

Oswego Middle School

2011– 2012

STUDENT HANDBOOK



OSWEGO-SERVICE VALLEY USD 504

MISSION STATEMENT

THE MISSION OF USD 504 IS TO PROVIDE A QUALITY LEARNING ENVIRONMENT ENABLING ALL STUDENTS TO BECOME SELF-SUFFICIENT, CONTRIBUTING MEMBERS OF SOCIETY.

MISSION STATEMENT

“BELIEVE, ACHIEVE, SUCCEED!”

OSWEGO MIDDLE SCHOOL 2011 - 2012 ACTIVITIES CALENDAR

VOLLEYBALL

September 10	Altamont Tourn.	LCHS	8:00 am
September 13	Cherryvale	Oswego	4:00 pm
September 17	Uniontown Tourn.	Uniontown	8:00 am
September 19	Uniontown/St.Pats	Oswego	5:00 pm
September 22	Jayhawk Linn	Mound City	5:00 pm
September 26	Northeast/Jayhawk Linn	Arma	5:00 pm
September 29	St. Paul/Chetopa	St. Paul	5:00 pm

FOOTBALL

September 6	Fairland, Ok.	Oswego	5:30
September 19	Uniontown	Oswego	6:00
September 22	Jayhawk Linn	Mound City	5:30
September 29	Northeast Arma	Arma	6:00
October 3	Quapaw	Oswego	6:00
October 10	Oklahoma Union	Union	5:30
October 17	Commerce	Oswego	6:00

BASKETBALL

November 14	Moran	Oswego	5:30
November 17	Uniontown	Uniontown	5:30
November 21	Pleasanton	Pleasanton	5:30
November 28	Jayhawk Linn	Mound City	5:30
December 12	Chetopa	Oswego	5:00
December 15	St. Pat's	Oswego	5:00
December 19	Northeast	Oswego	5:30
January 5	St. Paul	Oswego	5:00
January 9	Moran	Moran	5:30
January 12	Pleasanton	Oswego	5:30
January 16	Jayhawk Linn	Oswego	5:30
January 19	Bartlett	Oswego	5:00
January 23	Northeast	Arma	5:30
January 26	Chetopa	Chetopa	5:00
January 30	Uniontown	Oswego	5:30
February 2	St. Paul	St. Paul	5:00

TRACK

April 12	@Riverton	3:00 pm
April 16	@LCHS	3:00 pm
April 21	@Baxter Springs	3:00 pm
April 24	@Uniontown	3:00 pm
April 26	OMS Invitational	3:30 pm
May 1	TRL @Jayhawk Linn	3:30 pm
May 3	Rain Date for TRL	3:30 pm

OSWEGO MIDDLE SCHOOL PERSONNEL

Superintendent
Principal
English
Science
Math
Reading
Social Studies
Health
P E
6th Gr. Computers
Art
Home Ec.
Shop
Music
Librarian
Library Aide
Counselor
Secretary
Custodian
School Nurse
Food Service Manager
OMS Athletic Director
Football Coach
Volleyball Coach
Boys Basketball Coach
Girls Basketball Coach
Boy & Girls Track Coach
Cheerleading Coach
Scholar Bowl Coach
Paraprofessional
Head of Transportation

Terry Karlin
Ray Huff
Lisa Hays
Rod Monroe
Cynthia Rogers
Karla Smallwood
Trevor Addis
Janna Nesbitt
Alan Hibdon
Beverly Elliott
Cora Boland
Maureen Schofield
Kenny Gott
Randy Blackwell
Roberta Brightman
Carolyn Tullis
Lynette Goddard
Kay Glendenning
Gary McDowell
Michelle Willis
Karla Cook
Neal Cruse
Jeff Schreppl
Jana Nesbitt
Rod Monroe
Janna Nesbitt
Rod Monroe
Joyce Helms
Lisa Hays
Johna Carter
Jean Holmes

S.E.K. SPECIAL EDUCATION PERSONNEL

Learning Disabilities
School Psychologist
Gifted Ed.
Paraprofessional

Misty Smith
Chris Ratzlaff
Kelli Hendrickson
Alicia Spradling

August 1997 -98

ASBESTOS INSPECTION IN THE OSWEGO-SERVICE VALLEY BUILDING

During August and September of 1988, an asbestos inspector from M.D. Environmental Consultants visited our building and inspected it for friable and non friable asbestos. This was done according to the Asbestos Hazard Emergency Response Act (AHERA) with all school districts in the United States currently participating.

Areas of non friable asbestos were found in the floor tile and wall board behind the book cases in the classrooms at Oswego Middle School. At the Oswego Middle School, friable asbestos was located in pipe insulation and fittings on the pipe. These two items are encapsulated and will remain so permanently until the insulation is completely removed. Non friable asbestos is also found in the Band building furnace room. This item is also found in the wall board in the Shop building. It is non friable and does not pose a health problem to any employee or student. Surveillance will be made of all areas every six months and re-inspected every three years.

Appropriate maintenance and surveillance will be conducted according to federal regulations to assure the continuance of employee safety. Eventually these areas will be removed completely.

The asbestos management plans for the Oswego-Service Valley Schools, which have been submitted to the state department according to federal law, will be housed in the Central Office. It is available to you to inspect any time you wish. Copies are available for public distribution at \$1.00 per page.

Terry Karlin
Superintendent of Schools

Academic Credit

Students must satisfy the following two criteria to be awarded academic credit:

1. The student shall maintain a passing grade in any particular class or subject pursuant to the district grading scale; and
2. The student must meet or exceed the minimum requirements for attendance as established by the Attendance Policy.

A student shall receive the grade earned for course work completed as provided by the first criterion. When a student earns a passing grade and fulfills the attendance requirement, as provided by the second criterion, the student shall be awarded both the academic credit with the respective letter grade on that student's official transcript of record.

Academic Dishonesty

Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures.

Any student who engages in any form of academic dishonesty will receive no grade or credit for the work in question. Further, the principal shall have the discretionary authority to impose other disciplinary measures as he/she deems necessary or appropriate. (See Disciplinary Sanctions beginning on page 15).

Attendance

Kansas law requires students to attend school until the age of eighteen. Any person who is sixteen or seventeen years old may be exempted from the compulsory attendance requirement provided:

- A. they have attained a diploma or G.E.D.;
- B. they are enrolled in an approved alternative education program recognized by the U.S.D. No. 504 Board of Education;
- C. a court orders the exemption; or
- D. the parent, or person acting as parent, consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school, at which time a disclaimer (which complies with legal form and content) is signed by both the student and parent.

It is the policy of the Board of Education to encourage all students to attend school on a regular basis. Any absence from school, other than for illness, is discouraged.

Kansas law requires schools to adopt rules for determining a valid excuse for being absent from school and for determining what constitutes a "significant part of a school day."

This policy stipulates the following attendance requirement for all students grades K-12:

Any student that is absent from any class or classes in excess of nine (9) times during a semester shall not receive credit for any such class or classes for the semester.

Days or periods of absence **shall include any and all reasons**, which preclude a student's attendance at school, including the following:

- Personal illness or accident;
- Appointments that could not be scheduled at a time other than when school is in session;
- Personal/family business
- serious personal/family problems

In the event that a student exceeds nine days of absence during a semester, the building principal shall have the authority to consider unique extenuating circumstances thereby restoring grades and credit, provided the student's academic performance warrants such consideration. Hospitalization, accident and verifiable long-term illness are examples of such issues that will be considered. In the event the principal determines that grades and credit should be denied, the student still has appeal rights as stated below.

Absences due to school sponsored/sanctioned activities for which the student has been properly pre-excused are exempt and shall not be counted as absences with regard to this policy.

Excused Absence: An excused absence shall be that which is confirmed by a parent/guardian. Students absent from school for any reason other than that which is considered "excused" shall be required to make-up time missed. Work missed due to an excused absence may be made-up for full credit. The time allowed for such make-up shall be a total of the actual number of days missed plus one day. Work missed due to an unexcused absence must be made-up within two (2) days following such absence. Students absent due to suspensions of five (5) days or longer will be permitted the number of days equal to one-half of the days absent, provided the principal shall have the discretionary authority to modify the deadline for submitting make-up work based on each individual situation. All work made up with the timeframe stated herein will be for full credit.

Parents are requested to call the school office when their child is absent or going to be absent from school. The principal shall be responsible for communicating with the parent/guardian on the day of the absence or, if telephone contact has not been possible, a letter notifying of the absence sent to the parent/guardian which shall be deposited in the mail that same day.

Work not made up in the time allotted shall be entered as a zero "0" by the appropriate instructor(s). Students who know in advance that they are going to have an extended absence may, with permission, complete assignments and other work prior to such absence for full credit. Such requests must be made through the principal's office at least five (5) days prior to such absence.

NOTE! The days of absence resulting from any student's suspension from school, as provided by the discipline policies and state law, shall be applied to the 9-day allocation. A student who exceeds the number of allocated days as a result of a suspension may appeal his/her case as provided below.

Appeal Procedure: Any student who does not satisfy the attendance requirement but feels he/she has unique and/or extenuating circumstances which precluded them from the required attendance may appeal their individual case to an Attendance Review Committee. The student or parent/guardian may initiate such appeal to have facts relative to the individual student's case examined by the review committee. Appeals must be made in writing and filed with the principal within five (5) calendar days following certified receipt of notice of the attendance policy violation. The request to appeal shall state the specific reason(s) which the appellant believes qualifies as unique or extenuating circumstances. The principal shall schedule an Attendance Review Committee hearing on a date prior to the end of the semester, if possible, at a time reasonably convenient for both the parent/guardian and faculty members serving on the Attendance Review Committee. Hearings will not be held during the winter holiday break, nor will they be scheduled after the last duty day for teachers at the end of the school year. Both the student and parent/guardian (unless the student is 18 years of age or older and prefers to represent himself/herself alone) shall be required to attend the meeting(s) with the Attendance Review Committee which is scheduled for the purpose of hearing such appeals.

Notification Protocol: At such time that a student's attendance is such that course credit may become an issue, the principal shall notify the parent/guardian and student in writing via regular mail. Minimum compliance with this provision shall be to submit such notification at the time the student has accrued such absences whereby two (2) additional non-exempt absences will result in that student not receiving credit in any particular class or course. Further, the parent/guardian and student shall be notified again in writing via regular mail at such time the student has accrued such absences whereby one (1) additional

non-exempt absence will result in that student not receiving credit in any particular class or course. The principal shall maintain an accurate record of all such notifications.

In the event a student accrues absences sufficient to violate this policy whereby credit will not be given for any particular class or course, the principal shall notify the parent/guardian and student of such violation in writing via certified mail postmarked by no later than two (2) school days after the date of the absence which created the violation. This notification shall also include an explanation of the appeal procedure and relevant timeline.

Attendance Review Committee: This committee shall be appointed by the principal on a case-by-case basis and shall consist of from three (3) to five (5) certified staff members from the school which the appellant attends. The committee shall have the authority to hear and review information submitted, deny the appeal and uphold the policy as written, determine that there is sufficient reason to award grades and credit based upon information submitted, and, based upon information submitted, determine that grades and credit may be awarded provisionally; such provisions to be specified by the committee. The findings and results of any action of the committee shall be submitted in writing to the student and parent/guardian by certified mail postmarked no later than two (2) school days after such decision is rendered. Copies of such decision shall also be submitted to the principal and superintendent at the time it is submitted to the student and parent/guardian.

Attendance Relative To School Activities: Any student that is absent during any part or all of a school day due to illness or for any "unexcused" reason shall NOT be eligible to participate in any extra-curricular activity scheduled during that particular day.

Participation in activities on days any student is absent for other excused reasons shall be at the discretion of the principal.

Re-Entering School After Absence: When returning to school following an absence, the student shall report to the office between 7:30 a.m. and 7:55 a.m. for an admit form. (A student returning during the school day shall report to the office immediately upon entering the building.) In the event a parent/guardian has not notified the school of the reason for absence, written explanation will be accepted. Medical appointments shall require a written verification from the physician, dentist, etc. Any student that does not provide a valid explanation from his/her parent/guardian for an absence shall have that absence classified as "unexcused" until such time as sufficient explanation provides the basis to determine otherwise. Any student whose absence is classified "unexcused" shall be listed as "unexcused" on the attendance register.

Students who have been absent and do not produce an "admit" form when returning to class shall be sent to the office to check-in and secure the form. In this case, the student shall then be listed as "tardy" when returning to class.

Significant Part of a School Day: If a student is absent for a period of one and one half hours or more during either the morning class session or the afternoon class session, that student shall be listed as absent for at least one half of the school day.

Tardy Policy

Tardiness is defined as the appearance of a student after the scheduled starting time school or a class period begins. Students that are late to any class shall not be admitted until the student has received an "admit" form from the office. Students more than ten (10) minutes tardy to a class, & such tardy is not excused, will be listed as absent for that class

The principal shall have the authority to determine whether a tardy is "excused" or "unexcused" relative to the administration of this policy. Legitimate excuses shall be those over which the student and/or parent has very little or no control.

Consecutive tardies in individual classes at OHS or OMS or subsequent tardies at any school during a particular semester will result in the following:

- ___First Offense -- Verbal warning from the instructor
- ___Second Offense -- Verbal warning from the instructor
- ___Third Offense --30 minute after school detention under the supervision of the instructor
- ___Fourth & Subsequent Offenses --60 minute after school detention under the supervision of the Principal.

Truancy

The principal will report any student who is unexcusably absent from school to the appropriate legal authority.

Truancy is defined as any three (3) consecutive unexcused absences, five (5) unexcused absences during any semester, or seven (7) unexcused absences during any particular school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of the school day shall be considered truant.

Prior to reporting to either S.R.S. (if the student is age 13 or under) or to the county attorney (if the student is over the age of 13 years), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Student Behavior and Conduct

Each building principal shall develop and establish rules for governing student behavior, consistent with Board policy, in each school relative to hall passes, leaving school during the school day, food and drink in classrooms, chewing gum, public displays of affection, attendance problems, tardy problems, homework and other instructional assignments, and other areas of regulation not included in this Behavior Code which may be necessary to manage and operate the school building.

The principal, or his/her designee, shall impose disciplinary sanctions against a student for any of the following reasons:

Assault: Any physical force or threat of such force which causes another person to fear for their safety and/or well-being. Any student who assaults a district staff member will, at a minimum, be suspended on a long-term basis. Additionally, assault is a violation of the Kansas Criminal Code and such action shall be reported to the appropriate legal authorities for prosecution.

Fighting: Students that engage in any physical form of fighting will, at a minimum, be suspended from classes and activities on an in-school basis, provided that the principal, after completing an investigation of the circumstances shall have the authority to determine that one student was the aggressor, whereby he/she may determine that one student was the aggressor, whereby he/she may elect to impose a lesser penalty, or impose no penalty, against a student who was simply defending himself/herself.

Bullying: Any student who, after investigation, has been determined to have bullied another person, including any student or staff member, shall, at a minimum, be suspended from classes and activities on an in-school basis. Bullying may involve, but not be limited to, assault, extortion, threats and/or intimidation and includes the following behaviors.

- Physically or mentally harming another person
- Damaging another person's property
- Placing another person in reasonable fear of being harmed
- Placing another person in reasonable fear of having their property damaged
- Any other form of intimidation or harassment prohibited in this Behavior Code or by the Policies of the Board of Education

Extortion: Obtaining money, other personal items, or services from another student as a result of force, threats, intimidation, or other undue power will result in, at a minimum suspension from classes and activities on an in-school basis.

Threats/Intimidation: Any student that threatens or intimidates another person with physical violence, and such threat or intimidation causes any person to fear for their safety and/or well-being, the offending student shall, at a minimum, be suspended from classes and activities on an in-school basis. The principal or designee, after completing a thorough investigation of the circumstances, shall have the authority to impose more severe sanctions up to and including long-term suspension.

Any threat which indicates or infers death or severe bodily harm, and such threat causes any person to fear for their life and/or safety, will result in a minimum sanction of five day suspension from classes and activities, provided that the principal shall, depending on the circumstances of each particular case, have the authority to reinstate the offending student under specific written terms as provided by the probation policy (JDC and JDC-R) or impose a more severe sanction up to and including expulsion.

Profanity and Obscenity: Any action or spoken or written language that is profane, obscene, offensive or indecent. All profane or obscene language, gestures or actions will result in disciplinary action, however, any student who directs profanity or obscenity towards a staff member shall, at a minimum, be suspended from classes and activities on an in-school basis.

Open Defiance: Willful failure to comply with the reasonable requests, instructions, directives or orders of a staff member will result in a verbal warning or, depending upon the severity of the offense, more severe sanctions may be imposed.

Theft: Stealing school property or the property of any other person is a violation of the Kansas Criminal Code. In addition to disciplinary sanctions, the principal will report the theft of property to appropriate legal authorities. At a minimum, the offending student will be suspended from classes and activities on an in-school basis.

Vandalism: The willful defacing or destruction of school property, equipment or buildings or the property of another person shall result in serious disciplinary sanctions. In addition to disciplinary measures, any student guilty of vandalism, and his/her parents if such student is under 18 years of age, will be responsible for full and complete restitution as provided by law. (Refer to Policy EBCA) and, at a minimum, be suspended from classes and activities on an in-school basis.

Possession or Use of a Weapon: Students shall not knowingly possess, handle, transmit or use any weapon or any object that can reasonably be considered a weapon at school, on school property, in any school vehicle, or at any school activity. This regulation shall include both airpower and gas powered devices designed to expel a projectile. (Refer to Policy JCDBB following.) Students violating this policy will be expelled from school for one calendar year.

Possession or Use of Tobacco Products: Students under the age of eighteen who possess or use tobacco products are in violation of the law. Students, regardless of age, shall not possess and/or use any tobacco product in any school building, on school grounds, in any school vehicle, or at any school activity -- regardless of location. Any student that violates this policy shall, at a minimum, be suspended from classes and activities on a short-term basis.

Possession, Use, or Distribution of Alcohol or Drugs: Students shall not possess, use or distribute illicit drugs or alcohol in any school building, on school grounds, in any school vehicle, or at any school activity -- regardless of location. Students who violate this policy shall have sanctions imposed as provided by Policy JDDA, Drug Free Schools

Sexual Harassment: Sexual harassment shall not be tolerated in the school district. Students who violate this policy shall, at a minimum, be suspended from school on a short-term basis in addition to any other sanctions determined to be appropriate.

It is very important to note that the principal, or his/her designate, is authorized to impose a disciplinary sanction more severe than the stated minimum, depending upon the severity of an offense and/or disciplinary record of the student.

In addition to disciplinary sanctions being imposed for violations of the forgoing regulations, school personnel are authorized to and will discipline students for the following reasons:

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

Weapons (Policy JCDBB)

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

Definition of Weapons or Destructive Devices

As used in this policy, the term “weapon” and/or “destructive device” shall mean:

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

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (Refer to JDC). Expulsion hearings shall be conducted by the superintendent or other per designated by the superintendent.

Students violating this policy shall be referred to the appropriate law enforcement agency or agencies, and, if a juvenile, to S.R.S. or the Commissioner of Juvenile Justice.

Reporting Criminal Possession of a Firearm by a Student

It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm in violation of the law shall be reported to law enforcement for criminal prosecution. (See EBC)

Racial Harassment (Policy JGECA)

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

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964 and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school sponsored activities, programs and events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Racial harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the service, activities, or programs of the school;
2. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities, or programs of the school.

Racial harassment may result from verbal or physical conduct or written or graphic material.

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

Any student who believes he/she has been subject to racial harassment or has witnessed an act of alleged harassment, should discuss the alleged harassment with the building principal, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the superintendent of schools. Complaints against the superintendent shall be made to the Board of Education. The building principal or superintendent shall discuss the complaint with the student to determine if it can be resolved. If the matter is not

resolved to the satisfaction of the student through this process, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

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

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

When a complaint contains evidence of criminal activity or child abuse, the principal or superintendent shall report such conduct to the appropriate law enforcement and/or SRS authorities. (See GAAD)

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

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the superintendent. Notification of this policy shall be published in the local newspaper annually.

Adopted by the U.S.D. # 504 Board of Education

Sexual Harassment (Policy GAAC)

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by Board Members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly and emphatically prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under title IX of the Education Amendments Act of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at the school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not such harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or other third party (visitor, vendor, etc) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or other employee from filing a complaint, or fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment shall be promptly investigated and resolved.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the superintendent or district compliance coordinator. Employees who do not believe the matter to be appropriately resolved through this process may file a formal complaint using the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment pursuant to the definition stated above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute sexual harassment may also result in the offending employee being disciplined.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Investigation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint, testified, assisted, or participated in an investigation of sexual harassment complain is prohibited. Any person who is found to have retaliated will be subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct an investigation, to take appropriate corrective action, or to provide due process to the accused.

False or malicious complaints of sexual harassment will result in corrective and/or disciplinary action against the complainant, up to and including termination of employment.

A summary of this policy and related material shall be posted in each district facility. This policy shall also be published in student, parent, and employee handbooks as directed by the superintendent of schools. Notification of this policy shall be published in the local newspaper annually.

Dress Code (Policy JCDB, Regulation JCDB-R)

The Board of Education advocates a dress code for all students. The Board believes that proper etiquette, good grooming and appropriate dress are an essential part of the educational process. Therefore, the Board believes that students should wear to school and school functions neat, clean and appropriate clothing that meets the standards of the specific educational environment. Any extremes in clothes, hairstyle, cosmetics, jewelry or appearance that may disrupt the normal operation of the school or adversely affect the safety or personal hygiene of any student will not be acceptable.

By establishing this regulation the Board in no way intends to usurp the authority of parents for determining what is appropriate dress and grooming for their children, but rather, the Board desires to work with parents in encouraging our students to assume responsibility for their personal grooming and dress. The purpose of the home and school working together should be to help students accept and cooperate with the guidelines established by this regulation.

The following rules regarding grooming and dress will be in effect for all students in the district:

- Hair will be clean, neat and well groomed. Hair styles will not be outrageous, be a health hazard, or adversely affect the school environment.
- Students will not be permitted to wear any clothing, jewelry, belts, or accessories that advertise or display pictures, logos, phrases, letters, or words which are profane, obscene, vulgar, offensive or otherwise disruptive. This shall include, but not be limited to: nude/semi-nude human figures;; alcoholic beverages; tobacco products; controlled, prohibited, illicit or illegal substances sexual, vulgar, or obscene meanings or messages implied.
- Spaghetti straps and halter tops as well as shirts that expose the midriff, chest, or back will not be permitted. Shirts without sleeves shall be hemmed and non-exposing. Mesh or other see-through material is not acceptable. Repeated violations of this rule may lose the privilege of wearing “sleeveless” shirts to school
- Students will be permitted to wear shorts to school. However, “short-shorts (and similar mini-skirts), “bikini briefs, and cut offs will not be permitted. Repeated violations of this rule may lose the privilege of wearing “shorts/skirts” to school.
- Jeans, slacks, pants, or shorts that are worn below the waistline are prohibited.
- Torn or purposely cut clothing is prohibited.
- Undergarments shall not be worn as outer garments. Traditional underwear worn, as outerwear will not be permitted.
- All students shall wear shoes – flip-flops, shower clogs, and steeltoed boots are not considered appropriate shoes.
- Sunglasses will not be worn in school buildings unless prescribed by a physician.
- Students shall not wear hats, caps or other headgear inside any school unless approved by the principal for a special occasion. This includes headbands and scarves worn on the head.
- Regulations regarding grooming and dress for those students who participate in the activity program (athletics, fine arts, performing arts, and other organizations) that publicly represent the school district shall be established by the sponsor responsible for coaching or directing such activity, provided such additional regulations shall be approved by the principal.

All clothing must be in good taste and worn the way it was designed to be worn. Appropriate personal dress and grooming is conducive to the desired learning environment. Any clothing or grooming practice determined to be distracting or disruptive will be dealt with on an individual basis. Any decision concerning questionable dress shall be made by the building administrator. The Board of Education authorizes principals to employ appropriate disciplinary procedures to administer and enforce this regulation.

Drug Free Schools (Policy JDDA)

The unlawful possession, use, 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 activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and subject to the following sanctions:

1. A first time violator shall be subject to one or more of the following sanctions:
 - (A) a punishment up to and including short-term suspension;
 - (B) suspension from all student activities for a period of not less than two weeks; and
 - (C) an evaluation from an acceptable drug and alcohol program.
2. A second time violator shall be subject to the following sanctions:
 - (A) a punishment up to and including long-term suspension;
 - (B) suspension from all student activities for a period of one semester or four consecutive months; and
 - (C) a student placed on long-term suspension under this policy may be readmitted on a probationary status if such student agrees to complete a drug and alcohol rehabilitation program. (Names of acceptable programs are on file with the clerk of the Board of Education).
3. A student who violates this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - (A) a punishment up to and including expulsion from school;
 - (B) suspension from participation in and attendance at all student activities for a period of one year; and
 - (C) a student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if such student satisfactorily completes an acceptable drug and alcohol education and rehabilitation program. (A list of available programs with names and addresses of contact persons for the program is on file with the clerk of the Board of Education. Parents or students should contact the directors of the programs to determine the cost and length requirements of each individual program).

Gang Activity (Policy JHCAA)

Gang activities which threaten the safety or well-being of persons or property on school grounds, or at school activities, regardless of location, or which disrupt the school environment, are prohibited.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- shall not lead school officials to reasonably believe that the type of dress, behavior, apparel, activities, acts, or manner of grooming displayed is gang related;
- shall not present a physical safety hazard to self, students, staff, other employees or persons;
- shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal shall request the student to make the appropriate correction. If the student refuses, the principal will impose immediate disciplinary sanctions and the student's parent/guardian will be notified and requested to make the necessary correction prior to the student returning to school. The principal shall have the authority to take any appropriate corrective and disciplinary action necessary to resolve the situation to comply with this policy. (See Suspension/Expulsion).

BULLYING PLAN & PROCEDURE

Bullying: The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event, school property, in a school vehicle or at a school-sponsored

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Bullying Definition: Bullying is repeatedly and purposely hurting someone with less power. Bullying can be carried out with words by threatening, taunting, teasing and calling names or when someone hits, kicks, pushes or restrains another by physical contact. It is also possible to bully without using words or making physical contact.

Types of Bullying:

1. Physical

- a. Results in open attacks on targets
- b. Includes slapping, hitting, choking, kicking, biting, pinching, scratching or damaging clothing or possessions

2. Verbal

- a. Can take the form of name-calling, belittling, cruel criticism and person defamation
- b. Also includes extortion of money or possessions, abusive phone calls, anonymous notes, untruthful accusations, false and malicious rumors and gossip

3. Relational

- a. Includes ignoring, isolating, excluding or shunning
- b. Can be used to alienate and reject a peer or ruin a friendship
- c. Often involves stares, rolling eyes, sighs frowns, snickers and hostile body language
- d. Examples of relational bullying: *spreading vicious rumors so that someone is rejected by peers, telling others to stop liking someone to get even with them, trying to control a person by exclusion "you can't come to my party unless you. . . or threaten to withdraw friendship "I won't be your friend if . . . or giving someone the silent treatment.*

4. Cyber-Bullying

- a. E-mail
- b. Cell Phones
- c. Pagers
- d. Text Messaging
- e. Instant Messaging
- f. Defamatory Personal Websites
- g. Any Combination of These

Complaint Procedures:

It is considered the responsibility of all students and school staff members to report acts of bullying to a member of the school/district staff or administration

The school staff or administrator will support students and coworkers making such reports and protect against any potential retaliation for making such a report.

Students and staff making prompt, accurate and thorough reports, either verbally or in writing) will have those reports recorded by the staff receiving the same. An investigation to determine the facts will take place immediately or as soon as practical, in order to verify the validity and seriousness of the report.

Filing a report in good faith will not reflect upon the individual's status, nor will it affect his or her grades or employment status by the district if the complainant is an adult staff member. The district shall keep the complaint confidential for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed.

Sanctions and Support

Programs designed to prevent bullying behavior, redirect students from continuing to bully and to support both victims of bullies and the bullies themselves shall be adopted. These programs take many forms and include classroom activities and instruction. Speakers and/or conferences will also be used when available to educate students and staff.

Where it is determined that students participated in bullying behavior in violation of the policy, the school district staff responsible for maintaining order and discipline will take disciplinary action including detention, suspension, expulsion, and referral to law enforcement officials for possible legal action.

Factors for Determining Consequences

- *Age, development, and maturity levels of the parties involved
- *Degree of harm
- *Surrounding circumstances
- *Nature and severity of the behavior(s)
- *Incidences of past or continuing patterns(s) of behavior
- *Relationship between the parties involved
- *Context in which the alleged incident(s) occurred

Employees found to have participated in bullying behavior or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by the policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

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.

Disciplinary Sanctions

The disciplinary sanctions listed in this section may be applied on a case-by-case basis depending upon the specific regulation and the severity of the Behavior Code violation. In no way shall the disciplinary measures listed herein be construed to be a step-by-step penalty system whereby a less severe penalty must be imposed before a more severe penalty is imposed. The administration reserves the right to apply other consequences as appropriate. Certain regulations in the Behavior Code provide for minimum or specific disciplinary sanctions for violations. Refer to "Assault", "Fighting", "Profanity", "Theft", "Weapons", "Drug Free Schools", and "Gang Activity".

Make-Up Time: The principal or any teacher who assigns make-up time to a student for class time missed due to tardiness or unexcused absence shall direct such student to be at a specific classroom or other designated location, such direction to specify time(s) and date(s). Make-up time shall be assigned either before or after the regular class schedule and will be for a designated period of time and the student shall be required to study or complete assignments which were relative to the class time missed, or other school work that the supervisor determines to be appropriate. The principal, the teacher assigning the make-up time, or other assigned certified staff member shall supervise make-up time.

Detention: This sanction shall be assigned time either before or after the regular class schedule or on Saturdays at which the student is directed to be present due to violations of the Behavior Code or other

school regulations. Detention shall be supervised by a certified staff member and the student shall be required to study work to complete assignments, or work as assigned by the supervisor. In no event shall detention be a time for sleeping, loafing, or recreation.

In-School Suspension: This disciplinary measure is designed to serve students who would normally be suspended from school for violations of the Behavior Code or other school regulations. Instead of being excluded from school for a specific number of days, a student may be assigned to disciplinary isolation whereby the student is segregated from the student population during the term of the suspension. The principal or other assigned certified staff member shall be responsible for supervising students while suspended on an in-school basis. The supervisor may assist students with assignments and assure that the student is continuously working on assignments or studying throughout the term of the suspension. Assignments from each class will be provided and the student is expected to bring all necessary materials to do the assigned work. If the regular class assignments do not provide enough work to fill the entire time, the supervisor shall assign additional work, study or reading which will be of educational value.

Students assigned to in-school suspension shall report to the designated locations prior to the time regular classes begin and will be excused after regular classes are dismissed.

All school rules and regulations shall apply to students assigned to in-school suspension. In addition, the following specific rules shall be in force throughout the term of the suspension:

1. Any resistance to comply with the directives or instructions of the supervisor or the rules stated herein will result in additional days of being added to the in-school suspension. If a student is openly defiant or refuses to comply with the rules, the principal will immediately suspend such student for a period not to exceed five days as provided by the Suspension/Expulsion policy and laws of the State of Kansas.
2. The student shall not leave the designated area without the expressed permission of the supervisor, including restroom breaks and the lunch period. Lunch will be eaten in the designated area.
3. The student shall not talk to anyone except the supervisor without the permission of the supervisor.
4. There will be no break in the routine; the student will be engaged in some educational activity at all times.
5. Sleeping is not allowed.
6. Students will be given full credit for work completed while assigned to in-school suspension.
7. Students are not counted absent from school while assigned to in-school suspension.
8. Absence due to illness will not fulfill the requirement of days assigned to in-school suspension.

Students assigned to in-school suspension are technically suspended from school, therefore, the principal shall contact the parent/guardian by telephone immediately following the imposition of an in-school suspension to provide information regarding the student's violation of the Behavior Code or other school rules or policies. In addition, a written notice to the parent/guardian shall be deposited in regular delivery mail.

Suspension and Expulsion (Policy JDD, Regulation JDD-R)

Except as limited by Section 504 and IDEA, as student may be suspended or expelled, for reasons set forth in Kansas Law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent or his/her designee or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the Board.

Handicapped students identified under Section 504 of the Rehabilitation Act of 1973 or special education students with an I.E.P. may be subject to other regulations when long-term suspension or expulsion is considered.

Suspension and Expulsion Procedures

Reasons for Suspension or Expulsion

Students may be suspended or expelled for any one or more of the following reasons:

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

Short-Term Suspension:

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

Written notice of any short term suspension shall be delivered to the student's parent/guardian by restricted delivery United States Mail (return receipt attached) within twenty-four (24) hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

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

- * the charges;
- * the basis for the accusation; and
- * the right to make statements in his/her defense after receiving notice of the charges

Long-Term Suspension or Expulsion:

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

- The student and parent/guardian shall be given written notice of the time, date, and place of hearing.
- The notice shall include copies of the suspension/expulsion law and appropriate Board policies, regulations and handbooks;
- The hearing may be conducted by a certificated employee or committee of certificated employees authorized by the Board, the chief administrative officer, or other employee of the school in which the pupil is enrolled, or an officer appointed by the Board;
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by a person or persons appointed by the Board;
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to the student and parent/guardian according to Kansas law;

- Written notice of the result of the hearing shall be given to the student and to the parent/guardian within 24 hours after the determination of such result.

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

- _ Refusal or failure of the student and/or the student's parent to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- _ Students who are suspended for more than ten (10) days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services which might improve the student's attitude and behavior.
- _ A student who has been suspended or expelled shall be notified of the day that student may return to school.
- _ If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation (See JDC).
- _ If the expulsion is related to a weapons violation, only the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation (See EBC < JCDBB and JDC).
- _ The days a student is suspended or expelled from school are not subject to the compulsory attendance law;
- _ During the time a student is suspended or expelled from school the student may not:
 - * Be on school property or in any school building without the permission of the principal.
 - * Attend any school activity as a spectator, participant, or observer.

A student over the age of eighteen (18) or the parents or guardian of a student who is suspended for more than ten (10) days or expelled from school may appeal to the Board within ten (10) calendar days of receiving written notice of the hearing results.

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

Student Rights During a Long-Term Suspension/Expulsion Hearing:

The student shall have a right:

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

Appeal to the Board of Education

The following conditions shall apply if a student or student's parent/guardian files a written appeal of a suspension or expulsion to the Board:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days after receiving notice of the decision;
- The Board shall schedule an appeal with the Board or a hearing officer appointed by the Board within 20 calendar days after notice of appeal is filed;
- The student and the student's parent/guardian shall be notified in writing of the date, time and place of the appeal hearing at least 5 calendar days prior to the day of the hearing;

- The appeal hearing shall be conducted as a formal hearing using the aforesaid rules and procedures for expulsion hearings;
- The Board shall provide a certified court reporter to transcribe the appeal hearing; and
- The Board shall render a final decision no later than the next regularly scheduled Board meeting after the conclusion of the appeal hearing.

Reporting Suspended/Expelled Pupils to the Department of Motor Vehicles

Whenever a pupil thirteen (13) years of age or older has been expelled from school or suspended for an extended term (more than 10 days), the superintendent shall give written notice of the expulsion or suspension which will include the pupil's name, address, date of birth, driver's license number (if applicable) and an explanation of the circumstances to the division of vehicles of the department of revenue if the expulsion or extended term suspension was imposed upon the pupil for:

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

Probationary Status (Policy JDC, Regulation JDC-R)

Any punishment, suspension or expulsion may be deferred by the principal or the superintendent. The student involved may be placed on probation for a specific period of time. (See Suspension and Expulsion.)

The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.

A student placed on probation shall be provided written notice of such probation which includes the specific term of the probationary status and a list of the terms and conditions of the probation. The student shall also sign a statement acknowledging receipt of same and stipulating that: the terms and conditions have been explained; the student understands the terms and conditions; the student agrees to abide by the terms and conditions; and failure of the student to abide by the terms and conditions shall be considered sufficient cause to reinstate the original punishment. Any probationary arrangements resulting from violations of the weapons policy shall be handled by the superintendent. (Refer to "Weapons".)

Searches of Students (Policy JCAB)

Principals are authorized to search any student's clothing and belongings, including lockers, if there is reasonable suspicion that district policies, rules or directives are being violated.

Building Hours

The building will be open from 7:30 a.m. until 3:45 p.m. Students are expected to report to the commons area upon arrival. No student shall leave the building without permission after they have arrived.

Students that live a short distance from school and wish to ride their bicycles to school may do so. Students are not to arrive at school earlier than 7:30 a.m. Upon arrival to school, students are to go directly to the commons area. **Children not riding the bus should not arrive at school prior to 7:30.** The school would appreciate the cooperation of parents on this arrival time.

Care of Property

The students will demonstrate school spirit and respect for property by keeping desks,

keeping desks, walls, floors, etc. from marks of vandalism and by properly disposing of paper and other discarded items. They will not eat or drink in carpeted classrooms.

Cancellations - Weather Related

Students riding a bus during a stormy season should be advised to listen to their home radio for storm warnings and not attempt to reach school when so forewarned. (As to unsafe conditions such as heavy snows or floods.)

If the superintendent decides the weather to be of such a nature that the safety of students is threatened, he will dismiss school and notify the following radio and television stations to have the school closing announcement broadcast:

RADIO

KKOW (96.6 FM) Pittsburg
KLKC (93.5 FM) Parsons

TELEVISION

KOAM (Channel 7) Pittsburg
KODE (Channel 12) Joplin
KSNF (Channel 16) Joplin

Classroom Parties

No classroom birthday, or other parties will be held in individual classrooms without prior consent of the building principal.

Communicable Diseases

Any student afflicted with a communicable, contagious, and/or infectious disease may be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The Board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease. Criteria will be established to determine whether a student with a communicable, contagious, and/or infectious disease (including common childhood diseases) will be permitted to attend classes. All cases will be reviewed on an individual basis.

Complaints About Discrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment or in the district's programs and activities is prohibited. The district will comply with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator who is: Terry L. Karlin, Superintendent, P.O. Box 129, Oswego, KS 67356, telephone (316) 795-2126. Any student complaint of discrimination shall be resolved under the district's discrimination procedure which is specified in KN and KN-R.

Complaints About School Rules

Any student may file a complaint with the building principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within twenty (20) days of the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of his/her determination or resolution in writing within ten (10) days after such complaint is filed.

COMPUTER RULES POLICY

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school

Rules for Student Use of Computers and Networks

The use of school computer equipment and systems, including access to the Internet, is a privilege, not a right. All student users must share the responsibility for assuring that our computer equipment is used in an effective, efficient, ethical, and lawful manner. Inappropriate use or transmission of any material that constitutes a violation of any United States or Kansas law or regulation is prohibited, including, but not limited to, materials protected by copyright; threatening, obscene, profane, or pornographic materials; materials protected by a trade agreement; and materials protected by a trade secret.

To ensure compliance with the policies and regulations of the Board of Education, student use of computers, systems, and networks shall be governed by the following rules:

- (1) Student users shall respect the integrity of the computer systems and networks; students are advised that systems and networks have been set up by the network administrator and are not to be altered in any manner. If, when an adult approaches, a student “freezes”, “locks”, or suddenly shuts down a computer, such action may be considered a violation of these rules.
- (2) Student users shall:
 - (A) Use all computer equipment in a careful respectful manner;
 - (B) use only the software assigned by an instructor or staff member;
 - (C) immediately report equipment or software problems to the instructor or appropriate staff;
 - (D) not bring food and/or drinks into the computer labs or work areas;
 - (E) take the initiative to maintain the order and cleanliness of the labs and computer areas by picking up debris, recycling paper, picking up personal items, etc.; and
 - (F) leave all computer equipment and materials you have used in good working order.
- (3) Student users shall respect and comply with the legal protection provided by Copyrights and/or licenses relative to programs, books, photographs, artwork, articles, etc.
- (4) Student users, shall adhere to printing, file accessing, file-saving, e-mail transmission, and e-mail distribution guidelines as directed by the instructor or authorized staff member.
- (5) Student users, shall access, use, or save only “school appropriate” text, language, pictures, data and any other materials available on or received from the Internet.
- (6) Student users shall display appropriate conduct and courtesy and will respect the rights and privacy of others. Only appropriate language which is not abusive, obscene, profane, or otherwise offensive will be used in all messages transmitted from school computers and networks.
- (7) Student users shall not access personal e-mail accounts. When required to fulfill course objectives, the network administrator may establish student e-mail accounts on the District network, however, such accounts will be used for specific educational purposes only and only under the supervision of an instructor. Unauthorized access of personal e-mail while using school computers shall be a violation of the rule of appropriate use.

- (8) Student users shall not access or participate in chat rooms or instant messaging unless directed to do so by an instructor for a specific educational purpose. Unauthorized access or participation in a chat room or instant messaging while using school computers shall be a violation of the rules of appropriate use.
- (9) Student users will agree to use the Internet only for school related purposes.
- (10) Student users shall only contact host sites that are considered by the staff and administration to be appropriate for school or instructional use. Under no circumstances shall students access pornographic web sites.
- (11) Student users shall not, when using Internet services, reveal their name, address, location, age or password, or the name, address, location, age or password of any other student, unless specifically authorized to do so by an instructor or staff member.
- (12) Students shall not access Chooser, Control Panels or System Preferences available on the desktop of any computer or any way change the configuration of any computer or network operating system program, or software.
- (13) Student users shall not attempt to learn the password of any other user or gain unauthorized access to any file, program, software, or operating system stored on any computer or network.

Inappropriate computer or network system use, including any violation of the Appropriate Use of Computers and Networks regulations adopted by the Board of Education or the rules stated herein may result in the suspension or cancellation of the student's privilege to use the school's computers. The principal, or his/her designee, has the authority to determine appropriate and inappropriate use and may deny, suspend or revoke the use of the school's computers by any student who violates the regulations and rules pertaining to such use. Further, the principal shall have the authority to impose additional disciplinary sanctions, as he/she deems appropriate to the number and severity of any student's infraction(s).

DISCIPLINARY SANCTIONS

For Violations of AUP and Student Use Regulations

LEVEL ONE: Student shall at a minimum be suspended from non-essential computer use for (1) one week and the student's parent/guardian will be notified.

LEVEL TWO: Student shall, at a minimum, be suspended from non-essential computer user for a period of four to nine weeks and the student's parent/guardian will be notified.

LEVEL THREE: Student shall: (a) be suspended from non-essential computer use for a minimum of (18) weeks; and (b) also be placed on in-school suspension for a period of (3) three to (5) five days; and the student's parent/guardian will be notified.

LEVEL FOUR: Student shall: (a) have all computer use privileges revoked for the remainder of the school year; and (b) also be suspended from attending all classes and activities for a period of (3) three to (5) five days; and the student's parent/guardian will be notified.

SEVERITY CLAUSE

Any student who willfully accesses a pornographic web site or creates, stores or transmits inappropriate language will be disciplined at Level Four. Further, the principal shall have the authority, depending on the nature and severity of any particular infraction, to bypass the levels stated herein and recommends that a student be suspended on a long-term basis or expelled. If a student violates any law while using the school's computers or networks, a report shall be filed with the appropriate law enforcement agency.

Copyright (See ECH)

Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) and/or site license must be filed in

the district office for all software installed on district computers or networks. The administration may conduct periodic audits of software installed on any district equipment to verify legitimate installation and use.

Installation

The network administrator will provide installation and program de-installation procedures. Software, including freeware and shareware, that may be installed on District computers and networks shall be only that which is on the approved master list maintained by the network administrator. Downloading and/or installing any other software shall be a violation of this policy.

Only the superintendent may authorize program files prior to being installed on any server or computer. Unless under the supervision of or at the direction of the network administrator, students shall not install software on any district computer or computer system.

Hardware

Staff shall not install or attach hardware to existing computers or networks, make changes to computer or system settings, or make changes to software settings unless specifically authorized to do so by the superintendent or network administrator.

Ownership of Employee/Student-Producer Computer Materials

Computer materials or devices created, as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the Board.

Computer Software

Only duly licensed computer programs are to be installed and used on district owned computer equipment. No district employee shall make, or cause to be made, or use illegal copies of copyrighted computer programs on district owned computer equipment.

District employees may produce a “back-up” copy or an adaptation of a district owned computer program provided:

- (1) that such copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with specific equipment and that it is used in no other manner, or
- (2) that such copy or adaptation is used for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be lawful.

General Provisions

The district will not provide services for legal counsel or extend insurance protection to employees who knowingly violate copyright laws.

Building principals are responsible for establishing practices to administer this policy in each attendance center.

Courtesy and Respect

A student will show courtesy to fellow students, teachers, and guests at all times. This includes:

1. times spent walking through buildings.
2. speaking quietly
3. protecting others safety by refraining from throwing objects.
4. quietly working alone or in groups
5. listening to instructions for their own education and welfare.

Disrespectful behavior will be handled according to the conduct policy.

Demonstrations and Strikes

Any demonstration which is disruptive to a class, classes, school function, or any person, or is about to become so, may be ended by the building principal. Demonstrations on school property are a privilege and may be revoked at any time by the principal or superintendent

Electronics/Cell Phones

Students are not permitted to bring any electronics to school. This includes but not limited to: MP3 player, I-Pod's, walkman's, electronic games, laser pens, etc. Any electronic device confiscated at school will be returned to the student after they have served an after school detention. In the event a teacher requests a student bring an electronic for a specific lesson, he or she will need to secure permission from their parent and the principal or superintendent.

Cell Phones

Students who bring cell phones to school will do so at their own risk. The school will not be responsible for student cell phones that become lost, stolen, broken, or otherwise.

Under **NO** circumstances will students be allowed to use cell phones during normal school hours unless authorized by the building principal or lead teacher. Phones must be turned off during school hours.

The building principal shall confiscate cell phones used during the normal school hours. The student's phone will be returned to them after the student serves an after school detention.

Eligibility for Extra Curricular Activities

Any student who participates in any extra class activity that is adjudicated (athletics, music, speech, drama, etc.), in any student body such as student council, in service as a class officer, or president of a student organization or association must meet the following scholastic requirements:
The student must pass five new subjects (those not previously passed) of unit weight in your last semester of attendance. (If you are a first semester junior or senior high school student, you must have passed five new subjects (those not previously passed) of unit weight in your last semester of attendance.)

This rule will apply to the last grading period of those students first entering middle school. Any student who is ineligible will not be allowed to ride school transportation to any activity. When a student is ruled ineligible, the student and his parents shall be notified in writing. You, as an individual involved in an activity offered at our school, are recognized as an official representative of the school and its community. Your conduct and sportsmanship on and off the school premises should display the highest possible standards.

Family Educational Rights Privacy Act Model Notification of Rights Under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:
(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

(3) The right to consent to disclosures of personally identifiable information contained in the students education's records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel): a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. {NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.}

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

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

{NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.}

Field Trips and Excursions (Policy IFCP)

Field Trips and Excursions

School employees and, when deemed appropriate, approved adult sponsors shall accompany students on all school trips and they shall assume responsibility for proper student conduct. The bus driver(s) shall enforce all applicable rules and regulations regarding the use of school buses. Certified personnel and sponsors will assist. Appropriate educational experience and proper supervision shall be provided for any student whose parent/guardian does not want them to participate in a school trip. The following procedures shall be used in planning and conducting school trips:

1. The teacher/sponsor shall submit a trip request form to the principal at least ten (10) school days prior to the desired date of the trip. The purpose of the trip and its relationship to the curricular/co-curricular program must be stated.
2. The principal shall approve or disapprove the request based upon analysis of instructional purpose, availability of appropriate transportation, sufficient qualified supervision, and budget limitations. At the discretion of the principal, students may be requested to pay a participating fee to pay trip related expenses.
3. If the trip is approved by the principal and superintendent, the teacher/sponsor shall complete and send a School Trip Notification Parent Consent Form to each participating student's parent/guardian at least five days prior to the date of the trip. Notification shall include all details relevant to the trip including date, purpose, departure time, return time, mode of transportation, itinerary, and, if necessary, overnight accommodations.

4. It will be the responsibility of both the principal and the teacher/sponsor to assure that all participating students have returned the signed parent consent forms in his/her possession during the trip in the event a student should need medical attention. A final list of all passengers to be transported, including all students and adult sponsors or supervisors, will be filed with the principal and maintained in the school office until the completion of the trip.
5. The teacher/sponsor/coach will present a duplicate list of all students and adults to be transported to the driver at the time of boarding.
6. The principal, or designate, will arrange for transportation services; such transportation to be in complete compliance with all rules and regulations governing student transportation.
7. Student safety shall be the primary consideration during any school trip. When a field trip is made to a place of business or industry, the teacher must be assured prior to beginning such a trip that an representative of the host company will serve as a tour conductor.
8. In the event of an accident, the sponsoring teacher will immediately notify the principal or superintendent by telephone or the school district radio system.
9. If an unforeseen situation necessitates a change in plans, the sponsoring teacher shall notify the principal, or his/her designate, by radio or telephone.
10. The sponsoring teacher/coach is ultimately responsible for the deportment and discipline of participating students.
11. The sponsoring teacher/coach will be responsible for maintaining the interior cleanliness of the vehicle(s) used for the trip.
12. Students should never be used as drivers for school trips.
13. Students will not be permitted to drive privately-owned vehicles to participate on school trips.

Trips - Permission Slips

From time to time throughout the year various classes or groups of students will have opportunities to participate in activities that will require travel within or outside our school district. Every activity involving travel will require a permission slip that has been signed by the child's parent or guardian. If that slip is not returned by the deadline stated thereon, the child **will not** be permitted to phone home for it, nor will they be permitted to participate. A hand written note from home **will not** be accepted as a substitute for the permission slip.

Fire Drill and Emergency Evacuation Procedures for Building Occupants with Disabilities

It shall be the responsibility of the certified instructor of each class to provide for the safe and orderly egress from the building for any disabled student in their respective class(es) in case of a fire drill or emergency building evacuation. The certified instructor may provide for egress himself/herself, or the instructor may delegate procedures to a paraprofessional aide, however, such delegation shall be in writing which will be maintained by the principal for any authorized person's inspection. This responsibility cannot be delegated to any other student.

For purposes of administering this policy, disabled student shall be any student who is, either permanently or temporarily, impaired due to mobility, vision, hearing or cognitive functioning level, and such impairment could interfere with speedy evacuation during an emergency.

Disabled students shall, in case of fire drill or emergency building evacuation, be exited with their class using the most expediently safe method and route (eg. ramp) to a predetermined location designated for students requiring special assistance.

The principal shall continually monitor and maintain a current list of students who are disabled as specified herein. It shall be the further responsibility of the building principal to designate a specific location where students who require special assistance for emergency exit to meet when the building is evacuated where the principal will account for all students maintained on such list.

Fire Drills: Fire drills will be held once a month in accordance with regulations mandated by the State Fire Marshall. They will be unannounced. During the first week of school, students should familiarize themselves with the fire drill procedures and various fire exits. A non-stop horn will signal the time to evacuate. Orderly lines, with no pushing or running, will be maintained at all times. When the building is clear, teachers will take count to see that all the students are out of the building. Building charts will show exits for all grades. The principal will be the last one to leave the building.

Storm Drills: The Buell gas powered air horn will signal a storm drill. Students will line the inside walls at the designated areas. Students are to follow all emergency directions. The principal will try, as near as possible, to see that all personnel are secure.

Flag Salute and Period of Silence

The school laws of Kansas states that the recitation of the Pledge of Allegiance of the Flag of the United States of America should be given daily. Also, a brief period of silence may be held in the classroom at the opening of each school day. This period shall not be conducted as a religious exercise but shall be an opportunity for silent prayer or for silent reflection on the anticipated activities of the day.

Grading System

A grade is issued at certain times in the school year to indicate a student's progress and achievement. The reporting of student grades will be made every nine weeks and a grade will indicate achievement from the first day of that particular nine-week grading period through the last day of the nine-week grading period. The two nine weeks grades earned each semester will be averaged together for the semester grade.

The schools of Oswego-Service Valley Unified School Dist. 504 will use the following uniform system of letter grades. When issuing grades, teacher should always consider individual circumstances and differences.

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 59
INC	Incomplete

Any student who receives an Inc. grade shall normally have 1 week beyond the end of that particular grading period to fulfill the requirements to change the Inc. to a letter grade. Any other arrangements concerning this regulation must be approved in advance of the deadline by both the teacher and the principal.

Progress Reports/Deficiency Reports

Progress reports indicating areas of deficiency shall be mailed before the beginning of the 5th week of a 9 week grading period to the parent/guardian of any student whose achievement in any subject is "below average" or "unsatisfactory." If a student's achievement in any subject should drop to either "below average" or "unsatisfactory" after the date for progress reports has passed the teacher shall initiate this reporting procedure at the time this level of achievement becomes evident.

1. Teacher shall contact the parent/guardian to arrange a conference when the student's attitude has substantially changed or the student's achievement has dropped more than one letter grade.
2. In the event a student is continuously receiving below average grades, the teacher Will contact the parent/guardian to arrange a conference.

Teachers shall not issue an "f" grade on a report card unless a deficiency report has been sent to the parent/guardian prior to the end of the grading period. An exception to this regulation would be in the

case when reports, notebooks, tests, homework, or projects were not completed & submitted as required, and an “incomplete” would not be appropriate.

Honor Roll

We at Oswego Middle School determine an Honor Roll each nine weeks for students in grades 6-8. Our Honor Roll is based on a 4 point scale with A = 4.0 B = 3.0 C = 2.0. Any student receiving a “D” or an “F” will not qualify for the Honor Roll. Qualifications for the Honor Roll are as follows: High Honors - 4.0 Honors - 3.6 - 3.9 Honorable Mention - 3.0 - 3.5

Head Lice

Head lice can happen to anyone. They are tiny insects that live in human hair and hatch from small eggs called nits, which are attached to the base of individual hairs. They multiply fast, so they must be treated promptly. The average adult louse is dull gray or brown in color, it cannot fly or hop. When fully grown, it is about the size of a half grain of rice. A louse will normally live about 30 days, long enough to lay 50 to 150 eggs. They live on the human head only and obtain their meals by stabbing the scalp, and sucking blood with their mouths. Head lice are acquired by personal contact with an infested individual or from infested garments such as coats, caps, scarves, etc. or article such as combs or brushes. They may also be acquired from infested carpets, upholstered furniture or bed clothing. The school nurse or delegated staff member, will perform periodic head lice checks, as needed. If a student is found to have head lice, he/she will be excluded from school until treated with an adequate pediculicide (shampoo). Upon return to school, the school nurse or delegated staff member will examine the student’s hair to ensure that all nits (eggs) have been removed. If nits remain, even after treatment with an adequate pediculicide, the student will not be allowed to return to school until all nits are removed. The parent needs to bring the student to school and stay to see if the student can return to school.

Kansas Administrative regulation 28-1-6 requires that students who are infested with head lice be excluded from school until they have been treated with an adequate pediculicide and have removed all nits. Kansas truancy laws and regulations will be followed for students with excessive absences due to head lice.

Health Procedures

Illness - Screen the illness to see if resting their head, a drink or the restroom is all that is needed. Scratches should be washed and bandaged by using first aid kits in the nurses’ office. Should the teacher think the child has a communicable disease, the office should be notified. When a child is ill, they should be sent to the office until their parents arrive to get them.

Exclusion from School for Non-immunized Students

Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella.

Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/guardian’s signature on the prescribed release form signifies knowledge of the outbreak and risks to the child.

Inoculations (JGCB)

All students enrolling in any school in the district shall provide the building principal with proof of immunization from certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students or their parent each fall and spring. The superintendent of schools shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

Students who fail to provide said documentation as required by law may be excluded from school by the superintendent of schools until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law; said notice to (1) include the reason for the exclusion, (2) state that the student shall continue to be excluded until the student has complied with K.S.A. 72-5209, and (3) inform the parents or guardian that a hearing thereon shall be afforded the parent or guardian upon written request for such hearing. The appropriate principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by such schools or by the student's parents/guardians.

Article 52 -- Health Programs Immunization K.S.A. 72-5208

Health tests and inoculations; definitions. As used in this act:

- (a) "School board means the board of education of a school district and the governing authority of any non-public school;
- (b) "School" means all elementary, junior high, or high schools within the state;
- (c) "Local health department" means any county or joint board of health established under the laws of Kansas and having jurisdiction over the place where any pupil affected by this act may reside;
- (d) "secretary" means the secretary of the state department of health and environment;
- (e) "Physician" means a person licensed to practice medicine and surgery.

K.S.A. 72-5209

Health tests and inoculations; certification of completion required, alternatives, duties of school boards. (a) In each school year, every pupil enrolled in any school for the first time in this state, and each child enrolled for the first time in a preschool or day care program operated by a school, and other such pupils as may be designated by the secretary, prior to admission to and attendance at school, shall present to the appropriate school board certification from a physician or local health department that the pupil has received such tests and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to timely complete all required series shall be deemed non-compliance.

- (b) As an alternative to the certification required under subsection (a), a pupil shall present:
 - (1) An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or
 - (2) A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.
- (c) On or before May 15 of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of this act and any policy regarding the implementation of the provisions of this act adopted by the school board.
- (d) If a pupil transfers from one school to another, the school from which the pupil transfers shall forward the pupil's transcript the certification or statement showing evidence of compliance with the requirements of this act to the school to which the pupil transfers.

K.S.A. 72-5210

Same; duties of public health departments and officers; fees, exception to payment. A county; city/county, or multi county health department shall provide without delay and to the extent that funds are available the tests and inoculations required by this act to such pupils are not provided therewith by their parents or guardians and who have not been exempted on religious or medical grounds. Such tests and inoculations may be provided on a sliding fee scale for administrative charges with the exception that no child may be denied inoculations for inability to pay an administrative fee. The local health officer shall counsel and advise school boards concerning the administration of this act.

K.S.A. 72-5211

Same; duties of secretary; forms and certificates; regulations. The secretary shall prescribe the content of forms and certificates to be used by school boards in carrying out this act and shall provide, without cost to the school boards, sufficient copies of this act for distribution to pupils. Schools shall utilize the reporting form adopted by the secretary documentation of all immunizations. Adult information shall be obtained from the adopted form. The secretary may adopt such regulations as are necessary to carry out the provisions of this act.

K.S.A. 72-5211a

Exclusion of pupils from school attendance; adoption of policy; notice; hearing; compulsory attendance law not applicable. (a) The school board of every school affected by this act may exclude from school attendance, by policy adopted by any such school board authorize any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who has not complied with the requirements of K.S.A. 72-5209. A pupil shall be subject to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of K.S.A. 72-5209. The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil. This notice shall (1) indicate the reason for the exclusion from school attendance, (2) state that the pupil shall continue to be excluded until the pupil has complied with the requirements of K.S.A. 72-5209, and (3) inform the parents or guardian that a hearing thereon shall be afforded the parent or guardian upon request therefore. (b) The provisions of K.S.A. 72-1111 do not apply to any pupil while subject to exclusion from school attendance under the provisions of this section.

HUMAN SEXUALITY AND AIDS EDUCATION

IKCA

Opt-Out Form

Parents or guardians (or students 18 years of age or older) may obtain the opt-out request form from the school principal, then complete and sign the form and return it to the principal. The signed form shall be filed in the principal’s office and a copy shall be forwarded to the superintendent. In the event a completed and signed opt-out form is submitted, the named student shall be excused from all or a portion of the Human Sexuality and AIDS classes. Such student shall be assigned to a specific location where supervision and alternative educational assignments shall be provided.

Annual Opt-Out Request Required

Opt-out requests shall be required annually and are valid only for the specific school year in which they are submitted.

Notice of Availability

Public notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives shall be distributed at the time of enrollment.

UNIFIED SCHOOL DISTRICT NO. 504
LABETTE COUNTY, KANSAS

OPT-OUT FORM FOR HUMAN SEXUALITY AND AIDS EDUCATION

STUDENT NAME _____

PARENT/GUARDIAN NAME _____

I hereby request that my child (named above) be excused and removed from those portions of the Human Sexuality and AIDS instruction at _____ (School) _____ as stated below:

I have had the opportunity to review the curriculum goals and objectives or have had the opportunity to have them explained to me by a school official.

(Signature of Parent/Guardian)

(Date)

Lunch and Breakfast Program

The method of payment for school lunch and breakfast will be made by the week or month, not on a day-by-day basis. Meals not used during the week will be credited to the following week.

A student will not be allowed to charge over \$10.00 in meals.

Money will be collected through the office.

Lunch prices for Middle School Students are \$2.20 for full price lunch and \$1.45 for full price breakfast. Reduced price lunches are \$.40 and reduced price breakfast is \$.30. Extra milk at lunchtime is \$.50

Music/Band

No student will be allowed to drop band during a semester without prior approval from the principal. (Only cases such as medical reasons or financial hardship will be considered a valid excuse to drop band.)

Since the performances are the highlight of each year's classes, they are considered a mandatory part of the class. An unexcused absence from a required performance will reflect on the grades, as much as one letter grade drop, affecting the semester if possible, and if not possible, upon return to school after the performance. It is the parent's responsibility to contact the teacher concerning an absence, or it will be considered an unexcused absence.

Excused absences are: (1) Absence for illness (student absent part of the day). (2) Other excuses arranged in advance with the teacher/principal. The building principal will make all decisions as to whether a written excuse will be excused or unexcused.

Required performances: Grade school and Junior High and Senior High School Choral classes are required to attend all concerts and festivals.

Non-Resident Students

Any non-resident student who desires to be admitted to the schools of the district will make application to the superintendent. In the event a non-resident student is denied admission to the schools of the district the student may request a hearing before the Board. The decision of the Board on any such hearing shall be final.

The status of all non-resident students admitted to the district's schools shall be reviewed annually by the administration. If, for any reason, it is determined that it is not in the district's best interest for any non-resident student to remain at any attendance center, the Board may deny and refuse any non-resident student admittance to the district's schools for any subsequent school year.

Parent-Teacher Conferences

Parent-Teacher Conferences are held twice a year. All parents are encouraged to attend these conferences. If a teacher requests a conference with a parent, the student's name will be turned into the office and a form will be sent to the parent. A time schedule will be made for the parents to attend. At these conferences, teachers and parents can exchange ideas that could help improve and understand students better.

Phone

Students will be called out of class **ONLY** in emergency situations. Messages will be delivered to students between classes in all other instances. **The principal or his/her designee, is authorized to impose a disciplinary sanction up to and including out of school suspension or expulsion depending on the severity of the offense and/or the disciplinary record of the student. Students will be allowed to use these telephones in the following locations: Principal's Office, or Secretary's office but only in EMERGENCIES and not before securing permission from a staff member.**

The lines need to be kept open for school business. PLEASE discourage and eliminate students use of the phone as much as possible.

1. Calls to parents are the responsibility of the teacher.
2. If personal calls are necessary, it must be limited to three minutes.

Physical Education Exclusion Form

Student name: _____

Was seen at my office on _____

Medical Diagnosis/Condition _____

Please check physical activity option below in regard to the above named student.

- No Physical Education Activity
- No Running
- No Walking
- No Stretching
- No Calisthenics
- No Weight Lifting
- No Aerobic Activity
- Other Restrictions: (please state below)

May resume full physical education activities on _____

Health Care Provider Signature _____

School Safety Hotline

The 1999 Kansas Legislature has appropriated funds to assist the State Department, in cooperation with the Kansas Highway Patrol in establishing a school safety hot line. This hot line is a toll free number available 24 hrs. per day, 365 days per year to give students, parents, and community members an opportunity to **anonymously** report impending school violence. The Kansas School Safety Hotline Number is **1-877-626-8203**.

Section 504 of the Rehabilitation Act of 1973 and Family Educational Rights and Privacy Act

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with

disabilities in any program receiving federal financial assistance. By definition, this Act specifies a disabled person as anyone who:

- (1) has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
- (2) has a record of such impairment; or
- (3) is regarded as having such impairment.

To comply with obligations of Section 504, Unified School District No. 504 has the responsibility to avoid discrimination in its programs and practices, therefore, the school district has adopted policies pertaining to its personnel, students, and programs which prescribe that no discrimination against any person with a disability shall knowingly be permitted in any of the programs and practices of the school system. Further responsibilities of the school district established by Section 504 include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to develop appropriate access to educational services. These services include accommodations and interventions necessary for the student to have access to and benefit from appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to, a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to: (1) inspect and review his/her child's educational records; (2) make copies of these records; (3) receive a list of all individuals having access to those records; (4) ask for an explanation of any item in the records; (5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and (6) to a hearing on the issue if the school refuses to make the amendments.

Anyone who has questions or would like further information regarding Section 504 should contact Terry L. Karlin, Section 504 Coordinator for Unified School District No. 504, at (316) 795-2126. requirements and provisions of the Kansas school safety and security act.

Special Education Services

Unified School District No. 504 strives to provide for the educational needs of all students. The school district provides programs which include instructional and support services for exceptional students, including handicapped and gifted.

The services are provided for our students through membership in the Southeast Kansas Special Education Cooperative sponsored by Pittsburg U.S.D. No. 250. Through membership in the Cooperative, we join together with twelve other school districts to provide an appropriate education for all our exceptional children and youth.

Acquisition of these services through a cooperative is necessary due to the following reasons: a relatively small incidence in number of exceptional students, financial efficiency in providing these services, and the ability to serve the varying needs of these students.

For information regarding special programs, services, and procedures for referral for comprehensive evaluation for an exceptional child, please call the Central Office (316) 795-2126 or Penny Providence, Director of the Southeast Kansas Special Education Cooperative located at 824 East 4th Street, Pittsburg, KS 66762, phone (316) 235-3180 or 1-800-281-2749.

Spelling Bee

Any student that places 1st in the Labette County Spelling Bee shall be granted a free pass to the building level spell off the following year.

Sports and Student Eligibility for Activities

All athletic contests are scheduled through the athletic director for U.S.D. #504. Most volleyball and basketball contests will begin at 5:00 p.m. Parents are responsible for their child's transportation home from practice. Most games have been scheduled with times to be announced. Students will have to meet eligibility requirements set by the Kansas State High School Athletic Association (KSHSAA) and have a current physical.

Student Activities

The principal shall be responsible for organizing and approving all student activities. All school sponsored activities shall be supervised by an adult approved by the administration.

Eligibility for Activities

Students who participate in any school activity shall meet the following requirements:

- * all applicable KSHSAA regulations
- * academic eligibility requirements stated in student handbooks and/or established by the Board
- * other requirements requested by the administration and approved by the Board

Adding or Eliminating Activities

Administrative recommendations to add or eliminate specific activities shall be considered by the Board. Individual patrons or groups of patrons may request the addition or elimination of activities by filing written notice of same with the Clerk of the Board.

Activity Fund Management (See DK)

STUDENT CONDUCT

False Fire Alarm

Deliberate false alarm declared by a student. Discipline will be a 5 day suspension from school.

Refusal to do work If this problem interferes with the classroom function then the student will be given a detention and a conference with the parent will be arranged.

Boy/Girl Relationship

This pertains to any public display of affection while at school or at a school function. There will be a conference with the students and parents will be notified. If the above situations are deemed severe enough by the administration, penalty could result in immediate suspension or expulsion.

Student Fees and Charges

Building principals shall be authorized to collect fees approved by the Board or to seek restitution for any school property lost, damaged, or destroyed by a student.

In the event enrollment and other related fees are to be charged by the Board, the superintendent shall distribute a schedule of such fees to the building principals. The schedule for such fees shall include:

- * a list of all items for which a charge is to be collected
- * the amount of each charge
- * the date due
- * classifications of students exempt from the fee or charge
- * a system of accounting for and disposing of fees
- * an appeal procedure to be used by the students or parents to claim exemption from paying the fees or charges.

Building principals shall attempt to collect the justifiable value owed by a student for school property lost, damaged, or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the Board's attorney, and they shall jointly recommend a course of action to the Board.

Student Records

Records are maintained for the invaluable assistance they provide the professional staff in dealing with students as individuals. It is the policy of the Board to assure that the welfare of each individual student is the only criterion used in releasing information from students personnel files.

All students records are to be treated as confidential and primarily for local school use unless otherwise stipulated. Where records include information on more than one student, the parents of any student shall have access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated each parent, custodial and/or non-custodial, has equal rights to their student's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel. school personnel shall affix only a student's legal name on school records as such student's name appears on the birth certificate or as otherwise changed by an order of the court.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into such records the parent's written explanation of the content of the records.

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

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

The parents of students, or the students if they are 18 years of age or older must be informed annually by the superintendent or his designated representative of the rights accorded them by this section. In addition, the public must be informed annually by the the superintendent or his designated representative of the categories of information the institution has determined to be directory information.

Release of Student Records

The general public shall not be allowed to inspect any student's personal record files. The custodian of student records shall disclose the student's educational records only as provided for in policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In

addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information. The appropriate forms for said notice shall be on file in the office of each custodian of educational records.

The custodian of records may make directory information available without parental or eligible student's consent if public notice of the categories of information designated as directory information has been given and the parents or eligible students have had the right to object to the release of the information without their consent.

Release of Student Records JRB-R

For purposes of this policy, school official means teacher, administrator, other certified employee, or Board of Education. Legitimate educational interest means the school official must participate in

discussions involving an identifiable student leading to educational intervention, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a student.

The custodian may disclose student's education records to the following persons without the prior consent of the parents:

- *Other school officials, including teachers within the district who have legitimate educational interests;
- *Officials of other schools or school systems in which the student intends to enroll. The district will forward such student records upon official notice to the appropriate institutions without further notice to the parents or eligible student;
- * Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- * State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statute;
- * Organizations conducting studies for educational agencies for the purpose of developing, validating, or administering student tests or programs;
- * Accrediting organizations;
- * Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- * Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency.

Permission for access will be granted to a third party if requested in writing to the official custodian of the student's records by the student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those listed herein and only under the following conditions: when there is written instruction from the student's parents or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, with a copy of the records to be released to the student and/or parents if so desired; or when such information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents and the student are notified of all such orders or subpoenas in advance of the compliance.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to such programs, provided that, except as the collection of personally identifiable data is specifically authorized by federal law, the data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of such students or their parents on the data collected and provided.

With respect to the above, all persons, agencies, or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with the file of the student, but only for inspection by the parents/guardian, student, or a school official and his assistants responsible for record maintenance, indicating specifically the legitimate educational or other interest of each person, agency or available to parents and to the school official and his assistants responsible for record maintenance as a means of auditing the operation of the system.

Personal information shall only be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the parents of the student or the student is age 18 or older. The Board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data gathering activities conducted, assisted or authorized by the Board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protections of such data.

Forwarding Pupil Records

Administrators shall forward student school records upon request and may not withhold them for any reason.

Student Transportation

Students Transportation and Bus Rules (Policy JGG, Regulation JGG-R)

Bus transportation will be provided to and from school to those students that qualify. Transportation will be provided by the district for all extra-curricular activities and for field trips and excursions organized and/or sponsored by the district. No student shall be permitted to drive a personal vehicle to or from any school activity. Unless arrangements are made in advance, students will travel to and from all school activities and trips only in school vehicles.

Transportation may be denied to students who are detained after school for disciplinary reasons. In this situation, the student or parent/guardian shall be responsible for transportation.

Students who use school transportation shall be under the supervision and jurisdiction of the vehicle operator while in that vehicle. In addition to compliance with the bus rules (JGG-R), when in school vehicles, students shall be subject to all provisions of the Behavior Code and any other school regulations.

In addition to suspending or revoking the transportation privilege of a student who violates the bus rules, the principal may impose further disciplinary sanctions for violations of the Behavior Code or other school regulations while a student is in a school vehicle.

Students must observe the rules and regulations adopted by the Board governing school transportation. While using school transportation services, students will also be subject to all discipline policies, rules and regulations, including the Behavior Code. The Board, or its delegate, may suspend or revoke the transportation privilege or entitlement of any student who violates any rules or regulations adopted by the board.

All such rules and regulations shall be published at least once each year or copies given to students and parents at the beginning of the school year.

Bus drivers shall report any violation of said rules or regulations to the appropriate building administrator who shall take the necessary procedural steps as provided by policy. As a disciplinary action for violation of Board rules or regulations, a student may be suspended or expelled from transportation services, however, that student shall be required to attend school.

Student Transportation Rules and Regulations Bus Rules

The following student discipline rules are established to ensure maximum safety for all students when they are using school district transportation services:

- (1) The driver is always in charge of both the pupils and the bus (or school vehicle). Students must obey the driver promptly and courteously.
- (2) The driver has the authority to assign seats to students. Each student shall remain in their seat at all times, except that after the passenger load is lightened, the driver may grant permission for a student or students to change seats, but only when the bus is not in motion.
- (3) Students must be on time. The bus cannot wait for those who are tardy. When going to a bus stop, students shall walk on the sidewalk, if available, or the far left side of the road facing traffic.
- (4) Students shall never stand or play in the roadway while waiting for the bus. All students will wait for the bus on the side of the road off the traveled portion of the road. While waiting for the bus, students shall conduct themselves in an orderly, well-behaved manner.
- (5) When boarding, leaving, and traveling on the bus, students will conduct themselves in an orderly manner. There will be no pushing or shoving.
- (6) Unnecessary conversations with the driver are prohibited. There shall be no loud talking or any behavior that is disruptive to or distracts the driver. Remember, your safety is in the driver's hands.
- (7) Ordinary conversation between students sitting in the same or adjacent seats will be permitted to the extent that it does not distract the driver's attention. With the exception of this type of conversation, all other rules of classroom conduct will be observed.
- (8) Students shall not leave waste paper or other rubbish in the bus. Help keep your bus clean and sanitary at all times.
- (9) Students shall not, at any time, extend arms, legs, or head out of a window.
- (10) Students shall not attempt to get on or off the bus or move around within while the bus is in motion.
- (11) When leaving the bus, students shall immediately comply with the driver's directions and/or instructions. If a student must cross the road, do so in front of the bus after checking to see that the roadway is clear and the driver gives a sign to proceed.
- (12) Any damage to the bus shall be reported to the driver.

- (13) Animals, insects, reptiles, etc. shall not be transported on the bus.
- (14) Glass containers, such as bottles and jars, are not permitted on the bus.
- (15) Unless arrangements are made in advance, there shall be no food or beverages consumed on the bus.

THE PENALTY for violating the above-stated rules may result in the offending student being suspended or expelled from the privilege of using school transportation services.

It shall be the duty of the bus driver to enforce the rules as stated herein. The driver may seek the assistance of a building administrator in those cases which the driver deems such assistance is necessary. The bus driver shall have the full and complete support of the Board of Education and the Superintendent to perform duties and fulfill responsibilities in accordance with the provisions set forth in this policy regulation.

Bus Discipline Procedure

Due to the fact that the district intends to promote the highest level of safety and safety awareness, bus rules will be rigidly and vigorously enforced. Students are advised that, in addition to these Bus Rules, the Behavior Code of the district is also in full force and effect at all times students are using district transportation services. STUDENTS AND PARENTS ARE ADVISED THAT SCHOOL TRANSPORTATION SERVICES ARE A PRIVILEGE WHICH MAY BE SUSPENDED OR REVOKED IF THE POLICIES AND RULES OF THE BOARD ARE NOT STRICTLY ADHERED TO!

The district may monitor student activities and behavior on school buses by the use of video surveillance cameras. In cases where a student is guilty of misconduct or disobedience, pursuant to the stated Bus Rules, the following procedure shall be used. Drivers are required to maintain discipline on the bus, therefore, drivers have the authority to give directions and instructions to students in their charge. Further, drivers have the authority to correct or reprimand students that do not comply with Bus Rules or the directions of the driver.

In the event the driver has not been able to correct any persistent discipline problem, or if a student's behavior is so offensive or dangerous to affect the safety of others or school equipment, he/she shall refer the student to the appropriate building principal. When making the referral, the driver will provide specific information regarding dates, times, and nature of violations and infractions. When a referral is made to a building administrator, he/she will use the procedural steps as follows:

Step 1 The first time a student is referred for violating the Bus Rules, the principal will have a conference with the student and explain what the student has done or is doing wrong, and further, what is expected of the student. The principal will call the parent and explain the problem.

The principal will follow-up the telephone call by sending a written "bus discipline" notice to the parent which fully explains what the student has done or is doing wrong and what is necessary to correct the problem. Said notice will include a signed parental return slip, a copy of the Board Student Transportation Policy, and a copy of the Bus Rules and Discipline Procedure.

The building principal shall maintain a file of said written notifications.

Step 2 In cases where gross misconduct or persistent disobedience continues after a conference is held between the student and principal, or if a student is guilty of behavior that is so offensive or disruptive as to be dangerous to the safety of students or school equipment, the principal shall suspend the offending student from district transportation services for a period of five (5) school days. When a suspension is issued, the principal will telephone the parents to inform them of the suspension, and also, a written notice which will specify all details of the suspension will be sent to the parent by the United States mail. A written report of each suspension, including full and complete details, will be sent to the office of the Superintendent of Schools.

A five (5) day suspension may be subject to review of the Superintendent if the parent requests such review by calling the Central Office within three (3) days after notice.

Step 3 In cases where gross misconduct or persistent disobedience continues after a five (5) day suspension has been imposed, or if a student's behavior is so offensive or dangerous to the safety of others or school equipment, the principal will expel the student whereby the student's school transportation privilege is revoked for the remainder of the school year.

If the student is expelled from school transportation services, that student will still be required to attend school as provided by the Kansas Compulsory attendance law and/or the Board's policy on school attendance.

In cases where a student has been expelled from transportation services, the parent shall be notified immediately by telephone. Additionally, a written notice which includes all details relative to the revocation of transportation privileges will be sent to the parents by United States mail restricted delivery.

A written report, including all relevant details, will be forwarded to the office of the Superintendent of Schools.

No expulsion from student transportation services shall extend beyond the current school year.

If the student or parent desires a hearing before the Board of Education concerning the expulsion from transportation services, they shall have fifteen (15) days from the date of notice to file a written request for such hearing at the Central Office.

The Board recognizes that situations and circumstances may arise which could result in a student's immediate suspension or expulsion from transportation services, whereby Step 1 (or Step 1 and Step 2) are bypassed. In such cases, the principal shall have the discretionary authority to proceed to either Step 2 or Step 3 of this discipline procedure.

Activity Transportation Regulations

When it is necessary for students to travel for interscholastic activities, extra-curricular activities, field trips, or any other school sponsored trip, Unified School District No. 504 will provide transportation for all involved students. It will be the responsibility of the Activities Director, coaches, activity sponsors, and other school personnel to timely file Transportation Request forms, and it shall be the Transportation Supervisors responsibility to schedule buses and drivers to provide transportation services for all school trips.

The following rules shall regulate school activity trips:

- (1) The district will provide appropriate transportation for all school activities which involve the transportation of students.
- (2) All students participating in an activity shall ride to and from the activity in school vehicle, except that parents may elect to transport their child at the conclusion of an activity as provided by Number 7 of these regulations.
- (3) Any other arrangements for activity travel must be made in advance and approved by the appropriate building principal. Such other arrangements will be approved only in rare "special needs" cases and will require verifiable documentation supporting any such "special needs". Approval must be in writing with a copy forwarded to the office of the Superintendent.
- (4) School personnel will not transport students to and from school activities in private vehicles.
- (5) Kansas State Transportation Regulations place the bus driver in charge of the bus. The activity coach or sponsor will, however, cooperatively assist the driver with student discipline and control while on the bus. The sponsor, or assistant, shall be seated at the rear of the bus to sufficiently supervise any and all students traveling on the bus.
- (6) The Bus Rules and Behavior Code shall be in full force and effect during activity trips, field trips, and other school sponsored travel.
- (7) Parents may request that students return home with them after school activity trips. Arrangements shall be made as follows:
 - (a) Students will be released to their parents only when the parent personally requests such to the sponsor in charge or the bus driver at the activity. The sponsor or driver will ask the parent to sign a release form before taking the student.
 - (b) Students on activity trips will not be released to any person other than their parent(s).
- (8) Any conflict which may occur on an activity trip involving any students, the driver, sponsor(s), and/or persons not under school authority shall immediately be reported to the principal or the superintendent. If the district business band radio cannot be used, the principal or superintendent will accept a collect call. The sponsor and driver shall call police authorities when they deem such action to be necessary to protect the students and the school district.
- (9) Buses will not make unauthorized stops on activity trips. Authorized stops are only those approved by the principal prior to the departure of the bus for any trip.
- (10) Only district students and approved sponsors will be transported on school trips. Drivers shall not transport any other person unless approved in advance by the principal.

Supervision of Medications

Prescription Drugs

In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of prescription medication that the student will use. The parents must submit a written request to the building administrator requesting the school's cooperation and releasing the school district and its personnel from liability.

School personnel shall not be required to be custodians of any medications except in circumstances where it is essential that students take such medication during school hours.

The medication shall be examined by the school employee administering the medication to determine in his judgment that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person.

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

Non-Prescription Drugs

Non-prescription drugs may be administered during school hours if the drugs are in their original container and the parent/guardian submits written permission for school staff to administer the drug. The public school shall not provide students with aspirin or any other medication.

Guidelines for Prescription and Non-Prescription Drugs

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

Student Self-Administration of Medications

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

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

Student Eligibility

An eligible student shall meet all of the following requirements;

- Provide a written statement from the student's health care provider stating the name and purpose of the medication(s);
- The prescribed dosage;
- The time the medication is to be regularly administered;
- The length of time for which the medication is prescribed.
- The student shall also demonstrate to the health care provider or the provider's designee and the school nurse the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of the school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

The health care provider shall provide a written treatment plan for managing the student's asthma or anaphylaxis episodes, including medication use by the student during school hours. The student's parent or guardian shall **annually** complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated annually at the time of enrollment.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medication and self-administer has been granted.. The district shall provide written notification to the parents or guardian of the student that the school district and its officers, employees and agents are not liable for damage, injury, or death resulting directly or indirectly from the self-administration of

medication.

Waiver of Liability

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

Additional Requirements

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

Teachers Equal in Status

All teachers in the Oswego Middle School School building are equal in status. This means that any teacher may reprimand any other teacher's students. Any student not obeying another teacher will be sent to their classroom teacher and the appropriate discipline will be carried out.

Tornado Drill

Tornado drills will be held periodically throughout the school year. All students are expected to follow tornado drill procedures quickly and quietly.

Toys, Candy, Animals

Unless there is a written request from the teacher, students will not be permitted to bring toys to school. Gum and candy are not permitted at school unless there is a "treat" situation for the entire class. Animals may be brought to school with the permission of the teacher if they are properly caged for the safety of the students. **Animals are never to be transported by the school bus.**

Use of the Building

The Board of Education has adopted the following policy in the use of the school buildings: Any request for the use of the school building for non-school related activities requires prior approval from the principal. These activities must be under the sponsorship of a responsible adult or organization.

Video Cameras

Video cameras may be used to monitor students riding in District vehicles and to monitor student behavior in or around any District facility. Video tapes that are records of student behavior shall be secured by the custodian of such records until the tapes are either reused or erased. The video tape shall be considered a student record and shall be subject to current law for the release of student record information.

Visitors & Visitor Policy

Permission from the principal is required before bringing a student visitor to school.

All visitors, including parents, during normal operational hours, will need to report to the main facility, sign in, state the purpose of the visit, and wear a visitor's pass. Upon completion of their visit, the visitor will need to sign out and return the visitor's pass to the office.

During normal school operations hours, Parents will need to sign their child out through the office before picking them up for an appointment. If a child is admitted back to school after their appointment, the parent must sign their child in attendance through the office.

*** Wellness Policy (JGCA-R)**

***Nutrition Education Goals**

- Students in grade pre-K-12 receive nutrition education that is interactive and teaches the skills they need to adopt healthy behaviors.
- Nutrition education is offered in the school dining room as well as in the classroom, with coordination between the foodservice staff and teachers.
- Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community, and media.
- District health education curriculum standards and guidelines include both nutrition and physical education.
- Schools link nutrition education activities with the coordinated school health program.
- Staff who provide nutrition education have appropriate training.

***Physical Activity Goals**

- Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum.
- Students are given opportunities for physical activity through range of before- and/or after-school programs including but not limited to, intramurals, interscholastic athletics, and physical activity clubs.
- Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Schools provide training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.

***Nutrition Standard for All Foods Available on School Campus during the School Day**

- The school district sets guidelines for foods and beverages sold in vending machines and concession stands on school campuses.
- The school district recommends healthy choices for refreshments served at parties, celebrations, and meetings during the school day.
- The school district makes decisions on these guidelines based on nutrition goals, not on profit making.

***Goals for Other School-Based Activities Designed to Promote Student Wellness**

-Dining Environment

- The school district provides a clean, safe, enjoyable meal environment for students.
- The school district provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
- The school district makes drinking fountains available in all schools, so that students can get water at meals and throughout the day.
- The school district encourages all students participate in school meals program and protect the identity of students who eat free and reduced price meals.

-Time to Eat

- The school district will ensure an adequate time for students to enjoy eating health foods with friends in schools.
- The school district will schedule lunch time as neat the middle of the school day as possible.

- The school district will insofar as possible schedule recess for elementary schools before lunch so that children will come to lunch less distracted and ready to eat.

-Consistent School Activities and Environment

- The school district recommends that all schools' fundraising efforts are supportive of healthy eating.
- The school district will provide opportunities for on-going professional training and development for foodservice staff and teachers in the areas of nutrition and physical education.
- The school district will make efforts to keep school or district-owned physical activity facilities open for use by students outside school hours.
- The school district encourages parents, teachers, school administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
- The school district encourages and provides opportunities for students, teachers, and community volunteers to practice health eating and serve as role models in school dining areas.
- The school district will provide information and outreach materials about other FNS programs such as Food Stamps, and Women, Infants, and Children (WIC) to students and parents.
- The school district encourages all students to participate in school meals program, i.e. the National School Lunch, including snacks for After School Program, and School Breakfast Programs.

-Goals for Measurement and Evaluation

- The Wellness Council will meet at least one time during each school year to evaluate compliance with this policy, the effectiveness of the Wellness Program, and to determine any needs for policy revision.
- The Wellness Council shall submit to the Board of Education any recommendations for revisions or addition as necessary. Adopted by the U.S.D. No. 504 Board of Education: 04-10-2006

Withdrawal from School

Any student withdrawing from school shall check out through the office of the principal.