

U.S.D. #399 Natoma – Paradise – Waldo

STUDENT/PARENT HANDBOOK



2022-2023



Natoma Elementary School

610 N 3rd Street
Natoma, KS 67651
Phone: 785-885-4478
Alt. Phone: 785-885-4473
Fax: 785-885-4479

Natoma High School

710 N 5th Street
Natoma, KS 67651
Phone: 785-885-4849
Alt. Phone: 785-885-4749
Fax: 785-885-4523

USD #399 Central Office

710 N 5th Street
Natoma, KS 67651
Phone: 785-885-4843
Fax: 785-885-4523

Kansas School Safety Hotline

877-626-8203

This handbook is designed to assist with communicating to students and parents important issues, whether a law, regulation, board policy, or practice requires them. These rules are to serve as guidelines for parents and students to follow and is not all inclusive. The principal has the final decision on implementing these guidelines.

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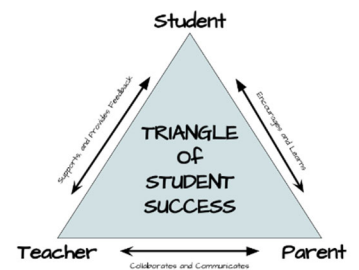
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Introduction

I am pleased to welcome you back to the 2022-2023 school year! I would like to extend a special welcome to all of the new families joining Natoma Elementary School, Paradise Junior High, and Natoma High School this year and welcome back all of our returning families as well. I am honored to be your principal and superintendent. Our goal at USD 399 is to work together to provide our students with a rich learning environment. My belief is that all students can learn. As educators, we need to discover how each child learns in order to differentiate our instruction to support diverse learning styles. In a collaborative effort, we want children to thrive in all ways possible. My hope is that all children will enjoy school and nurture a learning environment that is positive, safe, warm, caring, as well as a fun place to learn and grow.

Student success is attributed to the partnership and the relationships we build forming the triangle of student success – Parent/Student/School and this is more important now more than ever. It truly does take a village and at USD 399 we value teamwork and collaboration. Education is a joint venture and our team here greatly appreciates the support you provide for your children at home and at school to help meet their learning goals.



We encourage parents and guardians to contact the school whenever you have any questions. The school secretary will assist you as needed to arrange a time to speak with your student’s teacher during their assigned planning time. As the district’s administrator my goal is to split time between buildings, I encourage you to feel free to stop by or call to schedule an appointment. I am looking forward to a great school year, Go Wildcats & Go Tigers!

Mr. Matt Pounds

Nondiscrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district’s programs and activities is prohibited. The Superintendent of Schools, P.O. Box 100, Natoma, KS 67651, 785-885-4849 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district’s discrimination complaint procedure.

Mission Statements

It shall be the mission of USD 399 to provide an environment that ensures the achievement of each student’s maximum potential in academics and social experiences, enabling all students to become productive, creative, and responsible members of society throughout their lives.

The mission of Natoma Elementary is to create an effective teaching and learning environment that will encourage all students to reach their maximum potential in academic and social experiences. We will strive to enable each student to become a productive and responsible citizen involved in a lifetime of successful learning.

The mission of Natoma High School is to produce competent graduates who pursue education as a life-long learning process in a diverse and competitive society. NHS provides an environment conducive to learning and a well-balanced curriculum, which meets the educational and social needs of all students.

District Faculty and Staff

Administration

Matt Pounds (mpounds@natoma-usd399.net).....Superintendent/Pre-K-12 Principal
Kristi Mettlen (kmettlen@natoma-usd399.net).....Head Teacher Pre-K-5
Chris Broeckelman (cbroeckelman@natoma-usd399.net)....Teacher on Special Assignment 6-12
Kurt Grafel (kgrafel@natoma-usd399.net)Athletic Director

Office Staff

Cambria Ellis (cellis@natoma-usd399.net)Clerk of the Board
Shawna Dunlap (sdunlap@natoma-usd399.net)Elementary Secretary
Megan Broeckelman (mbroeckelman@natoma-usd399.net).....High School Secretary
Cindy Beisner (ican@natoma-usd399.net)District Treasurer/ICAN Director

Faculty and Staff

Annette Zeigler (azeigler@natoma-usd399.net).....Pre-K
Bonnie Rubottom (brubottom@natoma-usd399.net)Kindergarten

Kelly Legleiter (klegleiter@natoma-usd399.net) First Grade
 Amanda Wise (awise@natoma-usd399.net) Second Grade
 Sophia Schofield (sschofield@natoma-usd399.net) Third Grade
 Janene Sparke (jsparke@natoma-usd399.net) Fourth Grade
 Shawna Noller (snoller@natoma-usd399.net) Fifth Grade
 Heidi Makings (hmakings@natoma-usd399.net) Sixth Grade
 Kristi Mettlen (kmettlen@natoma-usd399.net) Title I/Reading
 Talley Hickman (thickman@natoma-usd399.net) PreK-12 Music
 Cade Watson (cwatson@natoma-usd399.net) PE/Health/Weights
 Savanna MacConnell (smacconnell@natoma-usd399.net) PJH & NHS Science
 Chris Broeckelman (cbroeckelman@natoma-usd399.net) Industrial Technology
 Kurt Grafel (kgrafel@natoma-usd399.net) Business, Computers
 Danielle Chilcott (dchilcott@natoma-usd399.net) Agricultural Education
 Rhonda Murphy (rsmurphy@natoma-usd399.net) Counselor & FACS
 Shari Paget (spaget@natoma-usd399.net) 7-12 English/Language Arts
 Tyler Masters (tmasters@natoma-usd399.net) 7-12 Mathematics
 Lara Kvasnicka (lkvasnicka@natoma-usd399.net) 7-12 Social Studies
 Lorie Griffin (lgriffin@natoma-usd399.net) Pre-Kindergarten Paraprofessional
 Tiffany Kennedy (tkennedy@natoma-usd399.net) Elementary At Risk Paraprofessional
 Dayna Kocinski (dkocinski@natoma-usd399.net) NES Library Aide
 Wanda Prowse (wprorowse@natoma-usd399.net) NHS Class Monitor

Taylor Murphy (tmurphy@natoma-usd399.net) NES Special Education Teacher
 Andrea Chambray (achambray@natoma-usd399.net) 6-12 Special Education Teacher
 Brenda Benoit (bbenoit@natoma-usd399.net) School Psychologist
 Amye Jones (ajones@natoma-usd399.net) Speech & Language Pathologist
 Audrey Maupin (amaupin@natoma-usd399.net) Special Education Paraprofessional
 BJ Schultz (bschultz@natoma-usd399.net) Special Education Paraprofessional
 Carmen George (cgeorge@natoma-usd399.net) Special Education Paraprofessional
 David Chambray (dchambray@natoma-usd399.net) Special Education Paraprofessional
 Jennifer Hays (jhays@natoma-usd399.net) Special Education Paraprofessional
 Kristin Grafel (krgrafel@natoma-usd399.net) Special Education Paraprofessional

Custodial

Kevin Eickhoff (keickhoff@natoma-usd399.net) High School, Paradise Gym
 Dale Eickhoff (deickhoff@natoma-usd399.net) Elementary School, Natoma Gym

Food Service

Shawna Dunlap Food Service Director
 Frank McManus Cook
 Dustin Shifflett (dshifflett@natoma-usd399.net) Assistant Cook
 Sonya Robison (srobison@natoma-usd399.net) Assistant Cook

Transportation

Dale Eickhoff, Director
 Richard Elliott
 Catherine Elliott

Wanda Prowse

Board of Education Members

Debra Alexander

Justin Frye

Quentin Maupin

Melissa Chrisler

Kristin Lyle

Bret Somers

General Information

Calendar

A district calendar will be given to you at enrollment and is also available on the USD 399 district website.

Distribution of Materials

Materials unrelated to the school’s curriculum may not be distributed without prior consent of the principal.

Insurance

USD #399 will carry supplemental accident insurance on all students. This protection will be in force while the student travels to and from school, school trips when a sponsor is present, injuries received in athletics, physical education classes, and other school activities. If a student has any medical expenses resulting from an accident at school which are not paid by their parent’s insurance policy, their parents may contact the Clerk of the School Board to begin the process for submitting a claim:

- Inform the Board Clerk of intent to submit a claim.
- Take claim form to a personal doctor for completion.

Orientation

Enrollment is held in the first part of August. Notification of enrollment dates & times is mailed to all parents mid to late July.

Personal Property

The district is not responsible for students’ personal property and does not provide insurance on students’ personal property. If a student’s personal property is broken, damaged or stolen, repair or replacement is the student’s responsibility.

Cell Phone Use

NO cell phones in locker rooms or restrooms. Cell phones are expressly prohibited from being out in restrooms and locker rooms and will result in the student losing the privilege of having a cell phone at school for the remainder of the school year.

At Natoma Elementary School, students are allowed to have cell phones but they must be turned off or on silent and remain in their backpacks during the school day.

At Natoma High School, students will not be allowed to use cell phones during the entirety of the school day. Students are responsible for putting phones in the main office phone storage case or keeping them within a student's backpack at all times. Consequences for violating this policy include:

Level 1: Teacher or staff member will require the student to take their cell phone to the front office, where it will remain until the end of the day. The violation will be recorded and the parent/guardian will be notified.

Level 2: Teacher or staff member will require student to take their cell phone to the front office where it will remain until the end of the day. Parent or guardian will be required to come to school to pick up the cell phone. In addition, the student will serve 1 day of in-school suspension to include the remainder of the day of violation plus the next day the student is in attendance. Students who participate in extracurricular activities will be allowed to practice, but no compete in scheduled contests.

Level 3: Teacher or staff member will require student to take their cell phone to the front office where it will remain until the end of the day. Parent or guardian will be required to come to the school to pick up the cell phone. In addition, the student will serve a 3-day in school suspension to include the remainder of the day of violation and the next three school days the student is in attendance. Students who participate in extracurricular activities will be allowed to practice, but not compete in scheduled contests.

Level 4: Teacher or staff member will require student to take their cell phone to the front office where it will remain until the end of the day. Parent or guardian will be required to come to the school to pick up the cell phone. In addition, the student will serve a 4-day in school suspension to include the remainder of the day of violation and the next four school days the student is in attendance. Students who participate in extracurricular activities will be allowed to practice, but not compete in scheduled contests.

This policy can be amended at any time by BOE approval based upon compliance of students.

Electronic Devices

Personal electronic devices (ex. iPads, iPods, tablets, ear buds, headphones, smart watches, etc.) are not allowed to be used during the school day without prior approval. Items listed on the supplies list for PreK-5 may be used at the discretion of the teacher. Device use on school transportation is up to the discretion of the teacher, coach, sponsor or driver. USD #399 is not responsible for any loss, theft, or damage to any electronic devices. Using the devices during school without permission will result in devices being taken away and held until the end of the day. Parents will be notified of their child using a device at school. Repeated offenses will result in further disciplinary action.

Staff-Student Relations

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

Telephone Calls

District telephones are for school business. The use of phones for personal business should be avoided except in case of an emergency. The use of phones for social calls is not permitted. Students shall not make long-distance calls on district telephones without the prior permission of the principal or building secretary. Forgotten homework, forgotten athletic

equipment, or other such items are not allowable uses for district phones. Student use of school telephones will be at the discretion of school officials.

Visitors

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal. To ensure safety and security, all visitors must check-in at the office before proceeding to contact any other person in the building or on the grounds. Students are not allowed to bring visitors to school without prior permission of the principal.

Pictures

School pictures are taken in the fall, usually at the end of September. Information will be sent home 2-3 weeks in advance. Those wanting to order fall pictures must pre-pay, but all students are photographed for the yearbook.

Kansas School Safety Hotline

Toll-free number: 877-626-8203 The Kansas Highway Patrol has established this hotline so that students can report impending school violence. This is an opportunity for students to protect friends, their school, and their community.

Church Night

Wednesday night is church night in the Natoma-Paradise-Waldo communities. As a result, no school activities other than Kansas State High School Activities Association events and some league events (over which we have no control in scheduling) will be scheduled on Wednesday evenings after 6:00 pm for the students of USD #399.

Birthday Treats (Elementary)

Parents are welcome to bring treats for their child's birthday if they discuss it ahead of time so that the teacher has enough time to plan for the event. Please discuss treats with the classroom teacher. Because of the possibility of students with food allergies in classrooms, prior contact must be made with the school and teacher to ensure the safety of all students in the classroom. If you bring treats, you must bring enough for all students.

Room Parents (Elementary)

If you are interested in volunteering in the classroom, please contact your child's classroom teacher.

Show & Tell (Elementary)

Live, non-poisonous and non-aggressive animals may be brought to school for show and tell. In order for an animal to be brought, you must receive prior approval from the building principal, and the parent/guardian must bring the animal and take it immediately after the show and tell is finished. The animal must be secured within a cage or on a leash before it can be brought into the building.

Recess (Elementary)

The recess duty teacher will determine if going outside is appropriate regarding the weather. Please be sure to send clothes appropriate for the weather conditions so students can participate in recess.

Music Instruments

Policies in the music handbook, which is on file with the music instructor, will be followed. A \$10 instrument fee will be collected from all 5th and 6th-grade students. This fee covers maintenance, general supplies for the instrument, and a book. Jr/Sr. High students using a school-owned instrument for solos or ensembles will also be charged the \$10 fee.

Drinks and Food in Class

Students may have water bottles in the classroom in support of staying hydrated, unless prohibited by the instructor. Sports drinks, pop, or any other drinks may only be consumed outside the school or in the commons either before school, after lunch, or after school. Food is not allowed in the halls or classrooms for the purpose of keeping our facilities clean. Teachers who accept responsibility for cleaning up after snacks may approve students to have access to snacks during a designated time.

Food/drinks other than water are not allowed to be in lockers. Food is to be kept in a student's backpack.

Student Public Display of Affection

Junior High couples are not allowed to show any public display of affection. High School couples are allowed to hold hands only. This includes in school, on school grounds, and at extracurricular activities.

Student Cars

Students' cars are to be parked in the parking lot west of the high school building. The east side of that parking lot from Fifth Street to the telephone pole is designated for teachers and visitors. All cars in this west parking lot will be parked in an East/West direction. There is to be no parking on the west side north of the alley. No car shall be parked in front of the high school at any time. Student parking is not permitted in the church parking lot across from the school. Permission to drive during school hours must be granted through the office. Students are not allowed to go to their cars during the school day without permission. This includes during lunchtime when high school students are allowed to go outside with the permission of lunchroom monitors and administration.

Enrollment

Admission Requirements (JBC)

All resident students shall be admitted to attend school in the district unless they have been expelled. For out of district students, an application for admission will need to be signed by the parents/guardians and approved by the USD 399 BOE before each academic year. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity and up-to-date immunization records. Students enrolling in kindergarten or first grade

shall provide a certified copy of their birth certificate. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records. Students enrolling in the elementary school for the first time **MUST** provide a copy of their original birth certificate, immunization record, and physical. These three records must be brought to the school before the first day of attendance by the student! The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of The Department of Child & Family, a certified transcript from the student's last school.

Textbook Fees (Grades 1st thru 12th)

A textbook fee of thirty dollars (\$30) will be collected at enrollment. If you qualify for reduced lunches the fee for textbooks will be twenty dollars (\$20). If you qualify for free lunches, there will be no charge (\$0) for textbooks.

Address/Phone Number Change

Please notify the school secretary within seven days if any of the following change:

- phone numbers for home, cell, and parents' work
- mailing or street address
- emergency contacts – at least two
- email address

Building Opening/Closing Times

The bell rings at 8:00 a.m. to officially start the school day and at 4:00 p.m. to officially end it. Pre-School class begins at 8:00 a.m. and ends at 2:30 p.m. (M-Th). Classes will be held Monday through Thursday and some Fridays as noted on the school calendar.

Students should arrive no earlier than 7:30 a.m. to school. Arrival between 7:30-8:00 a.m. will allow students to eat breakfast and be ready for the start of school. Students are only allowed to come earlier if they have made arrangements with a teacher for tutoring.

Elementary Students: Upon arrival at school, elementary students are to report to their assigned area in the gym. Students will be picked up from the gym by their classroom teacher at 7:55 a.m. to report to class. Students may go directly to class if their teacher has already picked up their classmates from the gym.

ADD/DROP Classes

Students in grades 6-12 can add or drop classes during the first three days of each semester. This will be the only time class changes will be considered and all changes must be with the approval of parents, counselor, and administrator.

School Supplies

The supply list is handed out separately at enrollment and is also available any time during the school year in the school office or on the website at www.usd399.com.

Transferring Credit from Non-Accredited Schools

The principal will place students transferring from non-accredited schools. The principal will make initial placement after consultation with parents/guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Withdrawal from School

When a parent wishes to withdraw a pupil from school, the parents are to notify the school prior to the move. All of the student's personal belongings and supplies shall be taken with the student. All library books, textbooks, workbooks, laptop, etc. that belong to the school shall be returned before the student withdraws. Any and all fees due shall be paid in full before the student withdraws. It is advisable that the parents leave the name of the transferring school along with that address and phone number. We do require verbal or written notice. A student checkout form will be provided to ensure successful completion of the withdrawal process.

Records

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. The following is the required annual notification to parents and eligible students concerning your rights under FERPA. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want to be changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by USD #399 to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-590.

Directory Information

Parents Must Sign a permission form allowing the release of directory information. This form is available at enrollment.

Academics

Testing Program

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject-matter tests, district group achievement tests, state-required tests, and possibly a National Norms Test.

Promotion and Retention

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

Grading/Grade Classification

<u>Score/Percentage</u>	<u>Letter Grade</u>
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% or lower	F

Report Cards/Progress Reports

Periodic reports either written, by telephone or individual conference with the parent(s) may be made to parents during the interim between formal reports being issued. Formal report cards shall be given to students and parents at Parent /Teacher Conferences (October and March) or following the end of each established grading period. Student grades are available at all times for grades 3-12 on the PowerSchool Parent Portal website

(<https://usd399.powerschool.com/public/>). Teachers and parents will communicate with each other if special circumstances arise throughout a grading period.

Parent/Student/Teacher Conferences

The school district welcomes the opportunity for students/parents to conference with instructors. District-wide conference dates are scheduled in the fall and spring as seen on the district-adopted calendar. Other times/dates may be mutually scheduled per the instructor and/or parent's request. If unusual circumstances arise prohibiting a teacher from attending district-

scheduled conferences, the teacher will notify their students' parent/s or guardian/s to allow for an alternate time. If your child comes to conferences with you, the expectation is that they will be with you during the conference.

Awards and Honors

There is a Pre-K-5 awards assembly on the last day of school. A note will be sent home as that date approaches with specific times. Sixth-grade awards are included in the PJH/NHS awards banquet, which is held in May. More information on this assembly will be available in the spring.

Accelerated Reader

Elementary & secondary students have the opportunity to earn AR points, which will make them eligible for the annual AR reward at the end of the year. Students will be notified at the beginning of the year, or when they arrive at school if arriving after the start of school, as to the specific points needed to qualify.

Daily Participation Points

Daily participation points are inclusive of productive elements to include, but are not limited to: On task during presentation of academic lesson by teacher, on task during in-group or partner work; class time participation; listening skills; preparation and promptness; productive or disruptive behavior, and so on. A rubric will be identified for consistency and weekly input of a single grade in alignment with SIGS policy.

Homework

6-12 Policy:

Assignments **must** be turned in on time to receive full credit. Assignments that are turned in after set deadline will have credit deducted:

Step 1: Assignments turned in one day late will receive a maximum score of 50%.

Step 2: After two (2) school days, no credit (0%) will be given for the assignment.

All grades will be updated by noon on Mondays. Assignments collected but not yet graded will be listed as "collected" in PowerSchool so parents and students will know the assignment was handed in and not missing.

Grades 3-5:

Assignments that are not handed in on time will be given zeros in the grade book, but those zeros can be changed.

Step 1: A grade for a missing assignment will be deducted 5% per day, up to 50%, for every day it is late.

Step 2: If the assignment has not been turned in within 3 weeks (12 school days) from the due date, the zero will remain a zero.

Make-Up Work

The student will be responsible for initiating contact with the instructor regarding the completion of make-up work. For excused absences, the student is allowed one (1) school day for each day missed to complete and hand in missed work, unless otherwise agreed upon with the

instructor. (Example: If a student is gone on a Monday, the student will have all day Tuesday to acquire assignments and complete the work. The work is to be turned in by the start of school on Wednesday.) If, after this time, the work is not completed and handed in, the teacher will follow the late work policy. Under unusual circumstances, the administrator may extend this time if deemed necessary.

1. Parents are requested to work with and cooperate with the school as to keeping student absenteeism at a minimum.
2. The school encourages parents to make student appointments after school, on Friday, or at a time that does not conflict with the student's academic work whenever possible.
3. Students must be in attendance at school before the beginning of 2nd hour and remain in school in order to practice or participate in any activity. Students with special circumstances (funerals, dentist or doctor appointments, family emergency) must receive approval from the building administrator to participate in that event.
4. Students are encouraged to complete and hand in assignments prior to pre-arranged absences. A planned absence form is required prior to planned absences. If a student is absent and wishes to know the assignment(s) before returning to school, the student can either call another person in the class(es) or call the office. The assignments may be picked up in the office by the end of the school day requested. Students and parents can also check on PowerSchool or Google Classroom (in some cases) for a list of assignments and due dates.
5. The school day before an activity, students leaving for that activity will be required to take an assignment sheet around to each of their teachers to get the assignments for the day of the activity. Signed activity sheets must be presented to the coach or sponsor before the student is allowed to leave for the event. If the student does not have the activity sheet signed by all their teachers, they will not be allowed to participate in or attend the event. Students are expected to have all assignments completed by the next class period unless otherwise stated on the assignment sheet.

Academic Dishonesty

Academic dishonesty—as in cheating or plagiarism—is not acceptable. Cheating includes but is not limited to copying another student's work—such as homework, classwork, or test answers—as one's own. The use of websites to gain answers to homework or test questions is also not acceptable. Plagiarism is the use of another person's original ideas or writing without giving credit to the true 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 (0%) for the work in question, as well as other disciplinary measures which could include suspension or expulsion.

Human Growth & Development

A nurse will provide instruction on human growth and development to the 4th (boys at the discretion of the school nurse based on development), 5th & 6th-grade classes. Instruction is given to separate groups of boys and girls. Parents **must** sign a release form/Opt-In form before their students can take part in these instructional units. Any student without the necessary form will not be allowed to take part in human growth and development classes. To receive more specific information regarding the unit content, please contact the school.

Special Programs

Student Intervention Team (SIT)

The goal of the Student Intervention Team is to expand the use of various resources and expertise in the schools and communities to individually address student needs. Classroom instructors can recommend students whom they feel need extra assistance to this committee.

Multi-Tier System of Supports (MTSS)

A Multi-Tier System of Supports and Alignment (MTSS) is a term used in Kansas to describe how schools go about creating a system to provide supports for each child in their building to be successful and the process and tools used to make decisions. The Kansas MTSS and Alignment is a coherent continuum of evidence-based, system-wide practices to support a rapid response to academic, behavioral and social emotional learning needs. Frequent data-based monitoring informs instructional decision making to empower each Kansas student to achieve high standards. The focus of the Kansas MTSS and Alignment is system-level change across the classroom, school, district, and state. The Kansas MTSS and Alignment provides a system of prevention, early identification and intervention, and supports to ensure every student learns from the instruction. The Kansas MTSS and Alignment establishes a system that intentionally focuses on leadership, professional development, and an empowering culture.

Special Education Child Find

USD 399 and the North Central Kansas Special Education Cooperative (NCKSEC) work together to identify every student, age birth through 21, living within the district boundaries, who have developmental delays, or may be in need of special education. If you have a child or know of a child who you think has development delays or special needs, contact Mr. Pounds or Mrs. Cher Grieving, Director for the NCKSEC at 205 F St. Suite 235; PO Box 369; Phillipsburg, KS 67661 (785-543-2149). Areas of special education include birth through age two (infant-toddler), early childhood – disability, developmentally delayed, visual impairments including blindness, hearing impairments including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, speech or language impairments, and gifted. Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional, and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment.

Requirements for NHS Graduation: (JFC)

- Four (4) units of English Language Arts, which shall include reading, writing, literature, communication, and grammar. The building administrator may waive up to one unit of this requirement if the administrator determines that a pupil can profit more by taking another subject.
- Three (3) units of Social Studies, including one unit of American History, one unit of American Government, and one unit of World Geography.
- Three (3) units of Science including one unit as a laboratory course. Students may choose Animal Science as their third science credit.
- Three (3) units of Mathematics.

- One (1) unit of Physical Education and Health.
- One (1) unit of Career and Technical Education (courses from Computers, Industrial Arts and Agricultural Courses)
- One (1) unit of Fine Arts, which may include Art, Music, Dance, Theatre, Forensics, and other similar studies selected by a local board of education. Other approved courses for USD 399 are: Music Appreciation as a dual credit course, Graphic Design, Web Page, Cabinet Making I, Cabinet Making II, Cabinet Making and Furniture Design II and FACS-Comprehensive.
- One (1) unit of Personal Finance.
- Twenty-four (24) units of credit are required for graduation.

Credit Recovery

When credit recovery courses are obtained through an online platform, there will be a \$50.00 fee to enroll in the course. Once the course is successfully completed with a passing grade in the allotted time, the \$50.00 fee shall be reimbursed. If the course is not successfully completed, then the remainder of the cost (estimated additional \$50.00) of the course will need to be paid to the school district.

Comprehensive Final Exams – High School Building

Comprehensive final exams by semester will account for 10% of a student’s grade. Students will be able to earn an exemption from finals by meeting both attendance and grade criteria in each course. College courses taken for dual credit are not a part of this incentive. The criteria are as follows:

- Students must not have any unexcused absences or tardies, no Cell Phone Policy violations, no office referrals
- Students must have no more than four (4) excused absences or tardies for grades of no lower than a “C” or 70%
- Teachers will have final decision on exemptions

Students who earn an exemption from a final will not be required to attend school during the designated time of the final. Parents can check students’ grades and attendance on the PowerSchool parent portal. The semester finals schedule will consist of 90-minute sessions over a span of two days. (Ex: 1-3-5-7 on Monday and 2-4-6-8 on Tuesday).

Qualified Admissions/Kansas Scholars Curriculum

See Appendix D & E for Qualified Admissions and information on the Kansas Scholars Program. The guidance counselor can assist with questions on these guidelines if needed.

Promotion/Retention: (JFB)

A student must successfully meet the following requirements to participate in 8th-grade promotion activities with USD #399: Earn a passing grade in:

7th grade: Math 7, Science, Social Studies, and Language Arts

8th grade: Pre-Algebra, Science, Social Studies, and Language Arts

Should a student not earn a passing grade in ANY semester of the above-mentioned classes, he/she shall re-enroll in the class to attain a passing grade for the failed semester(s). See Guidance Counselor for Credit Recovery Agreement process.

Honor Roll:

Honor rolls will be posted in the first and third quarters and both semesters. The Superintendent's Honor Roll will require all "A" grades; the Principal's Honor Roll requires all "A" grades and one "B"; the Red and White Honor Roll requires all "A" and "B" grades. One grade lower than a "B" will eliminate a student from the honor roll.

Incomplete Grades:

Incompletes for unfinished course requirements must be removed within one week (4 school days) after the first, second, and third grading periods or the grade for the unfinished work will be changed to an "F" on school records. All course work will be completed by the end of the fourth grading period. Exceptions will be made only in cases of prolonged illness or other valid circumstances approved by the administration.

College Visits

Seniors are allowed two days per year and juniors are allowed one day per year for college visits. The absence will be excused if the documentation of the visit is provided.

Attendance

Attendance

Regular attendance is an important contributing factor to school success. The board of education feels that school attendance is a privilege and not an imposition, and therefore encourages regular and punctual attendance of students to fulfill assigned requirements as scheduled. Research has shown that your child's regular attendance may be the greatest factor influencing his/her academic success. Ripple effect of absences:

The Student = missed instruction, relationships, social interactions

Other students = re-teaching slows down the entire group

Student groups = increased group work & collaboration in the classroom

Teachers = lost time explaining what was missed & re-teaching

Schools = decreased instructional time means decreased achievement which means increased number of remedial classes taught.

Compulsory Attendance Requirements

Compulsory school attendance; exemptions. (a) Subject to the other provisions of this section, every parent or person acting as a parent, in the state of Kansas, who has control over or charge of any child who has reached the age of seven years and is under the age of 18 years and has not attained a high school diploma or a general educational development (GED) credential, shall require such child to be regularly enrolled in and attend continuously each school year (1) a public school for the duration of the school term provided for in K.S.A. 72-1106, and amendments thereto; or (2) a private, denominational or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational or parochial school is located. If the child is 16 or 17 years of age, the parent or person acting as a parent, by written consent, or the court, pursuant to a court order, may allow the child to be exempt from the compulsory attendance requirements of this section.

(b) If the child is 16 or 17 years of age, the child shall be exempt from the compulsory attendance requirements of this section if: (1) The child is regularly enrolled in and attending a program recognized by the local board of education as an approved alternative education program; (2) the child and the parent or person acting as parent attend a final counseling session conducted by the school during which a disclaimer to encourage the child to remain in school or to pursue educational alternatives is presented to and signed by the child and the parent or person acting as a parent. The disclaimer shall include information regarding the academic skills that the child has not yet achieved, the difference in future earning power between a high school graduate and a high school dropout, and a listing of educational alternatives that are available for the child; or (3) the child is regularly enrolled in a school as required by subsection (a) and is concurrently enrolled in a postsecondary educational institution, as defined by K.S.A. 74-3201b, and amendments thereto. The provisions of this clause (3) shall be applicable to children from and after July 1, 1997, and shall relate back to such date.

Truancy

The building principal shall report students who are inexcusably absent (Unexcused Absence) from school to the appropriate authority. Students 13 and under shall be reported to the local office of The Department for Children & Family Services and students over 13 shall be reported to the county or district attorney. Truancy is defined as: any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year, whichever comes first. If a law enforcement official returns a truant child to school, the principal shall notify the parent or guardian.

Chronic Absenteeism

Are chronic absenteeism and truancy the same thing? No. Being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at higher risk of not graduating high school and possibly becoming a high school dropout. For example, 10% is 3 out of 36 school days during the 1st 9 weeks of 2022-2023. Truancy occurs when a child is absent from school without a valid excuse.

Absences

Parents are requested to contact the school office by telephone (NES: 785-885-4478, NHS: 785-885-4849), or email (NES: sdunlap@natoma-usd399.net, NHS: mbroeckelman@natoma-usd399.net), or personal contact prior to 8:30 a.m. on the day when a student will not be in school. The building secretary will attempt to contact the parents of a student who is absent if the parent/guardian does not call in by 8:30 a.m. The building principal will designate the absence as excused or unexcused according to the definitions below. If no contact can be made with the parent on the day of the absence, it will be recorded as unexcused.

Definition of Excused Absences

- **Illness:** An absence in which the pupil has been ill. Parent notification by telephone or personal contact prior to 8:30 a.m. on the day of a student's absence is required.
- **Funerals:** An absence for funerals of the immediate family and prior notification has been made to the school office by the parents or guardians. Absences for other funerals will be determined on an individual basis by the building administrator.

- Family Emergency and Personal Business: An absence involving family matters that involve a child being away from school with parents or guardians. Notification is required to be made to the building office, which will handle requests on an individual basis. This designation rarely exceeds three times per school year.
- School-Sponsored Activities: An absence that will be excused if work is made up for time missed. The student must be participating in a school-sponsored activity.
- Planned Absence with Prior Approval: For any other absence to be excused, parents must have prior contact with the building principal.
- Personal or family quarantine as deemed necessary by a local health official.

Definition of Unexcused Absences

An unexcused absence is one in which the child spends time away from school without the knowledge and consent of school authorities. Specifically, those situations include, but are not limited to:

- When a student is absent without the knowledge of parents, guardians and /or building administrator
- When parents/guardians fail to contact the school to request an excused absence prior to the absence or by 8:30 a.m. on the day of the absence.

Completing make-up work is required but no credit (0%) will be given.

Consequences for Unexcused Absences

Consequences for unexcused absences include, but are not limited to: work encouraged without credit awarded, in-school suspension, and/or out-of-school suspension. Any student with excused absences in excess of ten (10) days for illness reasons in one semester will be required to provide documented evidence from a certified physician.

Tardies

It is the student's responsibility to be on time for all classes. A student is tardy if **not in their seat** in the classroom when the bell rings. Students arriving at school after 8:00 a.m. need to check-in through the office. Written communication (note or email) is required for record-keeping purposes for an excused tardy. Students in grades 6-12, with the accumulation of three (3) unexcused tardies, will be assigned a 30 minute after school detention. With the accumulation of six (6) tardies, a one-day In-School Suspension will be served for the remainder of the day plus all day the next day. Instructors may request additional make-up time (before/after school) when a student is tardy. If a student fails to comply with this request, a conference will be held with the parent/guardian and building principal with a possible out-of-school suspension assigned. Tardies can only be excused by parents/guardians for first hour classes and they must be excused within 24 hours of the tardy. Tardiness is avoidable, therefore is not something that should happen more than a couple of times.

Sign In/Sign Out

Students or parents/guardians must sign in at the office when arriving at school after 8:00 a.m. Any 6-12 grade students leaving the school premises at any time during school hours, except when going to the elementary school for class, is required to obtain permission from the building office. The office will require written parent/guardian permission or personally talk to the parents on the phone.

Perfect Attendance

Both attendance centers will recognize those students who have earned perfect attendance for the school year. Perfect Attendance is defined as no recorded absences and/or tardies during the school year. The exception will be when a student is absent from school due to their participation in a school-sponsored activity.

Student in Good Standing (updated 8/9/2021)

Beginning the second week of each semester, Student in Good Standing (SIGS) will be evaluated after lunch each Monday or on the first day school is in session that week. Students and parents will be notified via email and mail if they are NOT in good standing on that afternoon. Students not meeting the guidelines of SIGS will follow consequences laid out in the policy for a period of at least one week and until they have met the reinstatement criteria of the Restorative Action Committee. Prior to the eligibility report being sent to students and parents, SIGS violations will be verified with teachers.

Reasons for Being Not in Good Standing

- **Absences:** Students may not be absent more than 48 class period hours (equal to 6 days) per semester. Absences not included in this limit include: school activities and illness or medical appointment with a note from a medical professional to be submitted to the office upon their return to school. For planned extended absences, existing sign out sheets will be required for grades 6-12. If a parent or guardian feels there are circumstances relating to the absence that should be considered before counting toward their 48 hours, they may present their case to the Restorative Action Committee.
- **Tardies:** Students may not have more than two (2) unexcused tardies per quarter. Grades 6-12 will serve:
 - **Level 1:** a 30-minute after school detention on the third and subsequent tardies until the sixth
 - **Level 2:** Sixth tardy - a ½ day ISS will be assigned
- **Office Referrals:** Students will be considered not in good standing with the following number of office referrals:
 - **PreK – 5:** after the 3rd office referral per semester
 - **Grades 6 – 12:** after the 2nd office referral per semesterThe student must receive reinstatement criteria from the Restorative Action Committee.
- **ZAP – Zeros Aren't Permitted:** Upon receiving a second zero across all classes, the student will not be in good standing until the zeros are made up. If the cumulative weekly participation points for a single class are zero, the student will not be in good standing. Credit for the work will not be given, but doing the work to the satisfaction of the instructor will allow the student to return to Good Standing after one week if all other criteria has been met. After one 4-day week, the zero will be permanent and count towards the SIGS policy for the remainder of the Semester.
 - Grades 3-5 refer to Homework section for zeros policy

Consequences of Losing Student in Good Standing Status

- **Loss of Participation:** Students will not be permitted to participate in all non-graded activities either during the school day or after hours. The student may continue to practice during loss of Student in Good Standing status; but will not be allowed to participate in games or performances or to travel with the team to out of town activities.
- **Loss of Privilege:** Student who's Student in Good Standing status is more than probation for 4 consecutive weeks will not be permitted to be members of extracurricular teams for the remainder of that team's season.
 - Student may request a meeting to include Parent-Coach-Athletic Director and classroom teacher(s) for the purpose of determining whether or not the student will benefit from team membership and practices with consideration for future eligibility.

Restorative Action Committee

The Restorative Action Committee will have a membership of two 6-12 faculty members, two P-5 faculty members, the elementary head teacher, and a district administrator. This committee will meet bi-weekly or as needed, to review SIGS policy violations with the intent to develop strategies to stop repeat violations.

Student Conduct

Student Conduct

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

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to:

- In-School suspension,
- Out-of-School Suspension,
- Expulsion

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, *et seq.* Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete drug education or rehabilitation program, the cost of such a program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Weapons

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

As used in this policy, the term “weapon” and/or destructive device shall include, but not be limited to:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver or any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples. And from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles, or throwing star;
- Any knife commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other devices in the handle of the knife, or any position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm **may** result in expulsion from school for a period of up to one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to DCF or the Commissioner of Juvenile Justice.

Gangs

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited. The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflect, or participated in by any student:

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

If the student's behavior or other attribute is in violation of these provisions, the principal will expect the student to make the appropriate corrections. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action.

Vandalism

The board shall seek restitution according to the law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the superintendent and/or building principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. If the vandalism is considered substantial by the administration, law enforcement will be contacted along with the parents. Juveniles or their parents shall make restitution payments to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

Sexual Harassment

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. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex sexual harassment of employees or students of the district by board members, administrators, certificated licensed and support classified personnel, students, vendors, and any others having business or other contacts with the school district are strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States. 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 a third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any

complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal administrator or the Title IX Coordinator or district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN. All employees receiving reports of alleged sexual harassment shall notify the Title IX Coordinator.

Dress Code

Neatness and decency are emphasized as guidelines for the dress code. The principal or his designee shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

The USD 399 Board of Education-approved dress code for school days and school activities is as follows:

- Clothes that are designed to be buckled, zipped, or fastened need to be buckled, zipped or fastened correctly.
- Halter tops, cut-off shirts, mesh shirts, bare midriff and/or backs, low cut armholes, sleeveless T-shirts, sagging are not appropriate.
- Footwear is to be worn at all times.
- Writing or pictures on clothing (including hats) shall not display or promote alcoholic beverages, illegal drugs, suggestive or obscene language or violent acts, and/or writing/pictures that have a double meaning.
- Shorts/skirts may be worn during the school year as long as they are at least mid-thigh (when the arms are dropped at the side, the shorts/skirts should reach the bottom of the student's fingertips), and the skirts are not shorter than mid-thigh when the student is sitting down. No biker shorts, yoga pants, leggings or similar material may be worn unless worn beneath another pair of shorts or long shirt that also meet the length requirement – fingertip length all the way around.
- At no time is it appropriate for your outfit to show an undergarment. This applies to both male and female students. This also includes saggy pants. If your pants are not worn around your waist you will be asked to pull them up.
- Hats (any type), bandanas, and sunglasses are to be left in lockers/desks/book bags during regular school hours and may not be worn or carried around the school building.
- Holes in jeans may not be higher than mid-thigh, the same length requirement for shorts and skirts.
- Hoods or Hoodies may be worn, but not worn to cover a portion of the head or ears.
- Personal headsets, ear buds, headphones or smart watches are prohibited unless utilized for educational purposes (ex: state assessments). Items listed on the supplies list for PrK-5 may be used at the discretion of the teacher.

Drug-Free Schools

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school-sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

Tobacco-Free Schools (KMA)

The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited at all times in any district facility; in school-owned or operated property.

The following definitions apply to this policy:

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco products also mean any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

“Electronic nicotine delivery system” or “ENDS” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, an electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

Expectations for School Sponsored Activities

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

Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:

- Parent notification;
- Police involvement;
- Suspension or expulsion; and/or;

- Exclusion from future extracurricular activities.

Prohibited Activities: (see JDD and JDDA)

1. Using, possessing, selling, furnishing, or have been under the influence or any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking or vaping paraphernalia.
2. The improper use/abuse, possession, selling, furnishing, or any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances.
This policy is required by the 1989 amendments to the Drug-Free Schools and Communities.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and:

- First offense – one or more of the following sanctions:
Up to and including five-day out-of-school suspension;
Suspension from all student activities for a period of not less than two weeks;
An evaluation from an acceptable drug and alcohol program
- Second offense – following sanctions:
Long-term suspension
Suspension from all student activities for a period of not less than one month;
A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.
- Third and Subsequent Offenses – following sanctions:
Up to and excluding expulsion;
Suspension from participation and attendance at all school activities for one year;
A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation programs.

Discipline Measures

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.

Students in grades 6-12 of USD 399 are expected to conduct themselves in such a manner that is conducive to the highest levels of learning and respect throughout the school day and at all school-sponsored activities. The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities. Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. The principal may, in the event that he/she deems the act severe enough or with the recommendation of school personnel, skip any steps in the behavior code outlined below. The principal also has the authority to add to or adjust the behavior code to fit the given situation if it is in the best interest of the student or school district.

USD 399 Faculty have the authority to assign progressive discipline measures with the intent to

avoid repeat of inappropriate behaviors: Level 1 – verbal warning; Level 2 – written warning; Level 3 – 30-minute detention (1 or 2); and Level 4 – 1 day in-school suspension (includes rest of the day of the incident plus all day the next day). **Substitute Teachers** – increased consequences for rules violations when substitute teachers are on duty. Add 30 min detention time to teacher’s regular consequences.

**1=Warning 2=Detention Time 3=In-School Suspension
4=Out of School Suspension or possible Expulsion**

Act	1st Time	2nd Time	3rd or More
Willful violation of any published adopted student conduct regulation	1, 2, 3, 4	2, 3, 4	3, 4
Conduct that substantially disrupts, impedes, or interferes with the learning process in the school	1, 2	2, 3, 4	3, 4
Conduct that endangers the safety or substantially invades the rights of other students or school personnel	3	3, 4	4
Conduct that constitutes the commission of a misdemeanor	3, 4	4	4
Conduct that constitutes the commission of a felony	4	4	4
Disobedience of an order by school personnel	2, 3, 4	3, 4	4
Disrespect or inappropriate actions or words towards a student or a school employee	1, 2, 3, 4	2, 3, 4	3, 4
Excessive displays of public affection	1, 2, 3, 4	2, 3, 4	3, 4
No Hall Pass when leaving a classroom.	1, 2, 3, 4	1, 2, 3, 4	1, 2, 3, 4

-Students, as well as school personnel, will treat each other with courtesy and respect.

**Reasons for Student Discipline
(LIST IS NOT ALL INCLUSIVE)**

- 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 on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes the commission of a misdemeanor;
- disobedience of an order of a school authority, teacher, or other school personnel and
- possession of a weapon, illegal drugs, or vaping or tobacco products at school, on school property or at a school-sponsored event.

Regarding the BOE policy and letter on 1-12-04 “To create a safe environment for your child, it is the expectation of U.S.D. #399 that parents will supervise their children at extracurricular activities including basketball games. If students are consistently observed up and about, they will be politely asked to find a seat. If the behavior does not change, they will be asked to leave.”

Detention

All USD 399 and NCKSEC employees have the authority to correct students in the buildings or at school-sponsored functions for behavior code violations. Students are responsible for complying with an instructor/principal request to make-up time for behavior code violations. When time is given and the student does not appear to serve the time, the time will be doubled. If the student does not appear again, the teacher will refer them to the principal.

Reasons for Suspension or Expulsion:

Students may be suspended or expelled for 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 on or invades the rights of others (ex: safety violations in shop programs – students who violate established safety rules (severity or repeatedly) will be subject to removal from the course at the discretion of the classroom teacher);
- conduct which constitutes the commission of a felony;
- conduct which constitutes the commission of a misdemeanor;
- disobedience of an order of a school authority; and
- possession of a weapon at school, on school property, or at a school-sponsored event.
- Repeated non-compliance.

Parents and/or guardians will be notified within 24 hours of any suspension/expulsion.

Suspension/Expulsion

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: Superintendent /Principal. The expulsion hearing for weapons possession shall be conducted by the superintendent/designee. The expulsion hearing for any other reason shall be conducted by the superintendent or other certified employee or committee of certified employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

A suspension may be for a short term not exceeding five school days, or for an extended-term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Out-of-School Suspension (OSS)

When a student is assigned an out-of-school suspension, they will receive a maximum of 50% credit for work completed. This loss of credit includes daily assignments and tests, i.e., work due that day, daily participation grade. Students will be provided with assignments for the days missed and are expected to complete them and turn them in for instructor review. The purpose of the student completing the assignment(s) is to provide the student the opportunity to keep up with the rest of the class(es), so that the break in the educational process will be minimal. The only exception for not awarding a zero would be for an ongoing project. Student and parent/guardian will participate in re-entry conference with the guidance counselor prior to attending classes. The conference will review work completed or not completed for determination on the need for additional time in ISS and development of an action plan/behavior plan for success moving forward.

Students serving an out-of-school suspension (OSS) will be prohibited from attending or participating in extracurricular activities until the day after their suspension is completed.

In-School Suspension (ISS)

In-school suspension will be issued to any student who causes a disruption to the educational process. The duration of in-school suspension may range from one (1) to (3) days, depending on the severity of the offense. Students who fail to complete their assigned work and homework by the end of their in-school suspension will not be allowed to return to regular classes until the assigned work is completed. Students will receive a maximum of 75% credit for work completed. In addition, students will complete a two-page essay per day, copy up to 1 page from the dictionary, and complete a behavior modification handout/checklist. Parents will be notified when a student is to receive in-school suspension and a conference with the parents will be scheduled.

Students serving in-school suspension (ISS) will be prohibited from attending or participating in extracurricular activities until the day after their suspension is completed.

Detention

All USD 399 and NCKSEC employees have the authority to correct students in the buildings or at school-sponsored functions for behavior code violations. Students are responsible for complying with an instructor/principal request to make-up time for behavior code violations. When time is given and the student does not appear to serve the time, the time will be doubled. If the student does not appear again, the teacher will refer them to the principal.

Elementary Classroom Management & Recess

Discipline practices at the elementary school include Redirection, a technique that staff use to help children understand what appropriate behavior is and how to manage their behaviors. Redirection is used to promote desirable behavior, prevent injury, reduce punishment, and promote learning and exploration. Teachers may skip levels depending on the severity of the offense.

Level 1: Redirect – strategies with positive intent to prevent repeating of inappropriate actions. Loss of Recess is just one of many examples of redirection.

Recess – Morning and Afternoon (15 minutes each)

Recess provides many benefits: increasing physical activity; improving memory, attention and concentration; helping students stay on task in the classroom; reducing disruptive behavior in the classroom; and improving social and emotional development (ex: sharing, taking turns, negotiating, and problem-solving).

Level 1: Limit to a maximum of 5 min total of lost recess time during their 15 minutes of morning and afternoon recess. Time is used to walk, as a correction strategy.

Level 2: Violations beyond the 5-minutes will be addressed in a phone call to the parent. The agenda provides written notification and tracking of frequency

Other: Detention before or after school with at least 1-day advanced notice.

Level 2: Buddy Room – see grade level teacher one grade up or Head Teacher. A Buddy Room is a safe place for a student to go when they persist in the negative minor behaviors and is a prearranged place in another teacher’s room.

Processing and Returning to Class – if the student successfully transitions back to class, the teacher makes sure to welcome them back and acknowledge any positive choices they make upon returning

Level 3: “Official” Office Referral – SIGS policy and procedures apply, development of a behavior plan.

Searches of Students

Principals are authorized to search students’ clothing and belongings if there is reasonable suspicion that district policies, rules or directives are being violated.

Interrogation and Investigations:

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. (see EBC)

Coordination with Law Enforcement

School administrators shall/may meet periodically with local law enforcement officials to discuss the district’s policies and rules regarding law enforcement contacts with the district.

Investigations Initiated by School Administrators and Conducted by Law Enforcement Officers

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parent, guardian or representative shall be documented by the administrator involved. If a student’s parent, guardian or representative is not present during questioning of a student, the principal may be present.

Investigations Initiated and Conducted by Law Enforcement Officers

The administrators shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. (see GAAD) Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require the identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

Information on criminal conduct shall be turned over to law enforcement officials. (see EBC)

Taking Students into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or DCF. Reasonable effort shall be made to notify the student's parents, guardian, or representative when students are removed from school for any reason by law enforcement authorities.

Parents shall **not** be notified by school officials when their child is taken into custody by DCF and/or law enforcement as a result of allegations of abuse or neglect.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school or at school functions and if necessary to take students or other persons into custody.

Activities

Athletics

Students in 6th grade may participate in volleyball, basketball, and track. A physical and concussion form will be required before any student is allowed to participate in practice for these sports. At the end of May, letters are mailed to all students in grades 6-12 with information on athletic physicals.

Extracurricular Activities-Participation Requirements

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

- all applicable KSHSAA regulations;
- academic eligibility requirements; and
- other requirements established by the administration.

Eligibility

The following eligibility requirements apply to all USD 399 students for extracurricular activities.

- 1) Must be a student in good standing within the district (as determined by district administration).
- 2) Daily attendance eligibility (practices and/or events): Except for Friday activities, students must be in attendance by the beginning of the 2nd period and remain at school unless prior arrangements have been made with district administration. May be waived if attending Remote Learning program offered by USD #399. If school is in session on a Friday, students must be in attendance by the beginning of 2nd period and remain at school unless prior arrangements have been made with the administration.
- 3) Weekly Eligibility: Students must maintain at or above a 65% semester grade in each class they are enrolled in.
- 4) Eligibility grades will be taken weekly after the first full 2 weeks of each quarter.
 - a. These grades will be taken on Mondays at noon and eligibility will run to the following Monday. If a week starts on a Wednesday or later eligibility from the previous week will carry over to the short week.
 - b. At the time of a weekly grade check if a student is below 65% he/she will be placed on academic probation until the next weekly grade check. While on probation the student will still be able to participate in extracurricular activities.
 - c. If at the next grade check the student has not met the eligibility requirements he/she will then become ineligible to participate that week and will remain ineligible until their grade is at or above 65% at the following weekly grade check. The student may continue to practice during ineligibility but will not be allowed to participate in games or performances or to travel with the team to out of town activities.
 - d. The student will be eligible whenever requirements are met on the following grade check. At this time the student will be placed back onto the probation list until the next grade check. In order to reach normal academic standing, the student must maintain a 65% or higher for two consecutive weeks after being on the ineligible list.
 - e. Eligibility will be determined on a subject by subject basis.
- 5) These eligibility requirements will apply to all non-graded extra-curricular activities with USD 399.

Field Trips

Field trips are taken during the school year at the discretion of the administration and teachers. All parents sign the student's enrollment form at the beginning of the school year which gives permission for the student to attend all field trips during the school year. A letter or email from the teacher and/or secretary is ALWAYS sent home prior to all field trips with an explanation and information for that particular activity.

Transportation to and from School Activities

Parents or guardians wishing to remove their child from the activity bus for personal reasons must either provide a written note requesting such to the building administrator or office personnel prior to a school activity or the parent or guardian must sign their students out on the approved form provided at the activity by the sponsor for permission to ride home with the parent

or guardian. Only parents or guardians may request permission for their own child to be removed from the bus for the ride home from school-sponsored activity trips.

Students will be expected to ride TO a school-sponsored activity in school-provided transportation.

PJH/NHS ACTIVITIES

Natoma High School is a member of the Northern Plains League, which includes some of the strongest teams in the Midwest part of Kansas. Sylvan-Lucas, Lincoln, Tipton, Chase, Wilson, Beloit-St. John's Catholic, Thunder Ridge, Pike Valley, Lakeside, Southern Cloud, Tescott, Osborne, Rock Hills, and Natoma-Paradise-Waldo are the members of this highly competitive league. All-League honors are determined by a committee of coaches and will be announced following each athletic season. Students who letter in a sport and maintain a 3.75 GPA during the semester the sport was played will be honored with the League's Scholar-Athlete Award.

Assemblies and Pep Rallies

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

Fund-Raising

Solicitations by students or school personnel during school hours and on school property shall be done only when they are related to school-sponsored activities. All student sales projects shall require the principal's prior approval.

Parties/Social Events

The principal must approve all classroom parties and other school social events in advance. If approved, teachers will send home notes with specific information.

Cheerleading (6th-12th Grades Only)

Cheerleaders perform at ballgames, pep rallies, and other events to promote school spirit and excitement. The members are expected to represent Paradise Junior High and Natoma High School with above-average energy, integrity, and grooming. The junior high squad includes the sixth-grade class. High School and Junior High: Tryouts are held in the spring for the following year's squad that will have unlimited members for junior high. The high school will have a football squad and a basketball squad. Squad numbers will be limited to 6 members for football and 6 squad members for basketball. All members must be academically eligible to perform. If needed, the principal and sponsor will work together to set up the cheer tryout activity.

STUDENT COUNCIL (STU-CO)

The purpose of Student Council shall be to provide a means by which the principles of initiative, student leadership, democracy, character and good citizenship may be learned and practiced; to promote the general welfare of the student body and the school through leadership and example; to promote school spirit; to aid new students in getting acquainted with the school; to promote close cooperation of students, faculty, and community; to create an interest in all activities of the school and community; and to provide opportunities for members and students to serve the community of the district through public service.

SCHOLAR BOWL

Scholar Bowl is defined as an academic contest in which subject matter of at least three of the five academic disciplines required by the State Board of Education of high school graduation are used for competition. This activity features head to head academic team competition, quick response answers, time limits on questions and use of recognition systems by participants. The high school season begins in mid-September and concludes by mid-March. The junior high season will begin near the end of the first semester of school and will end in March.

NATIONAL HONOR SOCIETY

The National Honor Society is an honorary organization. It is both an honor and a responsibility to be a member. Membership in the National Honor Society has become recognized nationally as one of the highest honors that can be bestowed upon a high school student. The following criteria is used at Natoma High School for selecting student into NHS:

1. Grade point average: 3.50 or above.
2. Leadership: Leadership is considered highly important for membership selection. The students should actively serve in elected and appointed offices. They should be responsible and dependable without being reminded of their job as a leader.
3. Service: Service should be given willingly in areas of school loyalty, good attitude, participation in non-school activities in the community, v Assistance should be dependable and well-organized. It should be offered without being asked and with a cheerful, enthusiastic, and courteous attitude.
4. Character: The student should be able to take criticism and accept recommendations graciously, exemplify desirable qualities of behavior, uphold principles of morality and ethics, cooperate by complying with school regulations concerning property, demonstrate high standards of honesty and reliability, and actively help rid the school of bad influences or environments.

Students who meet the first requirement of a 3.50 GPA are given a survey form to complete. This form is given to the faculty selection committee. The principal and the National Honor Society Sponsor are not part of the selection committee.

Selection is usually done one time each school year; however, if students raise their GPA after the first semester they can be considered for selection. Students whose nomination is not approved by the selection committee may be re-nominated during a later semester.

Election to the National Honor Society recognizes the student who strives to improve conditions about him/her and promotes that qualities-Leadership, Character, Scholarship, and Service-for which the National Honor Society stands.

SADD

The purpose of Students Against Destructive Decisions is to provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, drunk driving, drug abuse, and other destructive decisions. SADD involves students from local schools in educating other young people, distributing literature, and providing alternative activities and aversion activities to help students to make wise decisions.

Purchases

Any purchase made for a school organization must be made according to correct procedures. An Activity Fund Requisition must be signed by the organization's treasurer and faculty sponsor and be submitted to the building principal at least one week prior to when the item to be purchased will be needed. Under no circumstances is a student or parent to charge an item to the school without having an approved Activity Fund Requisition. **Students, parents, and sponsors will not be reimbursed for purchases that were not approved in advance of the purchase.** All approved purchases are to be charged to the school or paid for with a school check at the time of delivery. All purchases for personal items such as team shoes, knee pads, etc. will be paid for in full before placing the order.

Dances

High School:

An organization may have one dance each year if an open date can be found. Insofar as possible, school dances shall be confined to days followed by no school.

There are to be at least four sponsors at each dance – the organization's sponsor and other staff members or parents. The dance shall not exceed 12:00 a.m.

Unless prior permission is granted, students will not be permitted to leave then return to the building during dances or other similar school functions. Any student wanting to leave the dance early will have to contact a parent or guardian and have them personally talk to one of the sponsors before being allowed to leave. A breathalyzer test may be conducted with all students as a condition to entering the dance. A student may not bring a guest not enrolled in the district unless prior permission is given by the building principal. No students below 9th grade will be allowed to attend a high school dance as a guest, regardless of where they attend school.

Each student will be responsible for the conduct of his/her guest during the dance and each guest will be expected to conduct himself/herself according to the behavior code identified in this handbook.

The dress code for the dances will be in accordance with the identified dress code in this handbook.

6th-8th Grade Dance/Parties:

All dances/parties/socials must be cleared through the administration at least two weeks in advance so there will be no conflicts as to time and place. These must be on days followed by no school. All activities must be sponsored by the class sponsor and at least two other adults.

They should not extend past 10:00 p.m. **No guests will be permitted.** All students are encouraged to participate.

Health and Safety

Accidents, Reporting of

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

First Aid

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

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

If an employee present is qualified to administer first aid, aid may be given.

Health Screenings

The school nurse or designee will be conducting vision, hearing, dental, and other testing as required. A written parent request is required to opt out of these screenings.

Supervision of Medications: (See JGFGBA)

The supervision of oral medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses unless authorized.

In certain circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. (See JGFGBA) Copies of the required forms are available in the back of this handbook.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of a non-prescription medication when requested in writing by the parents. The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of a licensed medical person. Two containers, one for home and one for school should be requested from the pharmacist.

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

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. The out-of-date stock should be returned to the parent. Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

After the medication is administered, students should be observed for possible reactions to the medication. This observance may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of the medication, time and date(s) administered, the signature of person administering, and a section for comments.

Supervision of Medications:

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

As used in this policy medications means medicine for the treatment of anaphylactic reactions or asthma which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has the authority to prescribe drugs pursuant to a written protocol with a responsible physician. (Also see JGFGB)

Student Eligibility

The self-administration of medication is allowed for students in grades 6-12. To be eligible, a student shall meet all requirements of this policy. Parents/guardians shall submit a written statement from the student's health care provider stating:

- The name and purpose of the medication;
- The prescribed dosage;
- The conditions under which the medication is to be self-administered; and
- The length of time for which the medication is prescribed

The statement shall also show the student has been instructed on self-administration of the medication and is authorized to do so in school.

Authorization Required

The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on self-administration of the medication and is authorized to do so in school. The student's parent or guardian shall provide written authorization for the self-administration of medication. Annual renewal of parental authorization for the self-administration of medication may be required.

Employee Immunity

A school district, and its employees and agents, which authorize the self-administration of medication in compliance with the provisions of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The school district shall provide written notification to the parent or guardian of a student that the school and its employees and agents are not liable for any injury resulting from the self-administration of medication.

Waiver of Liability

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

any claims relating to the self-administration of such medication. The provisions of this policy shall expire on June 30, 2005 (Kansas Law.)

Inoculations

Immunization updates are required before students enter preschool and kindergarten. Our school nurse gives this information to parents at the end of each school year. Our school nurse continuously monitors all immunization records for every student for needed immunization updates. All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required. Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during an outbreak.

Communicable Diseases

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

COVID-19: as a result of the uncertainties and need to be fluid when making decisions regarding COVID protocols, information can be found on the district's website at www.usd399.com

Headlice: KDHE Headlice Guidelines – Kansas regulations do not require individuals with head lice or nits to be excluded from school or child care. The Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the National Association of School Nurses advocate that children should not be excluded for lice or nits. Students with head lice are no longer required to be excluded from school. It is recommended students are sent home at the end of the day and treated before returning. USD 399 provides kits for families to enable timely treatment prior to students returning to school.

Safety

Safety, courtesy, and respect should be shown to all people at all times. When given a direction by an adult, students are expected to comply with the instructions immediately. In order to keep students safe, it is necessary for students to exhibit appropriate behavior. Failure to follow rules may result in the loss of privileges. Skateboards, scooters, and rollerblades will not be allowed in the school buildings. If your child rides them to school, they will need to leave them at the bike rack before entering the building. The district suggests having a lock on them if you are concerned about theft. Hoverboards or electrically powered skateboards or scooters are not allowed on school grounds. Heelys are not to be used inside the school building.

Drills

Fire, tornado, and crisis drills are held at irregular intervals throughout the school year. The alarm for a fire drill will be a continuous horn blast. Students are to pass quickly from the buildings according to a prearranged plan. The alarm for a tornado drill will be a continuous

ringing bell. Students are to pass quickly and quietly to their designated area according to the prearranged plan. Crisis drills will be announced over the intercom with specific directions. Order is essential to ensure the safety of all. Fire & Tornado Drills will receive the all-clear with a verbal release. Students and Staff will be released from Crisis Drills according to the Crisis Plan protocol. **Assistance to the handicapped:** A person will be assigned to assist each developmentally or physically disabled person to the appropriate location in case of an emergency.

Weather Emergencies

KRSL 95.9 FM, Russell radio, and KWCH & KAKE TV are all contacts our school district uses when having a late start or not having school because of bad weather. Announcements will also be made using the District Facebook page, Parent Email, and the District All-Call System. These announcements will be made as early as possible. If no announcements are made, buses will run and the regular classes will be held. If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. This may include holding one or more of the buses to wait for favorable and safe weather. Parents will be notified using the All-Call system. Parents may come and pick their children up at school if they choose. Students shall be released according to board policy for the release of students during the school day or adopted crisis plan.

School Property

Appropriate Use of Equipment and Supplies

The use of equipment and supplies is for the performance of official and approved assignments only. The use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

Computer Use

USD #399 provides Internet access to students and teachers. If a student views something that is of questionable taste, they are obligated to report that immediately to an adult. The student should put the laptop screen down or turn off the monitor on the desktop computer. The student should not shut down the machine. The Internet is an electronic highway connecting hundreds of thousands of computers around the world, and millions of individual subscribers. Students and teachers have access to electronic mail, information databases, electronic discussion groups, public domain software, and access to many library card catalogs including the Library of Congress. Our connection to the Internet expands the resources available to our staff and students. The use of instructional technology, including information retrieval systems, at school is a privilege, not a right. Activities while using technology must be in support of education and research and consistent with the objectives of the USD #399 Public School System.

Inappropriate use of technology privileges by any person, as outlined below, will result in disciplinary action by school officials, which may include privilege revocation and/or legal action. Any person using technology equipment at a school site is responsible for all activities which take place through the use of his or her account and/or assigned equipment.

The following actions are NOT acceptable use:

Security and Vandalism

- Knowingly giving one's password to others.
- Using another person's password.
- Circumventing security measures.
- Falsifying one's identity to others.
- Attempting to harm or destroy data or equipment (including uploading, introducing, or creating computer viruses).

Information: Files, Data, Text, Graphics

- Obtaining unauthorized access to restricted or confidential information.
- Changing or deleting any file or data that does not belong to the user.
- Sending or receiving copyrighted materials without permission (including software, text or graphic images).
- Downloading or viewing inappropriate content including but not limited to pornographic material, photos, or literature.
- Downloading music, videos, or other material not part of a class assignment.

Internet/E-Mail

- Using impolite, abusive, or otherwise objectionable language in either public or private messages.
- Placing unlawful information on the Internet.
- Using the Internet illegally in ways that violate federal, state, or local laws or statutes.
- Sending messages that may result in the loss of a recipient's work or systems.
- Sending chain letters or pyramid schemes to lists or individuals.
- Using for commercial purposes.
- Using for political lobbying or election campaigning.
- Knowingly sending or receiving pornographic or sexually explicit material, text files, or files dangerous to the integrity of the network.
- Attempting to gain access to another's resources, programs, or data.
- Downloading or installing any commercial software, shareware, or freeware unless directed to do so by the system administrator.
- Subscribing to Listservs, Usenet news, and discussion groups unless approved in advance by the system administrator.

Being connected to the global community through electronic mail and telecommunications tools produces responsibilities for students as well as opportunities. The Board of Education expects students using telecommunications tools and electronic mail will do so in ways that are appropriate and that enhance the performance of tasks and assignments. The usage of these tools will be monitored by and at the discretion of classroom teachers. Communication over the Internet and networks is not private. The network supervisor(s) may/can and will review and inspect directories and messages. Supervisors and administrators may/can examine communications in order to determine compliance with **acceptable use guidelines**. Monitoring and review of communications may take place at any time. The district reserves the right to access stored records. Courts have subpoenaed old messages. The use of USD #399 technology and electronic network system is a privilege, which may be revoked at any time.

Student Discipline (computer use)

Student discipline will be enforced by the administration. The administration reserves the right to implement an appropriate level of punishment determined by the facts and severity of the violation, including, but not limited to the following:

1. The student loses access to the information retrieval system or equipment until a parent conference is held. Additional loss of privileges will be discussed at this conference.
2. In the case of repeated violation, patterns of the violation, or flagrant violation, the student may be removed from all information retrieval system privileges for the remainder of the year (or remaining school years) and suspension from school may be recommended.
3. A student may be expelled from school if she/he engages in conduct that contains the elements of the offense of criminal mischief as defined by state and federal law. Any such violations will be reported to the appropriate authorities. A student expelled for misuse of technology will lose computer privileges for up to 186 days.

Lockers

Lockers in the district schools shall be under the supervision of the building principal and/or coach and assigned to the student to store necessary school materials and clothing. All students in grades 6-12 will have the opportunity to be issued a school owned combination lock for use on their lockers to help secure valuables. It is the responsibility of each student to ensure their lockers are secured. The combinations and/or keys to all locker locks shall be in the sole possession of the coach and stored in a place designed to guard against unauthorized access or use. The principal or his designee may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students shall not place locks, other than those issued by the school, on any locker.

Use of Trained Dogs to Search: JCAB-R-2

At the request of the administration or U.S.D. 399 Board of Education, law enforcement officers, or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health welfare, and safety of students and/or district employees.

This search will be unannounced. During each visit student lockers, hallways, book bags, and classrooms will be searched for illegal contraband. If the canine hits on a locker, book bag, notebook, or vehicle the student will be informed and provided reasons for the need to have contents searched. If illegal contraband is found, parents will be notified as well as the appropriate law enforcement agency.

Student Services

Academic Counseling

Students are encouraged to talk with a school counselor, teachers, and administration in order to learn about the curriculum and other academic issues. The counselor can provide information about a variety of topics.

Personal Counseling

The counselor is available to assist students with personal and academic concerns. The counselor may make available information about community resources to address personal

concerns. Students who wish to meet with the counselor should schedule an appointment at a time that is mutually agreeable.

Library

Students are invited to use the library at a scheduled time during the school day. There is a cart in the library where library books are to be placed when they are returned. If a student loses a book, he/she will be expected to pay for the replacement of that book. Replacement books cost approximately \$15.00 each. When checking out a book, please write your first and last name in the blank, as well as your grade. **Students who have overdue books will follow the same guidelines as academic eligibility which will be checked at noon on Monday.** You will be allowed to check three books out at one time. Encyclopedias and other reference materials may be taken to the classroom, but they cannot be checked out to go home with a student. Please do not re-shelve books you are returning.

Tutoring

The student's teacher will assist in deciding if a student needs tutoring. The classroom teacher and/or Title I teacher will tutor students.

Food Service

Parents will be notified when their child has five punches left on a card. They will again be notified when they have reached zero. A final notice will be sent when they have used two unpaid punches.

Breakfast will be served Monday through Thursday starting at 7:30 a.m. Students who eat breakfast should arrive at 7:30 a.m. so they can be ready for class to begin at 8:00 a.m. All students are welcome to eat breakfast.

If you would like to eat with your child, please call at least 24 hours in advance so that the cooks can prepare an additional meal. Lunch may be purchased from the lunch program or brought from home but cannot be brought from an outside vendor like Pizza Hut or Subway. Milk may be purchased to supplement lunches brought from home.

Preschool and Kindergarten milk is offered as-is afternoon milk for grades 1-5.

Free or reduced-price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules, and regulations governing this program shall be provided by the administration to students or their parents at enrollment or at any time during the year. Free or reduced lunches do not include extra milk or milk for snacks.

Unpaid Meal Charges

Notices will be sent by the secretary on a regular basis to notify parents that students will not be allowed to charge extra milk once the account is negative or at a zero balance. If no effort is made to pay, the debt may be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If no attempt is made to pay the debt within 10 days of mailing the final notice of a negative account balance under policy DP, the debt will be turned over to the State of Kansas Set-Off Program. Information on the program can be found at KSSetoff@ks.gov. Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs. The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students who transfer into the district at the time of transfer. Records

of how and when it is communicated to households will be retained. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy.

Special Dietary Needs (2004 Federal Legislation)

At enrollment, parents will be given a Special Dietary Instructional Sheet. It is the parent's responsibility to notify the school if a modification of the school menu is needed and to turn in the informational sheet prior to the first day of school. A Care Plan from a medical professional is required for modifications impacting other students.

Student Lunch Prices

Reduced meal prices are \$0.30 for breakfast (a card of twenty is \$6.00) and \$0.40 for lunch (a card of twenty is \$8.00.)

Regular prices for **Pre-K-12 breakfast** are \$2.25 each or a card of twenty is \$45.00.

Elementary Lunch prices are \$3.00 each or a card of twenty is \$60.00. **Jr/Sr High Lunch** Prices are \$3.50 each or a card of 20 for \$70.00.

Preschool milk, kindergarten milk, afternoon milk, and extra milk costs \$0.55 each or \$11.00 for a card of twenty. Extra milk with meals will only be allowed if a parent sends a note and it is paid for in advance. The free/reduced program does not include an afternoon or extra milk.

Adult and Guest Lunch

The price for an adult lunch is \$4.00. The price for a guest student lunch is \$3.00 at NES and \$3.50 at NHS.

Please make payment with exact change or a check, as large amounts of cash are not kept on hand.

Closed Lunch

Students will either be expected to participate in the USD 399 Food Service Program or bring a meal prepared at home. Because of the federal guidelines for food service, food from restaurants will not be allowed except when a class has made arrangements with the office and Food Service Manager prior to the event (example: pizza parties). Teachers have the discretion to have exceptions for the entire class. (I.E. Birthday party, occasional class rewards, etc.).

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

APPENDIX A

Accident Report Form

A student who has been injured on school property must fill out an accident form as soon as possible following the injury.

School Name:	
Your Name:	
Your Home Address:	
Your Home Phone Number:	
Social Security Number:	
Date of Accident:	Time of Accident:
In your own words, describe what happened:	
What physical problems are you experiencing as a result of this injury?	
Did you report this injury to a school employee?	If not, why not?
Date Reported:	Employee's Name:
What were you doing at the time of the accident?	
Were there any witnesses?	If yes, who?
Did you go to the hospital/clinic?	
Address of hospital/clinic:	
Name of treating physician:	
Additional comments:	
Date:	Signature:

APPENDIX B

MEDICATION GUIDELINES

1. The parent/guardian should administer the initial dose and observe the student for about 20 minutes.
2. Written permission from the physician or dentist should accompany all prescription medication to be administered. Over the counter drugs such as Tylenol, Midol, cough syrup, cough drops, inhalers, etc. may be self-administered through the office if the parents/guardian provide the medication. The permission form must be signed by the parent/guardian. The school administrator has the authority to deny the use of over-the-counter drugs. The letter/note from the parent must be kept on file until the end of the school year. Aspirin based medication is not recommended for students under 18 years of age.
3. The physician/parent permission form should be dated and should identify the medication, dosage, reason for the medication, time of day to be given, and the anticipated number of days to be provided.
4. Any changes in medication or dosage will require a new permission form.
5. The official prescription container should accompany all medication. Two containers, one for home (if needed by the parents) and one for school should be requested from the pharmacist. Parents are to bring the medication to the school secretary or nurse.
6. Only oral or topical (medications for the skin) medications should be administered except in emergency or anticipated health crisis situations. Exceptions to this could be the administration of eye drops and ear drops. For extra-curricular activities, the sponsor/coach is responsible for maintaining inhalers and returning them to the office the next morning.
7. Registered nurses or physicians should be responsible for the overall administration of all medication in schools. Administration may be delegated to a licensed practical nurse or an unlicensed staff member after receipt of the medication, signed parent and physician forms, and initial assessment of the student by the school nurse (if available).
8. An individual record should be kept of each medication administered. The record should include student identification, initial nursing assessment, physician prescribing medication and phone number, date prescribed, name of the medication, time to be given at school, and an anticipated number of days to be given, possible side effects, the signature of the person administering, identification of person if medication administration is delegated, a log of medication given and a section for comments.
9. All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration. A small locked container can be maintained in the refrigerator rather than locking the appliance itself.
10. The out-of-date stock should be picked up by a parent. Needles and syringes should be sealed in a puncture-proof container and properly disposed of.

APPENDIX C

Permission for Medication

Name of Student:	
School:	Grade:
Teacher:	
Medication:	Dosage:
Date Started:	
Time of day medication is to be given:	
Date:	Signature of Physician

I hereby give my permission for _____ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription pursuant to a parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

Date:	Signature of Parent or Guardian
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NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and times to be administered.

APPENDIX D
Transportation Waiver

I, _____, give permission for my child _____, to
Parent/Guardian *Student*
leave school grounds unescorted. I understand that my child will, therefore, be permitted to leave the school premises for the sole purpose of attending Career and Technical Classes at the Hays campus. As a result, I am assuming full responsibility for my child's safety knowing he will travel 46 miles one way to participate in the _____ technical program. I understand that I will need to inform the school if I do not want my child to be dismissed early at any given time.

I understand and agree that the USD 399 Board of Education, its officers, agents and employees are not responsible, nor does the Board assume liability for any injuries, losses or damages related to and/or resulting from my decision to have my child leave school grounds unescorted.

As such, I am accepting full responsibility for any injury, loss or damage which may occur in connection with the release of my child from school grounds unescorted. I hereby indemnify, release and hold the Board, its officers, agents and employees harmless from any liability, loss, damage, claims or actions, including reimbursement of reasonable attorney's fees, that may arise out of and in connection with my decision to authorize my child to leave school grounds unescorted.

Consequences for decision making not aligned with school district policies:

- Level 1: Written Warning
- Level 2: Parent - Student Conference - revoke
- Level 3: Loss of Credit -

This notice shall be valid for the entire school year, unless I advise the Principal in writing otherwise.

Print Name of Parent/Legal Guardian

Print Name of Student

Parent Cell Phone Number

Student Cell Phone Number

Parent/Legal Guardian Signature

Student Signature

Date

Guidance Counselor's Signature