show respect for opponents and officials.

ACTIVITY/ATHLETIC ATTENDANCE

In order to participate in an extracurricular activity, a student must have been in school for the one-half (1/2) of the school day immediately before the activity, 7:55 am until 12:00 pm if leaving before 3:30, 12:35 pm until 3:30 pm if leaving after school. This includes practice in which the student athlete must be in attendance from 12:35 pm until 3:30 pm or they will be unable to practice. The lunch period is considered the dividing point. School sponsored activities, funerals, and prescheduled appointments are considered as being in school. Weekend activities are based on attendance of the previous school day. Activities that require leaving the school before school starts will be based on the attendance of the previous school day.

If a student is present at school on a practice day, he/she is expected to be at practice that day. If a student cannot be at practice, he/she should clear it with the coach before practice.

Since there is no perfect system for every circumstance and since not every possible in- or out-of-school activity can be listed, the principal will, on a case-by-case basis, have the authority to determine what is an "authorized activity" under this policy. In every case all such requests *must* be approved in advance by the principal.

ACTIVITY/ATHLETIC BEHAVIOR CODE FOR AWAY GAMES AND ACTIVITIES

Students who attend away games are part of the team and/or pep club and are under the supervision of the coach and/or sponsor. They are expected to either be with the team preparing for the game, playing the game, or be in the gymnasium with the student section.

ACTIVITY/ATHLETIC TRANSPORTATION

Transportation will be provided by the district for all extracurricular activities. (See Board Policy JGG)

Students shall ride to and from school activities with the team/group on the school bus. However, students may return home from an activity with parents/guardians, provided the parent personally contacts the coach/director at the activity and signs a check-out sheet. In unusual circumstances, students may be permitted to ride to and/or from an activity by means other than school transportation, provided a parent/guardian makes approved arrangements with the principal prior to leaving the school.

Students are not to leave the site of an activity without permission of the head coach/sponsor.

AUTOMOBILES

Driving or riding in a private, non-school motor vehicle during school hours is prohibited unless the student has been granted permission through the office to leave school. Students are not to be in or about motor vehicles when school is in session or during the lunch period.

JGFF

BULLYING/HAZING, HARASSMENT/INTIMIDATION/MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials. (See Board Policy JDD, JDDC, GAAB, JCE)

JDDC

CELL PHONES/SMART WATCHES/ELECTRONIC DEVICES

Students must keep cell phones and smart watches in their locker during all class times. The school and its staff are not responsible for any damage to or theft of a student's electronic device. Students must properly secure and take care of their own device. If the student needs to make an emergency phone call during the day, they should request to go to the main office to use the office phone. Students and their parents must read the cell phone policy and return a signed copy to the office at the beginning of the year. Signing the policy acknowledges acceptance. Students will not be permitted to have their device at school until the policy is signed and returned.

1. Cell phones/Smart Watches are **NOT** permitted in the locker rooms at any time.

- If the student has been accused of taking indecent visual depictions, the device will be confiscated. Should the student not comply, the Sheriff's Office will be immediately contacted. In either event, the student's device will be turned over to the Sheriff's Office and the content of the device will be searched. If it is found that there are indecent pictures on the device, the student will be expelled for 180 days. It will be up to law enforcement or the county attorney to determine if they will proceed with any child pornography charges.
- If a student is found to have a device in a locker room or restroom on school property at any time or at any school activity, home or away, the first offense will carry a 5 day In-School Suspension (ISS). If a second such offense occurs, the penalty will be a ten-day (10) Out-of School Suspension (OSS) and removal from all activities during the suspension.

2. If students are caught with their device during the day or there is evidence of a violation of this cell phone policy the following action will be taken:

- **1st Offense:** The student's electronic device will be confiscated by a staff member and taken to the office until the end of the day. The parent/guardian must pick up the phone. The parent and student must review the cell phone policy with an administrator before the cell phone can leave the office.
- **2nd offense:** The student's electronic device will be confiscated and held in the office. The student will have 1 day of ISS and will miss the next activity that they are scheduled to be attending. The parent and student must review the cell phone policy with an administrator before the cell phone can leave the office.
- **3rd offense:** The student's electronic device will be confiscated and held in the office. The student will have 3 days of ISS and will miss the next 3 activities that they are scheduled to attend. The phone must be picked up by the parent and the policy will be reviewed with them and the student.
- **After the third offense:** The student will not be allowed to have their electronic device at school. If the student is caught with their electronic device, they will lose privileges to attend school-sponsored activities.

COMPLETING ASSIGNMENTS—GRADES 6-12

In grades 6-12, assignments not turned in when due will receive a "zero" ("0") grade, unless extraordinary circumstances exist. Students who are absent due to illness or other unforeseen circumstances will be allowed additional time to complete make-up work, at least one (1) day for each day missed or longer, as determined by the teacher. If students turn in assignments that have not been completed, a grade/points reduction and/or penalty may occur.

When a student knows he/she is going to be absent, the student should notify his/her teachers, obtain the assignments that they will miss, and complete and turn in the given assignments before the absence, if possible.

CONCESSIONS AND MONEY-MAKING PROJECTS

The usual distribution of concessions to the four (4) high school classes will be as follows. The list represents, but is not limited to, the main money-making projects that classes are assigned:

Frosh: Any concessions not desired by upper classmen

Sophomore: HSFB and HSVB, post-season and any tournaments

Junior: HSNV FB and VB, includes JV tournaments, HSV and JV BB, includes tournaments

Senior: JHVB and JHBB and all JH tournaments

Any solicitation of funds or money-making projects must be approved by the principal.

This is in effect if the class plans on going on a class trip after graduation. If the class does not plan on a trip, adjustments may be made to these assignments. It is not the intent of USD 241 to provide spending money for students after graduation but to allow them to raise funds for prom and a trip if so desired.

CROSSWALK SAFETY

All students crossing Main Street are required to do so at the cross walk. If parents/guardians deliver or pick up their students at school, they are requested to use the designated loading and unloading zones.

No pedestrian, student, adult or child, should walk between two (2) school buses when they are parked bumper to bumper, loading and/or unloading.

DISPLAYS OF PUBLIC AFFECTION

Displays of Public affection are considered inappropriate on the school grounds, in the buildings, or at school functions. As a guideline, holding hands, walking arm-in-arm, romantic touching, hugging, kissing or other actions would be considered inappropriate.

DRESS CODE

An individual's or group's attitude and behavior can be influenced by their appearance and dress thus affecting the learning environment. Simplicity and cleanliness are the basic qualities for proper school dress. The following dress code will apply for WCHS and SES students during school and **at school activities**:

Clothing is to be neat and clean. Examples of inappropriate clothing would include, but not be limited to, clothes that are revealing, cut off, have lewd, suggestive or double-meaning sayings, display tobacco, alcohol, or illegal drug products, display disrespect, or display gang paraphernalia.

Remember: "Appropriateness" questions seldom arise when clothing is worn as intended by its design. The student, the parent and the school must share the responsibility for appropriate dress and grooming to reduce points of conflict as to what is accepted by the student, the parent and the school. School authorities reserve the right to counsel students in matters of dress and grooming. *If a student has a question as to what might be considered "appropriate dress," he/she should ask the Principal in advance of wearing the clothing in question!*

1. Sleeveless blouses, and/or tops, for females only will be allowed. They must have a strap width of at least three (3) inches and have a factory hemmed sleeve covering the shoulder. Separate straps must stay at least 3" together. A blouse or dress must also meet these guidelines. Sleeves should be snug fitting and no undergarments may be showing with any sleeveless clothing.
2. No hats, hoods, or caps worn inside the building and/or at school sponsored activities (home/away). No shirts or tee shirts with vulgar or suggestive words or pictures or which advertise alcoholic beverages. This includes sexual pictures and wording. No clothing is allowed that contains references to alcohol or tobacco companies.
3. No shirts which expose the bare midriff or revealing low cut shirts or blouses (lingerie style).
4. No going barefoot. (Sandals or other footwear must be worn at all times.)
5. No sunglasses in the building unless specified by a doctor.
6. No see-through shorts, or shorts with holes. Shorts must be dress style shorts, or team style shorts, and reach the middle of the thigh, approximately five (5)" inseam. Denim style shorts will be allowed if they are hemmed and the appropriate length. No cut-offs.
7. No cutoff jeans, pajama style clothing, soiled jeans, and jeans with holes or rips.
8. Sweat pants must have factory hem or clean cut bottom on legs. Leggings (yoga pants) must be covered by a shirt or shorts that reach below the buttocks. Clothing that allows skin to show through holes is not allowed.

Students whose clothing or appearance is questionable will be referred to the office. The first referral will warrant changing the clothing item. A second referral will warrant not being allowed to wear shorts or sleeveless tops the remainder of the semester, in addition to changing the clothing item at the time of the referral. The principal will make the final decision on whether the student is dressed appropriately.

JCDB

DRILLS

Drills will be conducted according to state guidelines. Drills may include procedures for situations involving fire, tornado, crises.

In case of fire: Two (2) different exit routes are designated for each classroom. A safe area far enough from the building (fifty [50] feet minimum) is also designated. The secondary evacuation routes should be used occasionally.

After the alarm has sounded, students and staff should proceed in an organized manner to the nearest exit as quickly as possible using one of the two evacuation routes designated for their location. Staff shall account for students after reaching the safe area. In the event of a fire, the teacher that is in the classroom at the time of the alarm/fire, will have the responsibility of assisting any handicapped/disabled child from the building.

If any teacher has more than one handicapped/disabled child in any particular class, notify the principal immediately upon that child’s attendance in the class. The principal will have the responsibility of assigning an adult to assist with such situations. In no event can a student be assigned the responsibility of assisting a handicapped/disabled child from the building.

Adult monitors shall verify that occupants have evacuated. Restrooms and other closed areas must be checked by sight and voice.

FIRE DRILL LOCATIONS

DESIGNATED EXITS AND SAFE AREAS, PREFERRED LISTED 1ST

Rooms: G.S. Gym, 107, 112,114,116,119	West to Sidewalk, or North out of connecting link to safe area Northwest of G.S. Gym
Rooms: 201,202,208, 209	South to Playground, or North to connecting link, then East to sidewalk
Rooms: 206,207,216 217	North to connecting link, then East to sidewalk, or South to playground
Rooms: H.S. Gym Weights	South and East to Front sidewalk, or West Gym Lobby to sidewalk South door to parking. North door then on to practice field
Rooms: 403, 405 North hallway to driveway	South and East to Front sidewalk, or West and North through
Rooms: 408,409,410, 411,412,413,414,417	West through North hallway to driveway or South and East to Front sidewalk
Rooms: 422,425,429 East and South to Front sidewalk	West through South hallway to driveway or
Rooms: Shop Classroom North to East door to driveway.	South to East door to driveway or

TORNADO DRILL LOCATIONS

DESIGNATED SHELTER AREAS

Rooms: G.S. Gym, 107, 112,114,116,119	Boys’ Locker Room in H.S. Gym (Northwest Corner)
Rooms: 201, 202, 206, 207, 208, 209, 216, 217	Boys’ Locker Room in H.S. Gym (Northwest Corner)
Wheel chair occupant: (Helpers)	Boys’ Locker Room in H.S. Gym
Rooms: H.S. Gym Weight Room, Offices	Girls’ Locker Room in H.S. Gym (Northeast Corner)
Rooms: All 400’s (HS) (Northeast Corner)	Girls’ Locker Room in H.S. Gym
Room: Shop (Northeast Corner)	Boys’ Locker Room in H.S. Gym

JGFA

DUAL SPORTS / DUAL ACTIVITY PARTICIPATION

Students interested in participating in dual sports must meet with both head coaches and the athletic director pre-season. The student must declare a primary sport on an “as needed” basis. The primary sport will take precedence in any conflicts, either practice or competition. If during competition a student is able to participate in both activities, it is the parent’s responsibility to arrange transportation to the second activity.

A student in dual sports must maintain a minimum grade point average of 3.0 with no letter D grades (calculated on Mondays). If the student does not meet this eligibility requirement, they will be released from the non-primary sport.

EARLY GRADUATION

Board of education policy permits early graduation. If a student graduates early all of the student's school activities cease when the student leaves school.

The diploma of an early graduate will be dated the date of the first commencement ceremony following the completion of graduation requirements. The student's picture may appear on the class panel. Early graduates may participate in the first commencement ceremony following the completion of graduation requirements. JFCA

EARNING CREDIT

USD 241, by board policy, believes that no student should be absent more than **nine (9) days in any one class** in a semester unless there are extreme situations that are documented. In order to earn credit in a class a student may not have missed more than three (3) of these days "unexcused" without making up appropriate time. In-school suspensions ISS are *not* considered as absences. Out-of-school suspensions (OSS) are considered "unexcused" absences. *Students will be allowed to make up all the work missed and the assignments are due upon the students return to school. The student will not be given extended time to make up assignments missed.*

After a student has accumulated three (3) unexcused absences or a total of six excused absences in a semester, the student and/or his/her parent/guardian will meet with the principals or the school's attendance committee, a standing committee consisting of the principal and three (3) teachers. The principal or the committee will advise the student and parent/guardian of the policy and the consequences that will result if the maximum number of absences is exceeded and appropriate time is not made up.

When a student has exceeded the minimum accumulation of three (3) unexcused absences, or a total of nine (9) absences in a semester, the student will immediately be placed on probation and written notice will be given to the student and parent/guardian. This probationary period will determine the status of the student and whether or not credit will be allowed at the end of the semester. Credit will be allowed if the missed attendance time over and above the nine (9) days is made up in a timely manner, as determined by the principal after consultation with the parent. Since attendance is primarily the responsibility of the student and parent, this time will be made up during early mornings, after school, Saturday, or on days school is not regularly in session such as in-service days and parent/teacher conferences. In determining whether additional time is to be made up the attendance committee may give consideration to extreme medical or health problems that are fully documented or other extreme hardship situations that account for a substantial number of the absences.

The student and parent/guardian may appeal the decision of the attendance committee to the superintendent, or the Board of Education if the superintendent is also serving as the principal of the grade level of the student in question.

Absences will be considered on a class by class basis.
(See Appendix B)

Credit Recovery

Students that fail courses will have the following options:

- 1) If the course is offered onsite and fits into the student's schedule, the student will retake the course under the current faculty at Wallace County Schools.
- 2) If the course does not fit into the student's schedule, the student will be responsible for completing the course through an online program approved by the school. The student will pay for the coursework, as well as complete the course on their own time.
 - a. Students will be monitored and completion of the course must be verified to the school official for credits to be counted toward graduation.

ELIGIBILITY FOR PARTICIPATION IN ATHLETICS AND ACTIVITIES—GRADES 6-12

In order to be eligible, a student must pass all classes **including study halls and Activity Periods**. **If a student receives a failing grade (F) or 3 D’s, he will be declared ineligible.** Grades are cumulative from the first grading period of the school year to the completion of that semester and will be checked weekly by the principal or designated representative. Eligibility will start over at the beginning of the second semester. A three (3) week grace period will be allowed at the beginning of the first and second semesters. Students moving in during the course of the semester will be granted a three-week grace period beginning with their first date of enrollment.

Progress reports will be sent out on a weekly basis for students who have a D or F. **A student will need to be on the warning list (have a D) in the class before they can be failing.**

Eligibility will be determined on a weekly basis. Ineligibility status will be from Monday to Monday. Ineligible students will not travel with, sit with, or be acknowledged as part of the team during the period of ineligibility.

“Performing Groups” include all activities/events that occur outside and/or in addition to the regularly-scheduled school day/class period. This would include, but is not limited to, school-sponsored dances, field trips, art shows, scholar’s bowl, forensics, etc.

Absences and tardies will also be used to determine eligibility. All time owed will be made up before participation. [BOE Approved 7/04]

FOOD SERVICE PROGRAM

A breakfast and hot lunch program is available for all students. These meals are served in the USD 241 commons area. A student may bring a lunch from home, but he/she will be expected to eat with his/her classmates in the commons.

Students are expected to learn and display proper etiquette and table manners. If a student is unwilling to sit at the table and behave in an appropriate manner, the student may be moved to another location to eat. K-8 students will need to remain in the commons area during lunch period until their assigned dismissal time.

For a student to begin participation in the school lunch program at the start of each school year, he/she must have a paid lunch account prior to the first full day of classes. In other words, no charges will be allowed to start the school year. [BOE Approved 7/04] JGH

FREE AND REDUCED MEALS

USD 241 participates in the National School Lunch/Breakfast program. Parents/guardians are eligible to apply for free or reduced price meals through this program. Eligibility is based upon family income, and families are strongly encouraged to complete the application process. **Even if parents choose not to accept free or reduced lunch based on the application, their eligibility helps USD 241 in acquiring state and federal funding via grants and other revenue sources.** Application forms are available in the school office. JGH

GRADING SYSTEM/GRADING SCALE

The grading system will be “A” for “Superior,” “B” for “Above Average,” “C” for “Average,” “D” for “Below Average,” “F” for “Failing” and “I” for “Incomplete.” The following scale will be reflected on report cards

A+	=	100	C+	=	77-79
A	=	95-99	C	=	73-76
A-	=	90-94	C-	=	70-72
B+	=	87-89	D+	=	67-69
B	=	83-86	D	=	63-66
B-	=	80-82	D-	=	60-62

GRADUATION REQUIREMENTS

The following courses and units must be passed by USD 241 high school students for graduation: *English*—four (4) Units, *Social Studies*—three (3) Units [including American History and American Government], *Science*—three (3) Units, *Mathematics*—three (3) Units, *Health & Physical Education*—one (1) Unit and *Fine Arts*—one (1) Unit. A total of twenty-four (24) Units will be required for graduation.

IHF

GRADUATION CEREMONY

The graduation ceremony is an auspicious occasion honoring those students who have completed the requirements for graduation. If a senior has not completed the twenty-four (24) required credits by the end of the fourth nine-weeks, he/she will *not* be permitted to take part in the high school graduation ceremony. Students will be allowed to finish requirements for graduation on a part- or full-time basis the next year and will receive a diploma when they have completed graduation requirements. They will *not* take part in graduation exercises following the completion of their requirements.

The top four (4) students from the junior class, as determined by GPA, will serve as escorts during the graduation ceremony.

GYMNASIUMS— USE AND CARE

The gymnasium floors, because they are wood, require special consideration for use and care. The following guidelines have been developed for the use and care of the gym floor:

1. Wear approved indoor gym shoes only.
2. Rollerblades, skates, or similar equipment are not allowed.
3. Walk outside the boundary lines at games, assemblies, and pep rallies.
4. Hanging on baskets is not allowed.
5. Throwing balls at the ceiling, lights or persons is not allowed.
6. Food and drink are not allowed on gym floor.

HEALTH SERVICES

USD 241 contracts with the Wallace County Health Department for school health nurse services. The health department will schedule vision screening and hearing tests during the school year. If problems are detected, referral forms will be sent to parents encouraging further testing by a doctor.

School personnel will not give medicines, treatments, or make diagnosis. They do not give medication of any kind, including aspirin, cough syrup, or other “over-the-counter” drugs unless sent to school in the original container by the parent/guardian with a written permission form from a physician or dentist. School personnel will log date, time, and dosage when medication is given to a student.

For minor injuries, first-aid may be administered by school personnel.

Students who exhibit symptoms of illness should not be sent to school. School personnel reserve the right to determine whether or not a student will remain in school.

Students should not return to school until twenty-four (24) hours after fever has broken or twenty-four (24) hours after the last vomiting episode.

Parents/guardians are requested to provide the school with up-to-date emergency information, including medical alerts, telephone numbers, names and numbers of other persons to contact when a parent cannot be reached in case of injury, sickness, or other emergency.

The following is taken from the Kansas Classroom Handbook of Communicable Diseases, prepared by the Kansas Department of Health and Environment:

“No person afflicted with any infectious or contagious disease dangerous to the public health shall be admitted into any public, parochial, or private school, or licensed child care facility. It should be the duty of the parent or guardian and the principal or other person in charge of any public, parochial, or private school to exclude any child or other person affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation or quarantine for the particular infectious or contagious disease.

“If the attending person licensed to practice medicine, surgery, or local health officer, finds upon examination that the person is not suffering from infectious or contagious disease, he may submit a certification to this effect to the school authority, and such person shall be readmitted to school or to the child care facility.”

HONOR ROLL

The Principal’s Honor Roll will honor those students who compile a 4.0 grade point average. Honor Roll will recognize students who compile a 3.5 to 3.99 grade point average. Honorable Mention lists students who compile a 3.0 to 3.49 grade point average. All honor rolls require all grades of C or above.

HUMAN SEXUALITY AND AIDS EDUCATION

There are units in the science and health curriculums that provide age-appropriate instruction for students concerning human sexuality and AIDS. Parents/guardians are invited to preview these units. Parents/guardians may “opt out” their students from these units of instruction by contacting the school office and completing the necessary “opt out” form.

INDEPENDENT STUDY

Students who wish to pursue a course beyond those offered on the class schedule will be allowed to do so through independent study arranged by the student with the teacher involved and with the approval of the principal. If a student does not complete the independent study class he/she will be required to reimburse the school district for the cost of the class if the school district covered the initial cost.

INJURIES

If a student has received an injury requiring medical attention, the student should present to the coach/teacher a written statement from a doctor releasing the student to participate before resuming practice or physical education.

INSURANCE INFORMATION

The Board of Education provides an accident insurance plan for all students that may be injured during the school day. An additional insurance coverage for students who participate in school activities is also provided. The insurance covers injuries that result in treatment by licensed physician within sixty (60) days from the date of injury. Benefits are coordinated with family insurance. Complete written descriptions of the coverage are available in the office.

Written notice of claim must be given to the insurance company within ninety (90) days of the date of injury. It is important that injuries requiring medical attention be reported to the coach or sponsor and the office as soon as possible so that a proof of claim or an accident report form can be filed.

We have encountered difficulties in the past with expenses that result from student injuries. Although USD 241 makes every effort to ensure that all expenses are covered, parents need to be aware that there can be uncovered expenses arising from school accidents and/or injuries. More specifically, any student coverage offered through USD 241 will only be a SECONDARY payer after the family insurance coverage has been the PRIMARY payer. Some situations/expenses may not be covered items with any coverage. To reiterate, in cases of a loss, families SHOULD expect out-of-pocket expenses, regardless of their amount of insurance coverage. [BOE Approved 7/03]

A twenty-four (24)-hour coverage accident insurance plan and/or extended dental accident coverage plan may be purchased voluntarily. Enrollment forms and copies of the policy are available in the office.

LETTERS

Varsity letters (White “S” on blue felt) are earned by participating in varsity athletics. Letters are awarded upon the decision of the principal and coach of the sport involved. To receive a varsity letter an athlete must participate in one-half (1/2) of the varsity quarters and in volleyball one-half (1/2) of the varsity games. An athlete may also receive a letter by being in the sport for four (4) years and finishing the season with the team unless unable to because of injury. An athlete may also receive a varsity letter by participating in three (3) sports and successfully completing the season of each sport.

Activity letters (Blue “S” on white felt) are earned by participating in vocal music, instrumental music, speech (forensics), drama and scholars bowl. Speech and drama participants must participate in two (2) plays or contests to receive a letter. A primary requirement in this area is a cooperative attitude beneficial to the group—students must be cooperative about attending festivals and other performances by attending practices and performances.

Scholastic letters (White “S” on white felt)are earned by making all A’s for a semester of study.

LIBRARY MEDIA SERVICES

It costs several dollars to replace a library book. To replace lost books and help preserve others, students and parents/guardians are requested to comply with the following:

1. Students who lose or carelessly damage books are expected to pay for the books.
2. Using a plastic bag to carry library books to and from home helps protect books from damage.
3. It will help if your student is reminded to:
 - Have clean hands when handling books.
 - Put library books up high so smaller children and pets cannot get to the books.
 - Use bookmarks instead of bending corners or laying the open book on its pages.
 - Turn pages from the top right hand corner.
 - Return overdue books immediately whenever you come across them.

Books may be checked out for only one week, but may be rechecked as often as necessary.

LOCKER REGULATIONS GRADES 6-12

1. Lockers are the property of the school district. Students are only using them. Students should not put anything in their lockers they would not want a teacher or the Principal to see.
2. Students may *not* place tags, magnets, or other items on the *outside* of their lockers. On special occasions, cheerleaders may place items on lockers.
3. Students *may* place items (pictures, magnets, etc.) *inside* their lockers as long as the items can be removed and do not stick to the lockers permanently.
4. Locker caddies, shelves, etc., may be placed in the lockers as long as they do not scratch or mar the lockers in any way.
5. Any printed material or pictures must be appropriate, i.e., in good taste, not vulgar, offensive, or derogatory to others.
6. If any student has a question about whether some items can be placed in locker, please ask a teacher or the principal for guidance.
7. Students should be careful not to “stuff” their lockers. If the door has to be “forced” shut, then too many items are in the locker or the items are arranged improperly. Proper organization will protect books, personal item, and the locker itself.

8. Students are required to place locks on their gym lockers, if the locker doesn't have a lock as part of its construction. *School locks are provided and students are expected to use a school lock.* If a student does not return his/her lock, a \$5 replacement fee will be assessed.
9. *The school is not responsible for lost or stolen items.* Do not place valuable items such as jewelry, money, etc., in an unlocked locker.

MEDICAL CONSENT AUTHORIZATION FORM

This form, which is signed by the parent/guardian and notarized, accompanies a student on any school sponsored activity. The intent of the form is not for the school or school employees to assume medical responsibility for a student. Should a student become ill or be injured and require immediate medical attention and school personnel are not able to contact the parent, this form authorizes the school to seek medical attention for the student. Many doctors will not treat a child without the consent form.

MEDICATION ADMINISTRATION

State and school guidelines for administering medication in Kansas schools are as follows:

1. A written request from the physician or dentist should accompany all medications to be administered in school, including "over-the-counter drugs" such as aspirin, Tylenol and cough medicine.
2. The original prescription container should accompany all medications. Please request two containers, one for home and one for school, from the pharmacist.
3. "Over-the-counter" medications should not be maintained on school premises unless a prescription is provided along with parent/guardian permission to administer.

NCAA ELIGIBILITY REQUIREMENTS

Students planning on playing sports in college need to meet with the school counselor for information on the NCAA rules. They will direct them to the NCAA web site (ncaa.org). There are certain things that potential college athletes will need to do before they graduate in order to be eligible to play sports in college. When they get to the NCAA site they need to look at the resource guide called College-Bound Student-Athlete.

NATIONAL HONOR SOCIETY—GRADES 9-12

National Honor Society Selection Process:

To be eligible for National Honor Society, a candidate must have a cumulative grade point average (GPA) of 3.25 or better over three semesters of high school credit; must exhibit qualities of leadership, examples of community service; and qualities of character development in the following areas:

- a. Takes criticism willingly and accepts recommendations graciously;
- b. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise and stability);
- c. Upholds principles of morality and ethics;
- d. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.;
- e. Demonstrates highest standards of honesty and reliability;
- f. Shows courtesy, concern and respect for others;
- g. Observes instructions and rules, punctuality and faithfulness in obligations both inside and outside of the classroom;
- h. Has powers of concentration and sustained attention as shown by perseverance and applications to studies;
- i. Manifests truthfulness in acknowledging obedience of rules, avoiding cheating in written work, and showing unwillingness to profit by mistakes of others;
- j. Actively helps to rid the school of bad influences or environment;
- k. No record of skipping classes or of knowingly violating school regulations. No record of civil offenses within the community.

Continued membership will be determined by NHS guidelines.

PHYSICAL EDUCATION and RECESS PARTICIPATION

A note or telephone call from a parent/guardian is required if a student is *not* to participate in physical education due to illness or injury. The student is expected to go to the physical education class and observe.

When a student is injured or recovering from illness, a note or telephone call from a parent/guardian is required in order for the student to stay in the classroom during recess.

If a student has a signed form from a medical provider (doctor, physician's assistant, etc.) requiring non-participation in athletic or activity events, the student will not return to participate until the medical provider has submitted documentation allowing the student to participate.

PLAYGROUND / SCHOOL PROPERTY RULES

In order to promote safety and prevent injuries on the playground / school property, the following rules have been established:

1. No skates, skateboards, or roller blades on school property.
2. No personal toys at recess.
3. No tackling or bodily contact.
4. One person in swing, swinging forward and backward, no twisting.
5. Do not walk up slides.
6. Do not use slides when they are slick or wet.
7. Ride the merry-go-round appropriately.
8. Do not leave playground without permission.
9. Observe playground boundaries for various age groups.

PROPERTY AND TEXTBOOKS

SCHOOL PROPERTY

School property (textbooks, desks, lockers, tools, computers, etc.) is public property and is not to be defaced or marred in any way. In cases of willful damage of property, full payment will be expected.

Teachers will document damage through a "check-out sheet" to be assessed at the end of year. Any assessed damage will be paid through the office.

PROPERTY AND TEXTBOOKS (cont)

PERSONAL PROPERTY

All personal property, including jackets, tennis shoes, etc., should be marked with the owner's name. Students often leave things at school and it is difficult to find the owner if there is no name. Physical education shoes often look alike, so having the student's name in them helps avoid confusion. A lost and found box is maintained for items whose owners cannot be identified.

HEADPHONES/EAR BUDS

Beginning with the 2010-2011 school year, USD 241 will not provide headphones or ear buds for listening purposes on computers. This policy change is an attempt to protect the personal health of each student in the district. Headphones / ear buds will be allowed at the discretion of the classroom teacher. Students should not use school bandwidth to listen to music or watch videos.

REGENTS COLLEGE OR UNIVERSITY REQUIREMENTS

- 1) Students in the top third of their graduating class---OR

- 2) Students who have earned a 21 composite score on their ACT---**OR**
- 3) Students who have taken a precollege curriculum and earned a 2.00 (C) average in those specific courses:

Precollege Curriculum

- 4 units of English
- 3 units of Natural Science - Must take Chemistry or Physics
- 3 Units of Mathematics
 - Opt A: 3 units plus ACT score of 22, or
 - Opt B: 4 units, one in the graduating year.
- 3 Units of Social Science
- 3 units of Electives

Students who do not fit into any of the above categories will not be admitted to the Regents schools but may attend private colleges or community colleges provided that they meet the requirements of those institutions.

REPORT CARDS

Report cards will be issued in timely manner, generally the Friday after the close of the marking period. Final report cards will be mailed to parents/guardians as soon as grades are verified, usually about a week after the close of school. All bills must be paid before final grade cards will be mailed. Progress reports will not be mailed to parents any time between grading periods for students who need or merit special attention. Access to grades is provided through GoEdustar online.

SCHOOL CLOSINGS

If the administration decides that the weather is adverse enough to warrant a late start or cancellation of school, reports will be issued in a variety of ways. The superintendent will first utilize the automated communication system, SchoolMessenger. It is important parents and staff keeps the office updated on changes to their phone numbers. Reports may be made to radio stations KLBY, KGCR, KLOE/KKCI. and KXXX/KQLS, as well as television stations KAKE, KSN, and KWCH. Generally, this decision is made no later than 6:00 AM. Parents and students are reminded to listen to or watch these stations for school announcements during adverse weather.

SCHOOL HOURS

The internal daily schedule may change on occasion, but in general, the schedule is as follows:

1. At 7:20 AM the main front entrance doors will be open *only* for students receiving tutoring services.
2. At 7:30 AM, breakfast will be served in the commons.
3. Beginning at 7:40 AM, supervision for students will be provided in the junior high gym (grades K-5), high school gym (grades 6-8), and the commons (grades 9-12).
4. At 7:40 AM, students may enter the school building and other classrooms if they need to see their teachers for assistance, etc. If students in grades K-8 are not working with a teacher or eating breakfast, they should be in their designated gymnasium.
5. At 7:53 AM, all students report to classes. Classes begin at 7:55 AM.
6. School is dismissed at 3:30 PM. Students who do not ride a bus or are not engaged in extracurricular activities are requested to leave the school grounds as soon as possible. The doors will be locked fifteen (15) minutes after dismissal time.
7. Doors will remain locked during the school day. The only exception is the main entrance.

Bus drivers will time the bus routes to arrive at school between 7:40 AM and 7:50 AM.

Playground supervision is not provided before school. Students are not expected in the building prior to 7:40 AM, unless prior arrangements have been made with a staff member.

SCHOOL SOCIALS and DANCES, GRADES 9-12

School dances are to be scheduled with the building principal at least two weeks prior to the date of the dance.

WCHS students may bring an out-of-school date to dances including Homecoming and Prom. These dates must be registered, by public or accredited private school, by the close of school one day prior to the dance and they are subject to the approval of the administration. The student is responsible for his or her out-of-school date's behavior. This privilege may be cancelled by the administration or dance sponsor at any time.

Grade school students (K-8) may not attend high school dances.

Students more than 1 year out of high school will not be allowed to attend dances. Background checks may be made on unfamiliar students.

SPECIAL EDUCATION

USD #241 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 USD 241 will identify all exceptional students and then provide the needed special education for these students in the most normal educational setting possible.

USD 241 has a comprehensive special education program which adheres to the federal regulations within the Individuals 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 building site. 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 student may be in need of special education services, you may initiate a referral to your school's Student Services Team. All parents will be informed as soon as their student is referred for one of the special programs. Parents and, in some cases, the student will be closely involved with the school's special service team decision. While parents may request a due process hearing, this is ordinarily not necessary if parents and school personnel work closely together for the student's benefit.

The goals of an appropriate educational program for all exceptional students is a reflection of the philosophy of USD #241 to provide quality educational services for all children. For further information concerning the special education programs and referrals, contact the Superintendent of Schools at (785) 852-4252. You may also contact the Director of Special Education at the Northwest Kansas Educational Service Center (NKESC), Oakley, KS, (785) 672-3125. 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.

STUDENT COUNCIL

Members of the high school Student Council represent the student body. The purpose of this organization is to create school spirit by student participation in all school events and activities, to promote scholarship and recognize student achievement, to maintain a medium of cooperation between the administration and the student body and to strive for higher standards of friendship, scholarship and citizenship. Included among the duties and powers of the Student Council is the right to confer with the administration of the school on any matter that concerns the welfare of the student body. A constitution outlines procedures and guidelines that govern council activities.

STUDENT AIDE

Senior students may serve as a student aide one (1) period per day provided they meet the qualifications and are accepted into the program. A complete description of the student aide program is available in the office. One (1) unit of credit will be awarded for the student who successfully completes the student aide requirements. Letter grades will not be given. A

“P” for “pass” or an “F” for “fail” will be recorded on the student grade card. A “P” or “F” will not be included in the student’s GPA.

STUDENT SCHEDULE CHANGES

Schedule changes may be made during the first three (3) days of a semester. Students will receive .5 credit for any semester.

SUBSTANCE ABUSE General Code of Conduct and Violations

Students who participate in Category I and/or II activities are prohibited from using tobacco in any form, alcoholic beverages of any kind, including beer, or any drug or controlled substance other than those prescribed by a physician. This applies to both on and off school premises. Possession of or being part of any misuse of prohibited items will constitute use. Violations observed by a faculty member/administrator or any other reasonable proof of the act will be sufficient cause for disciplinary action.

Category I includes those Kansas State High School Activities Association (KSHSAA) sponsored activities in which a member school has a schedule of interscholastic contests, including KSHSAA sponsored tournaments: 1. Athletic Activities: Football, Volleyball, Basketball, Track and Golf; 2. Non-Athletic Activities: Scholars Bowl and Speech. Category II includes those activities in which a member school’s only interscholastic schedule is the KSHSAA sponsored regional or state contests, festivals or conferences. Category II also includes local only activities: 1. Fine Arts Activities: Music and Art; 2. Student Leadership Activities: Student Council and Spirit Squad; 3. Local Activities: School Plays, Pep and Marching Band, Music Clinics, Performances/Concerts and Prom and Homecoming Dances.

The possession or use of tobacco/alcohol/non-prescribed drugs/electronic or vapor cigarettes is prohibited on school property or at a school-sponsored event. School authorities may administer disciplinary action, including suspension or expulsion. **If established at any time during the school year that a student has consumed or possessed illegal drugs, alcohol, or tobacco products, they will be subject to the following sanctions. The school year begins with fall sports equipment checkout for the purposes of this policy. Offenders will be subject to the guidelines imposed by the Drug & Alcohol-Free policy and reported to the law if it violates KS statutes.**

Violations of the substance abuse policy will result in disciplinary action as follows:

First Offense

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

- Punishment up to and including 3 days in-school suspension.
- Students will miss the next event in whatever activity they participate in, and/or students will miss the next event they were scheduled to participate in.
- Students and parent(s)/guardians will receive resources for substance abuse education and cessation programs.

Second Offense

A second-time violator (during the same school year) shall be subject to the following sanctions:

- Punishment up to and including a 5-day in-school suspension.
- Suspension from **all** student activities for the remainder of the year. For an athlete, permanent dismissal from the team with no honors or awards is allowed to be received.
- Students must attend a mandatory substance abuse intervention program and will not be in good standing until the program is completed.

Third Offense

A third-time or more violator (during the same school year) shall be subject to the following sanctions:

- Punishment up to and including OSS and or expulsion. The issue will be referred to local law enforcement. The student will be required to participate in a substance abuse program and the student will not be in good standing until the program is completed and documentation of completion provided to

the school. In order for the student to return to school, the student, parent/guardian, administrator, and counselor must meet together to discuss a plan for successful reintegration into the school setting.

Disciplinary action in conjunction with this policy (including a conference with the student, parent/guardian and principal) will be administered by the head coach/director. Offenses and penalties that occur during the school year, including between athletic/activity seasons, accumulate for the school year but to *not* carry over to the next school year. The principal will be responsible for recording and reporting the disciplinary action to the other head coaches/directors.

If, in the judgment of the head coach/director or principal, the first offense is a flagrant violation and is possibly deserving of more severe action, the head coach/director or principal shall submit a request to a standing hearing committee composed of the principal, a coach selected by the coaching staff, a licensed faculty member selected by the faculty, and the presidents of the student council and senior class. In case one of these individuals is the coach/director of athlete involved a substitute will be appointed by the other committee members. A written report/decision will be prepared and copies made available to all parties involved. (refer to appendix C) JDDA

TECHNOLOGY - ACCEPTABLE USE POLICY

All persons (students, staff, and district patrons) who utilize district-owned technology shall agree to the policy, terms, and conditions of use as outlined in the USD 241 Technology Handbook for Students, Staff, and District Patrons by signing the acceptable use agreement at the beginning of each school year. Use of any district-owned technology may be restricted until the acceptable use agreement is on file with the district office.

The complete USD 241 Technology Handbook for Students, Staff, and District Patrons will be available during the enrollment process in August and/or at the staff in-service meetings prior to the start of the new school year in August.

[BOE Approved 7/04]

TELEPHONE

The school telephones are for business purposes only. Students will not be called from classes to the telephone unless it is an important call from a parent/guardian. Messages will be taken and delivered to students when it can be done without interruption of the class.

If a teacher believes a student needs to use the telephone, the teacher will send a note to the office with the student giving permission to use the telephone.

TELEPHONE (cont)

Parents/guardians should feel free to contact the school staff concerning any matter dealing with their children and the school. If a parent/guardian wishes to contact a teacher or student by telephone, he/she is encouraged to call and leave a message for a return call at a convenient time when class will not be interrupted.

TOBACCO

Student use or display of tobacco in any form, (including imitation products which simulate tobacco) at any time on the school grounds, in the buildings or at school functions anywhere is prohibited.

TRANSPORTATION

SCHOOL BUS REGULATIONS

Safety is the most important part of bus transportation. One of the components of a safe bus is the conduct of the students while riding the bus. Students riding the school bus must cooperate with the bus driver and obey the rules posted in the bus as follows:

1. Students should be on time. The bus cannot wait for those who are tardy.
2. While waiting for the bus, students should not stand in the roadway.

3. Upon entering the bus, students should be seated promptly and in their assigned seat.
4. Students should not extend any part of the body from the bus window.
5. Students are not to load, unload, or move about inside the bus while it is in motion.
6. Students should not throw wastepaper or other items on the floor or from the bus windows.
7. Outside of ordinary conversation, classroom conduct is to be observed on the bus. Any distraction to the bus driver is a safety hazard.
8. Depart the bus in an orderly manner.
9. Each student is responsible for any damage he/she causes to the bus.
10. When leaving the bus, students should observe the directions of the driver. If crossing the road, students should do so in front of the bus after making sure the road is clear and the driver has signaled that it is safe to cross.
11. Students are prohibited from eating or drinking beverages on any bus routes.
12. The driver is in charge of the students and the bus. Students must obey the driver promptly and follow the rules posted in the bus. The privilege of riding the school bus may be denied if the student does not cooperate.

These rules can be simplified so that students of all ages can remember them easily. These simplified rules are as follows:

1. Listen and obey the driver.
2. Sit in your assigned seats and face the front.
3. Talk to your neighbor in a quiet voice.
4. Keep your hands to yourself and do not throw anything.

SCHOOL BUS GUESTS

Students planning to ride a bus to or from school with another student must present a parent/guardian request to the principal, either written or by telephone, prior to the student entering the bus. Specific details will be provided with the parent request. If the request is not provided to the principal so that the bus driver(s) can be notified in advance, the student may be denied riding privileges. USD 241 will not make additional transportation runs to accommodate bus overflow caused by guest riders or because of notification not being made prior to the route run.

VALEDICTORIAN & SALUTATORIAN

The Valedictorian for a graduating class will be the student/students with the highest cumulative GPA as recorded at the end of 7 semesters of high school classes. The Salutarian for a graduating class will be the student/students with the second highest cumulative GPA as recorded at the end of 7 semesters of high school classes. Seven (7) semesters include all semesters of the Freshman, Sophomore and Junior years as well as the fall semester of the Senior year.

VISITING SCHOOL

Parents are encouraged to visit their student's classroom during the school year. It is recommended that visitation be made after the third week of the school year and before May 1.

All visitors are required to enter through the front doors of the building, and check in with the office before visiting any classroom.

Non-USD 241 children and adults are not to visit in individual classrooms. Exceptions can only be considered by the principal.

WEAPONS

A student shall not knowingly possess, handle or transport any object that can reasonably be considered a weapon (i.e. pocket knives - see complete list detail USD 241 BOE Policy JCDBB) 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.

WARNING: Possession of a weapon or firearm as defined by federal and state law will result in a full one hundred eighty-six (186) school-day expulsion as required by federal and state law.

WITHDRAWAL FROM SCHOOL

The office should be notified when it is necessary for a student to withdraw from school. The student and/or parent/guardian will be given a form to complete that must be signed by the student's teacher(s), the librarian and the counselor. All fees and bills must be paid and school-owned books and equipment returned before the withdrawal is approved by the office.

APPENDIX A

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

USD 241 school facilities were first inspected for asbestos in 1988. Reinspections were conducted in 1991, 1994, 1997, 2000, 2003, 2006, 2009, 2011. At each inspection, certified inspectors located, sampled, and rated the condition and hazard potential of building materials. Laboratory analysis records were used by a certified management planner to develop an asbestos management plan. A copy of this plan is available for inspection at the USD 241 district office. A copy of the reinspection/management planner report for each building is available for inspection at each school office and the district office. It is USD 241's intent to comply with AHERA regulations and take those steps necessary to insure each child and employee a healthy and safe environment in which to learn and work.

APPENDIX B

ATTENDANCE

Regular school attendance is very important to the learning process. Most of the concepts taught and learned build on each other, especially in reading and math. If a student does not master a basic skill, then it becomes increasingly difficult for him/her to learn the next skill.

A. ILLNESS

For the protection of all staff and students, it is requested that students not be sent to school when they are ill. If a student has vomited prior to school, he/she should not be sent to school. If the student vomits at school and is sent home, the child should not return to school the remainder of the day. If a student is running a fever, even if no other symptoms are present, the child should be kept at home.

B. ABSENCES/TARDIES (General)

1. Grades K-8: If an absence is anticipated students and parents/guardians are asked to notify the office (852-4267) and teacher(s) to determine what assignments need to be completed prior to and/or during the absence.
2. Grades K-8: When a student misses school that is not anticipated, please contact the office for a list of assignments. Every attempt will be made to gather these to be picked up later.
3. Grades 9-12: When an absence is anticipated students and parents/guardians are asked to notify the office (852-4240), obtain assignments from teachers, and complete the assignments before the absence, if possible, or as the teacher(s) directs.
4. Grades 9-12: When a student misses school that is not anticipated, please notify the office and contact the teacher directly by e-mail for assignments.
5. Elementary students who arrive at school after 8:00 AM and before 9:30 AM will be counted tardy.
6. If the school has not been notified by parent/guardian by 9:00 a.m., attempts will be made to contact the parents/guardians to verify that it is an excused absence. If no verification occurs, the student will receive an unexcused absence, subject to those guidelines found on page 3 of this appendix.
7. Grade school students arriving after 9:30 AM and before their scheduled lunch break will be counted absent one-half (1/2) day. Students will be counted absent one-half (1/2) day if they leave school after their scheduled lunch break and before 2:00 PM.
8. High school students arriving after 8:10 a.m. and after 12:45 p.m. for 5th hour will be counted absent, i.e. arrive 10 or more minutes late.
9. A student cannot make up time to gain perfect attendance.
10. Unexcused absences will be made up before credit is given in a class. Unexcused absence time will be made up at the rate of 1 ½ times the hours missed.
11. For each tardy recorded, students will need to make-up the class time missed with the classroom teacher, either before or after school.
12. Students arriving at school after 8:00 a.m. and leaving school prior to 3:20 p.m. are asked to sign in and/or out in the office.
13. If in doubt about how an absence will be classified, request a determination from the principal in advance.
14. Attendance in grades K-8 is taken during the first class period of the day. Grades 9-12 attendance is taken each class period. [BOE Approved 7/04]

C. CLASSIFICATION OF ABSENCES

1. **NO PENALTY** (No make-up time and does not count towards the semester limit)
 - a. Activity and Athletic Participation
 - b. Documented Doctor, Clinic, and Hospital visits

- c. Extreme Medical conditions requiring home bound stay.
- d. College/VoTech Visits
 - i. Senior students (Two days), Junior students (One day)
 - ii. Can exceed two if accompanied by school personnel
 - iii. Arrangements with administration, obtain assignments from teachers and complete the assignments before the absence, if possible.

2. EXCUSED (illness, disability caused by an accident, funerals, appointments, or other justifiable causes, as determined by the principal)

- a. Verified Parental Message
 - i. Phone call or Written Notice (by 9:00 a.m.)
 - ii. Attempts at deception will result in this being counted as an Unexcused absence.
 - iii. Missing class without such notice is considered to be an absence without parent/guardian approval and school approval and will be considered unexcused.
 - iv. Time missed will be made up minute for minute.

3. UNEXCUSED (skipping school, no parental notification, leaving without permission)

- a. Unexcused absence time will be made up at the rate of 1 ½ times the hours missed.
- b. Parents may not excuse students who leave during the school day after the absence has occurred.

See section entitled "Earning Credit" for information concerning making up missed time.

D. LEAVING SCHOOL DURING THE DAY

- 1. Students are not to leave the school grounds during school time without permission.
- 2. Students who have to leave the building during the school day must have parents or guardians permission and they must report to the school office and sign out before leaving and sign in when returning to the building.. When parents personally take their student(s) from the school, they are **required** to come to the office and sign out.
- 3. In cases where the student will be expected to leave on his/her own, a note or telephone call from a parent is required.
- 4. In case of illness, school personnel will notify the parents to pick up the student.
- 5. Parents of all students must present a written request to the office if they wish for their student to leave school with another party. Parents may not excuse students who leave during the school day after the absence has occurred. ALL EXCUSES MUST BE CLEARED THROUGH THE OFFICE PRIOR TO THE STUDENT LEAVING CAMPUS.

JBD, JBD-R, JBE, JBH, JBH-R, IHEA

APPENDIX C

DISCIPLINE

Wallace County USD No. 241 is committed to providing its students with a quality educational program. This requires that the school environment be free of disruptions and distractions which interfere with teaching and learning activities.

The district sets expectations for appropriate behaviors that contribute in a positive way. The district believes that every student has the right to learn, every teacher has the right to teach, and all staff and students have the right to be safe.

Basic expectations for student behavior are:

1. Be courteous and use quiet voices;
2. Do not touch others;
3. Respect the rights and property of others;
4. Respect and obey all adults;
5. Respect all fellow students.

General school rules are as follows:

1. Students are to be in their assigned classrooms and seats with necessary materials when the tardy bell rings.
2. Students are to walk, not run, in the school building.
3. Food and drink are prohibited during the school day in hallways, library, and lockers. Teachers may use their own discretion in classrooms (*ie*: classroom parties, etc.) Only clear bottles with water will be allowed in the classroom.
4. The high school area is off-limits to grade school students during the school day unless they are passing to a classroom, the library, auditorium, or commons for specified reason such as class, breakfast, or lunch.

ALTERNATIVE BEHAVIOR PLAN

(refer to the “Guidelines for Action in Consideration of Certain Types of Misbehavior”).

Steps involved in the plan:

- Teachers will try multiple classroom management techniques before sending students from the classroom. When students are sent out they will come to the office for at least the remainder of the class period.
- Students are allowed to return to their original classroom the following day if they are ready to come back to learn.
- Any graded work a student misses will be given a “0.”
- When a student is sent from the room, the classroom teacher will contact the office. If the student does not show up in the office, he/she may be given a discipline referral and sent home.
- If a student is sent home, he/she will be required to make up all the time missed with service to the school, or the community, for the amount of hours they are gone from school. This time will be made up before or after school, on week-ends, or days when students are not in school but the school is open.

- Students must meet with their teacher(s) before or after school, at a time convenient for the teacher, and work out a solution satisfactory to both parties, so they are ready to come back and learn. Saying “I’m sorry” is not enough.
- We will encourage the teacher to make an appointment with the parents, student, and/or principal, to discuss problems should they occur.

Some actions such as cheating, fighting, illegal, immoral, or harmful acts to others are automatic referrals and students may be sent home immediately. Parents will be contacted before a student is sent home, and will be required to meet with the principal before being allowed to go back to class. If parents cannot be contacted, students will stay at school in the office until school is out. Our goal is to teach students to control their own behaviors and be responsible for their actions.

1. Teachers will use various management strategies in the classroom to persuade students to act appropriately.
2. The teacher and/or principal may contact the parents if the inappropriate behavior is repeated.
3. The principal will handle actions such as cheating, fighting, illegal, immoral, or harmful acts. Parents will be contacted and the student may be sent home. The duration of time spent away from school will depend upon the severity of the infraction. If parents can not be contacted, students will stay at school in the office until school is out.

RESTITUTION

Where an offense at any level involves a readily demonstrable monetary loss to the school district or staff the district may seek restitution as part of the disciplinary actions to be taken. Depending on the severity of the behavior problem of the student, one (1) or more of the aforementioned actions in any relevant part of the discipline plan may be taken by school officials. Disciplining actions to be taken are intended to be progressive; however, occasionally the nature of the offense may be so disruptive that each successive step, as determined by the principal, may *not* be required.

TOBACCO

Student use or display of tobacco in any form at any time on the school grounds, in the buildings or at school functions anywhere is prohibited.

ALCOHOL and DRUGS

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. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property or at any school-sponsored activity (home/away). Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the sanctions by KSHSAA and as listed in USD 241 Board Policy JDDA.

HAZING, HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials. (See Board Policy JDD)

INTIMIDATION

Any act of intimidation is prohibited, both by the Board of Education and Kansas law. (See K.S.A. 21-3434)

THROWING SNOWBALLS

Because of the possibility of personal injury and/or damage to property, making and throwing snowballs on the school grounds is prohibited.

WEAPONS

A student shall not knowingly possess, handle or transport any object that can reasonably be considered a weapon (i.e. pocket knives - see complete list detail USD 241 BOE Policy JCDBB) 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. JCDBB

WARNING: Possession of a weapon or firearm as defined by federal and state law will result in a full one hundred eighty-six (186) school-day expulsion as required by federal and state law.

APPENDIX D

GRIEVANCE PROCEDURES

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, the treatment or employment in the districts programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. The superintendent, 521 N Main, Sharon Springs, Kansas, (785) 852-4252, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII 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. Information concerning the provisions of these acts, and the rights provided there under, are available from the compliance coordinator.

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or 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 harassed, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved to the following complaint procedures:

INFORMAL PROCEDURES

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the building compliance coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the building compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

FORMAL COMPLAINT PROCEDURES

*A formal complaint to be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violations. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing a written complaint are available in each building office and the central office.

.....
*A complaint should be filed as soon as possible after the conduct occurs, but not later than one hundred eighty (180) days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis of the complaint is ongoing.

.....
*If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the Superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building

principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

.....
* A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy afforded to the complainant no later than thirty (30) days after the filing of the complaint.

.....
* If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

.....
* If the investigation results in the recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

.....
* Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

.....
* The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, the hearing officer appointed by the board or by the board itself as determined by the board. The request to appeal the resolution shall be made within twenty (20) days after the date of the written resolution of the complaint at the lower level.

* The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within ten (10) days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within thirty (30) days after the appeal is filed.

* Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the United States Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Kansas Commission on Civil Rights
Landon State Office Building, 8th Floor
900 Jackson, Suite 851 South
Topeka, Kansas 66612-1258

Department of Health, Education and Welfare
Office for Civil Rights
10220 N. Executive Hills Blvd.
Kansas City, Missouri 64153

Equal Employment Opportunity
911 Walnut, 10th Floor
Kansas City, Missouri 64106

APPENDIX E

HOMELESS STUDENT REGULATIONS

(REQUIRED BY FEDERAL AND STATE LAW)

Homeless students shall, by definition, include the following:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, or abandoned buildings, substandard housing, bus or train stations or similar settings.
- Migratory children who meet one of the above-described circumstances.

ENROLLMENT/PLACEMENT (See BOE Policy JBC)

The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend.

To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

SERVICES

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted talented students; vocational programs and technical education; school meals programs; preschool programs; before-and- after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

TRANSPORTATION (See BOE Policies EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

RECORDS (See BOE Policies JR and JGCB)

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

COORDINATOR

The Board designates the following individual to act as the district's homeless coordinator: Superintendent of Schools, Wallace County USD 241, 521 N Main, Sharon Springs, Kansas, 785-852-4252, Fax 785-852-4603. The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

- Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
- Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
- Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
- The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
- Enrollment disputes are mediated in accordance with law.
- The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
- Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
- Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.

APPENDIX F

OCR VOC/ED GUIDELINES

CIVIL RIGHTS COMPREHENSIVE NOTIFICATIONS

WALLACE COUNTY USD 241

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973, and all other Federal, State, School rules, laws, regulations and policies, the Wallace County USD 241, Sharon Springs, Kansas, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Wallace County USD 241, Sharon Springs, Kansas, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to TITLE IX COORDINATOR AND SECTION 504 COORDINATOR David M. Porter, Superintendent, 521 N Main, Sharon Springs, Kansas, (785) 852-4252.

Title VI, Title IX and Section 504 complaints can also be filed with the Regional Office for Civil Rights, 10220 N. Executive Hills Blvd., Kansas City, MO 64153.

WRITTEN PERMISSION REQUIRED

If such survey is funded in whole or in part by federal funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not federally funded, parents must be given direct notification of the survey, through U.S. mail or e-mail, and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

PHYSICAL EXAMINATIONS

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

APPENDIX G

PRINTING/DUPLICATING/MEDIA

COPYRIGHT RULES

COPYRIGHT RULES and “FAIR USE” REGULATIONS

In accordance with school board policy ECH, the following regulations will be observed to comply with the copyright laws of the United States. Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or altering a product is to fall within the bounds of fair use, these four standards must be met for any of the purposes:

The Purpose and Character of the Use

The use must be for such purposes as teaching or scholarship and must be nonprofit. Fair use would probably allow teachers acting on their own to copy small portions of work for the classroom but would not allow a school system or an institution to do so.

The Nature of the Copyrighted Work

Copying portions of a news article may fall under fair use but not copying from a workbook designed for a course of study.

The Amount and Substantiality of the Portion Used

Copying the whole of a work cannot be considered fair use; copying a small portion may be. At the same time, however, extracting a short sequence from a 16mm film may be far different from a short excerpt from a textbook, because two or three (3) minutes out of a twenty (20)-minute film might be the very essence of that production and thus outside fair use. Under normal circumstances, extracting small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.

The Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work

If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies can result in greater penalties.

Prohibited Practice

No one may make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three (3) times a term; make multiple copies of works more than nine (9) times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.

Permitted Practice

A teacher may make—for use in scholarly research, in teaching or in preparation for teaching a class—a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoons or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the

following: a complete poem (if it has fewer than two hundred fifty [250] words and is printed on not more than two [2] pages), an excerpt from a prose work (if the excerpt has fewer than one thousand (1,000) words or ten (10) percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

A library may, for interlibrary-loan purposes, make up to six (6) copies a year of a periodical published within the last five (5) years, make up to six (6) copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

Guidelines for Off-Air Recording of Broadcast Programming for Education Purposes

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once, only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. "School days" are school session days--not counting weekends, holidays, vacations, examination periods or other scheduled interruptions--within the forty-five (45) calendar day retention period.

Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recordings.

After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for evaluation purposes by the teacher, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. They may not be used for student exhibition or any other non-evaluation purpose without authorization.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

Computer Software

District employees may make a back-up copy of computer programs as permitted by current Federal Law. Back-up copies may be used for archival purposes only and all archival copies shall be destroyed in the event that continued possession of the computer program should cease to be the right of an individual. When software is used on a disk-sharing system, efforts shall be made to secure this software from copying. Illegal copies of copyrighted programs shall not be made or used on school equipment.

[BOE Approved 7/03]

APPENDIX H

STUDENT and PARENT/GUARDIAN LEGAL RIGHTS

STUDENT PRIVACY RIGHTS

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information and professional misconduct background checks.

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

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

Any employee who inappropriately releases information or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement and district procedures. Disciplinary action may include penalties, up to and including termination. (See Board Policies GBU and JRB)

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT of 1974 (FERPA)

Schools may make directory information available without parent/guardian or student consent, according to this Act. Schools must give public notice of categories of information designated as directory information with respect to each student. Directory information includes the following:

1. The student's name, address, telephone number and date of birth;
2. The student's major field of study;
3. The student's participation in officially recognized activities and sports;
4. The weight and height of members of athletic teams;
5. Dates of attendance;
6. The most recent educational agency or institution attended by the student;
7. School publications such as student newspapers and yearbooks.

If any parent/guardian objects to the school releasing any of the aforementioned information without the parent's/guardian's prior consent, the parent/guardian should inform the school by letter or telephone by September 1 of the current year.

Unless the information collected from students is designated as directory information, no information gathered about students shall be released to third parties without the express written consent of the parent/guardian or eligible student.

(See Board Policy JRB)

[BOE Approved 7/03]

PROTECTION of PUPIL RIGHTS AMENDMENT

SURVEYS: PARENTAL INSPECTION RIGHTS

Parents/guardians shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent/guardian, mental or psychological problems of the student or the student's family, sex behavior or attitudes, illegal, anti-social, self-incriminating or demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships, legally recognized privileged or analogous relationships (such as those of lawyers, physicians and ministers), religious practices, affiliations or beliefs of the student or student's parent/guardian, or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

WRITTEN PERMISSION REQUIRED

If such survey is funded in whole or in part by federal funds, a survey that seeks the above information shall not be administered without the express written consent of the parent/guardian. If the survey is not federally funded parents/guardians must be given direct notification of the survey through U.S. mail or e-mail and provided with an opportunity to opt the student out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

MARKETING INFORMATION

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. With publication and distribution of this handbook to USD 241 parents/guardians and students such activities are noticed. Parents/guardians will notify the USD 241 office on or before September 1 of each school year if they do not want their student(s) to participate in the activities. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions such as the following:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazines and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Test and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students;
5. The sale by students of products or services to raise funds for school-related or education-related activities; or
6. Student recognition programs.

APPENDIX I

TITLE SERVICES PROGRAM

PARENT INVOLVEMENT ENCOURAGED

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.

The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

*Assistance in understanding.

*State academic content and achievement standards;

*How to monitor their child's progress; and

*Title I regulations.

*Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.

*Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:

1. Keeping families informed of opportunities for involvement and encouraging participation in various programs.
2. Providing access to educational resources for parents/families to use together with their children.
3. Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
4. Allowing parents reasonable access to staff who work with their children.
5. Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
6. Promoting activities, which emphasize the importance of parent-school communication.

ACTIVITIES TO ENABLE PARENTAL PARTICIPATION

The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:

- Provide input into district policies that affect Title I programs and their children.
- Understand and participate in school improvement efforts.
- Volunteer time within classrooms and school programs.
- Perform regular evaluations of parent involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- Provide information in a language understandable to parents, if practical.

SCHEDULING FOR PARENTS' CONVENIENCE

The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students and provide information in a format and language the parents understand.

ANNUAL EVALUATION

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.

[BOE Approved 7/03]

APPENDIX J

Acceptable Use Policy Agreement USD 241 Wallace County Schools

USD 241 offers a comprehensive system of technological equipment. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange. In compliance with the Children's Internet Protection Act, the school district implements content filtering to restrict access to child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software.

The purpose of these technology systems is to facilitate communications in support of education and research that is consistent with educational objectives and the outcomes for USD 241. The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review any and all technology systems, including computers and files, accessed by users. Such monitoring may be conducted without notice. Acting as agent of USD 241, the administration will determine whether or not specific use of the technology systems is appropriate and/or consistent with acceptable use. This decision is final. The use of district technology systems is a privilege and may be revoked at any time. USD 241 is not responsible for any actions taken by the users that do not support the purposes and outcomes of USD 241. All guidelines are in effect during regular school hours and school sponsored events, including transportation to and from events.

Prohibited User Activity may include but is not limited to:

- Using, possessing, or distributing any media containing applications or data inconsistent with educational objectives.
- Using the technology systems for personal or private business, for product advertisement or political lobbying, or for incurring financial commitments over the internal or external network.
- Using the technology systems to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to computer systems or programs, or to initiate any type of virus in any computer system or program.
- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics or sound.
- Using the system to obtain or to disseminate pornographic and/or sexually suggestive content.
- Revealing any personal, confidential, or private information about others such as home address, phone number, etc.
- Representing oneself as someone other than who you are.
- Using someone else's account number or password or allowing someone else to use your account number or password.
- Trespassing in folders not authorized to users.
- Downloading and/or installing unauthorized software.
- Damaging equipment or intentionally wasting resources (i.e. playing Internet games, chat rooms, etc.).
- Removing hardware and/or software from the premises without prior authorization.
- Violating any federal or state copyright or unfair trade law. Violations may be reported to law enforcement officials.
- Violating any federal, state, local, common law, or criminal law. Violations may be reported to law enforcement officials.
- Conducting any activity that exposes the district to litigation or expenses.
- Violating any laws that might suggest libels or slander.
- Personally benefiting from the sale of "User-Developed Subject Matter" created while under the supervision or employment of USD 241.

Student use of personal devices during school hours are subject to the above guidelines.

Violations of the policy above will result in:

- 1st Offense – loss of access for 1 week
- 2nd Offense – loss of access for 1 month
- 3rd Offense – loss of computer and access for remainder of the school year

All offenses may also result in other disciplinary or legal action as necessary

Pornographic content will result in an automatic loss of access for the remainder of the school year.

APPENDIX K

USD 241 School/District Bullying Policy

I. Purpose

USD 241 is committed to providing a school climate with optimal learning conditions where all students and school personnel are safe and treated with respect. To meet these standards, bullying, harassment and intimidation of any kind are prohibited and violate this school bullying policy.

II. Definition of Bullying & Harassment

A. Definitions

Bullying is unwanted, aggressive behavior that may occur in person or electronically and involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time. Individuals who engage in bullying others intend to cause harm or distress on the targeted person(s). Individuals who are targeted by bullying may experience harm and distress, including impact on physical, psychological, social or educational harm.

To be considered bullying, the behavior must be aggressive and include:

- **An imbalance of power:** Individuals who bully use their power—such as physical strength, access to embarrassing information, age, position within the school or popularity—to control or harm others. Power imbalances can change over time and can vary depending on the situation, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

The difference between bullying and harassment:

Although bullying and harassment overlap at times, not all bullying is harassment and not all harassment is bullying. Harassment is also prohibited under this policy.

- **Harassment** is unwelcome conduct based on a protected class (i.e. race, color, national origin, gender, age, disability, religion, sexual identification) that creates a hostile environment. It does not need to include intent to harm, be directed at a specific target or involve repeated incidents.
- **Sexual harassment** is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature.

A bullying or harassment incident can involve multiple individuals who are bullied and multiple individuals who bully.

The difference between bullying and peer conflict:

Bullying is not the same as peer conflict. Conflict resolution and peer mediation may

be appropriate for responding to peer conflict, but not to bullying. This school/district bullying policy does not cover peer conflict.

- **Peer conflict** is an incident in which individuals with no perceived power imbalance fight, argue or disagree.

B. Statement of Scope

This prohibition of bullying and harassment applies to behavior that occurs: · **On school grounds:** Immediately before or after school hours, during school hours or at any other time

- **At a school-sponsored activity, function or event:** On or off school grounds · **At school-related locations and events:** This includes but is not limited to bus stops and property adjacent to school grounds

- **On school-associated transportation and when traveling:** To or from school or a school activity, function or event

- **Through school-owned technology or equipment:** During use on or off school grounds

- **On or off school grounds:** When the behavior has caused significant disruption to the learning environment or interfered with a student's ability to learn

C. Prohibited Behavior

Any form of bullying and harassment, regardless of severity, is unacceptable and will be taken seriously by school personnel, students, and families. Types of bullying may overlap and bullying behaviors may fall into one or more categories. The following behaviors are strictly prohibited under this policy:

- **Physical bullying:** Involves hurting a person's body or possessions and may include hitting, kicking, pinching, tripping, pushing, spitting, taking or breaking someone's things, or making mean or rude hand gestures.
- **Verbal bullying:** Involves saying or writing mean things that may cause emotional harm and may include teasing, name-calling, making inappropriate comments about someone, taunting, mocking someone, using put-downs or threatening to cause harm.
- **Relational (social) bullying:** This is sometimes referred to as social bullying and involves hurting someone's reputation or relationships and may include leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone on purpose, making others feel "invisible."
- **Cyberbullying:** Involves aggressive behavior using electronic devices and may include circulating electronic images or videos, insulting text messages, bullying through online games, or bullying through social media.
- **Harassment:** Includes any of the above behaviors based on race, color, national origin, gender, age, disability, religion or sexual identification.
- **Sexual Harassment:** Includes unwelcome sexual advances or comments, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature.

Any type of retaliation, including against individuals who report bullying, is also prohibited.

D. Examples of Protected Groups

Prohibition of behavior under this policy includes but is not limited to bullying behavior by any student, staff member or parent to any student, staff member, or parent. Bullying and harassment motivated by race, gender, social status, religious beliefs, mental/physical ability, or sexual or gender identity is strictly prohibited. All students, staff, and parents are protected under this policy, regardless of whether they are represented in the protected groups, as not all acts of bullying are based on specific characteristics.

III. Reporting

USD 241 expects that any individual who believes he/she has been the target of bullying or harassment submit a report of the bullying incident. This is also expected of any person in the school community who sees or receives notice that an individual has been or may be targeted by bullying or harassment. All staff members are expected to intervene when witnessing or receiving reports of bullying and harassment.

Reports may be made using a bullying and harassment reporting form that can be found in the school's main office, counselor's office, from the school/district's website, or the parent/student handbook. Students, parents, close adult relatives or staff members may submit a bullying and harassment reporting form. Students may ask for help from a staff member to complete the form if the student wishes. Forms may be filed anonymously, confidentially or the individual may choose to be identified.

- **Anonymous and confidential reporting:** To submit a report without revealing identity, bullying and harassment reporting forms may be submitted in the administrator's wire mesh mailbox, located outside their office door. Complaints should be delivered in a sealed envelope.

The school will provide protection from retaliation for all individuals who submit reports of bullying or harassment behavior, whether or not they are the target of the behavior.

The USD 241 Administrators, or counselor, are responsible for receiving reports of bullying and harassment submitted to the complaint box and filing a written report. If the reported incident is in violation of civil law (i.e. sexual battery or a hate crime), the Superintendent or Principal is responsible for reporting the incident to law enforcement.

IV. Written Records

All reports of bullying and harassment will be documented on a bullying and harassment incident reporting form and submitted to the appropriate administrators and recorded in a database for data collection and storage. Documentation will be maintained for reports, investigations, follow-up, resolution and communication between the school/district and involved parties. This data will be used to identify patterns of bullying behavior, to evaluate effectiveness of prevention programming and the response procedure, and for behavior reports to the school district. The School Administrator is responsible for coordinating

written records of bullying and harassment.

V. Investigating

A school administrator will conduct a prompt, thorough and impartial investigation of all reports of bullying and harassment using the bullying and harassment incident investigation form within three days after the report to ensure the safety of all students involved. Any individuals who were bullied, individuals who bullied and bystanders will be separated and asked to provide information about the incident. The investigation will also include a review of any previous complaints involving either the individual(s) who was (were) bullied or the individual(s) who bullied. The investigation procedure will vary depending on the nature of the reported incidence. All information gathered during the investigation will be submitted to the Superintendent and will remain confidential. The findings from the investigation will be used by school administrators to determine the appropriate response procedure.

During the investigation process, the school will take measures to ensure that no further bullying or harassment occurs between the individual(s) who was (were) bullied and the individual(s) who bullied. If necessary, the school will put in place a student safety plan for the involved individuals. The plan may include changing the seating of the individual(s) who bullied in class, at lunch or on the bus, identifying a staff member who will act as a safe person for the individual(s) who was (were) bullied, and/or altering the schedule of the individual(s) who bullied and access to the individual(s) who was (were) bullied. Any changes should not inconvenience the individual(s) who was (were) bullied.

VI. Responding

Schools will take prompt and effective steps to end bullying and harassment, eliminate any hostile environment, and prevent the bullying and harassment from happening again. After the school receives a report of bullying or harassment, and it is confirmed, a school administrator will contact the parent/guardian(s) of all students involved, and will maintain communication with the parent/guardian(s) once the investigation is completed to share the results of the investigation, whether there was a violation of policy, and the process for appealing the findings of the investigation. Support services will be provided to address the psycho-social needs of both the individual(s) who was (were) bullied and the individual(s) who bullied.

Possible support services for the individual(s) who was (were) bullied and the individual(s) who bullied may include counseling and a student safety plan. Possible non-punitive support strategies for the individual(s) who bullied include but are not limited to a parent/student conference, counseling with the school counselor, education about the effects of bullying and harassment, a behavior contract, anger management training, positive behavioral supports (e.g. functional behavioral assessment, behavioral intervention plan), referral to an external agency, cooperation with behavioral management programs developed in consultation with a mental health professional, or completion of community service. Different response strategies will be used if attempted strategies are ineffective. Following up with both the individual(s) who was (were) bullied and the individual(s) who bullied to monitor response efforts is the responsibility of the Superintendent or Principal. The school will ensure that individual(s) who were bullied and their families know how to report any subsequent

problems.

VII. Sanctions

There will be appropriate sanctions for those participating in bullying. The developmental maturity levels of the parties, the levels of harm, the reasons surrounding the incident, the nature of the bullying, the context in which the alleged incidents occurred, and the past history of the parties involved will be considered when determining consequences. Standard consequences for the individual(s) who bullied may include, but are not limited to time out, loss of privilege, verbal reprimand, parental notification, detention, reassignment of seats in class, cafeteria or bus, reassignment of classes, reassignment to another mode of transportation, reassignment to another school, completion of a letter of acknowledgement of actions with an apology to the individual(s) who was (were) bullied, repayment for damaged possessions, in-school suspension, out-of school suspension, referral to law enforcement or expulsion. Students will work with the school counselor to create a behavior change plan if bullying behavior continues. The school counselor, principal, and student's teachers will work together to monitor the effectiveness of sanctions.

VIII. Communications

For reference by families and the wider community, USD 241's website will publicly and prominently feature this bullying policy, information about reporting bullying and harassment, and the name and contact information for the school administrator responsible for receiving incident reports. School administration will also ensure that this policy is distributed annually in the student, staff, and parent handbooks.

USD 241 will also be responsible for posting the contact information for the school district's coordinators of Title VI for reporting of harassment based on race, color or national origin, Title IX for reporting of sexual and gender-based harassment, and Section 504/Title II for reporting of disability harassment.

IX. Evaluation

This school/district bullying policy and its implementation will be evaluated using the data from the KCTC student survey and/or other given assessments. Data will be used to identify patterns of bullying behavior, and to evaluate effectiveness of prevention programming and the response procedure. This school/district bullying policy will be reviewed and updated on a yearly basis.

X. Training

All USD 241's administrators and staff (including bus drivers, after-school program staff, crossing guards, custodial staff, etc.) will receive, at minimum, a bullying prevention training on recognizing and responding to bullying and an annual training on the school/district bullying policy including staff roles and responsibilities, investigation protocols, creating student safety plans, monitoring of hot spot areas of the school where bullying repeatedly occurs, and use of the incident reporting form. Staff members will also be given resources to help create a positive classroom climate to minimize the likelihood that bullying will occur. New staff will receive a copy of school policies and procedures within 30 days of hire and participate in annual training on bullying and harassment. The school will use a database to track the training of all staff and teachers.

Students will receive information on the recognition and prevention of bullying and harassment during educational lessons.

XI. Prevention

USD 241 will implement an evidence-based social-emotional learning curriculum K-12. Bullying prevention practices and interventions will be implemented in grades K-12. Bullying awareness and prevention resources will be made available to families and the community.

XII. Rights of Victims to Seek Other Legal Remedies

This policy does not prevent individuals who were bullied from seeking legal remedies outside of the school/district to incidents of bullying and harassment.

XIII. References

- Ali R. (2010). *Dear Colleague Letter: Harassment and Bullying*. Washington, D.C.: United States Department of Education Office for Civil Rights
- Bullying Definition. Retrieved from: <http://www.stopbullying.gov/what-is-bullying/definition/index.html>
- Cassel, V.S., Bell, A., Springer, J.F. (2011). *Analysis of state bullying policy laws and policies*. U.S. Department of Education. Retrieved from <http://www.ed.gov/about/offices/list/oepd/ppss/index.html>.
- Centers for Disease Control and Prevention. (2016). *Anti-Bullying Policies and Enumeration: An Info brief for Local Education Agencies*. Atlanta, GA. Retrieved from http://www.cdc.gov/healthyyouth/health_and_academics/pdf/anti_bullying_policies_info_brief.pdf
- Committee for Children (2013). *Second Step Bullying Prevention Unit: Sample Anti-Bullying Policies and Procedures*.
- Maryland State Department of Education (2009). *Maryland's Model Policy to Address Bullying, Harassment, or Intimidation*.
- Washington State Office of Superintendent of Public Instruction (2012). *Prohibition of Harassment, Intimidation & Bullying-Policy 3207*.
- Washington State Office of Superintendent of Public Instruction (2012). *Prohibition of Harassment, Intimidation & Bullying-Procedure 3207*.
- Williford, A., Fite, P. J., Hawley, P., Little, T. Vergberg, E., DePaulis, K., & Cooley, J. L. (2013). *Kansans Against Bullying: Recommendations for Anti-Bullying Policies and Procedures*. University of Kansas.

APPENDIX L

Discipline Guidelines

#	Type of Misbehavior	First Offense	Second Offense	Third Offense	Fourth Offense
1	Truancy (hooky, ditching) includes skipping classes even though the student remains in the building.	Detention 1 ½ hours for every hour missed. Parents and the guidance office are notified.	7 Hours detention or ISS. Time will be served from 7:00 am to 7:50 am and 3:30 pm to 5:00 pm until the time is made up.	Parent conference. 3 days (21 hours) ISS.	5-10 days ISS or OSS and referral to the Board of Education with recommendation for expulsion.
2	Fighting	Contact parents. Police notified. Conference between parties. 3-day suspension time (21 hours) served before and or after school or ISS.	5 days suspension time (35 hours). Served before and/or after school or ISS. Police notified. Parents notified. Conference between parties.	10 days suspension time (70 hours). Served before and/or after school or ISS. Police notified. Parents notified. Conference between parties.	Recommend for expulsion to the Board of Education.
3	Bringing nuisance items to school	Confiscated, not to be returned to students. May be claimed by parents. Possible detention time.	Confiscated, not to be returned to the student. May be claimed by parents. Conference with parents. Possible detention time.	1 day suspension time (7 hours) to be served before and/or after school or ISS.	3-day suspension time (21 hours) served before and/or after school or ISS.
4	Defacing public property is illegal. (Police will be contacted)	Students pay full restoration or repairs. Conference with parents. Detention and/or suspension time.	Students pay full restoration or repairs. Conference with parents. 3 days suspension Out-of-School.	Students pay full restoration or repairs. Conference with parents. 6 days suspension Out-of-School.	Referral to the Board of Education.

5	Stealing. Police will be notified.	Return or reimburse to the victim, conference with parents. Possible suspension or expulsion depending on circumstances.	Return or reimburse to the victim, conference with parents. Possible suspension or expulsion depending on circumstances.	Refer to the Board of Education.	
6	Uncooperative behavior and indifferent attitude towards school	Warning of teachers and referral to principal if serious. Parents may be contacted. Possible detention or suspension.	Referral to the principal. Conference with the parents. Possible detention or suspension.	Suspension may be up to 10 days.	Referral to Board of Education.
7	Exploding fireworks on the grounds or in the building.	Up to 10 days suspension.	Long term suspension. Referral to the Board of Education.		
8	Inappropriate behavior during assembly.	Referral to the principal. Conference with parents. Detention hours or possible suspension hours.	Parents contacted. The student will lose the privilege of attending assemblies.		
9	Inappropriate behavior on regular bus routes.	Warning to the student and parents.	Notify the principal and conference with parents. Up to 5 days loss of riding privilege.	Up to 10 days loss of riding privilege.	Possible loss of privilege for the remainder of the school term.
10	Misbehavior while on sponsored bus trips.	Notification of parents and possible loss of riding privileges Detention time assigned.	Referral to the Board of Education and possible loss of riding the bus to extracurricular activities for the remainder of the school year.		
11	Relationships. (Excessive show of affection) in buildings, activities, or on school grounds.	Referral to the principal. Conference with parents. Detention hours or possible suspension.	Detention time of at least 1 hour.	1 day suspension time (7 hours) to be served before and/or after school or ISS. Alternate times for both individuals.	3 days suspension time (21 hours) to be served before and/or after school or ISS. Alternate times for both individuals.

12	Cheating on tests, examinations, or homework.	Conference with all parties involved, no credit given. Discipline referral will be given along with 1 hour of detention.	3 days suspension time (21 hours) to be served before and/or after school or ISS.	Removal from class for the remainder of the semester and a failing grade will be given. Referred to the Board of Education.	
13	Being under the influence of alcohol at school functions, practice, etc. Possession of alcohol on school premises.	3 days suspension from school and notification given to parents and law enforcement.	5 days suspension from school and notification to parents and law enforcement	10 days suspension from school and notification of law enforcement and parents. Recommendation for possible expulsion.	Expulsion for the remainder of the semester or 90 days, whichever is greater. Notification of law enforcement and parents.
14	Habitual tardiness to school. Classroom tardies will be handled by the classroom teacher with after-school detention.	1st tardy- 5 minutes or time of tardy after school. 2nd- 10 minutes. 3rd- 20 minutes. 4th- 30 minutes. 5th- 1 hour.	6th and succeeding tardies. In-school suspension time (7 hours) to be served before and/or after school or ISS. Notify parents. Discipline referral.	9th and additional tardies - referral to County Attorney for Compliance. Notify parents. Discipline referral.	Additional tardies - possible recommendations to the Board of Education for long-term suspension or expulsion.
15	Disrespect of Defiance to a teacher or staff member.	1 day suspension time (7 hours) to be served before and/or after school or ISS. Parent notification. Discipline referral.	3 days suspension time (21 hours) to be served before and/or after school or ISS. Parents notified. Discipline referral.	5 days suspension time (35 hours) to be served before and/or after school or ISS. Parents notified. Discipline referral.	10 days suspension, parents notified and the possible referral to the Board of Education for the remainder of the semester.
16	Vulgar language or gesture, student to student - or in presence of a teacher or staff member.	2 Hours detention	1 day suspension time (7 hours) to be served before and/or after school or ISS. Parents notified. Discipline referral.	3 days suspension time (21 hours) to be served before and/or after school or ISS. Parents notified. Discipline referral.	5 days of Out-of-School suspension and referral to the Board of Education for suspension for the remainder of the semester.
17	Leaving the building or grounds without authorization or skipping.	Notify parents. Also 1 ½ times the time missed for each hour missed.	Notify parents. 1 day suspension time (7 hours) to be served before and/or after school or ISS.	3 days suspension time. Parents will return with the student the day following the infraction.	5 days of Out-of-School suspension with referral to the Board of Education.
18	Reckless driving (police matter)	Parents notified with a warning to the student.	Parents notified. 5-day suspension from driving privilege on school	Long-term loss of driving and/or riding privileges.	

			property.		
19	Parking violations (police matter)	The student will be asked to move the vehicle to an appropriate place. Cars may be ticketed if there is a law violation.	Warning and correction. Detention time of one hour assigned. Ticket if it is a police law matter.	Loss of parking at WCHS.	
20	Bullying	1 day (7 hours) of ISS will be assigned to the student. The parents/guardians will be notified. The policy will be reviewed with the student and the parent/guardian with an administrator.	3 days (21 hours) of ISS will be assigned to the student. The parents/guardians will be notified. The policy will be reviewed with the student and the parent/guardian with an administrator.	5 days (35 hours) of ISS will be assigned to the student. The parents/guardians will be notified. The policy will be reviewed with the student and the parent/guardian with an administrator.	Out-of-School suspension and referral to the Board of Education for suspension for the remainder of the semester.
21	Cell phone violation- in class Cell phone violation- in locker room (see pg. 2 in student handbook)	The student's cell phone will be confiscated by a staff member and taken to the office until the end of the day. The parent/guardian must pick up the phone. The parent and student must review the cell phone policy with an administrator before the cell phone can leave the office.	The student's cell phone will be confiscated and held in the office. The student will have 1 day of ISS and will miss the next activity that they are scheduled to be attending. The parent and student must review the cell phone policy with an administrator before the cell phone can leave the office.	The student's cell phone will be confiscated and held in the office. The student will have 3 days of ISS and will miss the next 3 activities that they are scheduled to attend. The phone must be picked up by the parent and the policy will be reviewed with them and the student.	The student will not be allowed to have a cell phone at school. If the student is caught with a cell phone, they will lose privileges to attend school-sponsored activities.
22	Substance abuse (consuming or possessing illegal drugs, alcohol, or tobacco products).	Punishment up to and including 3 days in-school suspension. The student will miss the next event they were scheduled to participate in. Students and parents/guardians will receive resources for substance abuse education and cessation programs.	Punishment up to and including a 5-day in-school suspension. Suspension from ALL activities for the remainder of the year. For an athlete, permanent dismissal from the team with no honors or awards is allowed to be received. The student must attend a mandatory substance abuse program and will not be in good standing until the program is completed.	Punishment up to and including OSS and or expulsion. Law enforcement will be contacted. The student will be required to participate in a substance abuse program and the student will not be in good standing until the program is completed and documentation of completion is provided to the school. In order for the student to return to school, the student, parent/guardian, administrator, and counselor must meet together to discuss a plan for successful	

				reintegration into the school setting.	
23	Dress code violation	The student will be referred to the office. The first referral will warrant a change of the clothing item. The principal will make the final decision on whether the student is dressed appropriately.	The second referral will warrant not being allowed to wear shorts, sleeveless tops, or the clothing item in question for the remainder of the semester. The principal will make the final decision on whether the student is dressed appropriately.		

Note: Suspension may follow any offense, depending on the particular circumstances involved. Parents will be notified by phone or mail and informed regarding the questionable behavior of the student.

Suspension or expulsion is a part of the disciplinary action, the guidelines as set forth K.S.A. 72-8901, and the above rules and regulations will be followed.

The administration reserves the right to review each situation and may deviate from normal disciplinary progression as deemed necessary. Discipline consequences will build concurrently for all infractions and discipline will be assigned on the total infractions, not just for each specific violation in the misbehavior column.

Students will be assigned make-up time to begin immediately following the infraction and/or the students return to school. Time may run from 7:00 am to 7:50 am each morning and 3:30 pm to 5:00 pm each day until the time is made up. Jobs, practice, or after-school appointments will not excuse students from their appointed make-up time.