



O•S•W•E•G•O

Junior / Senior
High School

2021-2022
Student Handbook

OSWEGO JUNIOR/SENIOR HIGH SCHOOL

P.O. BOX 129

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Oswego, Kansas 67356

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OJSHS Administration

Superintendent.....Douglas Beisel

Principal.....Rob Schneeberger

Counselor.....Lynette Goddard

Welcome to the 2021-2022 school year. This will be a year of special interest to me personally. In my fourth year at Oswego, the graduating class will be my first to see from their freshman year through to their senior year.

This will also be a year of “changes”. The Junior High has expanded to include 6th grade. We also will continue to host the Service Valley junior high students, but this year that will take place the final two periods of the day. It is our hope that the transition into activities will be much better for those students since they will already be here at the end of the day.

Because of the COVID shut-down two years ago, last spring was the first real opportunity since I’ve been here for the staff to take a close look at the handbook and update several areas. You will notice many changes, all indicated in **gray highlights**.

I spent many years as a teacher and coach before moving into a principal position. Since that move, I have really missed the daily interaction with students that I enjoyed for 22 years. Please don’t hesitate to stop by my office at any time, I’d love to visit with you.

Rob Schneeberger
Principal

MISSION STATEMENT & SLOGAN

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

“Believe, Achieve, Succeed!”

OJSHS FACULTY AND STAFF

Rob Schneeberger - Principal

Chris Ball - Athletic Director
Lynette Goddard - Counselor

Jackie Allmendinger - Spanish
Chris Ball - Industrial Technology
Cathy Campbell - English
John Case - Science
Mollie Clugston - English
Beverly Elliott - Business/Computers
Kelsey Fabrycky - Art
Matt Fowler - Physical Education
Lynette Goddard - Psychology
Sam Hardy - Math

Kerri Matson - Special Education
Wendi Black - Para
Peggy Herreld - Para
Kathy Jones - Para
Laura Roberts - Para
Karla Seaman - Para

Head Baseball - Jeff Schreppel
Head Basketball (B) - Steve McBrien
Head Basketball (G) - Neal Cruse
Head Cheerleader - Amy Reynolds
Head Cross Country - Neal Cruse
Head Football - Matt Fowler
Head Softball - Matt Vail
Head Track - Neal Cruse
Head Volleyball - Janna Olson

JH Head Basketball (B) - JD Walker
JH Head Basketball (G) - Lance Smith
JH Head Cheerleading - Amy Reynolds
JH Head Football - Jeff Schreppel
JH Head Track - Matt Fowler
JH Head Volleyball - Rob Schneeberger
Rochelle Sheddric

Angela Cooper – Activities Secretary
Barb Long – School Secretary

Sarah Kelley - Science
Blake Long - Music
Shelli Martin - Science/Math
Angie Norris - English
Janna Olson - Health/Physical Education
Jami Perona - History
Jennifer Schenker - Math
Maureen Schofield – Fam. & Cons. Science
Jeff Schreppel - History
Drake Sheddric - Math

Amber Figura - Kitchen
Catherine Smith - Kitchen
Cindy Sparlin - Kitchen
Mike Thomson - Custodian
JD Walker - Head Custodian
Bonnie Wilson - Custodian

Art Club - Kelsey Fabrycky
Chess Club - Matt Fowler
FCCLA - Maureen Schofield
Junior Class - Barb Long and
Laura Roberts
KAY Club - Janna Olson
NHS - Beverly Elliott
Scholar's Bowl (JH) - Barb Long and
Drake Sheddric
Scholar's Bowl (HS) - Jeff Schreppel and
Cathy Campbell
School Play - Jami Perona and
Mollie Clugston
Science Club - Sarah Kelly
Senior Class - Barb Long
Speech/Drama Club - Cathy Campbell
STUCO - Lynette Goddard and
Angie Norris

BUILDING HOURS

The building will be open from 7:00 a.m. until 4:00 p.m. No student shall leave the building without permission after they have arrived. The school office is open from 7:00 am to 3:45 pm.

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ACADEMIC REQUIREMENTS

1) To meet graduation requirements, students **must earn 25 units** in grade 9, 10, 11 and 12.

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|---|---------|
| • English (Language Arts) | 4 units |
| • Social Studies (World History, US History, US Government) | 3 units |
| • Math | 3 units |
| • Science | 3 units |
| • Physical Education | 1 unit |
| • Fine Arts (Performing or Visual Arts) | 1 unit |
| • Practical Science (Business, FACS, Shop, Yearbook) | 1 unit |
| • Electives | 9 units |

2) After a student is admitted to the ninth grade, classification will be determined by the number of units earned.

- A student is a **Freshman** upon admission.
- A student is a **Sophomore** when 5 units have been earned.
- A student is a **Junior** when 11 units have been earned.
- A student is a **Senior** when 18 units have been earned.

3) Homework will be required in all classes.

4) One half (1/2) unit will be earned for successful completion of a semester course as evaluated by the instructor.

5) At the end of the semester, all work shall be completed by the time final exams are finished, with the following exceptions: cases of extended illness or extenuating circumstances will be considered individually. In the event a student receives an incomplete in a course at the end of the semester(s), he/she must complete all work within a "two week" period after the semester, otherwise an "F" will be recorded on the permanent record.

6) When a handicapped student receiving full or part time special education and related services needs a modification of graduation requirements because of his/her handicap, the modification to be made should be according to the student's I.E.P. (Individual Education Program). Thus, the I.E.P. multi-disciplinary team for secondary students, should consider whether the student needs:

- Changes in required courses.
- A modification of curriculum, method, materials, evaluation of time to enable him/her to meet the state's or local district's graduation requirement.

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

Required performances:

- English Production (Forensics) students are required to attend a number of competitions as outlined by the instructor.
- Grade school, Junior High and Senior High School Choral classes are required to attend all concerts and festivals.
- Junior and Senior High Band:
 - Football and Basketball games
 - Parades
 - Concerts
 - Festivals
 - Any other program, designated by the teacher, that involves the entire group.

8) Students may change classes up to a pre-announced date each semester. Any need based change must be approved by the principal, counselor, and teachers of class to be dropped and added. Most classes are year-long classes and switching in or out at semester will not be possible.

GRADING SYSTEM

A grade is an indication of a student's progress throughout the semester. Quarterly grades will be issued to assist parents in monitoring that progress. Credit for classes is based on semester grades.

- Teachers shall send out deficiency reports to all parents whose children are failing or have substantially dropped two letter grades.
- Teachers shall contact parents for conferences when the student's attitude has substantially changed, or the student's achievement has fallen one or more letter grades.
- Teachers shall contact parents of students for conferences who continually are receiving below average grades.

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

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

ACADEMIC DISHONESTY

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

First Offense	"F" on material and parents are notified.
Second Offense	"F" on material, parents notified, and a three-day suspension.
Third Offense	All of the above plus possible loss of credit.

RETEST POLICY

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

RULES FOR RECEIVING ACADEMIC CREDIT

Students must receive a passing grade for course work completed in any particular class or subject, pursuant to the district grading scale, to be awarded credit.

QUALIFIED ADMISSIONS REQUIREMENTS FOR REGENTS UNIVERSITIES

Freshmen applicants, aged 21 & younger, who graduate from an accredited high school, will be guaranteed admission to six state universities by meeting the Qualified Admissions requirements designated by each university, as follows:

Emporia State, Fort Hays State, Pittsburg State and Wichita State

- ACT 21+ (SAT 1060) or Cumulative GPA 2.25+
- Cumulative GPA 2.0+ for College Credit earned in High School

Kansas State University

- ACT 21+ (SAT 1060) or Cumulative GPA 3.25+
- Cumulative GPA 2.0+ for College Credit earned in High School

University of Kansas

- ACT 21+ (SAT 1060) and Cumulative GPA 3.25+ or ACT 24+ (SAT 1160) and Cumulative GPA 3.0+
- Cumulative GPA 2.5+ for College Credit earned in High School

PRE-COLLEGE CURRICULUM REQUIREMENTS FOR SCHOLARSHIP APPLICANTS

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

1. Math 1 additional unit (4 total)
2. Foreign Language 2 units required in one foreign language.
3. Natural Science student applying for a state-sponsored scholarship must take Biology, Chemistry, and Physics.

HONORS PROGRAM

Purpose of the program: to recognize and reward students who take advanced classes in each curriculum area and who excel in academic expectations. The Honors Program requirements are the same as the State Scholarship Program. Program must be completed while maintaining a cumulative GPA of 3.00.

QUALIFICATIONS FOR VALEDICTORIAN / SALUTATORIAN

Purpose: The purpose of identifying valedictorians at OHS is to recognize the top academic graduating Senior (8 semesters) based on 4.0 GPA. Student(s) who meet the following criteria will be considered to be valedictorians at OHS: the student must have completed the honors program. The remaining student(s) having the highest GPA will be designated salutatorian.

HONOR ROLL

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

CONCURRENT AND DUAL CREDIT ENROLLMENT PARTNERSHIP

U.S.D. 504 has entered into a Concurrent Enrollment Partnership with Labette Community College and Coffeyville Community College.

In an effort to provide additional academic challenges to secondary school pupils, this agreement authorizes qualified Sophomore, Junior and Senior pupils enrolled in Oswego High School to enroll and participate in courses while concurrently completing their high school curricula.

Such "concurrently enrolled pupils" and/or their families are personally responsible for all postsecondary tuition costs. Students are also expected to purchase the required textbook, unless the high school has adopted the approved book.

Our agreements state that the coursework successfully completed by concurrent or dual enrollment pupils will be awarded appropriate academic credit and will be applicable toward the award of a college degree.

Student Eligibility: Students must meet institutional enrollment requirements, follow institutional procedures regarding assessment/placement, and satisfy course prerequisites. To meet the “academic challenge” purpose of this policy, students must have an acceptable score or sub-score on a standardized placement test in order to enroll in a course. Student grade point averages and academic history are taken into consideration when determining acceptance by the principal of their application for enrollment.

ACTIVITY ELIGIBILITY

Activity Eligibility rules for interscholastic athletics and activities use those established by the Kansas State High School Activities Association as a guide. The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration. If there is a question about eligibility, a student should contact the building principal. However, the following are general guidelines:

1. You must be a bona fide student in good standing at Oswego Junior/Senior High School
2. You must have passed at least five new subjects of unit weight last semester.
3. You must be enrolled in at least five new subjects of unit weight the present semester.
4. You must maintain academic grades as per guidelines outlined by the coaching staff.
5. OJH dances are for OJH students only.
6. Dates of OHS students must be a student in good standing at their respective high school and/or under the age of 21. An Out-of-School Date Request Form must be completed prior to an out-of-school date attending an OHS dance.

ATTENDANCE

Parents/guardians are expected to call the school office when their child is absent or going to be absent from school.

Kansas law requires students to attend school until age eighteen and requires schools to adopt rules for determining a valid excuse for being absent from school and for determining what constitutes a “significant part of a school day.” Any person who is sixteen or seventeen years old may be exempted from the compulsory attendance requirement provided:

- They have attained a diploma or G.E.D.; or they are enrolled in an approved alternative education program recognized by the U.S.D. 504 Board of Education.
- A court orders the exemption; **OR**
- The parent, or person acting as parent, consents in writing to their child being exempt from the requirement, and the child and parent attend a final counseling session conducted by the school, at which time a disclaimer (which complies with legal form and content) is signed by both the student and parent.

For USD 504, the Principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or student.

In the event that a student exceeds nine (9) days absence during a semester, the building principal shall have the authority to determine the recourse and/or consequences for the excessive absences. Principals may consider unique extenuating circumstances when determining recourse. Hospitalization, accident and verifiable long-term illness are examples of such issues that will be considered. Absences due to school sponsored or sanctioned activities for which the student has been properly pre-excused are exempt and shall not be counted as absences with regard to this policy.

Excused Absence: As per Board of Education policy, the definition of 'excused absence' includes the following:

- Personal illness;
- Health-related treatment, examination or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school-sponsored activity;
- Absences pre-arranged by parents and approved by the Principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the Principal for visitations relative to leave or deployment.

All absences, which do not fit into one of the above categories, would be considered an unexcused absence unless the building principal determines otherwise.

School Work: Work missed due to an excused absence may be made-up for full credit. The time allowed for such make-up shall be a total of the actual number of days missed plus one day. Work missed due to an unexcused absence should not expect to receive full credit. Student absences due to suspensions are considered excused. All work made up with the timeframe stated herein will be for full credit. The appropriate instructor(s) may enter work that is not made up in the time allotted as a zero "0". Students who know in advance that they are going to have an extended absence may, with permission, complete assignments and other work prior to such absence for full credit. Such requests must be made through the principal's office at least five (5) days prior to such absence.

Attendance Relative to School Activities: Any student that is absent during any part or all of a school day due to illness or for any "unexcused" reason shall NOT be eligible to participate in any extracurricular activity or practice scheduled during that particular day. Participation in activities on days any student is absent for other excused reasons shall be at the discretion of the principal.

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

Finals: Are required in all classes each semester as part of a student's semester grade; students are required to take finals at scheduled times. If students are unexcused on the day of finals, they will not be allowed to make it up and will receive a zero for the test. Students that miss finals due to an excused absence will have 5 days to make-up those finals. NO FINALS WILL BE GIVEN EARLY, unless the student has prior approval from the principal and teacher.

TARDY POLICY

Tardiness is defined as any appearance of a student after the scheduled time school or a class begins. **Tardiness of more than ten (10) minutes to a class will be considered an absence.** The principal shall have the authority to determine whether a tardy is "excused" or "unexcused" relative to the administration of this policy. Legitimate excuses shall be those over which the student has very little or no control. Tardies, within the same SEMESTER, will result in the following consequences:

- First offense and Second offense - warning from instructor.
- Third offense - detention after school under the supervision of the instructor.
- Fourth offense and all tardies thereafter- detention for 30 minutes before or after school under the supervision of the principal. If a student receives four tardies during the fifth hour immediately following the lunch period, they will have a closed lunch period for the rest of the semester or 9 weeks, whichever is longer.

There will be a two-ring warning bell that will ring one minute before each class. Students should report to class immediately upon hearing the warning bells.

TRUANCY

The principal will report any student whose absence is unexcused from school to the appropriate legal authority. Truancy is defined as any three (3) consecutive unexcused absences, five (5) unexcused absences during any semester, or seven (7) unexcused absences during any particular school term, whichever comes first. Students who are absent for a significant part of any school day, as defined above, shall be considered truant as it pertains to the reporting requirements established by law. If a truant student is returned to school by a law enforcement official, the principal shall notify the parent/guardian.

SELECTION OF MEMBERS FOR OHS NATIONAL HONOR SOCIETY

- Section 1:* To be eligible for membership, the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. Freshmen are not eligible. Candidates must have been in attendance at the school the equivalent of one semester. Some candidates may be ineligible for induction because of the semester ruling.
- Section 2:* Candidates must have a cumulative scholastic average of AT LEAST a 3.0 to be eligible to complete an application. Candidates shall then be evaluated on the basis of scholarship, service, leadership, and character. An application may be obtained from the sponsor.

Section 3: The selection of each member to the chapter shall be a majority vote of the faculty council. A faculty council consisting of five voting faculty members and one non-voting, ex-officio member who is the sponsor will then review the applications. Interviews will be set up with each candidate before the faculty council.

Each student will be selected on the basis of scholarship, leadership, character and service. The MINIMUM requirements for possible selection shall be participation in AT LEAST two school extracurricular activities and one community or church activity, and one position in which the student was directly responsible for directing or motivating others (elected student body, class or club officer, committee chairperson, newspaper editor, work area manager, community leader, etc.) There will be no number or quota set.

STUDENT TRANSPORTATION AND BUS RULES

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

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

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

Bus rules are as follows:

1. The driver is always in charge of both the pupils and the bus. Students must obey the driver promptly and courteously.
2. No food or drinks consumed on the bus.
3. The driver has the authority to assign seats to students. Students must remain in their seats at all times, facing the front of the bus.
4. Students must be on time; the bus cannot wait for those that are tardy.
5. When boarding, leaving, and traveling on the bus, students will conduct themselves in an orderly well-behaved manner. No pushing or shoving. When walking to and from the bus, use the side of the road.
6. There shall be no loud talking or any behavior that is disruptive or distracts the driver.
7. Ordinary conversation between students sitting in the same or adjacent seats will be permitted. All classroom rules of conduct will be observed.
8. Students shall not leave waste paper or any other rubbish in the bus. Keep your bus CLEAN and SANITARY! There are waste paper baskets in the front and back of the bus, so use them.
9. Any damage to the bus shall be reported to the driver immediately!
10. Animals, insects, and reptiles shall not be transported on the bus.

11. Glass containers, bottles and jars, are not permitted on the bus.
12. Keep the middle aisle clear. No bags, or your feet in the middle of the aisle.
13. Keep your feet out of the seats. Do not use pens, pencils or markers on the seats or any part of the bus.
14. Students shall not, at any time, extend arms, legs, or head out of the bus windows.
15. Please follow all rules to make riding the bus safe! The bus driver will enforce all rules. Violation of any of these rules will be dealt with.

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

ACTIVITY TRIP REGULATIONS

When it is necessary for students to travel for interscholastic activities, extra-curricular activities, field trips, or any other school-sponsored trip, Unified School District No. 504 will provide transportation for all involved students.

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

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

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

Students On Activity Trips Will Not Be Released To Any Person Other Than Their Own Parents Without Prior Approval From the Building Principal

Any other arrangements for activity travel must be made in ADVANCE and approved by the appropriate building principal.

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

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

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

TRANSPORTATION FOR VOCATIONAL CLASSES

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

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

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

CLASS DUES

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

HOMECOMING

Policy for selecting and electing Homecoming Queen and Attendants:

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

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

ACTIVITIES REGULATIONS

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

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

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

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

SCHOOL LUNCH PROGRAM

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

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

VISITORS

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

GUIDANCE

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

COMPLAINTS AND GRIEVANCES PROCEDURE

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

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

SEARCHES OF STUDENTS

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

DRIVING AND PARKING REGULATIONS

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

- Parking lots are school property.
- The school is responsible for supervision of the parking areas and the safety of the students.
- The marked parking places on the east side of the building are designated for student parking. Students are expected to park within the lines.
- The area south of the building is designated for faculty.
- **Failure to comply with basic rules of safety in the parking areas may lead to use of them being denied and the assignment of detention. This will include, but not be limited to, reckless driving, speeding, or entry into anyone else's vehicle without their permission.**

MEDICATIONS AT SCHOOL

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

School personnel shall not be required to be custodians of any medications except in circumstances where it is essential that students take such medication during the school hours. The medication shall be examined by the school employee administering the medication to determine in his judgment that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of a licensed medical person. Any changes in types of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

Non-Prescription Drugs: Non-prescription drugs may be administered during school hours if the drugs are in their original container, and the parent/guardian submits written permission for school staff to administer the drug.

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

Student Self-Administration of Medications (See JGFGB): The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy, medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulations as an inhaled bronchodilator or auto injectable epinephrine. Self-administering is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider. The student must also meet eligibility and authorization requirements as defined by USD 504 Policy JGFGB.

INOCULATIONS AND NON-IMMUNIZED STUDENTS

All students enrolling in any school in the district shall provide the building principal with proof of immunizations from certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of 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 of school shall issue a news release each August explaining the required vaccinations and booster shots. Parents may delegate in writing their authority to consent to immunizations as provided for in the current law. Students who fail to provide said documentation, as required by law, may be excluded from school by the superintendent of school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law; said notice to (1) include the reason for the exclusion, (2) state that the student shall continue to be excluded until the student has complied with K.S.A. 72-5209, and (3) inform the parents or guardian that a hearing thereon shall be afforded the parents or guardian upon written request for such hearing.

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

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

HEAD LICE

Head lice can happen to anyone. They are tiny insects that live in human hair and hatch from small eggs called nits, which are attached to the base of individual hairs. The school nurse or delegated staff member, will perform periodic head lice checks, as needed. If a student is found to have head lice, he/she will be excluded from school until treatment with an anti-parasitic drug has been initiated and verified by the district nurse.

FIRE DRILL

Fire drills will be conducted quarterly, and teachers are responsible for making students aware of how to exit the building from that particular classroom.

TORNADO DRILL

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

RULES FOR STUDENT USE OF COMPUTERS AND NETWORKS

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

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

- 1) Student users shall respect the integrity of the computer systems and networks; students are advised that systems and networks have been set up by the network administrator and are not to be altered in any manner. If, when an adult approaches, a student "freezes", "locks" or suddenly shuts down a computer, such action may be considered a violation of these rules.

2) Student users shall:

- use all computer equipment in a careful respectful manner; having no expectation of privacy when using district email and/or computer systems.
- use only the software assigned by an instructor or staff member;
- immediately report equipment or software problems to the instructor or appropriate staff;
- **not bring food and/or drinks into the computer lab or work areas unless approved by the principal** (testing situations may allow for an exception to this rule)
- take the initiative to maintain the order and cleanliness of the labs and computer areas by picking up debris, recycling paper, picking up personal items, etc.; and leave all computer equipment and materials you have used in good working order.

3) Student users shall respect and comply with the legal protection provided by copyrights and/or licenses relative to programs, books, photographs, artwork, articles, etc.

4) Students shall adhere to printing, file accessing, file saving, e-mail transmission, and e-mail distribution guidelines as directed by the instructor or authorized staff member.

5) Student users shall access, use, or save only "school appropriate" text, language, pictures, data, and any other materials available on or received from the Network and/or Internet.

6) Student users will agree to use the Internet only for school related purposes. Email, Chat Rooms and Instant Messaging is strictly prohibited unless under the direct supervision of school personnel. Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved education purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

7) Student users shall display appropriate conduct and courtesy and will respect the rights and privacy of others. Only appropriate language, which is not abusive, obscene, profane, or otherwise offensive will be used in all messages transmitted from school computers and networks.

8) Student users shall only contact host sites that are considered by the staff and administration to be appropriate for school or instructional use. Under no circumstances shall students access pornographic websites.

9) Student users shall not, when using Internet services, reveal their name, address, location, age or password, or the name, address, location, age or password of any other student, unless specifically authorized to do so by school personnel.

- 10) Students shall not access the Chooser, Control Panels, System Preferences, or Operating Systems available on the desktop of any computer or in any way change the configuration of any computer or network operating system, program or software.
- 11) Student users shall not attempt to learn the password of any other user or gain unauthorized access to any file, program, software, or operating system stored on any computer or network.

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

Disciplinary Sanctions for Violations of AUP and Student Use Regulations

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

Level Two: Students shall, at a minimum, be suspended from non-essential computer use for a period of four to nine weeks and the student's parent/guardian will be notified.

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

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

SEVERITY CLAUSE

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

CHROMEBOOK CHECKOUT

Students will check out chromebooks and a charger at the beginning of each semester. Chromebooks and chargers will be collected by the school at the end of each semester. Damage, misuse or failure to return at the end of the semester may result in the delay of any future chromebook/charger checkout.

TELEPHONE USAGE (or Other Electronic Devices)

A phone is available for local calls in the school office. Phone calls for students should be handled between classes, during lunchtime, or before and after school. Students are to have cell phones turned off during class time unless permission for use is granted by the teacher. All other electronic devices are subject to the same restrictions as cell phones.

No unauthorized video &/or audio taping/filming or taking pictures in school. **Taking or passing along lude and lascivious content, including pornography is prohibited. The principal will take any appropriate corrective disciplinary action according to the discipline plan and information, depending on severity, may be referred to law enforcement for possible criminal charges.**

STUDENT BEHAVIOR AND CONDUCT

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

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

- Dishonesty: Any attempt to lie, cheat, defraud, or deceive will result in disciplinary action, however, any student who is believed to be dishonest to the administration will, at a minimum, be suspended from classes and activities on an in-school basis.
- Disrespectful Behavior: Students demonstrating a lack of respect or rude and discourteous behavior will result in a verbal warning, or; depending upon the severity of the offense, more severe sanctions may be imposed. Parents will be notified.
- Hands-Off Policy: The "hands-off" policy for students will be enforced at OJSHS. "Hands-off" includes any display of affection that goes beyond hand holding in the school or on school grounds. Teachers will warn students and report these warnings to the office. The second warning may result in a detention and/or a parent/student/ administrator conference.
- Food and Drink: Food is permitted IF initiated by the teacher. If you have to ask for permission, the answer is "no". Snack between classes is permitted to be kept in lockers and is not to be consumed as one moves from class to class.
- Assault: Any physical force or threat of such force, which causes another person to fear for his/her safety and/or well-being. Any student who assaults a district staff member will, at a minimum, be suspended on a long-term basis. Additionally, assault is a violation of the Kansas Criminal Code and such action shall be resorted to the appropriate legal authorities for prosecution.
- Fighting: Students that engage in any physical form of fighting will, at a minimum, be suspended from classes and activities on an in-school basis, provided that the principal, after completing an investigation of the circumstances, shall have the authority to determine that one student was the aggressor, whereby he/she may elect to impose a lesser penalty, or impose no penalty, against a student who was simply defending himself/herself.

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communication including outside school hours when it interferes with the reasonable operation of the educational process.
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.
- **Law enforcement may be notified.**

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

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

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

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

- Extortion: Obtaining money, other personal items, or services from another student as a result of force, threats, intimidation or other undue power will result in, at a minimum, suspension from classes and activities on an in-school basis.
- Profanity and Obscenity: Any action or spoken or written language that is profane, obscene, offensive or indecent. All profane or obscene language, gestures or actions will result in disciplinary action; however, any student who directs profanity or obscenity towards a staff member shall, at a minimum, be suspended from classes and activities on an in-school basis.

- Open Defiance: Willful failure to comply with the reasonable requests, instructions, directives or orders of a staff member will result in a verbal warning or depending upon the severity of the offense, more severe sanctions may be imposed.
- Theft: Stealing school property or the property of any other person is a violation of the Kansas Criminal Code. In addition to disciplinary sanctions, the principal will report the theft of property to appropriate legal authorities. At a minimum, the offending student will be suspended from classes and activities on an in-school basis.
- Vandalism: The willful defacing or destruction of school property, equipment or buildings or the property of another person shall result in serious disciplinary sanctions. In addition to disciplinary measures, any student guilty of vandalism, and his/her parents if such student is under 18 years of age, will be responsible for full and complete restitution as provided by law. (refer to Policy EBCA) and, at a minimum, be suspended from classes and activities on an in-school basis.
- Possession or Use of Tobacco Products: Students under the age of eighteen who possess or use tobacco products are in violation of the law. Students, regardless of age, shall not possess and/or use any tobacco product in any school building, on school grounds, in any school vehicle, or at any school activity- regardless of location. Any student that violates this policy shall, at a minimum, be suspended from classes and activities on a short-term basis.

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

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

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

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

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

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

HAZING

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

THREATS/INTIMIDATION

Any student that threatens or intimidates another person with physical violence, and such threat or intimidation causes any person to fear for his/her safety and/or well-being, the offending student shall, at a minimum, be suspended from classes and activities on an in-school basis.

The principal or designee, after completing a thorough investigation of the circumstances, shall have the authority to impose more severe sanctions up to and including long-term suspension.

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

LASER POINTERS

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

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

POSSESSION OR USE OF A WEAPON

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

Definition of Weapons or Destructive Devices

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

1. any weapon which will, 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 silencer;
4. any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, a mine or similar device;

5. any weapon which will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, including air, and which has a barrel of any length with a bore of any diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
6. any bludgeon, sand club, metal knuckles or throwing star;
7. **any knife**, including those commonly referred to as a switchblade, any knife which has a blade that opens by pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls into its ejected position by force of gravity or by an outward, downward, or centrifugal thrust or motion.

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

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

Reporting Criminal Possession of a Firearm by a Student

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

DRESS CODE

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

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

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

1. Hair will be clean, neat and well groomed. Hairstyles will not be outrageous, be a health hazard, or adversely affect the school environment.
2. There shall be no half-length, bare midriff, halter top, spaghetti straps or other such style shirts or blouses that will expose the midriff, chest or back. Sleeveless shirts must have modest armholes. Sleeveless shirts without sleeves will be hemmed and non-exposing.
3. Mesh or other see-through material is not acceptable.

4. Undergarments shall not be worn as outer garments. Traditional underwear, worn as outerwear, will not be permitted. Any exposed undergarments are not acceptable.
5. All students shall wear shoes. Shoes regarded as house slippers are not acceptable.
6. Students will not be permitted to wear any clothing, jewelry, belts, or accessories that advertise or display pictures, logos, phrases, letters, or words which are profane, obscene, vulgar, offensive or otherwise disruptive. This shall include, but not be limited to: nude/semi-nude human figures; alcoholic beverages; advertisements for bars or casinos; tobacco products; controlled, prohibited, illicit or illegal substances; sexual or sensual content; and any pictures, words or phrases which have obvious alternative sexual, vulgar, or obscene meanings or messages.
7. Sunglasses will not be worn in school buildings unless prescribed by a physician.
8. Students shall not wear hats, caps, or other headgear inside any school unless approved by the principal for a special occasion. This includes headbands and scarves worn on the forehead. Female headgear with good taste is permitted.
9. Students shall be permitted to wear shorts to school provided "short-shorts," bikini briefs, and cut-offs, which reveal the leg above the mid-thigh will not be permitted. After one warning, a student may lose the privilege of wearing shorts to school.
10. Dresses and/or skirts must be mid-thigh in length or longer.
11. Jeans, slacks, pants, or shorts that are worn below the waistline are prohibited, as well as torn or cut up clothing. No skin shall be exposed.
12. Leggings may be worn under dresses or skirts that extend to the knees. Leggings may not be worn as pants.
13. Yoga/Spandex pants are acceptable as long as the shirt or sweater completely covers the buttocks.
14. Regulations regarding grooming and dress for those students who participate in the activity program (athletics, fine arts, performing arts, and other organizations) that publicly represent the school district shall be established by the sponsor responsible for coaching or directing such activity, provided such additional regulations shall be approved by the principal. Students are to follow the dress code on any school sponsored event.
15. Alternative clothing for dress code violators shall be in the office so as to not lose valuable instructional time.
16. **Definitions:** Exposed midriff is defined by waistline showing when standing or walking. The length of shorts/skirts should be as long as the placement of finger tips, when arms are placed down the length of the body. Low cut blouses will not exceed the hand width from the collarbone. Tank tops and/or blouses must be a minimum of two-inch width centered over the top of shoulders.

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

DISCIPLINARY SANCTIONS

The disciplinary sanctions listed in this section may be applied on a case-by-case basis depending upon the specific regulation and the severity of the Behavior Code violation. In no way shall the disciplinary measures listed herein be construed to be a step-by-step penalty system whereby a less severe penalty is imposed. The administration reserves the right to apply other consequences as appropriate. Certain regulations in the Behavior Code provide for minimum or specific disciplinary sanctions for violations.

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

Detention: Teachers have the authority to schedule their own detentions due to missing or unsatisfactory work and/or other classroom infractions. Students are expected and required to attend all scheduled detentions. The time, day and length of the detention is determined by the teacher.

There are two options available for detentions scheduled through the office by the Principal. A morning detention is a 30-minute detention which begins no sooner than 7:00 and no later than 7:15. An afternoon detention begins at 3:15 and runs for 45 minutes. Afternoon detention cannot begin after 3:30. Students issued office detentions will report to the front computer lab to check in.

Failure to attend any detention will result in the doubling of that detention. Students failing to attend detentions will be placed on probation. During the time a student is on probation, the student may not attend any school activities as a spectator, participant or observer until the student meets the conditions of the disciplinary action.

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

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

In-School Suspension: This disciplinary measure is designed to serve students who would normally be suspended from school for violations of the Behavior Code or other school regulations. Instead of being excluded from school for a specific number of days, a student may be assigned to disciplinary isolation whereby the student is segregated from the student population during the term of the suspension.

The principal or other assigned certified staff member shall be responsible for supervising students while suspended on an in-school basis. The supervisor may assist students with assignments and assure that the student is continuously working on assignments or studying throughout the term of the suspension. Assignments from each class will be provided, and the student is expected to bring all necessary materials to do the assigned work. If the regular class assignments do not provide enough work to fill the entire time, the supervisor shall assign additional work, study or reading which will be of educational value. Students assigned to in-school suspension shall report to the designated location prior to the time regular classes begin and will be excused after 4:00 p.m.

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

- Any resistance to comply with the directives or instructions of the supervisor or the rules stated herein will result in additional days of being added to the in-school suspension. If a student is openly defiant or refuses to comply with the rules, the principal will immediately suspend such student for a period not to exceed five days as provided by the Suspension/Expulsion policy and laws of the State of Kansas.
- The student shall not leave the designated area without the expressed permission of the supervisor, including restroom breaks and the lunch period. Lunch will be eaten in the designated area.
- The student shall not talk to anyone except the supervisor without the permission of the supervisor.
- There will be no break in the routine; the student will be engaged in some educational activity at all times.

- Sleeping is not allowed.
- Students will be given full credit for work completed while assigned to in-school suspension.
- Students are not counted absent from school while assigned to in-school suspension.
- Absence due to illness will not fulfill the requirement of days assigned to in-school suspension.

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

SUSPENSION AND EXPULSION (Policy JDD)

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

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

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

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

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

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

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

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

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

A written notice of the result of the hearing shall be given to the student and to the parents or guardian within twenty-four (24) hours after the determination of such results.

Rules Which Apply in all Cases When a Student may be Suspended or Expelled:

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

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

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

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

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

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

- written notice of the appeal shall be filed with the clerk within **ten** (10) calendar days after receiving notice of the decision;
- the Board shall schedule an appeal with the Board or a hearing officer appointed by the Board within **twenty** (20) calendar days;
- the student and the student's parent or guardian shall be notified in writing of the date, time and place of the appeal hearing at least **five** (5) calendar days prior to the day of the hearing;
- the appeal hearing shall be conducted as a formal hearing using the **aforestated** rules and procedures for expulsion hearings;
- the Board shall provide a certified court reporter to transcribe the appeal hearing;
- the Board shall render a final decision no later than the next regularly scheduled Board meeting after the conclusion of the appeal hearing.

SEXUAL HARASSMENT (Policy JGEC)

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all schoolsponsored activities, programs, and events within the United States.

It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following:

- a district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or
- sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but not be limited to, verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Douglas Beisel, Superintendent, 719 Fourth Street, PO Box 129, Oswego, Kansas 67356, (620)795-2126, dbeisel@usd504.org has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1967, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints: The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge.

Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator. Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition stated above. Unacceptable student conduct may or may not constitute sexual harassment depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but which do not constitute sexual harassment, may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its recurrence. To the extent possible, confidentiality shall be maintained throughout the investigation of a complaint; however, the desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

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

RACIAL AND DISABILITY HARASSMENT (Policy JGECA)

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment on the basis of race, color and national origin or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964 and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school sponsored activities, programs and events.

It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

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

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

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

Any student who believes he/she has been subject to racial or disability harassment or has witnessed an act of alleged harassment, should discuss the alleged harassment with the building principal, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints against the superintendent shall be made to the Board of Education. The building principal or superintendent shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student through this process, the student may initiate a formal complaint under the district's discrimination complaint procedure.

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

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its re-occurrence.

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

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

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

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon a student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted or participated in an investigation of racial or disability harassment complaint is prohibited. Any person who is found to have retaliated will be subject to immediate disciplinary action, up to and including expulsion for a student and termination of employment for an employee.

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

DRUG FREE SCHOOLS

The unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess, or use illicit drugs, controlled substances or alcoholic beverages, on school district property or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and subject to the following sanctions:

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

GANG ACTIVITY (Policy JHCAA)

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

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

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

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

REPORTING SUSPENDED/EXPELLED PUPILS TO THE DEPARTMENT OF MOTOR VEHICLES

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

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

PROBATIONARY STATUS (Policy JDC, Regulation JDC-R)

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

The punishment, suspension, or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. A student placed on probation shall be provided written notice of such probation, which includes the specific terms of the probationary status and a list of the terms and conditions of the probation. The student shall also sign a statement acknowledging receipt of same and stipulating that: the terms and conditions have been explained; the student understands the terms and conditions; the student agrees to abide by the terms and conditions; and failure of the student to abide by the terms and conditions shall be considered sufficient cause to reinstate the original punishment. Any probationary arrangements resulting from violations of the weapons policy shall be handled by the superintendent.

INTERROGATIONS AND INVESTIGATIONS (Policy JCAC)

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

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

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

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

WELLNESS POLICY

The Board is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of U.S.D. 504 that:

1. Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
2. Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
3. All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.

4. Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
5. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
6. Students will be provided with adequate time to eat in settings that are clean, safe, and pleasant.
7. To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.
8. School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs and related community services.

COMPLAINTS ABOUT DISCRIMINATION

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or in the district's programs and activities is prohibited. The district will comply with nondiscrimination requirements contained in the Title VI of Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator who is: Doug Beisel, Superintendent, P.O. Box 129, Oswego, KS, 67356, telephone (620) 795-2126. Any student complaint of discrimination shall be resolved under the district's discrimination procedure, which is specified in KN and KN-R.

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

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

The following rights are accorded to you under this act:

- 1) You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school record in question. Access must be granted to you within 45 days after receipt of the request by said custodian.
- 2) The school district has established the following procedure in gaining access by parents of student's records:
- 3) The parent's right of access shall include:
 - The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their children.
 - The right to inspect and review the content of those records.
 - The right to obtain copies of those records, which may be at the expense of the parent of the eligible student but not to exceed the actual cost to the school district of reproducing such copies;

- The right to a response from the district to reasonable requests for explanations and interpretations of those records;
- The right to an opportunity for a hearing to challenge the contents of those records;
- And if any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.

4) Right to a hearing to challenge the content of your children's educational record.

- To insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy
- To insert into the record a written explanation respecting the content of the record.

5) The school district has established the following procedures where a parent desires to challenge the content of a student's educational record:

- The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing;
- The hearing shall be conducted, and the decision rendered by an institutional official or other party who does not have a direct benefit in the outcome of the hearing;
- The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to issues raised;
- The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

6) Before any school records will be released to third parties (other than those specified in item #13 who have requested copies of your child's records, you must give your written consent of said release. This written consent must be presented to the custodian of said records before the custodian will release them.

- The specific records to be released;
- The reason for such release;
- The name of the party or agency to whom the records will be released;
- And notification to you that if you desire you may receive a copy of the student's records to be released, if you desire a copy, at a cost of \$.10 per page.

7) Right to obtain copies of your child's student records, with the cost of reproduction charged to you at the rate of \$.10 per page.

8) Right to notification of transfer of your child's/children's student records and the right to challenge content of the records to be transferred.

9) Right to notification of subpoena of your child's/children's education records prior to the institution's compliance with the subpoena.

10) Right to notification of receipt of judicial order by the custodian of the education records requiring the custodian to turn over your child's/children's educational records to the court prior to compliance.

11) The following records are maintained by this school district and directly relate to and personally identify students who have attended or who are attending this school district:

- Cumulative educational records;
- Health records;
- Cumulative attendance records;
- Records on disciplinary action;

12) The chief administrator of each attendance center has been designated by the school district as custodian of student records.

13) The following persons have right of access to your child's education records without your consent:

- Other school officials including teachers within the educational institution for local educational agency who have been determined by such agency to have legitimate educational interest;
- Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the contents of the record;
- Authorized representative of (1) the Comptroller General of the United States, (2) the Secretary of the Office of Education, and (3) the administrative head of an education agency;
- In connection with a student's application for, or receipt of, financial aid;
- State and local officials or authorities to which such information is specifically required to report or disclose pursuant to state statute adopted prior to November 19, 1974;
- Organizations conducting studies for, or on behalf of, educational agencies or institutions for purposes of developing, validating, or administering predictive instruction if such studies are conducted in such a manner as will not permit the personal identification of students and their parents, by persons other than representatives of such organizations. Such information will be destroyed when no longer needed for the purpose for which it is conducted;
- Accrediting organizations in order to carry out their accrediting functions;
- In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect health or safety of the student or other persons;
- State educational authorities in connection with the audit and evaluation of federally supported education programs, or in connection with the enforcement of the federal legal requirements which relate to such programs. Provided, that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of your child/children and you, by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit.

14) The school district will follow the following procedures in the case of reviewing and expunging the student records: Each record shall be reviewed at least annually by the attendance center administrator and purged of information which is no longer needed or of lasting value.

15) The school district has designated the following information as directory information:

- the student's name, address, telephone number, date of birth;
- the student's major field of study;
- the student's participation in officially recognized activities and sports;
- the weight and height of members of athletic teams;
- dates of attendance;
- degrees and awards received;
- and the most recent previous school district attended by the student.

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

16) The custodian of said records will maintain a record of those persons, agencies, or organizations who have access to said records. This record will indicate the legitimate educational or other interest that each such person, agency, or organization had in seeking the student's records. The record will be available only to the parents of said student and the custodian of the records.

17) When your child becomes eighteen years of age, all rights formerly accorded to you as parents of said student become the sole rights of the student, and you will no longer have the right of access to said student's records, except in the case where the student still resides at home or is claimed as a dependent on the parents income tax form.

Surveys: Parental Inspection Rights

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

Written Permission Required

If such survey is funded in whole or in part by federal funds or if the survey concerns the student's or student's parents' or guardians' beliefs or practices on sex, family life, morality, or religion, it shall not be administered without providing notice to and the express written consent of a parent or guardian. If the survey is not federally funded and does not cover the aforementioned topics, parents must be given direct notification of the survey and be provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

Physical Examinations

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

Parental Rights: Marketing Information

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

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

Release of Information – FERPA Rights

Unless the information collected from students is designated as directory information and is maintained outside of a statewide longitudinal student data system, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)

STUDENT RECORDS

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, has equal rights to their student's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

School personnel shall affix only a student's legal name on school records as such student's name appears on the birth certificate or as otherwise changed by an order of a court. Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserved the right to interpret selected records to students and/or parents/guardians at the time of the inspection.

KANSAS SCHOOL SAFETY HOTLINE

The 1999 Kansas Legislature 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 before it occurs. This hotline would give students the opportunity to anonymously report any potential violence. The Kansas School Safety Hotline Number is: **1-877-626-8203**.