

**OSWEGO HIGH SCHOOL
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OHS Administration

**Superintendent.....Terry Karlin
Principal.....Rod Wittmer
Counselor.....Lynette Goddard**

WELCOME!

This handbook is published to remind secondary students of the rules, activities, traditions, and goals of the Oswego School District. The Board of Education has approved the policies included in this handbook, which were established so that all students may have the best environment in which to receive their education.

From the beginning, students of Oswego High School have attempted to achieve excellence in all fields, and the school staff has organized educational curriculum and numerous co-curricular activities to help students become responsible, productive workers in American society.

We are proud of our past and our alumni, and we look forward to the future when our present students will assume their roles of leadership.

Please feel free to stop by my office at any time.

Rod Wittmer
Principal



This handbook belongs to: _____

BUILDING HOURS

The building will be open from 7:00 a.m. until 4:00 p.m. No student shall leave the building without permission after they have arrived.

MISSION STATEMENT & SLOGAN

“The Mission of USD No. 504 is to provide a quality-learning environment empowering all students to become self-sufficient, contributing members of society.”

“Believe, Achieve, Succeed!”

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ACADEMIC REQUIREMENTS

The first consideration that each student should give to enrollment is the graduation requirements of Oswego High School:

- 1) **Students must earn 25 units** in grade 9, 10, 11, 12.
 - a. English (Language Arts) 4 units
 - b. Social Studies 3 units
 - c. World History 1 unit
 - d. American History 1 unit
 - e. American Government 1 unit
 - f. Math 3 units
 - g. Science 3 units
 - h. Physical Education 1 unit
 - i. Fine Arts 1 unit of Performing or Visual Arts
 - j. Practical Science 1 unit
 - k. Electives 9 units
- 2) After a student is admitted to the ninth grade, classification will be determined by the number of units earned. A student is a **Freshman** upon admission. A student is a **Sophomore** when five units have been earned. A student is a **Junior** when eleven units have been earned. A student is a **Senior** when eighteen units have been earned.
- 3) The enrollment of students into our Math Standards and Reading Standards classes is a requirement based on the selection criteria listed below and not as an elective or enrollment to be negotiated between the school and/or student and parent.
 - a) Past performance on standardized testing.
 - i) Below 50th percentile on ITED's
 - ii) Below Meet Standards on Kansas Assessment.
 - b) Past performance in Math and English.
 - c) Teacher recommendation.
- 4) Homework will be required in all classes.
- 5) One half (1/2) unit will be earned for successful completion of a semester course as evaluated by the instructor.
- 6) At the end of the semester, all work shall be completed by the time final exams are finished, with the following exceptions: cases of extended illness or extenuating circumstances will be considered individually. In the event a student receives an incomplete in a course at the end of the semester(s), he/she must complete all work within a "two week" period after the semester, otherwise an "F" will be recorded on the permanent record.
- 7) When a handicapped student receiving full or part time special education and related services needs a modification of graduation requirements because of his/her handicap, the modification to be made should be according to the student's I.E.P. (Individual Education Program). Thus, the I.E.P. multi-disciplinary team for secondary students, should consider whether the student needs:
 - a) Changes in required courses.
 - b) A modification of curriculum, method, materials, evaluation of time to enable him/her to meet the state's or local district's graduation requirement.
- 8) 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:** 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, Junior High and Senior High School Choral classes are required to attend all concerts and festivals. Junior and Senior High Band: (1) Football and Basketball games (2) Parades (3) Concerts (4) Festivals (5) Baccalaureate (6) Any other program, designated by the teacher, that involves the entire group.

STUDENT GRADING SYSTEM

A grade is an indication of a student's progress at the end of that nine-week period. The semester grade is a cumulative average of the two nine-week grades.

1. Teachers shall send out deficiency reports to all parents whose children are failing or have substantially dropped two letter grades.

September 16th (1 st quarter)	November 18th (2 nd quarter)
January 27th (3 rd quarter)	April 14th (4 th quarter)
2. Teachers shall contact parents for conference when the student's attitude has substantially changed, or the student's achievement has fallen one or more letter grade.
3. Teachers shall contact parents of students for conferences who continually are receiving below average grades.

A **grade of "F"** will not be given on a report card unless a deficiency report has been sent home prior to the reporting period. An exception to the above statement might occur in the case of a major assignment, such as a report, notebook, test, back work, or project due by the end of the reporting period that is not satisfactorily completed or turned in. In those instances, an "F" grade could be given. The Oswego Service Valley Unified Schools will use the following grading system. Teachers should always take into consideration individual circumstances and differences when issuing grades.

A	90-100	Superior
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	59 & Below	Unsatisfactory
I	Incomplete	

RETEST POLICY

It is recommended that a teacher retest students who do not show competence on a particular subject objective. Students who may wish to retest must meet the teacher's requirements (study time, time limits for testing, etc.) English classes will have a rewrite policy, which allows a student to rewrite any assignment to increase competence, and the score will be used without reduction for rewriting. Students will be given one week to complete the rewrite.

ACADEMIC DISHONESTY

Academic dishonesty (e.g. cheating, plagiarism) is not acceptable in U.S.D. 504 schools. Cheating includes copying another student's work; such as homework, class assignments, projects or worksheets; copying another student's test answers; or having someone else complete an assignment, project or test and submit such as one's own work. Plagiarism is the use of another person's writing or original ideas without giving credit to the author. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

- 1) First Offense - "F" on material and parent notified.
- 2) Second Offense - "F" on material, parent notified, and three days suspension.
- 3) Third Offense - All of the above plus possible loss of credit.

RULES FOR RECEIVING ACADEMIC CREDIT

Students must satisfy two criteria to be awarded credit:

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

Students will 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.

COLLEGE CAMPUS VISITS

Senior students desiring to visit the University or College Campus of their choice will not be counted absent from classes missed and should meet the following requirements:

- 1) Have the Counselor make prior arrangements with the college admission officers. The Counselor can then verify to the Principal the time and date of the college visit.
- 2) Student must bring back verification of their college visit.
- 3) Only one campus visit during school time is exempt, and there must be at least 24 hours notice to the Counselor. Assignments are to be turned in beforehand.

PRE-COLLEGE CURRICULUM REQUIREMENTS FOR REGENTS UNIVERSITIES FOR THE CLASSES OF 2001 AND LATER:

To qualify for admissions to any of the six Kansas Regents Universities, you must meet one of the following requirements:

- 1) Complete the pre-college curriculum with at least a 2.0 GPA; or
- 2) Achieve an ACT score of 21 or above or;
- 3) Rank in the top one-third of your high school's graduating class.

One of the ways to meet university admission requirements, is to successfully complete the pre-college curriculum as outlined by the Kansas Board of Regents. You must complete the following curriculum with at least a 2.0 GPA:

- *English - 4 units.* At least one unit of English or language arts must be taken each year of high school.
- *Natural Science - 3 units.* Students must take three units chosen from the following courses. (at least one unit must be chemistry or physics): Biology; Anatomy and Physiology (Advanced Biology); Chemistry; Physical/ Earth/Space Science; and/or Physics.
- *Math - 3 units.* Students must take one unit each of Algebra I, Algebra II and Geometry.
- *Social Science - 3 units.* Students must complete the following: One unit of American History, one-half unit of American Government, and one unit selected from one or more courses in psychology, economics, civics, history, current social issues, sociology, anthropology, and/or race and ethnic group relations; one-half unit selected from world history, world geography or international relations.
- *Computer Technology - 1 unit.*

PRE-COLLEGE CURRICULUM REQUIREMENTS FOR SCHOLARSHIP APPLICANTS

To be eligible for one of the three state-sponsored scholarship programs, State Scholarship Program, Minority Scholarship Program and Kansas Teachers Scholarship, you must complete all the required courses for the pre-college curriculum plus an additional three units, as follows:

- 1) Math - 1 additional unit. Advanced Math
- 2) Foreign Language - 2 units required in one foreign language.
- 3) Natural Science - student applying for a state-sponsored scholarship must take Biology, Chemistry, and Physics.

HONORS PROGRAM

Purpose of the program: to recognize and reward students who take advanced classes in each curriculum area and who excel in academic expectations. The Honors Program requirements are the same as the State Scholarship Program.

QUALIFICATIONS FOR VALEDICTORIAN/SALUTATORIAN

Purpose: The purpose of identifying valedictorians at OHS is to recognize the top academic graduating Senior based on 4.0 GPA. Student(s) who meet the following criteria will be considered to be valedictorians at OHS: the student must have completed the honors program. The student having the second highest GPA based on the above criteria will be designated salutatorian.

HONOR ROLL

Students having a GPA of 4.00 will be named to the Principal's Honor Roll. Students having a GPA of 3.5 to 3.9 will be named to the Teacher's Honor Roll. Students having a GPA of 3.00 to 3.40 will be named to the Honor Roll. Students who receive a grade of "F" in any one class during a particular grading term will be excluded from the honor roll. The honor rolls are published at the end of each nine-weeks grading period.

SELECTION OF MEMBERS FOR OHS NATIONAL HONOR SOCIETY

- *Section 1:* To be eligible for membership, the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. Freshmen are not eligible. Candidates must have been in attendance at the school the equivalent of one semester. Some candidates may be ineligible for induction because of the semester ruling.
- *Section 2:* Candidates must have a cumulative scholastic average of AT LEAST a 3.0 to be eligible to complete an application. Candidates shall then be evaluated on the basis of scholarship, service, leadership, and character. An application may be obtained from the sponsor.
- *Section 3:* The selection of each member to the chapter shall be a majority vote of the faculty council. A faculty council consisting of five voting faculty members and one non-voting, ex-officio member who is the sponsor will then review the applications. Interviews will be set up with each candidate before the faculty council.
- Each student will be selected on the basis of scholarship, leadership, character and service. The MINIMUM requirements for possible selection shall be participation in AT LEAST two school extracurricular activities and one community or church activity, and one position in which the student was directly responsible for directing or motivating others (elected student body, class or club officer, committee chairperson, newspaper editor, work area manager, community leader, etc.) There will be no number or quota set.

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; having no expectation of privacy when using district email and/or computer systems.
 - 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 lab 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 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) Students 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 Network and/or Internet.
- 6) Student users will agree to use the Internet only for school related purposes. Email, Chat Rooms and Instant Messaging is strictly prohibited unless under the direct supervision of school personnel. Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved education 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.
- 7) 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.
- 8) 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.
- 9) 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 school personnel.
- 10) Students shall not access the Chooser, Control Panels, System Preferences, or Operating Systems available on the desktop of any computer or in any way change the configuration of any computer or network operating system, program or software.
- 11) 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 your 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 one (1) week and the student's parent/guardian will be notified.

Level Two: Student shall, at a minimum, be suspended from non-essential computer use 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 eighteen (18) weeks; and (b.) also be placed on in-school suspension for a period of three (3) to five (5) 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 three (3) to five (5) 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 recommend 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.

LAPTOP CHECKOUT

Students are allowed to checkout laptops on a daily basis for the 15 minutes following the dismissal of school and must return them before the first bell of the morning the following school day. It is the responsibility of the student to download and/or print any files necessary prior to check in.

A student must have a parental permission contract on file in the library for the current school year before laptop checkouts are permitted.

TELEPHONE USAGE

A local call phone is available in the hall outside the school office. Students may use the office phone for long distance only in an **EMERGENCY** with staff permission; otherwise, they need to use phone cards or make collect calls. Phone calls for students should be handled between classes, during lunchtime, or before and after school. Students may not carry their cell phones on them, during school. Cell phones must be kept in their locker, in their book bag or left in their car. Students are not allowed to use cell phones or pagers in the building during school hours. Use is defined as turned on, etc. The exception is the public phone area with permission from the office. Use of cell phones or pagers during school time will result in a detention for the student in possession and the confiscation of such cell phone or pager until the end of the day when the detention is served.

STUDENT TRANSPORTATION AND BUS RULES

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 provision of the Behavior Code and any other school regulations.

Bus rules are as follows:

- The driver is always in charge of both the pupils and the bus. Students must obey the driver promptly and courteously.
- No food or drinks consumed on the bus.
- The driver has the authority to assign seats to students. Every student shall remain in their seat at all times, facing the front of the bus.
- Students must be on time; the bus cannot wait for those that are tardy.
- When boarding, leaving, and traveling on the bus, students will conduct themselves in an orderly well-behaved manner. No pushing or shoving. When walking to and from the bus, use the side of the road.
- There shall be no loud talking or any behavior that is disruptive or distracts the driver.
- Ordinary conversation between students sitting in the same or adjacent seats will be permitted. All classroom rules of conduct will be observed.
- Students shall not leave waste paper or any other rubbish in the bus. Keep your bus CLEAN and SANITARY! There are waste paper baskets in the front and back of the bus, so use them.
- Any damage to the bus shall be reported to the driver immediately!
- Animals, insects, and reptiles shall not be transported on the bus.
- Glass containers, bottles and jars, are not permitted on the bus.
- Keep the middle aisle clear. No bags, or your feet in the middle of the aisle.
- Keep your feet out of the seats. Do not use pens, pencils or markers on the seats or any part of the bus.
- Students shall not, at any time, extend arms, legs, or head out of the bus windows.
- Please follow all rules to make riding the bus safe! The bus driver will enforce all rules. Violation of any of these rules will be dealt with.

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.

ACTIVITY TRIP 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.

All students participating in a field trip outside the school district shall provide a form signed by a parent or guardian indicating approval for participation in the activity.

The district will provide appropriate transportation for all school activities, which involve the transportation of students.

All students participating in an activity shall ride to and from the activity in a school vehicle, except when parents may elect to transport their child at the conclusion of an activity.

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.

School personnel will not transport students to and from school activities in private vehicles.

Parents may request that students return home with them after school activity trips. Students will be released, TO THEIR PARENTS ONLY, when the parent personally requests such to the sponsor in charge or the bus driver will ask the parent to sign a release form before taking the student.

**Students On Activity Trips Will Not Be Released To Any Person
Other Than Their Own Parents**

On overnight trips a curfew of 10:00 p.m. is set for students to have everyone in the rooms and 11:00 p.m. is set for lights out.

Teams attending tournaments when it is necessary to keep them overnight will be kept on the first night after playing; however, if they are eliminated, they will come home the next day. Students will be permitted to remain with parents.

TRANSPORTATION FOR VOCATIONAL CLASSES

The district will provide transportation to and from classes at the Coffeyville Community College at Columbus for students approved for such classes as part of the high school curriculum.

Students attending vocational classes at Columbus shall ride to and from these classes only in approved school transportation. Under no circumstances will a student be permitted to drive a personal vehicle, unless specifically authorized to do so by the principal in an emergency situation.

All rules stated herein relative to student transportation services and discipline shall be in full force and effect for all students attending vocational classes at Columbus.

CLASS DUES

Junior/Senior Prom

Students who attend the prom as a Junior or Senior will be expected to meet all requirements for work projects to date (\$100.00 credit). A Senior who did not earn \$100.00 work credit as a Junior at OHS must pay \$100.00 to the current Junior class.

OHS PROBLEM SOLVING MODEL (UGLY-R)

The following Problem Solving Model will be used by students as part of our NCA/QPA activities:

1. **U**NDERSTAND THE PROBLEM
2. **G**ET A PLAN
3. **L**ET'S WORK IT OUT
4. **Y**ES, IT MAKES SENSE
5. **R**EPORT

ACTIVITY ELIGIBILITY

Activity Eligibility rules for interscholastic athletics and activities are those established by the Kansas State High School Activities Association. 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. If there is a question about eligibility, a student should contact the building principal. However, the following are general guidelines:

- 1) You must be a bona fide student in good standing at Oswego High School
- 2) You must have passed at least five new subjects of unit weight last semester.
- 3) You must be enrolled in at least five new subjects of unit weight the present semester.
- 4) You must have attended this school or a feeder school in the district last semester.
- 5) OHS dances are for OHS students only. Dates of OHS students must be a student in good standing at their respective school and/or under the age of 21.

HOME COMING

Policy for selecting and electing Homecoming Queen and Attendants:

- 1) One attendant to the queen's court will be selected from and by each the freshmen class, the sophomore class and the junior class. A student may be an attendant only once during her freshmen, sophomore or junior year.
- 2) Three senior women candidates for homecoming queen will be nominated by the senior class, during both the football and basketball season. The candidate selected as Queen during football season may not be a candidate during basketball.
- 3) Escorts for the attendants and queen candidates will be selected by the football team for the fall ceremony, and the boys and girls basketball teams for the winter ceremony.
- 4) A crown bearer and flower girl will be chosen from the kindergarten classes of USD 504 by the high school cheerleaders and may serve one time only.
- 5) The homecoming queen will be selected in an election by the student body. The senior candidate receiving the most votes will be the homecoming queen.
- 6) The process and procedures for conducting such election shall be at the discretion of the high school principal who will be responsible for the security and integrity of such election.
- 7) The high school principal and activities director shall establish a procedure for receiving, counting and recording the ballots, and also, for establishing a secure procedure for making the timely announcement of the senior candidate who was selected to be the homecoming queen.

The high school principal shall have full and complete authority to establish any process, procedure, activity, and rule he/she determines necessary to administer this policy to assure compliance with this policy as directed and established by the Board of Education.

U.S.D. 504 ACTIVITIES REGULATIONS

Oswego High School is dedicated to the concept that extracurricular activities are an important and vital component of a total education. Those students, who choose to participate, accept the responsibility of being leaders and visible representatives of Oswego High School. Such participation is a privilege accorded students and encouraged by the Board of Education. Extracurricular activities offer our students opportunities for competition, integrity, and self-discipline.

Oswego High School has serious concerns about the use of alcohol, drugs and tobacco by our young people in our school. We believe that alcohol, drugs and tobacco have no place in a student's life. As a means of addressing these concerns, Oswego High School has established the following regulations for all extra-curricular activities:

- The coach/sponsor of each activity will determine violations of this regulation.
- Students will refrain from drinking, use of tobacco products, and the use of drugs, during the school term.
- First Offense - At a minimum, suspension from the next activity and placed on probation:
- Second Offense - A punishment up to and including suspension from the activity for the rest of the season.
- In addition to suspension being imposed, the coach/sponsor is authorized to impose additional training.

The principal shall have the authority to take any appropriate corrective and disciplinary action necessary to resolve the situation to comply with this policy. Further, the principal shall not be limited to any provision established for a first offense, second offense, or subsequent offenses in his/her disposition of action deemed appropriate.

SCHOOL LUNCH PROGRAM

The School lunch program is a vital part of the total school health program. To encourage good nutrition, a well-balanced lunch is offered at reasonable prices along with breakfast.

Free and Reduced meals are available to students who qualify. Students wishing to leave the campus for lunch may do so as long as their conduct is acceptable.

VISITORS

All visitors are required to sign in at the principal's office. Parents are welcome to visit the school at any time. They are required to sign in through the front office concerning visiting either a student or teacher. Students from other schools or small children are not permitted to visit classes on regular school days.

GUIDANCE

Oswego High School has a counselor available to students, parents, and teachers. Services include individual and group counseling, academic enrollment and scheduling, educational counseling, and testing. Students, parents, and/or teachers may contact the counselor for information and help at any time.

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:

- They have attained a diploma or G.E.D.; or they are enrolled in an approved alternative education program recognized by the U.S.D. 504 Board of Education.
- A court orders the exemption; or
- 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 party stipulates the following attendance requirement for all students grades K-12:

-Any student that is absent from any class or classes in excess of 9 times during a semester shall not receive credit for any such class or classes for that 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 which could not be scheduled at a time other than when school is in session;
- Personal/family business
- Serious personal/family problems

Extenuating circumstances such as hospitalization or home confinement will not be charged against the student’s days provided the illness and subsequent hospitalization or home confinement (must be 3 successive days) are verified by a physician. We request written confirmation from a physician within one week of the student’s return. All funerals of the immediate family shall be exempt from the designated nine (9) days up to maximum of three days. Appearance in court with summons, subpoena, or court order will be exempt provided such excused absences from school attendance shall be for the actual time required to appear in court plus reasonable travel time. School sponsored activities for which the student has been properly pre-excused are exempt from and will not pertain to this policy.

Excused Absence: Absences confirmed by a parent/guardian for personal illness, family matters or pre-approved absences, are excused at the Principal’s discretion. Students absent from school for any reason other than those which are considered “excused” may be required to make up time

missed. Work missed during an excused absence may be made up for full credit. If a student is absent, it is his/her responsibility to check with each teacher regarding work or assignments that may have been missed. THIS IS NOT THE TEACHER'S RESPONSIBILITY, IT IS THE STUDENT'S. The time allowed to make-up is the number of days missed plus one day, up to a maximum of 5 days. Work missed during an unexcused absence must be made up, but the highest possible grade is D- , 60%. Work not made up in the allotted time will become a "0". Students who know they are going to have an extended absence with family may, with permission, make up work in advance and receive full credit for that work. Requests must be made five days prior to the absence through the principal's office.

Student Appeal: Students who do not meet the attendance requirement but feel they have extenuating circumstances may appeal their case to an Attendance Review Committee at the end of the semester. The student or parent/guardian may request the appeal to examine the specific conditions relating to the individual case. All requests must be in writing and presented to the Principal. The parents and the student must attend the meeting. The Attendance Review Committee may extend the absence limit or take such action as is required. Parents or guardians will be informed in writing of the results of such hearing. The student who is suspended from school for a disciplinary reason will have the number of days charged against the total of the nine (9) days provided in the policy. However, if the student is suspended for any number of days, which cause him to reach the nine (9) days, he/she may receive approval for an extension.

Attendance and Extracurricular 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.

Reentry After Absence: After returning to school following an absence, the student should provide the office an explanation from his/her parent or guardian. The student failing to provide notification for the reason of absence from parent or guardian will be listed as "unexcused" until a proper note or phone call is provided to school office personnel. In cases where the school is not notified, the student will also be placed on the attendance sheet as "unexcused." If students who have been listed as "unexcused" do not possess an "admit" to class, they will be sent to the office by their teacher and will be counted as "tardy" to class. Medical appointments require written verification indicating time seen in office from physicians, dentists, etc. Students who are in attendance and then are absent from a class for at least 25 minutes will be recorded as absent.

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 any appearance of a student after the scheduled time school or a class begins. Tardiness of more than ten (10) minutes to a class will be considered an absence and should not be admitted without a pass from the office. 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 has very little or no control. Tardies, within the same SEMESTER, will result in the following consequences:

- First offense and Second offense - warning from instructor.
- Third offense - detention for 30 minutes after school under the supervision of the instructor.
- Fourth offense and all tardies thereafter- detention for 60 minutes after school under the supervision of the principal.

TRUANCY

The principal will report any student whose absence is unexcused 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 term, which ever comes first. Students who are absent for a significant part of any school day, as defined above, shall be considered truant as it pertains to the reporting requirements established by law. If a truant student is returned to school by a law enforcement official, the principal shall notify the parent/guardian.

COMPLAINTS AND GRIEVANCES PROCEDURE

Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the aggrieved application of the rule or regulation to the student, and must specify the basis for the complaint.

The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed. Any student may file a complaint of discrimination with the building principal or district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination-complaint procedure (see KN-R District Policy Manual).

SEARCHES OF STUDENTS

Searches of lockers and students shall be conducted in accordance with the rules approved by the Board. No law enforcement officer may search any locker without a search warrant unless he has the consent of the building principal and is accompanied by the principal. In order to protect the health, safety, or welfare of students under school jurisdiction, building principals are authorized to search students. No strip searches shall be conducted by school authorities. All searches shall be carried out in the presence of an adult witness.

DRIVING AND PARKING REGULATIONS

Driving a car to school is a privilege. For this privilege, a student must show a willingness to comply with all school regulations:

- Parking lots are school property.
- The school is responsible for supervision of the parking areas and the safety of the students.
- The marked parking places on the east side of the building are designated for student parking. Students are expected to park within the lines.
- The area south of the building is designated for faculty.

- Failure to comply with basic rules of safety in the parking areas may lead to use of them being denied and the assignment of detention.

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:

- **Dishonesty**: Any attempt to lie, cheat, defraud, or deceive will result in disciplinary action, however, any student who is believed to be dishonest to the administration will, at a minimum, be suspended from classes and activities on an in-school basis.
- **Disrespectful Behavior**: Students demonstrating a lack of respect or a rude and discourteous behavior will result in a verbal warning, or; depending upon the severity of the offense, more severe sanctions may be imposed. However, any disrespectful behavior to any staff member will result in a detention, at a minimum.
- **Hands-Off Policy**: The “hands-off” policy for students will be enforced at OHS. “Hands-off” includes any display of affection that goes beyond hand holding in the school or on school grounds. Teachers will warn students and report these warnings to the office. The second warning may result in a detention and/or parent/student/administrator conference.
- **Assault**: Any physical force or threat of such force, which causes another person to fear for his/her 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 resorted 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 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.

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 these issues.

The plan shall include provision 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 the 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.

- 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.
- 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 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.
 - *First offense-minimum 1-day in-school suspension.
 - *Second offense-minimum 2-day in-school suspension.
 - *Third offense-minimum 3-day out-of-school suspension.

It is very important to note that the principal, or his/her designee, is authorized to impose a disciplinary sanction more severe than the stated minimum, depending upon the severity of an offense and/or the 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 other;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if 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.

Violations of any provision of this Behavior Code may result in disciplinary action up to and including suspension and/or expulsion (refer to “Suspension/Expulsion”).

U.S.D. 504 will cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities or events.

HAZING

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

THREATS/INTIMIDATION

Any student that threatens or intimidates another person with physical violence, and such threat or intimidation causes any person to fear for his/her 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 his/her life and/or safety, will result in a minimum sanction of five days suspension of classes and activities. 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.

LASER POINTERS

Students are not to have possession of laser pointers on school property or at school events. Any laser pointer that is used for non-educational purposes will be confiscated and students will be disciplined.

Consequences:

- First offense - minimum in-school suspension for one day.
- Second offense - minimum three-day in-school suspension.

POSSESSION OR USE OF A WEAPON

Students 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 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 of more than four ounces, missile having an explosive or incendiary charge of 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.

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 the person 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.

SEXUAL HARASSMENT (Policy JGEC)

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 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.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs and events. Sexual 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 sexually harass any student, employee, or other person associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provision of this policy.

Sexual harassment is unwelcome sexual advance, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature made by a school employee to a student, or made by a student to another student when:

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

Sexual harassment may 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 implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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

Any student who believes he/she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint for sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolutions 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 sexual harassment under the definition stated above. Unacceptable student conduct may or may not constitute sexual harassment. Behaviors which are unacceptable, but which do not constitute sexual harassment, may provide grounds for discipline as provided by the Rules for Student Conduct and Behavior Code.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual 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 sexual harassment will also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building 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 balance with the district's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who is found to have retaliated will be subject to immediate disciplinary action.

RACIAL HARASSMENT:

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

Racial harassment is racially motivated conduct which:

- 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;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- 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 subjected 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.

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 of 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.

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 uses 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:

- First Offense: a punishment up to and including short-term suspension; suspension from all student activities for a period of not less than two weeks; and an evaluation from an acceptable drug and alcohol program.
- Second Offense: a punishment up to and including long-term suspension; suspension from all student activities for a period of one semester or four consecutive months; and 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. (Name of acceptable programs on file with the clerk of the Board of Education).
- Third Offense and any subsequent violations: a punishment up to and including expulsion from school; suspension from participation in and attendance at all school activities for a period of one year; and a student who is expelled from school under the terms of this policy may be readmitted during his/her term of the expulsion only if such student satisfactorily completes an acceptable drug and alcohol education and rehabilitation program. 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 a 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.

DRESS CODE

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, hairstyles, 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 the regulations.

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. Hairstyles will not be outrageous, be a health hazard, or adversely affect the school environment.
- There shall be no half-length, bare midriff, halter top, spaghetti straps or other such style shirts or blouses that will expose the midriff, chest or back. Shirts without sleeves will be hemmed and non-exposing.
- Mesh or other see-through material is not acceptable.
- Undergarments shall not be worn as outer garments. Traditional underwear, worn as outerwear, will not be permitted.
- All students shall wear shoes.
- 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 or sensual content; and any pictures, words or phrases which have obvious alternative sexual, vulgar, or obscene meanings or messages.

- 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 forehead.
- Students shall be permitted to wear shorts to school provided “short-shorts,” bikini briefs, and cut-offs, which reveal the leg above the mid-thigh will not be permitted. After one warning, a student may lose the privilege of wearing shorts/skirts to school.
- Jeans, slacks, pants, or shorts that are worn below the waistline are prohibited, as well as torn or cut up clothing.
- 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.
- **Definitions:** Exposed midriff is defined by waistline showing when standing or walking. The length of shorts/skirts should be as long as the placement of fingertips, when arms are placed down the length of body. Low cut blouses will not exceed the hand width from collarbone. Tank tops and/or blouses must be a minimum of two inch width centered over the top of shoulders..

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 the principal to employ appropriate disciplinary procedures to administer and enforce this regulation.

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 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.

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: Students will be assigned detention for failure to do school work and for other violations of regulations listed in the Behavior Code. This sanction shall be assigned time either before or after the regular class schedule when 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, to work on completing assignments, or to work as assigned by the supervisor. In no event shall detention be a time for sleeping, loafing, or recreation. Students will have the option of serving one of these two opportunities: the detention that day after school or the following day. Disregard for serving detentions will be treated as insubordination, and students will be required to serve an additional office detention on the day they are referred. Office detentions may be from 7:00 to 7:55 a.m. or 3:00 to 4:30 p.m.. Students who fail to comply with this policy will be placed on probation. During the time a student is on probation, the student may not attend any school activities as a spectator, participant or observer until the student meets the conditions of the discipline action.

Detention Procedures

- Students are to come prepared to work constructively during the entire time. The teacher is there for supervision, not assistance.
- Students are not to communicate in any way with anyone.
- Students are not to sleep or rest their heads on the desks.
- No food or drinks of any kind are permitted in detention.
- The student and parents are responsible for transportation afterwards.
- Any student who is late or fails to serve detention will be referred to the office and their parents may be contacted.
- A 24-hour notice may be allowed in some individual cases if approved by the administration.

This policy is not meant to replace or limit the teacher's right or responsibility for maintaining classroom discipline. The faculty may choose to use other methods of classroom management.

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 location prior to the time regular classes begin and will be excused after 4:00 p.m.

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.

- 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.
- 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.
- The student shall not talk to anyone except the supervisor without the permission of the supervisor.
- There will be no break in the routine; the student will be engaged in some educational activity at all times.
- Sleeping is not allowed.
- Students will be given full credit for work completed while assigned to in-school suspension.
- Students are not counted absent from school while assigned to in-school suspension.
- 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

Except as limited by Section 504 and IDEA, a 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 certified employee or committee or certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the Board.

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; or other school authority if the disobedience results in disorder, disruption, or interference with school operation; and
- possession of a weapon at school, on school property, or at a school sponsored activity or event.

Short-Term Suspension: Except in an emergency, a short-term suspension (not exceeding 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:

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

- the student and parent/guardian shall be given written notice of the time, date, and place of the hearing;
- the notice shall include copies of the suspension/expulsion law and appropriate Board policies, regulations and handbooks;
- the hearing may be conducted by a certified employee or committee of certified 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 parents or guardian according to Kansas law;
- written notice of the result of the hearing shall be given to the student and to the parents or guardian within 24 hours after the determination of such results.
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Rules Which Apply in all Cases When a Student may be Suspended or Expelled:

- refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- students suspended for more than ten (10) school days or expelled from school shall be provided with information concerning services or programs offered by private and public agencies which provide services to improve the student's attitude and behavior.
- a student who has been suspended or expelled shall be notified of the day 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 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 (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 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 regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing - The student shall have the right:

- to counsel of his/her 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.
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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;
- 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;
- 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 student 13 years 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:

1. Possession of a weapon at school, upon school property, or at a school supervised activity or
2. Possession, use, sale or distribution of an illegal drug or controlled substance at school, on school grounds or at a school activity; or
3. 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.

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 terms 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.

INTERROGATIONS AND INVESTIGATIONS (Policy JCAC)

Building principals and others designated by the superintendent may conduct investigations and question students about infractions of school rules, violations of the Behavior Code, and violations of the Board of Education policies.

If there is reason to believe a violation of the Kansas Criminal Code has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigations of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student during school hours, the principal shall make reasonable attempts to contact parents, guardian, or a representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parent, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved.

If a student's parent, guardian or representative is not present during questioning of a student, the principal or designated certified school staff member shall be present.

WELLNESS POLICY

The Board is committed to providing school environments that promote and protect children's health, well being and ability to learn by supporting healthy eating and physical activity.

Therefore, it is the policy of U.S.D. 504 that:

- *Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- *Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- *All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- *Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- *Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- *Students will be provided with adequate time to eat in settings that are clean, safe, and pleasant.
- *To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.
- *School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs and related community services.

MEDICATIONS AT SCHOOL

Prescription Drugs: In certain explained circumstances when medication is necessary in order for that student to 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 the 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 types 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.

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 (See JGFGB): 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 anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulations as an inhaled bronchodilator or auto injectable epinephrine. Self-administering is the student's discretionary use of an approved medication for which the student has a prescription or written direction from health care provider. The student must also meet eligibility and authorization requirement as defined by USD 504 Policy JGFGB.

INOCULATIONS AND NON-IMMUNIZED STUDENTS

All students enrolling in any school in the district shall provide the building principal with proof of immunizations from certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of 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 parents each fall and spring. The superintendent of school 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 as provided for in the current law. Students who fail to provide said documentation as required by law may be excluded from school by the superintendent of school 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 parents 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 parent/guardian. 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.

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, 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.

FIRE DRILL

Fire drills will be conducted monthly without warning, and teachers are responsible for making students aware of how to exit the building from that particular classroom.

TORNADO DRILL

Tornado drills will be held periodically throughout the school year. Students in the building will proceed to designated areas.

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 in the district's programs and activities is prohibited. The district will comply with nondiscrimination requirements contained in the Title VI of Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation 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 Karlin, Superintendent, P.O. Box 129, Oswego, KS, 67356, telephone (620) 795-2126. Any student complaint of discrimination shall be resolved under the district's discrimination procedure, which is specified in KN and KN-R.

NOTICE TO PARENTS & STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT OF 1974

On November 20, 1974, the Family Educational Rights & Privacy Act of 1974 became a law. Under this law the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children.

The following rights are accorded to you under this act:

- 1) You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school record in question. Access must be granted to you within 45 days after receipt of the request by said custodian.
- 2) The school district has established the following procedure in gaining access by parents of student's records:
- 3) The parent's right of access shall include:

- The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their children.
 - The right to inspect and review the content of those records.
 - The right to obtain copies of those records, which may be at the expense of the parent of the eligible student but not to exceed the actual cost to the school district of reproducing such copies;
 - The right to a response from the district to reasonable requests for explanations and interpretations of those records;
 - The right to an opportunity for a hearing to challenge the contents of those records;
 - And if any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.
- 4) Right to a hearing to challenge the content of your children's educational record.
- To insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy
 - To insert into the record a written explanation respecting the content of the record.
- 5) The school district has established the following procedures where a parent desires to challenge the content of a student's educational record:
- The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing;
 - The hearing shall be conducted, and the decision rendered by an institutional official or other party who does not have a direct benefit in the outcome of the hearing;
 - The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to issues raised;
 - The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.
- 6) Before any school records will be released to third parties (other than those specified in item 13) who have requested copies of your child's records, you must give your written consent of said release. This written consent must be presented to the custodian of said records before the custodian will release them.
- The specific records to be released;
 - The reason for such release;
 - The name of the party or agency to whom the records will be released;
 - And notification to you that if you desire you may receive a copy of the student's records to be released, if you desire a copy, at a cost of \$.10 per page.
- 7) Right to obtain copies of your child's student records, with the cost of reproduction charged to you at the rate of \$.10 per page.
- 8) Right to notification of transfer of your child's/children's student records and the right to challenge content of the records to be transferred.
- 9) Right to notification of subpoena of your child's/children's education records prior to the institution's compliance with the subpoena.
- 10) Right to notification of receipt of judicial order by the custodian of the education records requiring the custodian to turn over your child's/children's educational records to the court prior to compliance.

- 11) The following records are maintained by this school district and directly relate to and personally identify students who have attended or who are attending this school district:
 - Cumulative educational records;
 - Health records;
 - Cumulative attendance records;
 - Records on disciplinary action;
- 12) The chief administrator of each attendance center has been designated by the school district as custodian of student records.
- 13) The following persons have right of access to your child's education records without your consent:
 - Other school officials including teachers within the educational institution for local educational agency who have been determined by such agency to have legitimate educational interest;
 - Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the contents of the record;
 - Authorized representative of (1) the Comptroller General of the United States, (2) the Secretary of the Office of Education, and (3) the administrative head of an education agency;
 - In connection with a student's application for, or receipt of, financial aid;
 - State and local officials or authorities to which such information is specifically required to report or disclose pursuant to state statute adopted prior to November 19, 1974;
 - Organizations conducting studies for, or on behalf of, educational agencies or institution for purposes of developing, validating, or administering predictive instruction if such studies are conducted in such a manner as will not permit the personal identification of students and their parents, by persons other than representatives of such organizations. Such information will be destroyed when no longer needed for the purpose for which it is conducted;
 - Accrediting organizations in order to carry out their accrediting functions;
 - In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect health or safety of the student or other persons;
 - State educational authorities in connection with the audit and evaluation of federally supported education programs, or in connection with the enforcement of the federal legal requirements which relate to such programs. Provided, that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of your child/children and you, by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit.
- 14) The school district will follow the following procedures in the case of reviewing and expunging the student records: Each record shall be reviewed at least annually by the attendance center administrator and purged of information which is no longer needed or of lasting value.
- 15) The school district has designated the following information as directory information:
 - the student's name, address, telephone number, date of birth;
 - the student's major field of study;

- the student's participation in officially recognized activities and sports;
- the weight and height of members of athletic teams;
- dates of attendance;
- degrees and awards received;
- and the most recent previous school district attended by the student.

This information is considered public information, which may be released by the school district without your prior consent. You have ten days from the first day of school each year to inform the school district that any or all of the directory information should not be released without your prior consent.

- 16) The custodian of said records will maintain a record of those persons, agencies, or organizations who have access to said records. This record will indicate the legitimate educational or other interest that each such person, agency, or organization had in seeking the student's records. The record will be available only to the parents of said student and the custodian of the records.
- 17) When your child becomes eighteen years of age, all rights formerly accorded to you as parents of said student become the sole rights of the student, and you will no longer have the right of access to said student's records, except in the case where the student still resides at home or is claimed as a dependent on the parents income tax form.

STUDENT RECORDS

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. 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 a court. Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserved the right to interpret selected records to student and/or parent/guardians at the time of the inspection.

KANSAS SCHOOL SAFETY HOT LINE

The 1999 Kansas Legislature has appropriated funds to assist the State Department of Education in cooperation with the Kansas Highway Patrol in establishing a school safety hot line. This hot line is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence before it occurs. This hot line would give students the opportunity to anonymously report any potential violence. The Kansas School Safety Hot Line Number is: **1-877-626-8203**.