

*USD 405
PARENT-STUDENT
HANDBOOK*



2023-2024

BOARD OF EDUCATION APPROVED: April 10, 2023

USD 405 MISSION STATEMENT

USD 405 will be accountable for providing a balanced quality education in a positive environment where each student will develop into a self-reliant, life-long learner, with the ability to meet society's challenges.

USD 405 DISTRICT OUTCOMES

Appreciation of Self and Family: the school will provide opportunities for each student to demonstrate: a positive self-esteem; independent learning skills; integrity; self-discipline; a desire to learn; a healthy attitude toward change; a willingness to take on difficult challenges.

Acquisition of Skills for Life and Work: The school will provide opportunities for each student to acquire a core of knowledge necessary for success in a changing world; higher level thinking; problem solving; and decision making.

Appreciation of Life: The school will provide opportunities for each student to recognize the potential of improving the quality of life through the following areas: physical health; mental health; the arts; the humanities; technology and studies of the natural world.

Appreciation of Others: The school will provide opportunities for each student to exhibit patriotism; citizenship; respect for authority; and service to others.

PHILOSOPHY

We Believe ...

- 1. That it is the school's responsibility to provide a positive climate for learning.*
- 2. That the school should emphasize positive incentives and recognition, which promote self-discipline.*
- 3. That discipline is an essential part of education.*
- 4. That students have rights and responsibilities.*
- 5. That school rules should be established and understood by parents, teachers, and students.*
- 6. That parents should be deeply involved in the discipline of their children.*
- 7. That parents, teachers, and administrators should help students work toward self-discipline, self-control, and self-responsibility.*
- 8. That disciplinary action should be in accordance with the policy of the Board of Education and as stated in the State of Kansas laws.*

This handbook has been combined for all school buildings within our district. Therefore, there will be items within that are not relative to your student/child's grade level.

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ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

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

ADMISSION

SCHOOL ADMISSIONS

Students who have attended a non-accredited school will be tested for appropriate placement. These placement tests will be used to assist the administration, parents, counselor, and teaching staff in determining grade level and class schedules for these incoming students.

ALCOHOL/TOBACCO/DRUG USE

ALCOHOL USE Policy JCDAB

PORTABLE BREATH SCREENING DEVICE

USD 405 students attending any school-sponsored activity, regardless of location, may be subject to an alcohol breath screening as follows:

USD 405 students also may be subject to an alcohol breath screening at any attendance center during regular school hours, or on school grounds at any time if the school administration has a *reasonable suspicion of alcohol consumption. Guests – Guests who are minors may be asked to participate in the alcohol breath screening process. Should a guest test positive or refuse to be tested, they:

- Will be denied entrance to, or removed from, the activity, attendance center or school grounds.
- Will have their parents, guardians or an adult, age 21 or over, designated as the parent's representative contacted, informed of the positive test or refusal to test and be required to remove the guest from school and/or activity.
- If the school is unable to make contact with the parent, guardian or an adult age 21 or over designated as the parent's represented to remove the guest, the guest is 18 or older and has made no designation, the school may contact law enforcement.

STUDENTS WHO TEST POSITIVE:

- Will be denied entrance to, or removed from, the activity, attendance center or school grounds, receive consequences according to USD 405 policy.
- Will have their parents, guardian or an adult, age 21 or over, designated at the parent's representative contacted, informed of the positive test and be required to remove the student from school and/or activity.

STUDENTS WHO REFUSE TO TAKE THE TEST:

- Will not be forced to take the test,
- Will be denied entrance to, or removed from the activity, attendance center or school grounds,
- May receive consequences according to USD 405 policy.
- Their parents, guardian, or an adult, age 21 or older, designated as the parent's representative will be contacted and informed of the refusal.
- If reasonable suspicion of alcohol consumption exists, the parent, guardian, or an adult, age 21 or over, designated as the parent's representative will be contacted and required to remove the student from the school and/or activity.

REMOVAL:

- If the school is unable to contact the parent, guardian or an adult, age 21 or over, designated as the parent's representative to remove the student, the student is 18 or older and has made no designation, the school may contact law enforcement.

*REASONABLE SUSPICION:

- When one or more of the following behaviors is noted by an administrator or reported to an administrator: odor of alcohol, slurred speech, difficulty with balance/equilibrium, observed drinking from or in possession of a suspicious container.

USE OF TOBACCO PRODUCTS IN SCHOOL BUILDING

The use of tobacco products in any form is prohibited in any school building or property (owned, leased or rented by the district) or while involved in extra-curricular activities. (Effective 7-1-95)

The use and/or possession of tobacco, in any form is prohibited on school property and while attending school activities. Any student violating this policy may be disciplined by the Level IV discipline measures.

DRUG FREE SCHOOLS JDDA

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, or distribution of illicit drugs, drug paraphernalia and alcohol by student on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, Public Law 102-226, 103 st. 1928.

ATTENDANCE

ABSENCES, TARDIES, AND STUDENT PICK-UP AFTER SCHOOL

- If your child is absent, please contact the building office by telephone or e-mail before the start of the school day.
- If the office has not received notice by 9:00 a.m., the school will contact the home by phone or home visit.
- If the office has not received notice of the student's absence or tardy by 11:00 a.m., it will be considered an unverified absence for that day.
- If you need to take your child from school for any reason during the day, please check out through the office.
- Valuable instructional time is lost when a child is tardy. Tardies must be verified by parent or guardian and told to the office. If the office is not told why the student is late, it will be counted as an unverified tardy. Four unverified tardies in a nine-week period will equal one unverified absence.
- Your student's safety is a top priority. Please ensure that your student is picked up on time when students are released. If an emergency or the regular practice of pick-up changes, you **must contact the office** so appropriate communication can be given to the teacher to release the child to the appropriate person.
- If your child has been sick for three **consecutive** days or more, a doctor's note must be given to the office to be readmitted.
- When the school day is over, students will be released by their teacher. Students will only be released to their parents, guardians or the assigned and documented release person. When the temperature and windchill is a subfreezing temperature, below 20° F, parents are requested to come inside and get their child.

INTERPRETATION OF ATTENDANCE POLICY

Reasons for Excused Absences

1. Personal Illness
2. Appointments—Medical, Dental, Legal. Prior notice is required of these absences.
3. College Day—2 per year for both Juniors and Seniors—arrangements made in advance with the Counselor.
4. Family Crisis/Funeral
5. School Trips
6. Family Vacations—Only one per year and no longer than 5 consecutive days.
7. Special situations as determined by the Principal or his/her designee.

Reasons for Unexcused Absences

- | | |
|----------------------------------|--|
| 1. Vacations—unless with parents | 7. Missing the Bus |
| 2. State Fair | 8. Working |
| 3. Shopping | 9. Car Trouble |
| 4. Senior Pictures | 10. Skipping School |
| 5. Hair Appointment | 11. Other as determined by the Principal |
| 6. Oversleeping | |

TRUANCY AND REPORTING TRUANCY

Students shall be reported truant to DCF after three consecutive unexcused absences, five unexcused absences in a semester or seven unexcused absences in a year, whichever comes first. (See Kansas Law K.S.A. 72-1113 and policy JBE.)

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.*

BULLYING

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

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

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement. Approved: 9-10-2007

BUS GUIDELINES AND REGULATIONS FOR USD 405

1. The bus driver shall be in charge of all passengers while they are riding, loading on or unloading from the bus. He/She shall have the authority to assign a seat to each passenger.
2. Passengers are to be sitting in the seats and not moving about while the bus is in motion.
3. The aisles are to be kept clear.

4. The passengers, except for emergencies or loading equipment, shall not use the emergency exit.
5. Passengers shall not extend any part of their body out of the bus windows.
6. Passengers are not to throw anything in the bus or out of the windows.
7. Passengers should be reasonably quiet when traveling. Being loud and using bad language is not appreciated by other passengers and may be distracting to the driver.
8. Passengers should take care not to damage the bus in any way. They should not bother with any of the driver's controls for the bus.
9. Tobacco, alcoholic beverages or illegal drugs shall not be consumed or carried on the school bus.
10. All students associated with an activity or field trip must go and return by school transportation unless permission is granted by the principal or A.D. prior to the trip. A coach or sponsor of the activity may honor emergency situations.
A student who violates any of these regulations shall be reported to the principal or designee for appropriate action to be taken.

SHUTTLE BUS SERVICES

A school-to-school shuttle is provided for K-12 students. Your child will be transported from the closest neighborhood elementary school to his/her attendance center by morning shuttles. A shuttle service will transport students from Park to both Central/Middle School/High School and Cornerstone Daycare in the afternoons. Rural services are provided to students living outside the city limits, but within district boundaries. For transportation in the country call the transportation director at 257-5114 ext. 420.

CELLULAR PHONES AND ELECTRONIC DEVICES

Cellular phones and electronic devices shall not disrupt the educational process. Cell or telephone use for non-instructional purposes is not permitted in class during instructional time without prior approval of the principal except for emergency situations.

Cameras and any other item capable of making pictures are banned from the bathrooms. Any electronic item (cameras, music devices or other devices) used in the classroom may be confiscated by teachers that prohibit usage in their classrooms.

CONFERENCES

PARENT - TEACHER CONFERENCE

Conferences are held twice a year as scheduled on the District Calendar. Teachers will contact parent(s) a week or two prior to the conference and schedule a time specifically for the parent(s). Please be on time. If a conference is missed, the school will try to contact the parent(s) to reschedule or send a written progress report.

COMPUTER USAGE

COMPUTER USE GUIDELINES FOR STUDENTS

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

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

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network facilities. Students are also expected to realize that the opportunity to use the network and the Lyons school facilities go hand in hand with using computer hardware, software, and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

1. Before use, students and/or parents may be required to attend a presentation on the aspects of security and ethics involved in using the Lyons schools' network.
2. Students may not allow others to use their account name and/or their password. To do so is a violation of the Acceptable Use Policy.
3. Any action by a student that is determined by his/her classroom teacher or a system administrator to constitute an inappropriate use of the Internet at any Lyons school's facility or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.
4. Transmission of material, information, or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the Acceptable Use Policy.

Violating the Acceptable Use Policy may result in:

- ✓ Restricted network access,
- ✓ Loss of network access,
- ✓ Disciplinary or legal action including, but not limited to, suspension from school or criminal prosecution under appropriate state and federal laws.

COUNSELING SERVICE

School counselors are available for listening to and working with individuals or small groups. The counselors work on a referral basis with teachers as well as parents and are available throughout most of the school day.

DISCIPLINE

USD 405 DISCIPLINE GUIDE

USD 405 understands the many roles expected of schools and recognizes that none is more important than the teaching and learning of the intended curriculum for all students. The intended curriculum is any subject area that has a designated curriculum that is expected to be taught: i.e., math, science, PE, music, and technology.

It is very obvious that instruction techniques, curriculum work, and forms of assessments are means to support the teaching and learning of the intended curriculum. It should be just as obvious that the discipline process is also a means to support the teaching and learning of the intended curriculum. Without the proper learning environment, teaching and learning will be greatly hindered.

To ensure a productive teaching and learning environment for all, USD 405 is committed to maintaining a safe environment, an orderly environment, and a productive classroom environment in all schools and at all school activities. To ensure the structure and consistency necessary to maintain such a positive teaching and learning environment, USD 405 has implemented a discipline process built on a foundation that consists of:

1. a definition of discipline;
2. belief statements regarding the handling of behavior, and;
3. expectations for staff, student, and parent behavior.

This foundation is the basis for all decisions made in the handling of discipline situations, as well as the daily treatment of all.

This discipline guide has been developed to acquaint the staff with the chosen discipline process for USD 405. All staff members are expected to internalize the discipline foundation and respond in all discipline situations accordingly.

USD 405 DISCIPLINE GUIDE STUDENT EXPECTATION

This discipline policy is designed to teach, model and use appropriate consequences to ensure a safe, orderly and productive learning environment and to exercise reasonable methods to change unacceptable behavior to acceptable ones. The discipline policy is intended to be fairly and equally enforced and is designed to respond with an appropriate discipline to violations of the behavior code. To accomplish this goal, USD 405 requests the support of the staff, students, parents, and the community.

Part I. Expectations

To maintain a safe, orderly, and productive classroom environment, staff, students and parents will be expected at all times to:

- demonstrate self-respect, respect for others, and respect for all things in their environment;
- help maintain for all individuals at school and at school-related activities, a safe and orderly environment using self-discipline;

- handle all conflicts without the use of violence or threats of violence and with respect for the rights of all;
- be on task at all times while in the classroom or other learning activities;
- complete all academic tasks; and
- assist misbehaving students to change their unacceptable behavior to acceptable behavior.

Part II. Levels of Misbehavior

The identified levels of misbehavior and the possible consequences for each level are designed to ensure a safe and orderly learning environment.

LEVEL 4: Safe Environment. Behaviors that cause or contribute to an unsafe environment will not be tolerated. Behaviors that are intended to physically harm, threaten, intimidate, harass, or are illegal will not be tolerated and will be dealt with immediately. The BOE has established certain behaviors as being non-negotiable behaviors as set forth by Part III of the discipline guide. Examples of this type of behavior and activity include, but are not limited to the following:

- Fighting - Unauthorized or unwanted touching of another;
- Threats - intimidation, assaults, harassment;
- Sexual harassment of any kind;
- Arson;
- Theft.

Also, the attempt to do any of these prohibited activities, or others which adversely impacts a safe school environment, may also be subject to the same disciplines as the behavior itself. When required by law or deemed appropriate by the administration, Level 4 behaviors or activities will be reported to the appropriate law enforcement officials.

LEVEL 4: DISCIPLINE. Violations of Level 4 shall be dealt with to assure a safe environment. The possible discipline for such behavior may include any or a combination of the following:

Minimum - Immediate detention;

- In-school suspension;
- Alternative school;
- Out-of-school suspension, either of a short or long term;

Maximum - Expulsion (up to 186 school days).

LEVEL 3. Orderly Environment. Behaviors that may not necessarily cause harm or affect the safe environment, but are disruptive, disorderly or interfere with teaching and learning will not be tolerated. The following are examples of such type of actions and behaviors, but are not intended as a complete and inclusive list:

- Loud and disruptive conduct;
- Destruction or defacement of property;
- Conduct intended to disrupt and interfere with a learning environment;
- Unexcused absences, truancy, tardy;
- Inappropriate use of motor vehicle;

- Offensive, obscene and inappropriate language or actions;
- Possession of tobacco products.

LEVEL 3. DISCIPLINE. Violations of Level 3 shall be dealt with as quickly as reasonably possible to assure an orderly environment. Possible disciplines for such behavior may include any of the following or in combination:

- Minimum - Verbal reprimand;
- Removal from classroom or activity;
- Immediate detention;
- Loss of school privileges;
- Conference with parents, school authorities;
- Behavioral contract;
- In-school suspension;
- Alternative school;
- Out-of-school suspension;

Maximum - Expulsion from school (up to 186 school days).

LEVEL 2. Productive Learning Environment. Misbehavior and inappropriate actions that take place in the classroom or at other school activities that interfere with learning and activities include, but are not limited to, the following:

- Failure to follow reasonable request of teacher, staff, or other authorized person;
- Talking without permission;
- Disturbing others inappropriately;
- Being out of seat without permission;
- Showing disrespect/defiance;
- Using equipment improperly.

LEVEL 2. DISCIPLINE. Violations of Level 2 shall be handled by the teacher, staff or other authorized person to assure a learning environment. Possible discipline for violations of Level 2 may include any or a combination of the following:

- Minimum - Verbal reprimand;
- Isolation;
- Immediate detention;
- Parent conference;
- Behavioral contract;
- Referral to Supervisor;
- Removal from classroom/activity;
- In-school suspension;

Maximum - Alternative school.

LEVEL 1. Productive Personal Environment. Misbehaviors that relate primarily and effects on the disruptive student, includes but not limit to.

- Not having appropriate equipment and materials;
- Sleeping;
- Being off task, but not disrupting others;
- Failing to turn in homework/failing to complete assignments;

- Failing to dress out for P.E.

LEVEL 1. DISCIPLINE. Violations of Level 1 shall be handled as deemed appropriate within a reasonable time by the teacher, administrative staff, or other authorized persons. Examples of possible discipline for violations of Level 1 include, but are not limited to, the following:

- Minimum - Informal talk;
- Verbal reprimand;
- Isolation;
- Detention;
- Parent conference;
- Behavioral contract;
- Referral to supervisor;
- Removal from classroom/activity
- In-school suspension;

Maximum - Alternative school.

Loss of Activity Privileges: Any student disciplined with expulsion or out-of-school suspension shall not be permitted to participate in any school activities during the duration of the discipline.

Repeated Violations: Repeated violations of the behavior code may be reason to increase the severity of any discipline.

Part III. Non-negotiable Behaviors

USD 405 has established certain misconduct and misbehavior that cannot and will not be tolerated at any time, in any form, on any school property, or at any school activity. The following identified behaviors, actions or activities constitute such “non-negotiable behaviors,” and the stated discipline shall be followed:

1. Possession of Weapon. 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 shall not be limited to:
 - a) any item being used as a weapon or destructive device;
 - b) any facsimile of a weapon;
 - c) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - d) the frame or receiver of any weapon described in the preceding example;
 - e) any firearm muffler or firearm silencer;
 - f) 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 inch in diameter;
 - g) any weapon which will or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter;

- h) any combination of parts either designed or intended for use in converting any device into destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- i) any bludgeon, club, metal knuckles or throwing star;
- j) any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward downward or centrifugal thrust or movement;
- k) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession. Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement to modify on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

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

*JDC Probation

Any punishment, suspension or expulsion may be deferred by the person having authority to do so, and the student involved may be placed on probation for a set period. Said punishment, suspension or expulsion shall remain deferred so long as the conditions of probation are met by the student. Approved 08/02/94

2. Possession, Use, Sale, or Distribution of Illegal-Drugs and Alcohol. Maintaining schools free of drugs and alcohol is essential to an appropriate learning environment. No person shall possess, use, sell or distribute any illegal drug, drug paraphernalia or alcohol on any school property or at any school activity or traveling to or from a school sponsored event is strictly prohibited. Any student who consumes any alcoholic beverage or illegal drug before entering upon school property or attending school activities may be suspended, shall be refused entrance, admission to school and may be suspended or expelled from school in accordance with the provisions of JDD and state law. For purposes of this section, "illegal drug" shall mean a drug or other substance identified under schedules I, II, III, IV or V in 21.S.C.812, but does not include drugs legally possessed or used under the supervision of licensed health care professional or that is otherwise legally possessed by law.

DISCIPLINE. Any person violating this policy shall be suspended either short term or long term or expelled for up to 186 school days. Prior to such discipline, the student shall be afforded his/her due process rights in accordance board policy and Kansas law. Nothing in this policy is intended to prohibit the district to take other disciplinary actions against the student in accordance with the discipline policy. Drug and alcohol counseling and rehabilitation programs are available to students. A list of such programs along with names and addresses on contact persons is on file with the board clerk. If the student agrees to enter into such program, the cost shall be borne by the student and/or his/her parents. Students or parents should contact the directors of the programs to determine the cost and length of the programs.

Part IV.

1. Academically Productive Classroom. To promote an academically productive learning environment, the district shall not allow the behavior of any student (s) to interfere with the student's opportunity to learn and the teacher's responsibility to teach. Whenever a student is asked to stop a behavior deemed disruptive by a teacher, administrator or other authorized person, the student shall be expected to stop the behavior immediately. The following procedure should be followed, when possible, when a student is disrupting the learning of others:
 - a) The teacher will identify the disruptive behavior and ask the student to discontinue the behavior immediately.
 - b) If the student stops the behavior, the teacher will continue with the learning activity.
 - c) If the student does not respond appropriately to the teacher's request, he/she will be asked to leave the classroom. The student will be expected to go to the time out area.
 - d) If the student refuses to immediately leave the room, the teacher will call the office for someone to escort the student out of the classroom. The student will be brought to the principal's office.

2. Alternative Learning Policy. USD 405's priority of the teaching and learning of the intended curriculum still applies when a student chooses to misbehave. Students who choose to misbehave will not be excused from the first priority of teaching and learning the intended curriculum. The misbehaving student may be placed in any of three possible alternative learning activities:
 - a) ISS room that provides the student with the opportunity to work on basic skills through the use of computers or teacher-generated activities.
 - b) After school tutorial program that provides the student an opportunity to make up the assignment(s) missed due to his/her misbehavior.
 - c) Evening alternative program that provides the student with the opportunity to work on
basic academic skills, to assess his/her behaviors in order to assist in making better choices, and to better understand the role a quality education can play in his/her life.

DRESS CODE

STUDENT DRESS AND APPEARANCE GUIDELINES

Because of the relationship between appearance and appropriate behavior conducive to learning, in preparation to meet the dress expectations in future jobs and careers the Board of Education charges students with the responsibility to use common sense, decency and good taste in their clothing. What is fashionable is not necessarily appropriate for school dress. The district always reserves the right to regulate the dress and grooming of students. Students shall maintain an acceptable level of personal hygiene and students' attire will be neat and clean. The items contained within this dress code are not intended to be all inclusive, but examples. As the styles of dress and grooming change, so will the items that are and are not appropriate for school. When a student fails to comply with the dress code, they will be asked

to change clothing to an appropriate level. If necessary, parents will be asked to bring a change of clothes to school on request. If the student continues to be in violation of the dress code, they will enter the discipline policy. The guidelines below address proper attire.

1. All items apply to males and females alike and are in effect for the school day.
2. Dress for athletics and activities will be determined by the staff and is subject to administrative approval.
3. Tank tops or sleeveless shirts must have 2" or wider straps and must not be cut low under the arm. Shirts will be of appropriate length - Half-tops or tops that expose the mid-section, back or are inappropriately low in the front will not be allowed.
4. Skirts, shorts and holes in pants will be of appropriate length and tasteful. Those items of clothing that are considered inappropriate and are distracting to other students or staff will be addressed on a case-by-case basis. Examples of inappropriate dress: excessively short skirts, shirts and shorts, pajamas, tube tops, halter tops, see-through tops, spaghetti strap tops, open back shirts, bedroom slippers, blankets.
5. Pants/Shorts that don't sag and are worn on the waist or hips, not below.
6. Undergarments are not to be exposed (i.e., no see-through clothing, sagging, or spaghetti-type straps, undershirts designed to be worn as underwear without a shirt over it and buttoned/closed will not be allowed).
7. Hats, caps, bandannas, sweat bands, du-rags, scarves, hoods and other forms of headgear (on either males or females) is to be removed as you enter the building and is to be stored in your lockers. Sunglasses are not to be worn in the building (unless prescribed by a doctor and cleared with the school administration). When leaving, please carry your headgear until you exit the building. Exception: Headgear that promotes school spirit may be worn inside the gym for sporting events (but will be removed during tribute to the flag) & spirit week or otherwise approved by a school official.
8. Clothing with sexual connotation, alcohol, tobacco, or drug advertisements, and/or symbols that are antagonistic or inciteful; inappropriateness of a symbol will be at the judgment of the administration
9. Clothing or any other displays/inferences of obscene, offensive, disruptive, or violent acts/language shall not be permitted.
10. Gang-related clothing/appearance is not permitted. Wearing apparel/grooming must meet administrative and staff approval. Any staff member who deems a student has violated one of these guidelines may request that the student come into compliance.

Students who refuse will be sent to the office for appropriate disciplinary measures.

SUGGESTIONS FOR STUDENTS/PARENTS/TEACHERS TO DETERMINE APPROPRIATE DRESS: Sagging – It will be considered sagging any time a student's pants are down lower than their hips. This is with or without a belt! Can the student raise their arms above their head without showing any part of their stomach or midsection? Are the student's shirts, shorts or skirts are of the appropriate length and tasteful. Can the student bend or squat without exposing himself/herself?

DRILLS

FIRE, STORM, AND LOCKDOWN DRILLS AND ALERTS

Fire drills will be run once a month. Students should be familiar with the exit routes and pass in a quick but orderly fashion. In the case of a storm drill, students will proceed to their designated areas. Not following safety regulations or disrupting a fire, storm, or lockdown drills are against state law and school policy. Students who are disruptive or fail to follow instructions/procedures will be subject to discipline and possibly law enforcement intervention.

FOOD

BEVERAGES

All carbonated sodas/pop, except water, are prohibited in all classrooms and lunchroom except on special occasions.

BREAKFAST GUIDELINES

Breakfast will be served from 7:30 to 8:00 a.m. However, if a student arrives late and hasn't eaten breakfast they will be served a more portable breakfast.

CAFETERIA RULES/LUNCH RECESS

1. Students will display appropriate lunchroom expectations.
2. Students are encouraged to talk in normal voices.
3. Students must keep hands to themselves.
4. Students are encouraged to eat some of their lunch before eating desserts.
5. Students are encouraged to drink their milk if they don't eat anything.
6. Playground supervisors will aid in making decisions on whether the students go out for recess or stay in.
7. Students bringing lunches are requested to meet district nutritional guidelines.
8. **NO POP OR CANDY.**

FOOD SERVICE

- A breakfast and lunch program is available for all students attending USD 405.
- Students may carry their lunch and purchase milk. (No candy or pop).
- A student may go home for lunch if a parent or guardian picks them up from school.
- Parents are welcome to join their children for breakfast or lunch. Please call the school prior to 8:30 a.m. for lunch reservations; no breakfast reservations are necessary.
- Afternoon preschoolers may eat lunch at school. Please arrive at 11:45 a.m.
- The Food Service Department instituted a procedure that allows students in grades Pre-K to 12 to run a maximum negative balance equivalent to three paid or three reduced lunches. **No students will be allowed to charge breakfast.**
- Students in all grades who forget to bring lunch money will be allowed to charge 3 meals.

A note from your doctor is required if your child cannot have milk with either the breakfast or lunch program.

PARTIES

- Four seasonal parties will be planned during the year: Fall, Winter, Valentine's Day, and Spring. Room parents will be in charge of the events. These parties will be limited to 20 minutes of the school day.
- Only one **(pre-packaged)** snack and drink will be offered during each party.
- Parents may plan individual birthday celebrations by contacting the classroom teacher. These parties should be limited to 10 minutes. (no candy)
- Invitations to private parties may not be distributed at school unless all students of the same gender or the entire class receive them.
- No flowers, candy or balloons can be brought or delivered to your child at school.

RESTRICTED FOODS AND BEVERAGES **Food of Minimal Nutritional Value (FMNV)**

In May of 2006 USD 405 adopted the following goals as part of their district wellness plan at all attendance centers:

Items that are not to be served during the school day:

1. Foods and beverages for classroom rewards, parties and celebrations which do not meet the basic level guidelines for a la carte foods and beverages
2. Refreshments provided for students participating in school events which do not adhere to the basic guidelines for vended foods and beverages
3. Parents, teachers and organizations are informed about the nutrition guidelines and are encouraged to follow them.
4. 50 percent or more of fundraising activities will not involve the sale of food and/or beverages (elementary and middle schools only)

District Goals 1 and 2 clearly indicate that beverages and snacks that are provided for rewards, snacks, parties, and for refreshments during the school day are to be healthy and nutritious. **If the first three ingredients are sugar it is not considered a nutritious snack.** The following are examples of products that are considered FMNV and are not to be served during the school day:

Fruit Snacks- of any kind

Chewing gum – Includes any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing

Certain candies – Includes processed foods made predominately from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:

Jellies and gums – Include such foods as gumdrops, jellybeans, jellied and fruit-flavored slices.

Marshmallow candies

GANGS AND GANG ACTIVITIES

PROHIBITION OF GANGS AND GANG ACTIVITIES

No student shall commit any act which furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors, or symbols. Conduct prohibited by this policy includes:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which may be evidence of membership or affiliation in any gang;
2. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership or affiliation in a gang;
3. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
4. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity;
5. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
6. Soliciting others for gang membership;
7. Committing any other illegal act or other violation of school district policies that relates to gang activity.

HEALTH

HEAD LICE AND NITS

Students with head lice may be readmitted to school after they have begun treatment with an antiparasitic drug.

Students cannot be excluded from school after proper treatment if they have nits. School staff will monitor students as necessary but won't exclude students for nits that are dead after proper treatment. See Kansas Department of Health and Environment K.A.R. 28-1-6.

HEALTH TESTS AND INOCULATIONS STATE LAW 72-5209

Health tests and inoculations; certification of completion required, alternative; duties of school boards.

- a. In each school year, every pupil enrolling or enrolled in any school for the first time in this state, and each child enrolling or enrolled for the first time in a preschool or day care program operated by a school, and such other pupils as may be designated by the secretary, prior to admission to and attendance at school, shall present to the appropriate school board certification from a physician or local health department that the pupil has received such tests and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certified that the pupil has received the most recent appropriate inoculations in all required series. Failure to timely complete all required series shall be deemed non-compliant.
- b. As an alternative to the certification required under subsection (a), a pupil shall present:
 1. An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or
 2. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.
- c. On or before May 15 of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of this act and any policy regarding the implementation of the provisions of this act adopted by the school board.
- d. If a pupil transfers from one school to another, the school from which the pupil transfers shall forward with the pupil's transcript the certification or statement showing evidence of compliance.

IMMUNIZATION

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied.

JGCB INOCULATION

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

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

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the schools or by the student's parents/guardians.
Approved: Aug 02, 1994 Amended: Mar 04, 1996

MEDICATION POLICY

The policy of the B.O.E. of USD 405 is to not allow the dispensing of prescribed medication at school by any school personnel unless written orders are on file from an authorized medical person. Non-prescription drugs may be dispensed with permission from the parent and/or guardian. If it is necessary for the student to receive prescription medication at school, then the following procedure must be used:

1. Present a signed Student Medication Release Form signed by the family physician that includes the name of the medication, dosage, time of day to be given, and duration of treatment.
2. Parent must have completed and signed their portion of the Student Medication Release Form.
3. The parent or other responsible adult designated by the parent must bring the medication to school in the original prescription bottle properly labeled with a current date by a registered pharmacist as prescribed by law.
4. The medication must have been administered at home at least once to reduce the risk of a reaction at school.
5. Any changes in type of drugs, dosage, and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

Failure to comply with the above requirements will result in the medication NOT being administered at school and it will be returned home with the student at the end of the school day.

Self-Medication – Notice to parents: please refer to board approved policy JGEC refer to approved BOE policy JGFGBA

RE-ADMITTANCE POLICY FOLLOWING CONTAGIOUS DISEASE

- Parents are requested to follow the guidelines for re-admittance following certain illnesses. Students not following the guidelines will be sent home until it is acceptable to return to the classroom.
- ***A child with a fever (temperature greater than 100 F) should not come to school until the temperature is normal (98.6 F), without medication, for 24 hours.***
- Pupils who have been absent from school because of one of the diseases listed below are required to follow the guidelines for that disease to be readmitted to school.

- **Streptococcal Sore Throats/Scarlet Fever**
 - Students should be treated by a health care provider and may not attend school until under treatment and having no fever, without medication, for 24 hours.
- **Infectious Rashes, Ringworm, Impetigo and Scabies**
 - Student is excluded from school until under an effective treatment (medicine) and no longer considered contagious. If your student has a rash and fever, please contact your health care provider.
- **Upper Respiratory Illness/Cold**
 - The student must be able to participate in school activities and should not be tired or listless. Temperature should be normal, without medication, for 24 hours before returning to school.
- **Vomiting and/or Diarrhea (persistent)**
 - Please do not send students exhibiting these symptoms to school until there has been no vomiting or diarrhea for 24 hours.
- **Chicken Pox**
 - There should be six (6) days out of school from the onset of the illness. All skin lesions must be dry prior to the return to school.
 - Documentation of disease by a licensed physician on the Kansas Certificate of Immunization (KCI) form.
- **Head Lice-Infected students may return to school only after the following complete:**
 - Student is treated with an antiparasitic shampoo. Students must bring proof of treatment when returning to school.
 - When there are no longer any live lice.
- **Measles- (Rubeola or Rubella)**
 - Student should not be out of school for seven (7) days after the rash appears.
- **Mumps**
 - Students should not return to school until the swelling is gone – usually ten (10) days.
- **Pink Eye – (Conjunctivitis)**
 - A student may return to school 24 hours after starting antibiotic treatment and when the discharge from the infected eye(s) has ceased.
- **Influenza or COVID-19**
 - Anyone testing positive for influenza or COVID-19 should remain out of school for five (5) calendar days, or as determined by a physician.
- If your child has had a communicable disease, please obtain approval from the school nurse or your physician before the child returns to school.
- If your child cannot participate in P.E. classes, **a note from your doctor is required**
- Hearing and vision screenings will be conducted by the school nurse. Parents will receive the results of these screenings.
- Non-prescription drugs to be administered at school must be in their original container and must have the student's name and dosage to be given and time it is to be administered. The parent must also send a written order to the building principal who may supervise the administration of the medication or treatment and release the school district and personnel from liability. JGFGB-R

INFINITE CAMPUS

Students and parents will have real time access to their student's information using the district's school information system called "Infinite Campus." Parents get initial access information and directions through the office. The information system is accessible through any computer that can reach the internet.

INSURANCE

STUDENT ACCIDENT/INJURY INSURANCE

USD 405 provides student accident insurance. This insurance is not designed to take the place of a family's health insurance. It does not cover illness, only certain injuries. The student accident insurance will serve as a secondary insurance for families and may provide some additional financial relief in the event of a covered injury. The student accident insurance covers student injuries during school, at school activities, on school transportation, and walking or biking directly to or from school on the most direct route. The insurance has limits on different types of services such as x-rays and labs. If a student injury qualifies for the student accident insurance, the student's parents need to pick up an insurance form from the student's school and complete the parent section. The form should be copied by medical providers for their use, but not given to them permanently because the family will usually need the same form for multiple providers, such as hospital, doctor, clinic, rehab, etc.

LOCKERS

Each student is responsible for keeping the lockers clean and presentable. Lockers are the property of USD 405 and are subject to search at any time. Please follow the locker guidelines below:

- ❖ Personal decorations are on the inside of the lockers only and should be in good taste and appropriate for school. Inappropriate materials will be removed.
- ❖ Open and close the lockers quietly.
- ❖ Remember your combination and do not share that information with anyone.
- ❖ No food or drink other than a student's sack lunch should be stored in lockers. If found, it will be disposed of. Food may only be brought to class on special occasions that have been preapproved by the administration.

MEDIA CENTER/LIBRARY

The Media Center is a service institution. It functions to further the school objectives.

Media Center guidelines:

1. No inappropriate language.
2. Talk quietly.
3. Bring supplies.
4. Students will comply with requests of librarian and/or library staff.

PHONE CALLS, MESSAGES, DELIVERIES, ETC

If parents need to contact students during the day, the office staff will deliver phone messages or notes to the classroom. Students may not accept phone calls. **Flowers, balloons, candy, etc. for your child will NOT be accepted at the school.**

USD 405 RANDOM DRUG TESTING POLICY & PROCEDURE

Policy for Random Drug Testing of Lyons Unified School District Students

Mission Statement:

The mission of the Lyons USD 405 random drug testing policy is to provide an additional deterrent to curb issues related to substance abuse in students. The objective is to provide a system of assistance for students, as well as a purpose for opting out of the peer pressures associated with using drugs/alcohol. It is designed to create a safe, drug free environment for students and assist them in getting help when needed. The procedure for random drug testing of middle and high school students participating in extracurricular and co-curricular activities, as defined in this policy, will be accomplished in conjunction with an independent drug-testing vendor (ComplianceOne). Understand that USD 405 strongly supports a drug-free policy among its students at school and school activities. Therefore, every student that participates in school extra or co-curricular activities as a condition for such participation, agrees to submit to random drug testing as set forth in this policy.

To facilitate random testing, the school district will provide the vendor with a list of 7-12 grade students that may be subject to random drug testing. In turn, the vendor will select up to 10% of the students for random testing each time students are tested using a "true random" selection process, meaning that every student in the pool is subject to being selected from every drawing, with the same probability of randomness throughout. Due to public perception, a larger portion of the randomly selected students may be from Lyons High School. Data updates for the selection will be submitted by the school district to the vendor on a regular basis throughout the school year. Parents can obtain a copy of the policy which outlines the procedures for testing on the district website www.usd405.com.

Criteria for random drug testing is because participation in school sponsored extra and co-curricular activities at USD 405 is a privilege. Therefore, students who participate in any school sponsored extra and co-curricular activities will be subject to random drug testing. It should be noted that information contained in this policy for student drug testing compliments the Extracurricular Code of Conduct, including all its provisions pertaining to drugs and alcohol. Additionally, if a student is suspected of being under the influence of an illicit substance during the school day or at a school activity, representatives of the school district do have the authority to conduct an interview with the student in question.

The random drug testing program is designed to be academically non-punitive.

No student shall be penalized academically for testing positive for illegal drugs.

The results of drug tests pursuant to this policy will not be documented in any student's academic records.

Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit.

Record of drug testing will be destroyed at the end of each school year. (Unless a positive test, then the records will be kept until the following year and completion of the assessment program.)

Definitions: The following terms and phrases shall be defined as follows for purposes of this policy.

Participation in Extra and Co-curricular Activities- School sponsored activities, including but not limited to:

- Athletic programs, Before/After school weightlifting, Student Council, Cheerleading, Band and vocal
- Academic teams: Scholars' Bowl, Science Olympiad
- Debate teams, NFL, Drama teams, Drama productions, Forensics and School Musicals
- Newspaper, Yearbook
- All School Clubs: FCCLA, NHS, Youth Friends,
- Attendance at prom, school dances, performances, extra-curricular activities, etc.

Illicit Substance- A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician, or classified as being controlled, and having no therapeutic use. For purposes of this policy, any substance considered illegal by either federal or Kansas law or that is controlled by the United States Food and Drug Administration including, but not limited to the following substances: alcohol, amphetamines/methamphetamines (speed, uppers, diet pills) ; barbiturates (downers, sleeping pills); benzodiazepines (valium, Librium); cannabinoid (marijuana); cocaine metabolites; ecstasy; hallucinogens (LSD); Methadone; opiates (heroin, morphine, codeine); phencyclidine (PCP, angel dust); propoxyphene (Darvon). USD 405 reserves the right to test for any and all illegal or controlled substances as determined at the discretion of the district.

Student Participation- A qualified student participating in an extra and co-curricular activity as defined by this policy, or on a sanctioned athletic team, as defined by the Kansas State High School Activities Association

PROCEDURES FOR STUDENTS

Informed Consent for Testing

At the beginning of each school year, students and parent/guardian/custodian will complete and sign the Informed Consent Agreement (Exhibit A). No student may participate in any extra or co-curricular activity as defined by this policy until this form is properly executed and on file with the school. **(Forms must be signed and turned in 30 days in advance of events or activities or at enrollment.)**

At the beginning of each school year, or when a student moves into the USD 405 school district, students may be subject to random drug testing for illicit substances. Any student who refuses to submit to drug testing will not be allowed to participate in extra and co-curricular activities as defined by this policy.

When a student is randomly selected for testing, he/she will be given the opportunity to call his/her parents prior to being tested. If a parent wishes to be present for the test, he/she will need to arrive at the school within 30 minutes of being contacted by his/her child.

An administrator will walk the students to the office and will wait with the students while they are being tested. Students will use the restroom in the office while the administrator waits in the reception area of the lab or office.

If a student is unable to provide a sample while in the school, administration will notify the parents and arrangements will be made on an individual basis.

If a student refuses to submit that constitutes a positive result.

CONFIDENTIALITY & REPORTING RESULTS

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this policy must sign a Confidentiality Statement. Vendor will provide an annual report to the administration showing the number of tests performed, rates of positive and negative tests, and what substances were found in the positive tests

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

The following will occur whenever a student's test result indicates the presence of illicit drugs or banned substances or adulteration:

The Athletic/Activities Director will provide written notification to the parent/guardian/custodian within 24 hours, through certified mail.

The student will be required to submit to three periodical drug tests through the next calendar year.

If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory (approved by the Board of Education) for testing at the parent's expense. Such a request must be made to the building principal in writing within five working days from first notification of positive test results.

First Positive Result will result in the following actions:

The student will be suspended from all extra and co-curricular activities (based upon the student code of conduct) for not less than four weeks.

Student participants who have a first positive result will be required to submit to three follow up drug tests during the next calendar year and may be subject to participation in a chemical assessment program to determine the extent of their drug/alcohol use before being allowed to participate in extra and co-curricular activities.

The cost of the chemical assessment and three follow up drug tests will be the responsibility of the student or student's parents or guardian if under the age of 18.

Second Positive Result will result in the following actions:

The student participant will be suspended from all extra and co-curricular activities (based upon the student code of conduct) for not less than eight weeks.

Students who have a second positive result will be required to enroll in a drug treatment program before being allowed to participate in extra and co-curricular activities.

The cost of the drug treatment program will be the responsibility of the student or student's parent or guardian if under the age of 18. The student will continue or repeat the three necessary follow-up drug screenings. The cost of the chemical assessment and three follow up drug tests will be the responsibility of the student or student's parents or guardian if under the age of 18.

Third Positive Result will result in the following actions:

A third positive result in any two consecutive calendar years will result in the student being barred from participation in any extra or Co-curricular activity, as defined in this policy, for not less than eighteen school weeks.

The student must participate in a chemical assessment program and successfully complete a drug recovery program recommended by a certified substance abuse professional at the expense of the student or student's parents or guardian if under the age of 18.

At the end of the eighteen school weeks and completion of a drug recovery program, the student must complete a drug screen with negative results at the student's expense, in order to be allowed to participate in extra and co-curricular activities.

Upon returning to participate in extra and co-curricular activities, the student will continue or repeat the three necessary follow-up drug screens. The cost of the chemical assessment and three follow up drug tests will be the responsibility of the student or student's parents or guardian if under the age of 18. The period of exclusion may continue into the following year.

PROCESS FOR APPEALS

Should a positive test result, the parent has the right to visit with the medical review officer to communicate any medically authorized substances that might have resulted in a positive test. The medical review officer will determine whether the information provided by the parent could account for the positive test. If the test remains positive, and a student and/or parent or person otherwise in lawful control of the student elect to appeal a positive test result, the second half of the specimen in question may be tested. In such cases, the student and/or parent or person otherwise in lawful control of the student shall assume responsibility for payment of all fees related to the second test. A written request to appeal a positive test must be submitted to the Superintendent or designee within five days of receiving notice of positive results. Parent/Student has the right to receive a sample if requested.

EXHIBIT A

Consent to Perform Drug Testing

- We hereby consent to allow the student named on this form to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the Policy of Random Drug Testing of Lyons USD 405 as approved by the Lyons Unified School District Board of Education.
- We understand that a qualified vendor will oversee the collection process.
- We understand that any urine sample will be sent to a certified medical laboratory for actual testing and that the samples will be coded to provide confidentiality.
- We hereby give our consent to the medical vendor selected by Lyons USD 405 Board of Education, their laboratory, doctors, employees or agents, together with any clinic, hospital, or laboratory designated by the medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.
- We further give permission to the medical vendor selected by the Lyons USD 405 Board of Education, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working with the medical vendor.
- We understand these results will be forwarded to the Assistant Principal/Athletic Director and will also be made available to the parents.
- We understand that consent pursuant to this Informed Consent Agreement will be effective for all activities in which this student might participate during the current school year while attending Lyons Schools.

READ INFORMED CONSENT AGREEMENT AND SIGN!

EXHIBIT A

LYONS UNIFIED SCHOOL DISTRICT 405 INFORMED CONSENT AGREEMENT

Student Name (Please Print) _____ Grade _____ Student Date of Birth _____

AS A STUDENT:

I understand and agree that participation in extra, co-curricular and athletic activities is a privilege that may be withdrawn for violations of the **Policy for Random Drug Testing of USD 405 Lyons Students**.

I have read the **Policy for Random Drug Testing of USD 405 Lyons Students** and understand the consequences that I will face if I am selected for a random drug test and have a positive test result.

I understand that when I participate in any athletic, extra or co-curricular activity, I will be subject to random urine drug testing, and if I refuse, I will not be allowed to practice or participate in any athletic, extra or co-curricular activity. I have read the Consent to Random Drug Testing form and agree to its terms.

I understand this is binding while a student within USD 405.

Student _____ Signature: _____
Date: _____

AS A PARENT/GUARDIAN/CUSTODIAN:

I have read the **Policy for Random Drug Testing of USD 405 Students** and understand the responsibilities of my son/daughter/ward as a participant in athletic extra or co-curricular activities may be subjected to random drug testing, and if he/she refuses, will not be allowed to practice or participate in any extra or co-curricular activities.

I have read the Consent to Random Drug Testing form and agree to its terms. I understand this is binding while my son/daughter/ward is a student within USD 405.

Date: _____
Parent/Guardian/Custodian Signature

Parent/Guardian/Custodian Name (Print) Home Phone Work Phone

OR- I have read the Policy for Random Drug Testing of USD 405 Students and have decided to decline involvement.

Student Signature Date: _____

Parent/Guardian/Custodian Signature Date: _____

Parent/Guardian/Custodian Name (Print) Home Phone Work Phone

REPORT CARDS

REPORT CARDS - During the year, each student will receive reports each semester. If the reports are unfavorable, a consultation of parents and counselor or teacher should be arranged.

SEARCH AND SEIZURE

Search and Seizure – Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is a reasonable cause to believe that a student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or local, state, or federal law. School property shall remain under the control of school officials and shall be subject to search as allowed by state and federal law.

1. School Property – Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property and a student shall not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.
2. The Person – According to the decision of the Supreme Court of the United States “a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school.” A particular student’s effects also are subject to being searched by school officials and are subject to the same rules. Effects may include automobiles located on school property.
3. Vehicles and/or property on school grounds may be searched if reasonable cause has been determined.

The scope of the search must be “reasonably related to the objectives of the search and not exclusively intrusive in light of the age and sex of the student and the nature of the infraction.”

If school officials conclude that a more intrusive search (i.e. a strip search) is needed, they shall call the parents of the student involved and report their suspicions to the police who shall be responsible for any such search. School officials shall not conduct such searches.

Group Searches: Searches of students and their effects must be particularized. Group searches generally lack particular suspicion and will not be permitted.

Lyons High School uses a canine contraband detection team to conduct searches on school property.

SEVERE WEATHER PROCEDURE

In the event of severe weather conditions, school officials normally consult with several people to make a decision. The decision is often complicated by the variation of conditions from place to place in a 116 square-mile school district and by a predisposition on the part of the school officials to operate school as usual.

Efforts are made to make a timely, district-wide decision. School closing or delayed start decisions will be made as soon as all pertinent facts have been evaluated. The notice will be issued prior to 7:00 a.m. Whenever possible a decision will be reached the preceding night.

All students and parents will be notified through IC Messenger. IC Messenger is a recorded message or text on your phone. Therefore, it is important that parents keep us informed of any phone number changes.

Early dismissal decisions will be used only in extreme cases and may involve only sending rural bus students home. Since this decision is usually made upon short notice, it is vital to keep tuned to a listed station during severe winter storm conditions

STUDENT CONDUCT

At all times students should: act courteous, respectful and be a life-long learner.

Before school students should: be respectful of themselves, others and other's property, read or study in the gym and no horseplay.

During announcements students should: sit attentively, be quiet, and participate in the flag salute.

At lunch students should: use soft voices, sit in the designated area, use good table manners and make healthy food choices.

In hallways students should: walk swiftly to their next location, use soft voices, keep their hands/feet to themselves and respect others and their property.

In the classrooms students should: be friendly to others and help classmates when needed, only bring water in clear plastic bottles with a lid. Food in the class is prohibited unless authorized by the teacher in advance.

For assignments students should: give your best effort and turn in your assignments on time, making sure they are finished neatly and complete.

After school students should: ask a teacher for help if needed, leave promptly, and obey pedestrian rules.

On the bus/while waiting on the bus students should: use the ride time for quiet time, keep your hands and feet to yourself, be friendly, and keep the bus clean/pick up after yourself.

During activities students should: display good sportsmanship, be attentive, and cheer when appropriate.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, drug paraphernalia, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials. Disciplinary procedures are stated under the "Disciplinary Code" in this handbook.

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. 72-8901 et seq. Nothing in this policy is intended to diminish the ability of the district to take disciplinary action against the student in accordance with other policies governing student discipline (see USD 405 Substance Abuse Policy). In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his/her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs along with names and addresses of contact persons for the program 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.

STUDENT PRIVACY RIGHTS

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

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

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

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

TRIPS

SCHOOL SPONSORED TRIPS

Appropriate student behavior is expected while being transported by bus or by private vehicle. Students are expected to maintain the behavioral as well as the academic standards of USD 405.

1. Examples of inappropriate behavior are as follows:
 - a. Fighting
 - b. Immoral conduct
 - c. Vandalism and/or theft
 - d. Throwing items outside or within the vehicle.
 - e. Chewing or smoking tobacco
 - f. Drinking of any alcoholic beverage
 - g. Unacceptable language
 - h. Breaking any of the normal bus riding rules as outlined by USD 405
2. The following are consequences of breaking any of the rules:
 - a. The student will not be allowed to participate in the next school-sponsored event.

 - b. A second occurrence of misbehavior will automatically make a student ineligible to travel on a bus for the remainder of the year or to participate in away events.

The degree of severity of any inappropriate behavior will always be left to the discretion of the driver of the vehicle and/or accompanying sponsor. Disciplinary action shall be taken only with the approval of the building administration.

VISITORS IN THE SCHOOL

Parents are always welcome visitors at school, not only on special occasions or by special invitation, but every day. When you visit, the school will appreciate you observing the following suggestions:

- Prearrange visits whenever possible.
- Check in at the office before going to any classroom...a visitor's tag will be issued at that time.
- Confer with the teacher before or after school.
- All children visiting schools should be accompanied by a parent or by special permission from the principal.
- Permission must be acquired from the office prior to bringing a guest to the school for visitation. This practice should be kept to a minimum. Student guests must be enrolled in school. Guests will not be allowed during semester finals or the day before and the day after holidays and vacations.
- Visiting coaches desiring to communicate with student athletes must first check with the office. They will be directed to the coach of the sport in question for communication. It is recommended that conferences be held out of class time when possible.

ANIMALS AT SCHOOL

Animals may be brought to school for sharing with the class. The following criteria must be met:

- Teacher must be consulted ahead of time.
- Parent must transport. No animals are allowed on buses.
- Animals cannot remain at school unless prior arrangements are made with the teacher and Principal
- Domesticated animals must be inoculated against rabies.

MISCELLANEOUS

GENERAL INTEREST PUBLICATION NOTICE AN EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY

USD 405 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Boards compliance with Title VI, Title IX, Section 504 or the Americans with Disabilities Act may be directed to the District Compliance officer, who can be reached at 620-257-5196, or the office for Civil Rights of the Department of Education, telephone (816)-891-8026. The Compliance Officer can also be contacted for the existence and location of accessible services, activities, and facilities.

THE KANSAS SCHOOL SAFETY HOTLINE

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

MATERIAL SAFETY DATA SHEETS (MSDS)

Copies of MSDS for all hazardous chemicals to which employees of the school board may be exposed will be kept in the following locations: In educational use of hazardous chemicals, the location of the MSDS will be in the classroom of which the materials are used. Materials used in maintenance or cleaning of the building, the MSDS will be stored in the custodian's work area. In transportation, use of hazardous chemicals, the location of the MSDS will be in the director of transportation's office.

**NOTICE OF PARENT AND STUDENT RIGHTS UNDER
SECTION 504 OF THE REHABILITATION ACT OF 1973 AND
THE AMERICANS WITH DISABILITIES ACT OF 1990**

Section 504 of the rehabilitation Act of 1973, commonly referred to as “Section 504,” and the Americans with Disabilities Act of 1990 known as the ADA is a statute which prohibits discrimination and assures equal educational opportunities and benefits to disabled students equal to those provided to the non-disabled.

The following is a description of student and parent rights provided under Section 504. The intent of this notification is to keep you informed about decisions concerning your child and to inform you of your rights if you disagree with any of the decisions.

YOU HAVE THE RIGHT TO:

1. Have your child take part in and receive benefits from public education programs without discrimination based on a disability.
2. Have the school district advise you as to your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with other students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school related activities.

If you have any questions or believe your rights have been violated, call USD 405 Section 504 Coordinator Terri Glass at 620-257-5612.

**NOTIFICATION OF SECTION 504/ADA/TITLE IX
GRIEVANCE PROCEDURE**

It is the policy of USD 405 - Lyons not to discriminate on the basis of disability in employment, educational programs, or activities as required by Section 504 of Title V of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, on the basis of sex as required by Title IX of the 1972 Education Amendments. As a student or employee of USD 405 Lyons, you are protected against discrimination in the following areas:

IF YOU ARE A STUDENT, YOU MAY NOT BE DISCRIMINATED AGAINST IN THE FOLLOWING AREAS: Admission - Access to enrollment - Access to and use of school facilities – counseling and guidance – vocational education – physical education – competitive athletics – student rules – regulations – benefits – health service – school sponsored extracurricular activities.

If you believe you have been discriminated against on the basis of disability or gender, you may make a claim that your rights have been denied. This claim or grievance may be filed with Terri Glass at 620-257-5612, 501 W. Lincoln, Lyons, KS. 67554. You will be asked to write down the actions, policies, or practices, that you believe are discriminatory. You may obtain help from the ADA/504/Title IX coordinator or anyone you believe is knowledgeable. Once you have filed your grievance you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discrimination. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to a person with higher authority.

In preparing your grievance you should give thought to the following:

- The exact nature of the grievance-how you think you have been discriminated against, and any person(s) you believe may be responsible.
- The date, time and place of the grievance.
- The names of witnesses or persons who have knowledge about the grievance.
- Any available written documentation or evidence that is relevant to the grievance.
- The actions that could be taken to correct the grievance.

If you wish to discuss your rights under the ADA/Section 504/ Title IX, obtain a copy of the full grievance procedure, or to obtain help in filing a grievance, contact Terri Glass, 501 W. Lincoln, Lyons Kansas. Phone: 620-257-5612

RETURNED CHECKS

A charge of \$10.00 will be made for checks returned unpaid by the bank due to insufficient funds, closed accounts, etc.

TDD USERS

For Hearing/Speech Disabled TDD users. Dial the Kansas Relay Center to reach the above (Voice) numbers. The relay operator should be informed of the emergency at the beginning of the call. Call 1-800-766-3777.

ADDENDUM - PARK ELEMENTARY SCHOOL

*Home of the 'Lion Cubs'
Where the Roar Begins*

121 S Workman Lyons, Kansas 67554
PHONE 620-257-5624
FAX 620-257-7042

Park Elementary Why Statement

“We want to facilitate the social-emotional stability of the whole child in order to be a successful learner.”

Mission Statement

At Park Elementary, we are providing the building blocks for learning in a nurturing, child-centered environment.

SCHOOL HOURS

Preschool Monday - Thursday

A.M. Session - 8:00 a.m.-11:15 a.m.

P. M. Session - 12:00 p.m-3:15 p.m.

Kindergarten through 2nd Grade

8:00 a.m. – 3:15 p.m. (M-Th)

9:00 a.m. – 3:15 p.m. (F)

The building will be locked until 7:30-am when breakfast is served.

BICYCLES, SCOOTERS AND WALKING TO SCHOOL

Preschool, Kindergarten, First, Second Grade students **are not allowed** to ride bikes or scooters to school unless accompanied by an adult. If students walk to school, students need to know and understand traffic safety laws, be alert to their surroundings and exercise caution when crossing busy intersections, streets or highways. Bicycle regulations and procedures developed by the Administration and approved by the Board of Education. (JGFF)

IF YOU MOVE TO A NEW ADDRESS OR CHANGE YOUR PHONE NUMBER WE NEED TO KNOW IMMEDIATELY.

HYGIENE POLICY

Park Elementary students are comprised of three-year-olds to eight-year-old children. Children at this age have accidents at school: get wet from rain/snow; fall in mud or puddles at recess; wet themselves; bowel movement/diarrhea; vomit; come to school with odors from bed-wetting, not wiping well, second-hand smoke, etc. The goal of Park School is to assist the child in cleaning up, if necessary, and get the child back into the classroom as quickly as possible.

When a child is referred to the office because he/she has gotten dirty or his/her clothes are soiled or has an odor, the policy of Park Elementary School shall be as follows:

- The child will be taken into the nurse's room with an adjoining bathroom. The child will be allowed to clean self when possible and to change into clean clothes without supervision.
- In those instances where the child is unable to sufficiently clean themselves, then two adult staff members will assist and privacy will be ensured. The child will then be left in the bathroom to change into clean clothes. In a rare occurrence, students sometimes need a shower. The same procedure, as above, will be followed.

If the parent/guardian of the child does not wish the school to assist in cleaning the child, they must put that request in writing. The parent will be contacted to pick up their child, clean them up and return their child in a reasonable amount of time.

ADDENDUM - CENTRAL ELEMENTARY SCHOOL

501 W. Lincoln
Lyons, KS 67554
(620-257-5612)

SCHOOL HOURS

Monday – Thursday 8:00 a.m. - 3:15 p.m.

Friday 9:00 a.m. – 3:15 p.m.

Due to safety concerns we require that students wear closed toed shoes at recess. We have had several injuries at recess due to sandals, broken glass and other items left on the playground from after school hours.

ADDENDUM - LYONS MIDDLE SCHOOL

LYONS MIDDLE SCHOOL MISSION/VISION STATEMENT

MISSION:

In order to help students become contributing members of our community and nation, the staff of LMS will provide a positive learning environment where all students master the intended curriculums, learn problem solving skills, critical thinking skills, and develop a desire for life-long learning.

VISION:

Provide students opportunities to think, explore, create and learn in a positive environment.

Why:

Because our kids need support at LMS

BELL SCHEDULE

8:00 a.m.-3:10 p.m. (M-Th)

9:00 a.m. – 3:10 p.m. (F)

*Tuesday/Wednesday will be a modified block with longer class periods. Tuesday will be first through fourth periods. Wednesday will be fifth through eighth periods.

**Some classes are on semester or trimester terms. This is to increase the variety of curriculum offered to our students.

LMS GRADING SCALE

All teachers at the Middle School level will follow the grading scale below:

- A = 100-90
- B = 89-80
- C = 79-70
- D = 69-60
- F = 59-0

HONOR ROLL BY SEMESTER

- ❖ **Lions' Honor Roll**—Students earn all “A’s”
- ❖ **Lions' Honorable Mention**—Students earn all “A’s” & “B’s”

THE SCHOOL DAY

When in LHS, LMS students are to stay in the designated LMS sections of the building.

Morning Arrival and Afternoon Dismissal:

By walking or biking-enter through the north *LMS* doors.

By automobile-enter through SW *LMS* doors.

By bus or if you are eating breakfast- enter through East **LHS** doors.

Before Classes Begin:

- Students will report to the LMS gymnasium for announcements. May sit and visit in LMS foyer until announcements @ 7:50 a.m.

Arriving and Exiting During School Hours

Enter/exit through SW LMS doors.

Lunch

- At lunch time report to LMS gym for dismissal to Lunchroom.
- In lunchroom sit in assigned LMS area. Separation from LHS student tables is required.

USD 405-LMS STUDENT ACTIVITY ELIGIBILITY

1. Lyons Middle School students will comply with all KSHSAA and USD 405 eligibility guidelines. USD 405 rules are more stringent.
2. To participate in extra-curricular activities and practices a student must be present during at least ½ of the school day.
3. Academic Eligibility is applicable to any activity resulting in public performance, competitive event which a student represents their school, loss of school time or school activities. An event in which a class grade is connected, is exempt from the above definition.
4. The eligibility policy will be in effect the first full week of school.
5. A student must be passing seven subjects to be eligible to participate in activities and field trips (longer than one class period). A student not passing 7 courses has until the following Monday before the start of the school day to improve their grade to allow eligibility for that week.
6. Ineligibility will be in effect for one week beginning on Monday morning of that week through Monday morning of the next week. A student's ineligibility status will remain in effect for one week regardless of academic achievements. Students who are ineligible may not participate in activities and field trips that extend beyond a given class period.

7. The student is responsible for communicating the grade improvement to the office by providing proof of the grade change signed by a teacher whose class they are failing.

Note: IP Reports will be printed each Wednesday at 7:00 a.m. Students who are IP will receive notification of their eligibility status during Wednesday morning announcements. Eligibility will run from the next Monday morning through the following Sunday evening.

CELL PHONES AT SCHOOL

Cell phones will not disrupt the learning environment and will not be used during school hours unless a designated educational activity has been scheduled by the teacher. Cell phones must be turned off upon entry into school. When a cell phone is found powered on during the hours of 7:00 a.m. - 3:10 p.m. it will be confiscated.

Students must place their cell phones in their locker at their earliest available time.

1st violation: the student will need to pick up the cell phone after school.

2nd and 3rd violation: the parent will need to pick up the cell phone after school.

4th violations: The cell phone will be turned into the office at the beginning of each day. A violation of this mandate will result in possible suspension.

At no time should a cell phone or camera be allowed “on” in any restroom or locker room facilities used by LMS students. Cell phones used in an inappropriate manner will result in the student receiving additional consequences as appropriate to the infraction according to the discipline guidelines. LMS WILL NOT be responsible for any lost or stolen cell phones that have been brought to school.

DANCES

A number of dances sponsored by clubs or organizations are held throughout the year. These dances are held for the enjoyment of Lyons Middle School students. Only Lyons Middle School Students, Grades 6 through 8 will be allowed to participate in these activities. All plans and arrangements for these dances must have the approval of the principal or the designated group sponsor. Once a student has left a dance he or she may not re-enter. Students on the IP list will need to follow the activity eligibility guidelines to be able to participate in school dances. The school dress code applies to all dances.

DISCIPLINE GUIDELINES

1. **CATEGORY III VIOLATIONS** *Mandatory Short-term Suspension of up to 10 days, potential Long-term Suspension or Expulsion, Referral to Proper Authorities. Any student who violates any of the following rules while on school property or at school sponsored events shall be immediately suspended for up to 10 days and may thereafter be subject to long-term suspension of up to 90 days or expulsion for up to 186 days. During said suspension or expulsion, the student may not be permitted to participate in any school-related activities. In addition to any suspension or expulsion, the proper law enforcement authorities shall be notified.*
 - a. *Bomb or similar type threats.*
 - b. *Sale or distribution of illegal drugs or alcohol or look-alike drugs purported to be illegal.*
 - c. *Intentional contact with another person that results in serious bodily injury.*
 - d. *Intentionally placing another person in risk of serious bodily harm.*
 - e. *Possession of weapons as defined at Weapon Free Schools section pg. 15. (To be determined by layout)*
 - f. *Second or subsequent violation of Category II rules.*

2. CATEGORY II VIOLATIONS Mandatory Short-term Suspension of up to 10 days, and potential Long-term Suspension. Any student who violates any of the following rules while on school property or at school sponsored events shall immediately be suspended for a period of up to 10 days pending a hearing, which may be an informal hearing, and may thereafter be suspended for up to an additional 90 days.
 - a. Possession or use of alcohol or illegal drugs or look-alike drugs purported to be illegal.*
 - b. Battery – intentional contact done with the purpose to harm another (non-serious injury).
 - c. Assault/Intimidation/Bullying – intentionally placing another person in fear or apprehension of injury, either physical or non-physical.
 - d. Intentionally setting off fire or other emergency alarm.
 - e. Any act to attempt to violate any Category III or II rules.

* First-time violation of this offense shall require at a minimum the following sanctions:

- (1) Short-term suspension (up to 10 days) with potential community service at Lyons High School.
- (2) Suspension for all school-related activities for a period of not less than one month.
- (3) Possible disciplinary contract.
- (4) Obtain an alcohol/drug assessment and attend and successfully complete Alcohol/Drug Information School at student/parent expense.

Category III and II revisions adopted by Board of Education 11.14.11

1. CATEGORY I Mandatory Administrative Action – could include a conference, in-school suspension, Extended School Day, or other disciplinary action up to 5-day out-of-school suspension.
 - a. Behavior: Inappropriate (includes over-familiarity, public display of affection, possession of pagers, other electronic communication devices, or laser pointers, and inappropriate use of cellular phones.
 1. Any Offense – Up to 3 days In-School Suspension all day
 - b. Insubordination (includes, but not limited to, failure to participate, failure to comply, leaving w/o permission)
 1. 1st offense – 1-3 days of Extended School Day
 2. 2nd offense – 1-3 days of Extended School Day
 3. 3rd offense – 2 days In-school Suspension all day
 - c. Language: Inappropriate (includes written or verbal, but not limited to, profanity or derogatory remarks)
 1. Any offense – Up to 3 days In-school Suspension all day
 - d. Violation: Detention
 1. 1st offense - Time to be served is doubled
 2. 2nd offense - 1 day out-of-school suspension and a conference with the parent/guardian will be required before the student is allowed back in school.
Detention missed must also be served the next day or as assigned by the administrator.
Subsequent offenses - Up to 3 days out-of-school suspension and a parental conference will be required before the student is allowed back in school.
Detention time missed must also be served the next day or as assigned by the administrator
 - e. Violation: Miscellaneous School Rules/Policies (Includes cheating, copying, plagiarism...)
 1. 1st offense - Up to 3 days ISS all day
 2. 2nd offense - Up to 5 days ISS all day
Subsequent offenses – Up to 3 days out-of-school suspension
 - f. Lunch Room Violation
 1. 1st Offense – 3 days assigned seat @ lunch
 2. 2nd Offense – 5 day assigned seat @ lunch

Subsequent Offenses – Insubordination

- g. Gang Indicia
 1. 1st Offense - 1 day in-school suspension, notify proper authorities
 2. 2nd Offense - Up to 3 days out-of-school, notify proper authorities
Subsequent offenses – up to 5 days out-of-school, notify proper authorities
- h. Loitering (Outside or inside) (Loitering occurs when a student is on school grounds but not in class and does not have a valid pass for their location on campus)

1. 1st offense – up to 3 days *Extended School Day*
2. 2nd offense – up to 5 days *In-School Suspension that hour*
Subsequent Offenses – Up to 3 days *Out-of-School Suspension*
- il. *Harassment (includes, but not limited to, sexual or racial harassment) (5-15 points)*
 1. 1st offense – up to 3 days *out-of-school*
 2. 2nd offense – up to 4 days *out of school*
Subsequent offenses – up to 5 days *out of school*
- j. *Behavior Disruptive (includes but not limited to, horseplay, instigating/inciting, open defiance)*
 1. 1st offense – Up to 3 days *In-School Suspension/Out of School Suspension*
Subsequent Offenses – up to 3 - 5 days *out-of-school suspension*
Open defiance – up to 5 days *Out-of-School Suspension*
- k. *Forgery (includes false call/note or altering record)*
 1. 1st Offense – 2 days *In-school Suspension*
Subsequent offenses – up to 3 - 5 days *out-of-school suspension*
- l. *Language: Inappropriate Toward Staff*
 1. 1st offense – 3-5 days *Out-of-School Suspension*
Subsequent offenses – 5 days *Out-of-School Suspension*
- m. *Possession of Stolen Property*
 1. 1st offense – Up to 3 days *In-School Suspension/Out-of-School Suspension plus restitution, notify proper authorities if appropriate.*
Subsequent offenses -Up to 5 days *Out-of-School Suspension plus restitution, notify proper authorities if appropriate.*
- n. *Theft*
 1. 1st offense -up to 3 days *In-School Suspension, plus restitution, notify proper authorities if appropriate*
Subsequent offenses – up to 5 days *Out-of-School Suspension plus restitution, notify proper authorities if appropriate.*
- o. *Assault: Student Threat*
(Includes, but not limited to, *intimidation, verbal abuse, written, transmitted by computer or other means*)

Any offense – Notify law enforcement and up to 5 days Out-of-School Suspension.
- p. *Trespass – USD 405 Property*
 1. 1st offense -Up to 3 days *Out-of-School Suspension*
 2. 2nd offense – up to 4 days *Out-of-School Suspension*
Subsequent offenses – up to 5 days *Out-of-School Suspension*
- q. *Vandalism*
 1. 1st offenses – Up to 3 days *In-School Suspension, plus restitution, notify proper authorities if appropriate.*
Subsequent offenses – up to 3 days *Out-of-School Suspension plus restitution, notify proper authorities if appropriate.*
- r. *Violation of Extended School Day – Up to 3 days In-School Suspension/Out of School Suspension, plus time owed*
- s. *Possession of Dangerous Devices (includes, but not limited to: explosive devices such as fireworks, stink bombs, items not addressed in Category III, etc...)*
 1. 1st Offense – up to 3 days *Out-of-School Suspension*
 2. 2nd offense – up to 4 days *out-of-School Suspension*
Subsequent offenses – up to 5 days *Out-of-School Suspension*
- t. *Violation: In-School Suspension*
Any offense – 3 days OSS/plus make up time.
- u. *Dress Code: 1st offense-Warning, Student has option to change inappropriate clothing into one that will be provided by the school, or go home unexcused that period to change into appropriate clothing.*
2nd Offense: 1-hour detention. Options are the same as in the 1st offense.
3rd Offense: 2 hours of detention. Options are the same as in the 1st offense.
- v. *Other Behaviors*
 1. *Any offense - Up to 5 days Out-of-School Suspension, consequences to fit behavior*

- aa. *Cellular Phones and Electronic Devices: Cellular phones and electronic devices shall not disrupt the educational process. Cell phones shall not be used during instructional times (from the beginning bell until the ending bell of each class period, during testing times or during student assemblies.) Any offense – The cell phone will be confiscated by the staff member observing the infraction and turned into the office. The student will serve a one-hour detention for each infraction. Electronic Devices: Camera and any other item capable of making pictures are banned from the bathrooms and locker rooms. Any electronic item (cameras, music devices or other devices) used in the classroom may be confiscated by teachers that prohibit usage in their classrooms.*
- bb. *Battery: Student unlawfully, willfully, intentionally, or recklessly causes minor bodily harm to another person or intentionally causing physical contact when done in a rude, insulting or angry manner.*
- 1. *Any Offense: In school suspension up to 10 days Out-of-School Suspension with a due process hearing possible*

LOST AND FOUND

Lost and found articles are turned in to the office. Those losing articles may claim them by proper identification. All students are urged to mark or place some means of identification on all personal property. Students are asked to limit the amount of money they bring to school. If you must bring large amounts to school, you may leave it in the office for safekeeping. **LOCK ANY VALUABLES --- This is your RESPONSIBILITY.**

SAFETY AND TRAFFIC RULES

Riding bicycles on the playground is prohibited. Students are not to ride other student's bicycles at any time. All bicycles must be placed in the racks provided. It is recommended that students lock their bicycles to the racks.

Students are discouraged from driving cars or other motorized vehicles to the Middle School. Those driving motorized vehicles to school will be asked to park off campus. Students are expected to follow the restrictions indicated on their license. Students are not permitted to drive motorized vehicles or bicycles/skateboards/etc. during lunch period.

ADDENDUM - LYONS HIGH SCHOOL

Mission Statement

The Mission of Lyons High School is to assist students in developing knowledge, skills, and values needed to enable them to reach their full potential as productive members of society.

601 E. American Road
Lyons, KS 67554
620-257-5114

CLASSIFICATION OF PUPILS

A student graduating during the school year will be required to accumulate 26 units of credit. The classification of various classes is based on the following:

Sophomore	Tenth Year	7 units
Junior	Eleventh Year	14 units
Senior	Twelfth Year	19 units

Classification is made for the entire year. Any major change must be completed by the end of the second week of each semester. Privileges associated with class assignments may be revoked.

GRADING PROCEDURES

All teachers at Lyons High School will follow this grading scale. An “in-progress” will count as an “F” for eligibility purposes.

Grading Scale: All teachers will follow the following scale.

A	=	100 – 90
B	=	89 – 80
C	=	79 – 70
D	=	69 – 60
In-Progress or Fail (IP)	=	59 - 0

REQUIREMENTS FOR INTERSCHOLASTIC PARTICIPATION

Requirements for participation in activities, which involve other schools, are set and regulated by both the Board of Education (B.O.E.) and the Kansas State High School Activities Association (KSHSAA). As a member school of the association, each school must comply totally with the rules and policies. A local B.O.E. may establish a more restrictive policy than the one set by the association.

The following requirements must be met for a student to participate in interschool activities:

1. ***All students must have established eligibility by passing 5 subjects of unit credit during the semester immediately prior to the semester of competition.***
2. In order to maintain eligibility for future semesters, a student must continue to pass 5 subjects by the final day of the current semester whether at Lyons High School or the Rice County Learning Center.
3. Must adhere to the USD 405 eligibility policy.
4. To participate in extra-curricular activities and practices a student must be present during 5th, 6th, and 7th, 8th periods.

Note: attention to grades is given on a weekly basis. Staff members will encourage you to develop a plan whereby all classes are completed successfully each semester. Supervisors and coaches are encouraged to visit with you if you are in a failing grade status in any class.

ACTIVITY AND ATHLETIC ELIGIBILITY

The following academic eligibility policy will be in effect for USD 405 students participating in all extra-curricular activities. Academic Eligibility is applicable to any activity resulting in public performance, competitive event which a student represents their school, loss of school time or school activities. An event that a class grade is connected is exempt from the above definition.

The eligibility policy will be in effect the first full week of school. Ineligibility will be in effect for one week beginning on Monday morning of that week through Monday morning of the next week. A student must be passing seven subjects to be eligible to participate in activities and field trips (longer than one class period). A student's ineligibility status will remain in effect for one week regardless of academic achievements. A student not passing 7 courses has until Monday at the start of the school day after the Wednesday In-progress list to improve their grade to allow eligibility for that week. The student is responsible for communicating the grade improvement to the office by providing irrefutable proof of the grade change. USD 405 rules are more stringent. Students who are ineligible may not participate in activities and field trips that extend beyond a given class period.

GRADUATION REQUIREMENTS

A total of 26 units of credit are required to graduate from Lyons High School.

Graduation Requirements

4 units of English

3 units of Math (must include Algebra I)

3 units of Social Science

(World History, Am. History, U.S. Govt)

3 units of Science

1 Unit of P.E./Health

1 Unit of Fine Arts

.5 Units of the following classes: Career & Life, Personal Finance, Speech (Beginning with the

class of 2023)

Three (3) math credits must be taken during High School to fulfill the requirements of graduation. Algebra I taken during Middle School counts as an elective high school credit meets the Algebra I graduation requirement, and towards the core curriculum grade point average. Students that take 5 or more math courses (including Algebra I at LMS) will have the top four math grades averaged for identifying Valedictorian and Salutatorian and gold tassel awards.

26 total units for Graduation

Kansas Regents Qualified Admissions Curriculum Requirements:
(required for 4-year state universities)

The Kansas State Scholar's Curriculum and LHS Core:
(must complete to be eligible for state scholarship awards. Required for eligibility for valedictorian and salutatorian awards and gold tassels)

To be admitted to a 4-year state school, you must meet one of the following criteria:

1. Complete the Pre-College Curriculum (see below) with at least a 2.0 GPA on a 4.0 scale; or
2. Achieve an ACT score of 21 or above; or
3. Rank in the top 1/3 of your high school's graduating class

4 units of English (Eng. I, II, III & *IV)
(*IV – Dual Credit English IV)

4 units of Math (Alg *I, II, Geometry & 1 add'l advanced math -Pre Calculus or Statistics) *Applied Math I and II can be substitute for Algebra I

3 units of Science (Biology, Chemistry & Physics)

3 units of Social Science (World History, Am. History & US Govt/Econ)

2 units of Foreign Language (in one language)

Pre-College Curriculum:

4 units of English (Eng. I, II, III, & *IV) (*IV – Dual Credit English IV)

3 or **4 units of Math (Algebra *I, II, & Geometry)

*(Applied Math I & II can substitute for Algebra I)

** (Must meet the Kansas Qualified Admissions Requirements)

3 units of Science (Biology I, II, *Chemistry, *Physics)

*(one of the 3 units in Science must include either Chemistry or Physics)

3 units of Social Science (World History, Am. History, & U.S. Govt)

Also Recommended:

2 units of one Foreign Language

1 unit of Fine or Performing Arts

HONOR ROLL

Student grades will be computed each nine-week period for selection to honor roll or honorable mention. The requirements for honor roll are that a student must achieve at least 4 A's and no grade lower than a B. For honorable mention, a student must maintain a B average with no grade below a C. An all 'A' honor roll will also be computed. All students must have seven (7) classes to be used in the computation process. An "in-progress" grade will negate a student's eligibility for the honor roll.

SCHOLARSHIP BANQUET

Students who have achieved a 3.68 G.P.A on a 4.0 scale for each of the first three nine weeks grading periods will be eligible to attend the Scholars Banquet.

REQUIREMENTS FOR COMMENCEMENT PARTICIPATION

All seniors must meet the graduation requirements of USD 405 to participate in commencement.

SENIOR SCHOLARSHIP RECOGNITION

Seniors will be recognized in the following manner:

Gold and Blue Tassel at Graduation - All Seniors with 3.68 on a 4.0 scale will be recognized with a 'Gold and Blue' tassel.

Gold Tassel at Graduation - A standard of excellence will be established according to a student's G.P.A. attained in a core curriculum. All students meeting 3.68 on a 4.0 scale will be awarded a gold tassel.

Valedictorian and Salutatorian - Students receiving these awards will be the first and second highest G.P.A on a 4.0 scale in the core curriculum. Ties will be broken with those students who have the same G.P.A. for Valedictorian in core curriculum by using the overall G.P.A for all classes, if a tie still remains those who are tied will be recognized as Valedictorians and no Salutatorians will be recognized if multiple Valedictorians are recognized.

If more than one student has a 4.0 in the core curriculum or who tie for the highest G.P.A. – break the tie using the above criteria and recognize all those students who tied for the highest G.P.A. in the

core curriculum with a Gold Honor Cord and they will also be recognized at the Senior Assembly

Gold and Blue Tassel at Graduation - All Seniors with a 3.68 on a 4.0 scale or above will be recognized with a Gold and Blue tassel.

SEMESTER TEST INCENTIVE POLICY – added (Lyons High School)

Students may be exempt from taking their semester finals if they meet the following criteria at the end of each semester.

1. This policy will be administered on a class-by-class basis. (Teachers choice to opt-in for their classes)
2. All students who have a grade of A, no office referrals for the semester, no unexcused absences from any class and five (5) or less cumulative tardies to all classes for the semester will be exempt from the semester final exam. Professional appointments (dentist, doctor, legal) are not discounted from the three (3) day limit required by the incentive policy.
3. Absences due to school activities will not count against the student's attendance for the purpose of the incentive policy.
4. Students who have excessive absences from a class as determined by the teacher or whose grade is B or less for the semester must take the semester final exam.
5. Students who are exempt from the semester final will have the option of taking the semester final exam to raise their grade in the class. (Taking the semester test cannot

- hurt their current grade.)
6. Students exempt from the semester test do not need to be present during the scheduled test time.
 7. Students are expected to be in class on time for scheduled finals. Students who are not on time for the scheduled final may be denied the opportunity to take the finals. Students will not be allowed to take finals early.

RICE COUNTY LEARNING CENTER CREDITS

A student may enroll at the Rice County Learning Center upon failing at the semester or the end of a year. Seniors that fail a required course during their second semester will not be allowed to participate in commencement. Rice County Learning Center credits needed for graduation must be completed by May 1 to participate in commencement. A required course can be an elective if needed for the 26 credits for graduation. Failed courses that are needed to be taken in a sequential order must be completed by the August enrollment date.

DUAL CREDIT AND CORRESPONDENCE COURSES

Dual credit courses taken for core LHS credit may be approved by the HS administration upon special request by the student and/or parent. Courses taken for advancement, not remediation will be counted toward core credit with approval by LHS administration upon special request by student and/or parent. Requests for these exceptions must be approved before the course is taken.

COURSE CHANGES

All students must be enrolled in eight (8) courses except for seniors during their second semester which will be reviewed and handled on a case-by-case basis by the administration. A student may change a class upon approval of the principal within the first **3** days of the beginning in a new semester class. Students may consult with the principal for review of this rule.

DANCES AT SCHOOL

Several dances sponsored by clubs or organizations are held throughout the year. The dances are for the enjoyment of LHS students. All plans and arrangements for the dances must have the approval of the appropriate sponsor. Once a student has left the dance, he/she may not return. What is fashionable is not necessarily appropriate for school dress. Sponsors and administration present at the dance will make final determination of dress code violations. Dances will not extend past 12:00 a.m.

Dances are defined as either open or closed, depending upon the admission of students that are not members of Lyons High School. Admittance to closed dances will be governed by regulations for a dance. Students with grade classification below ninth grade will not be admitted to high school dances.

Out-of-School dates must meet the following:

- 1) Must be currently attending another high school
- 2) Graduated from Lyons High School the previous school year.

DRIVING, PARKING and BICYCLES

Students should park in the areas so assigned to them in an orderly manner regarding parking stalls and parking regulations. All students are to park with proper spacing between rows so drivers can exit easily. Students that park in the LHS parking lots will be required to have a parking sticker prominently displayed on their vehicles.

All areas of the curb marked in yellow are reserved parking. The east half of the circle is reserved for the school nurse and visiting representatives having business with the school. The parking lot located on the north side of the building is designated faculty parking. Good driving habits on the school property and surrounding streets cannot be over-emphasized. Students are always to observe and conform to the rules and regulations of school zones. Entrance to the student parking lot may be from the east, Dinsmore Street, or from the south, American Road. They are posted with 30-mph zones. Enter and exit by your most accessible route. Always keep to the right of the circle drive, whether you are entering the main entrance or exiting. Speed limits within the school zones are 20 mph or as posted. Be cautious, remember the South School areas on Taylor and Grand streets are posted zones. Violations of these regulations and complaints received or observed by the school will be brought to the attention of the student as well as his/her parents, with appropriate action taken whenever necessary. Driving violations will be channeled by the school to the local police department whenever necessary. Failure to abide by these regulations may result in loss of driving privileges on school property, suspension from school, or issuing of a formal complaint. Regard your driving as a deserved privilege.

For the privilege of parking a vehicle on campus and in our continued efforts to create a safer learning environment, students will be responsible for the contents of the vehicle regardless of vehicle ownership. Under reasonable suspicion, the school reserves the right to inspect the contents of vehicles parked on school property in the student's presence. Refusal to allow a vehicle to be searched will result in denial of parking privileges and possible additional disciplinary or legal action.

Bicycles - Students who ride bicycles to school are under the same traffic laws that apply to those driving vehicles. Students are to park their bicycles in the designated bicycle racks located on the campus and to lock their bicycles to the rack.

LUNCH

Charging lunches will not be allowed. The closed noon hour schedule requires the cooperation of all to reduce corridor confusion and noise which might interfere with instruction. We must limit student circulation during the lunch periods to the areas of the cafeteria, main entrance, and gym lobby. Students will not be released to leave the school ground during their lunch period except on days designated as an "open lunch day" by the administration.

Students are not to go to the parking lot during lunchtime without permission from the office. During fair weather, students may go outside, east of the school, but remain in the area west of the parking lot.

LOCKERS

Lockers will be assigned during enrollment. It is the responsibility of each student to keep the combination information to oneself. Failure to do so may result in loss of locker privileges. Due to the distance and time element, students should take books with them for several classes. Periodic locker checks will be made to maintain the order and cleanliness of the area.

GUIDANCE AND COUNSELING SERVICES

The guidance office is located at the west door of the main office suite. Students are encouraged to seek the assistance of the counselor and to use the information in the guidance office. Students may wish to use either educational information, such as college catalogs, or vocational school bulletins or to check on occupational information. All students should become familiar with the services of the guidance office early in their high school careers. Also, it is hoped that the parents of the students will call upon the guidance personnel whenever they have questions concerning school or future education or vocational plans for their child.

Students are also free to seek guidance service from their instructors. If a student has a desire to visit a teacher, it is recommended that a time be set for a conference. A joint effort of the student-teacher-counselor will aid to minimize problems and advance the positive aspects of Lyons High School.

HANDICAPPED SUPERVISION IN AN EMERGENCY

The following conditions will be used in assisting students with a handicap to a shelter area or exit from the building in the event of an emergency: (1) All high school staff members will possess the information for all escape routes from the building/shelter areas. (2) The handicapped student will be supervised during emergency periods. (3) Emergency practice drills will be held during each month of the school term to acclimate the student to the exercise. (4) Staff members will be assigned to students and it will be their responsibility to seek out the student and account for his/her safe processing in a reasonable manner. (5) A report will be given to the principal to account for each handicapped student following an emergency drill or situation.

LOST AND FOUND

Students finding articles should turn them into the office. Lost articles should be reported to the office. Students are asked to mark all property, so it can be identified easily.

Be wise! Don't bring much money to school. At best it's hard to keep, and it can disappear easily if you are careless. If you must bring a large amount, you may leave it in the office for safekeeping. Extreme care should be exercised in order that loss of your property may be minimized. **LOCK ANY VALUABLES - THIS IS YOUR RESPONSIBILITY!**

MISSED SCHOOL WORK

Students who miss school and whose absences are classified as excused absences can make up the missed classroom work. Students will have two (2) days to make up work for every day they are absent. A prior known absence requires students to make up the work before the absence. Students are responsible for contacting their teachers and planning to make up the work for an excused absence.

TARDIES

Tardies are a classroom disruption and will be handled as a disciplinary action. Students at Lyons High School will be counted tardy if they are not in class according to classroom procedure when the final bell rings. Any student tardy to their first class of the day must report to the office before going to class to determine the validity of the tardy. A student who is more than 15 minutes late to a class will be considered absent and the excused/unexcused absence policy will be in effect. Tardies are cumulative for each class. Students must serve the detention the same day they receive a tardy detention or the following day. The tardy policy is as follows:

Students are allowed two (2) tardies to class each semester before serving a one-hour detention on the third and subsequent tardies. Excessive tardiness to class may result in more serious disciplinary consequences. An exception to this policy, called a 15 Day Tardy, states that if a student goes 15 consecutive school days without a tardy, the next tardy will not count toward a detention, regardless of the number of previous tardies the student has accumulated.

NOTICE

USD 405 will release the following information during the school year: The names of students who have grade averages that place them on the honor roll, honorable mention, scholarships won by individual students and names of students and program material concerning participation in any activity sponsored by the KSHSAA. It will also release the names of students participating in drama, plays and musicals and honors bestowed upon the students by the student body and faculty.

Should any parent object to the release of this information concerning their child, please notify the principal of your son's or daughter's respective school in writing by September 10 of the school year and the school district will not release this information.

JUNIOR & SENIOR COLLEGE VISITATION DAYS

A junior & senior student may be released from school two (2) days a year to visit a college or school of higher learning, provided.

1. It is not on a testing day or special school activity in which the student is participating.
2. Permission is granted from the counselor prior to the visit.
3. A make-up slip must be picked up, completed, and returned to the office prior to leaving for the college visitation.
4. These days will not count as an absence.

LHS DEMERIT SYSTEM

LHS Demerit System Explanation

The student discipline plan for Lyons High School is based on the belief that high-school age students can make good choices concerning their behavior and that these choices protect the rights of others, particularly as it relates to a safe and orderly school environment.

When problems are recognized with a student's behavior, the discipline guidelines provide objective guidance for school administration in dealing with the problems. The discipline guidelines are organized in three categories. Category III contains the most severe and serious student behaviors. The severity of the behaviors decreases through Categories II and I.

Each category has a "point value" assigned to the student behaviors, along with an administrative consequence to be enforced for each behavior. When a student accumulates twenty-five points, a mandatory conference will be held involving the student, parents, administration, and others as appropriate. When a student accumulates fifty points, a formal hearing will be held to remove the student from further attendance at Lyons High School. Points accumulate on a yearly basis. If a student is removed from school attendance for a period less than the end of a school year, the student returns to school with a balance of twenty-five points. Student guidelines apply to students at school or at school activities.

Preventions/Interventions/Consequences for Inappropriate Behaviors

1. ADMINISTRATIVE CONFERENCE – is an administrator conferencing with the student to develop positive behaviors. The conference may include parents/guardian and faculty.
2. EXTENDED SCHOOL DAY – is a designated area in the building where students are assigned for various violations of school rules of a more serious nature.
3. SHORT-TERM SUSPENSION – is a period a pupil is removed from school, not to exceed ten (10) school days.
4. LONG-TERM SUSPENSION - is a period a pupil is removed for more than ten (10) days not to exceed a total of ninety school days. (not to extend past the current semester).
5. EXPULSION – is a period a pupil is removed for the balance of the current school year and possibly portions of the following school year.
6. OTHER CONSEQUENCES – may include written notification; student contracts; police involvement; referral to nurse, Student Assistance Team; alternative education placement; or other consequences deemed appropriate by the administration.

Twenty-Five and Fifty Points

1. 25 points – Students reaching a total of 25 points through an accumulation of violations or through a single event will mandate a parent conference with an administrator.
2. 50 points – Students reaching a total of 50 points will have a due process hearing scheduled and a long-term suspension or expulsion from school will be recommended. Consequences for the events leading to the accumulation of 25 and 50 points will be followed in the discipline guidelines.

Discipline Guidelines

1. CATEGORY III VIOLATIONS (50 points) Mandatory Short-term Suspension of up to 10 days, potential Long-term Suspension or Expulsion, Referral to Proper Authorities. Any student who violates any of the following rules while on school property or at school sponsored events shall be immediately suspended for up to 10 days and may thereafter be subject to long-term suspension of up to 90 days or expulsion for up to 186 days. During said suspension or expulsion, the student may not be permitted to participate in any school-related activities. In addition to any suspension or expulsion, the proper law enforcement authorities shall be notified.
 - a. Bomb or similar type threats.
 - b. Sale or distribution of illegal drugs or alcohol or look-alike drugs purported to be illegal.

- c. Sale or distribution of Drug Paraphernalia (Including Juuling devices and any other electronic delivery device.)
- d. Intentional contact with another person that results in serious bodily injury.
- e. Intentionally placing another person in risk of serious bodily harm.
- f. Possession of weapons as defined at Weapon Free Schools section pg. 15.
- g. Second or subsequent violation of Category II rules.

2. **CATEGORY II VIOLATIONS (25 points)** Mandatory Short-term Suspension of up to 10 days, and potential Long-term Suspension. Any student who violates any of the following rules while on school property or at school sponsored events shall immediately be suspended for a period of up to 10 days pending a hearing, which may be an informal hearing, and may thereafter be suspended for up to an additional 90 days.

- a. Possession or use of alcohol or illegal drugs or look-alike drugs purported to be illegal*
- b. Possession or use of Drug Paraphernalia (Including Juuling devices and any other electronic delivery device.)
- c. Battery – intentional contact done with the purpose to harm another (non-serious injury).
- d. Assault/Intimidation/Bullying – intentionally placing another person in fear or apprehension of injury, either physical or non-physical.
- e. Intentionally setting off fire or another emergency alarm.
- f. Any act to attempt to violate any Category III or II rules.

* *First-time violation of this offense shall require at a minimum the following sanctions:*

- (1) Short-term suspension (up to 10 days) with potential community service at Lyons High School.
- (2) Suspension for all school-related activities for a period of not less than one month.
- (3) Possible disciplinary contract.
- (4) Obtain an alcohol/drug assessment and attend and successfully complete Alcohol/Drug Information School at student/parent expense. Category III and II revisions adopted by Board of Education 11.14.11

3. **CATEGORY I (5 – 15 Points)** Mandatory Administrative Action – could include a conference, in-school suspension, Extended School Day, or other disciplinary action up to 5-day out-of-school suspension.

a. Behavior: Inappropriate (5 points) (includes over-familiarity, public display of affection, possession of pagers, other electronic communication devices, or laser pointers, and inappropriate use of cellular phones.

1. Any Offense – Up to 3 days In-School Suspension all day

b. Insubordination (0-10 points) (includes, but not limited to, failure to participate, failure to comply, leaving w/o permission)

1. 1st offense – 1-3 days of Extended School Day 2. 2nd offense – 1-3 days of Extended School Day 3. 3rd offense – 2 days In-school Suspension all day

c. Language: Inappropriate (5 points) (includes written or verbal, but not limited to, profanity or derogatory remarks)

1. Any offense – Up to 3 days In-school Suspension all day

d. Violation: Detention (0 points) \

1. 1st offense - Time to be served is doubled

2. 2nd offense - 1 day out-of-school suspension and a conference with the parent/guardian will be required before the student is allowed back in school.

Detention missed must also be served the next day or as assigned by the administrator.

Subsequent offenses - Up to 3 days out-of-school suspension and a parental conference will be required before the student is allowed back in school.

Detention time missed must also be served the next day or as assigned by the administrator

e. Violation: Miscellaneous School Rules/Policies (5 points) (Includes cheating, copying, plagiarism...)

1. 1st offense - Up to 3 days ISS all day

2. 2nd offense - Up to 5 days ISS all day

Subsequent offenses – Up to 3 days out-of-school suspension

f. Violation: Parking Lot (0 points) (includes driving and parking)

1. 1st offense - Loss of privilege for 1 week

2. 2nd offense – Loss of privilege for 20 days Subsequent offenses – Loss of privilege up to 90 days

g. Lunchroom Violation (0 points)

1. 1st Offense – 3 days assigned seat @ lunch

2. 2nd Offense – 5 day assigned seat @ lunch

Subsequent Offenses – Insubordination

h. Gang Indicia (10 points)

1. 1st Offense - 1 day in-school suspension, notify proper authorities

2. 2nd Offense - Up to 3 days out-of-school, notify proper authorities

Subsequent offenses – up to 5 days out-of-school, notify proper authorities

i. Loitering (Outside or inside) (0-10 points) (Loitering occurs when a student is on school grounds but not in class and does not have a valid pass for their location on campus)

1. 1st offense – up to 3 days Extended School Day

2. 2nd offense – up to 5 days In-School Suspension that hour

Subsequent Offenses – Up to 3 days Out-of-School Suspension

j. Tobacco (use or possession of tobacco, tobacco look a-likes or e-cigarettes on school property (10 points)

1. 1st offense – Notify law enforcement; 2 days ISS all day

2. 2nd offense – Notify law enforcement; 2 days ISS all day

Subsequent offenses - Notify law enforcement; up to 3 days out-of-school suspension.

Law enforcement can ticket violators.

k. Violation: Computer (5 – 15 points) (any student using school computer equipment without authorization or in a way which they are not authorized to use by staff)

Level 1 severity - 1-2 days Extended School Day (if occurred outside of the regular class), up to 1-week suspension from computer, and 5 points. Reasons for placement include but not limited to use of e- mail, internet, or games at inappropriate times or inappropriate sites not listed above and minor 1st offenses.

Level 2 severity – 2-3 days Extended School Day, 1week suspension from computer, and 10 points, or other consequences as deemed appropriate. Included but not limited to a second level 1 offense, possession of hacker software, nudity, theft of information.

Level 3 severity - 2 -3 days ISS and suspension from network for up to 1 year, and 15 points. Included but not limited to images of a graphic nature, pornography, use/application of “hacker” software, actions that causes damage to technology system(s) or information, or a 3rd computer violation.

l. Harassment (includes, but not limited to, sexual or racial harassment) (5-15 points)

1. 1st offense – up to 3 days out-of-school

2. 2nd offense – up to 4 days out of school Subsequent offenses – up to 5 days out of school

m. Behavior Disruptive (5-15 points) (includes but not limited to, horseplay, instigating/inciting, open defiance)

1. 1st offense – Up to 3 days In-School Suspension/Out of School Suspension

Subsequent Offenses – up to 3 - 5 days out-of-school suspension

- Open defiance – up to 5 days Out-of-School Suspension
- n. Forgery (5 Points) (includes false call/note or altering record)
1. 1st Offense – 2 days In-school Suspension
- Subsequent offenses – up to 3 - 5 days out-of-school suspension
- o. Language: Inappropriate Toward Staff (15 points)
1. 1st offense – 3-5 days Out-of-School Suspension
- Subsequent offenses – 5 days Out-of-School Suspension
- p. Possession of Stolen Property (15 Points)
1. 1st offense – Up to 3 days In-School Suspension/Out-of-School Suspension plus restitution, notify proper authorities if appropriate.
- Subsequent offenses -Up to 5 days Out-of-School Suspension plus restitution, notify proper authorities if appropriate.
- q. Theft (15 points)
1. 1st offense -up to 3 days In-School Suspension, plus restitution, notify proper authorities if appropriate
- Subsequent offenses – up to 5 days Out-of-School Suspension plus restitution, notify proper authorities if appropriate.
- r. Assault: Student Threat (15 points) (Includes, but not limited to, intimidation, verbal abuse, written, transmitted by computer or other means)
- Any offense – Notify law enforcement and up to 5 days Out-of-School Suspension.
- s. Trespass – USD 405 Property (15 points)
1. 1st offense -Up to 3 days Out-of-School Suspension
 2. 2nd offense – up to 4 days Out-of-School Suspension
- Subsequent offenses – up to 5 days Out-of-School Suspension
- t. Vandalism (15 points)
1. 1st offenses – Up to 3 days In-School Suspension, plus restitution, notify proper authorities if appropriate.
- Subsequent offenses – up to 3 days Out-of-School Suspension plus restitution, notify proper authorities if appropriate.
- u. Violation of Extended School Day – (15 Points)
- Up to 3 days In-School Suspension/Out of School Suspension, plus time owed
- v. Possession of Dangerous Devices (10 points) (includes, but not limited to: explosive devices such as fireworks, stink bombs, items not addressed in Category III, etc....)
1. 1st Offense – up to 3 days Out-of-School Suspension
 2. 2nd offense – up to 4 days out-of-School Suspension
- Subsequent offenses – up to 5 days Out-of-School Suspension
- w. Unexcused Absence
1. Zero for daily work
- x. Violation: In-School Suspension (15 points)
- Any offense – 3 days OSS/plus make up time.
- y. Dress Code: 1st offense-Warning, 0 points, Student has option to change inappropriate clothing into one that will be provided by the school or go home unexcused that period to change into appropriate clothing. 2nd Offense: 5 points and 1-hour detention. Options are the same as in the 1st offense. 3rd Offense: 5 points and 2 hours of detention. Options are the same as in the 1st offense.
- z. Other Behaviors (0 –15 points)
1. Any offense - Up to 5 days Out-of-School Suspension, consequences to fit behavior
 - aa. Cellular Phones and Electronic Devices: Cellular phones and electronic devices shall not disrupt the educational process. Cell phones shall not be used during instructional times (from the beginning bell until the ending bell of each class period, during testing times or during student assemblies.) Any offense – The cell phone will be confiscated by the staff member

observing the infraction and turned into the office. The student will serve a one-hour detention for each infraction.

Electronic Devices: Camera and any other item capable of making pictures are banned from the bathrooms and locker rooms. Any electronic item (cameras, music devices or other devices) used in the classroom may be confiscated by teachers that prohibit usage in their classrooms.

bb. Battery: Student (5-15 points) unlawfully, willfully, intentionally, or recklessly causes minor bodily harm to another person or intentionally causing physical contact when done in a rude, insulting or angry manner.

1. Any Offense: In school suspension, up to 10 days Out-of-School Suspension with a due process hearing possible

OUT OF DISTRICT STUDENTS

Students who do not have residency in USD 405 district boundary and wish to attend Lyons High School must apply for admission and be approved by the B.O.E.

Students must present evidence from their sending district of status and academic standing prior to admission. Admission will only be granted after records have been reviewed by the counselor and/or the administrator of the high school.

STUCO

The purpose of this organization shall be to: represent student rights; provide orderly direction of school activities; develop attitude of and practice in good citizenship; promote harmonious relations throughout the entire school; improve student-teacher and student-administration relationships; for a more realistic government that would be a tool between students, teachers and administration; improve school morale; assist in the management of the school; charter school clubs and other organizations; create a more meaningful student participation in decision making—realizing, of course, that the school is a government of, and by itself, and that the administration and faculty have certain powers, rights and responsibilities; and promote the general welfare of the school.

WEAPON FREE SCHOOLS

USD 405 has established certain misconduct and misbehavior that cannot and will not be tolerated at any time, in any form, on any school property, or at any school activity. The following identified behaviors, actions or activities constitute such “non-negotiable behaviors.” Kansas law and BOE policy requires expulsion for 186 school days if found_guilty of violating the Weapon Free Schools Act.

POSSESSION OF WEAPON. Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

Weapon means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon

described in the preceding example; (3) any firearm muffler or firearm silencer; (4) any explosive, incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than ¼ ounce, (E) mine, or (F) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, sand club, metal knuckles or throwing star; (8) any knife, commonly referred to as a switch-blade, which has a blade that open automatically by hand pressure applied to a button, spring or other device in the handle of the knife,, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust of movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. The term "weapon" does not include within its meaning (1) an antique firearm; (2) any device which is neither designed not redesigned for use as a weapon; (3) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (4) surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C common fireworks.

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