



***HAYS HIGH
STUDENT HANDBOOK
2023-2024***

Hays High School
2300 East 13th Street
Hays, KS 67601
785.623.2600
<http://hayshighindians.com/>

USD 489 District Office
323 West 12th Street
Hays, KS 67601
785.623.2400
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Hays High Alma Mater
 Out upon the western prairie
 Waves our banner high
 Far surpassing wealth
 unspoken,
 Sealed by friendship's tie
 Loved and cherished, Brave
 and true
 Dear to every heart
 Hail to thee, our Alma Mater
 Hail to dear Hays High

**THE MISSION OF USD 489 IS
TO PROVIDE A QUALITY LEARNING EXPERIENCE
FOR EVERY STUDENT IN EVERY CLASSROOM EVERY DAY
*#EveryStudentEveryDay***

**Hays High School aims to achieve the goals set forth by
the USD 489 Board of Education:**

Be a Champion for All Kids
Bring Your Best Everyday
Carry the Banner for Your School and District
Sell Possibilities and Opportunities to Students for Their Future

USD 489 Board of Education

Ken Brooks – President
Lori Hertel
Allen Park
Megan Zampieri-Lillpopp – Vice President
Craig Pallister
Curt Vajnar
Tammy Wellbrock

USD 489 District Administration

Ron Wilson – Superintendent of Schools
Shanna Dinkel – Assistant Superintendent, Curriculum Director
Chris Hipp – Assistant Superintendent, Business Services
Kyle Carlin – Director of Special Education

Hays High School Administration

Shawn Henderson - Principal
Becky Hickert – Assistant Principal
Fred Winter – Assistant Principal
Lance Krannawitter – Athletic Director / Assistant Principal

Notice of Nondiscrimination

Unified School District 489, Ellis County, Hays, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, disability, religion or handicap in admission or access to, treatment of employment in its programs and activities. Neither will the district tolerate sexual harassment.

It is the intent of USD #489, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations.

Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by local education agency.

If you have questions regarding this policy, contact the Title IX Coordinator / 504 Coordinator for USD 489:

Ron Wilson, Superintendent of Schools; 785.623.2400
323 West 12th Street, Hays, KS 67601



HAYS USD 489

District Calendar 2023-2024



AUGUST 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST
 14-Teacher Inservice/Work Day
 15-Teacher Inservice/Work Day
 16-First Day of School
 (Full Day HMS/HHS—1/2 Day Elementary)

SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

SEPTEMBER
 4-NO SCHOOL
 11-NO SCHOOL Teacher Inservice

OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER
 9-NO SCHOOL Teacher Inservice
 13-End of 1st 9 weeks
 26-NO SCHOOL
 27-NO SCHOOL

NOVEMBER 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER
 6-NO SCHOOL Teacher Inservice
 22-24-NO SCHOOL Fall Recess

DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER
 4-NO SCHOOL Teacher Inservice
 20-End of 2nd 9 weeks
 25-Jan 8-NO SCHOOL Winter Recess

JANUARY
 1-5-Floating Teacher Workday
 8-Students Return to school
 15-NO SCHOOL Teacher Inservice

FEBRUARY
 19-NO SCHOOL Teacher Inservice

MARCH
 4-NO SCHOOL Teacher Inservice
 8-End of 3rd 9 weeks
 11-15 -NO SCHOOL Spring Break
 29-NO SCHOOL

APRIL
 1-NO SCHOOL
 8-NO SCHOOL Teacher Inservice

MAY
 6-NO SCHOOL Teacher Inservice
 12-HHS Graduation
 16-Last Day of School
 (Full day HMS/HHS— 1/2 Day Elementary)

- TEACHER INSERVICE/WORKDAY
- NO SCHOOL
- HALF DAY

#EveryStudentEveryDay489

2023-2024 HHS Calendar

AUGUST							JANUARY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5		1 Winter Res	2 Winter Res	3 Winter Res	4 Winter Res	5 Work Day	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14 Inservice	15 Work Day	16 FULL Day	17	18	19	14	15 Inservice	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30	31			28	29	30	31			
SEPTEMBER							FEBRUARY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2					1	2	3
3	4 Labor Day	5	6	7	8	9	4	5	6	7	8	9	10
10	11 Inservice	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19 Inservice	20	21	22	23	24
24	25	26	27	28	29 HoCo	30	25	26	27	28	29		
OCTOBER							MARCH						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7						1	2
8	9 Inservice	10	11	12	13 1st Bwk	14	3	4 Inservice	5	6	7	8 End 3rd Bwk	9
15	16	17	18	19 PM PTT Conf	20	21	10	11 Spr Break	12 Spr Break	13 Spr Break	14 Spr Break	15 Spr Break	16
22	23 PM PTT Conf	24	25	26 Conf Recess	27 Conf Recess	28	17	18	19	20	21	22	23
29	30	31					24 31	25	26	27	28	29 Spr Recess	30
NOVEMBER							APRIL						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4		1 NoSchool	2	3	4	5	6
5	6 Inservice	7	8	9	10	11	7	8 Inservice	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22 Fall Res	23 Fall Res	24 Fall Res	25	21	22	23	24	25	26	27
26	27	28	29	30			28	29	30				
DECEMBER							MAY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2				1	2	3	4
3	4 Inservice	5	6	7	8	9	5	6 Inservice	7	8	9	10	11
10	11	12	13	14	15	16	12 Graduation	13	14	15 HHS LAST Day	16 Check Out	17	18
17	18	19	20	21	22 End Sem	23	19	20	21	22	23	24	25
24	25 Christmas	26 Winter Res	27 Winter Res	28 Winter Res	29 Winter Res	30	26	27 Mem Day	28	29	30	31	
31													

ACADEMICS & ATTENDANCE

Class Schedules and Individual Plans of Study

Standard Daily Bell Schedule

Hays High school operates on a ten-period schedule that rotates over two days, commonly called an “alternating block schedule.” Days are labeled “Gold” and “Maroon,” and each day includes four of a student’s eight 86-minute classes along with a 40-minute daily meeting in PRIDE Time. PRIDE Time will include time for tutoring, relationship building, Individual Plan of Study and Social & Emotional Learning activities, counseling, independent study, assemblies, elections, club meetings, and other activities.

G1 or M1	G2 or M2	PRIDE Time	G3 or M3	G4 or M4
7:55am – 9:21am	9:28am – 10:54am	10:59am – 11:37am	11:42am – 1:34pm Includes 25-minute on-campus lunch	1:39pm – 3:05pm

Alternate Bell Schedules

Occasionally, the daily bell schedule will be adjusted to accommodate special events, testing, or staff and student development activities. These changes will be shared through school and district messaging systems and through daily announcements.

PRIDE Time Guidelines

Each student is scheduled in PRIDE Time, which meets every day as a shortened class period. PRIDE Time has several valuable purposes:

- PRIDE Time provides daily contact for each student with their Advisor-Teacher, who serves as a point of contact and liaison between school and home.
- Advisor-Teachers will also have weekly progress check-ins with each student in their PRIDE Time that will assist the student in setting short- and long-term goals and planning their weekly tasks.
- Activities related to Social Emotional Learning (“Mindsets Mondays”) and Individual Plans of Study (Tuesdays, monthly) will be facilitated during PRIDE Time.
- PRIDE Time may be utilized to share schoolwide information, provide announcements, and review procedures and policies.
- PRIDE Time provides students an opportunity outside of GPS to complete schoolwork, to seek individual help from teachers, or to work with other students on assigned projects.
- Class and activity meetings may be scheduled during PRIDE Time. Only club members may be permitted to attend.
- Guest speakers and assemblies may be scheduled during PRIDE Time.

PRIDE Time Passing Procedures

- PRIDE Time passes must be completed in ink **for all locations** prior to passing. Times in and out and teachers’ signatures must be logged at each location.
- Students may pass only to teachers they have for a current class, sport, or school activity.
- Students may pass to a maximum of 4 locations during a single PRIDE Time.
- Students must pass between destinations within five minutes.
- Students must return to PRIDE Time before the end of PRIDE Time.
- Students may participate in scheduled meetings or assemblies.
- Students may access the counseling office only by staff request.
- Students may use restrooms and drinking fountains within the five minutes allowed for passing between destinations.
- Students may conduct business in the main office, athletic office, or cafeteria within the five minutes allowed for passing between destinations.
- Students may work on collaborative group projects **in the room of the teacher who assigned the endeavor.**

Students who do not follow the procedures above will have their passing privileges limited:

- 1st offense - Loss of pass next **PRIDE Time** period (“no-pass”)
- 2nd offense - Loss of pass next two **PRIDE Time** periods
- 3rd offense - Loss of pass for one month
- 4th offense - Loss of pass for remainder of semester
- Students with forged signatures or times on their **PRIDE Time** pass will lose pass privileges for the remainder of the semester.
- Students who lose their pass will stay in their assigned **PRIDE Time** room during five subsequent **PRIDE Time** periods. After this time, they may obtain a new pass from their **PRIDE Time** teacher.

Guided Personal Study (GPS) Guidelines

Guided Personal Study (GPS) is a block in each student’s schedule that may be used for academic study, to make up tests or IPS activities, to sit in on missed instruction, to complete computer-based credit recovery, or to meet with counselors or office staff.

Students may be eligible for flexible scheduling options (see “Flexible Scheduling”) in lieu of GPS. GPS is pass/fail and has no credit.

- GPS will be orderly, quiet, and an opportunity for students to work on assigned homework.
- All students needing to be excused from GPS must have a pass from a requesting teacher. Students passing from GPS must sign out with a supervisor, and they must sign back in upon returning to the classroom.
- The use of Cell Phones and Electronic Devices will be established using the **Acceptable Use Chart** by the GPS Supervisors.
- Guidelines and passing procedures may be adjusted based on tasks that must be completed and/or events that arise throughout the year.

Schedule Changes

Students are expected to maintain a full schedule throughout each semester of attendance (exception: seniors may have a reduced schedule second semester, pending earned credits and eligibility. See “Early Graduation” and Flexible Scheduling”) Students work with their counselors during the spring semester to schedule courses for the upcoming year according to their Individual Plans of Study and academic needs. After the start of each semester, schedule changes will be considered only under the following conditions:

- The request has been made by a teacher or administrator to meet the needs of the students, school, or staff.
- The request has been made by the student and parent on or before the 5th day of the semester.
- Schedule changes after the 5th day of the semester require administrator approval.
- Courses dropped after the 6th week of a semester will be recorded on the student’s transcript with a grade of “WP” (withdrawn, passing) if their grade is 60% or higher, or a “WF” (withdrawn, failing) if their grade is below 60%. WP will not be counted toward the student’s GPA; WF will be treated as an “F,” affecting GPA.

Flexible Scheduling

Students in good standing and on-track to graduate may apply for flexible scheduling following these guidelines:

- Seniors may schedule multiple blocks of Career Exploration/ Work-Based Learning (WBL) in lieu of GPS or electives in excess of graduation requirements. WBL must support the student’s Individual Plan of Study (IPS).
- Seniors in their 8th semester (spring) may be released from GPS and/or courses in excess of graduation requirements for work release, with proof of employment.
- Qualified students (see “Post-Secondary Enrollment”) may be released from a portion of their HHS schedule to attend post-secondary courses at FHSU or NCKTC that support the student’s IPS or academic needs.
- Qualified students (see “Post-Secondary Enrollment”) may schedule an additional GPS to pursue online coursework through post-secondary institutions that support the student’s IPS or academic needs. Dual credit may be granted for coursework taken through FHSU or NCKTC, when official transcripts are provided to HHS; grades will be posted to the student’s HHS transcript and calculated into GPA. Coursework from other post-secondary institutions will not be awarded dual credit.
- Students may schedule an additional GPS to pursue an Edgenuity enrichment or Initial Credit course that supports their IPS or academic needs.
- Students may schedule an additional academic course in lieu of GPS when the requested course supports the student’s IPS and when seats are available for enrollment.
- Any tuition, fees, and transportation are the responsibility of the student and their parents/guardians.
- Students must sign out in the main office before leaving campus and must sign in upon return to HHS.
- Students are accountable to any changes in the HHS schedule and are expected to communicate with their instructors and/or employers about any absences or responsibilities regarding those changes.
- Students participating in KSHSAA activities must adhere to eligibility and enrollment requirements.

Academic Progress

Grading Scale

A student's academic progress is measured on a continuing basis throughout an entire semester, with progress grades reported at 9-week intervals. Final grades issued at the end of each semester are recorded on the student's transcript indicating credits attempted and grade points earned.

Grade	Grade Points	Meaning
A 90-100	4.0	Excellent
B 80-89	3.0	Mastery
C 70-79	2.0	Acceptable
D 60-69	1.0	Below Average
E 55-59		Eligible to BOOST (Changes to "D" or "F" after BOOST Deadline; see "BOOST" section below)
F below 55	0.0	Failing
P		Passing
I		Incomplete
WP		Withdrawn, Passing
WF	0.0	Withdrawn, Failing

Grade point average (GPA) is determined by dividing the total grade points by the total potential credits. Grades earned and transcribed prior to the Fall of 2022 will not be affected by the new grading scale.

Assignments and Homework

Teachers establish the due dates and grading criteria for all work they assign in their courses. Students may be required to complete academic assignments in any of their courses outside of scheduled class time. Students may complete much of this work with the assistance of Hays High staff during GPS, PRIDE Time, or tutoring before or after school. Students should not expect to be assigned homework to be completed on school breaks during the academic year. There may, however, be required readings assigned for honors or advanced courses. Co-curricular courses may also require camps and/or responsibilities during breaks.

Academic Integrity

Students are expected to give appropriate credit for all sources utilized in the production of their own academic work.

Controversial and/or Sensitive Issues

If a student or the parents of a minor student believe any instructional presentation would be contrary to their moral or religious convictions, the student will be excused from the class/presentation upon written request by the parent/legal guardian.

Progress Reporting

Grades are posted online via PowerSchool and parents/guardians are encouraged to check on their student's grades regularly; parents may contact the counseling office or the high school office to get their PowerSchool login ID and password.

Grade Cards

Grade Cards will not be issued via hard copies; rather, parents will be emailed student grades at the semester, and parents may obtain grades by logging on to PowerSchool. If parents do not have computer access, they may call the high school office and arrangements will be made to get grades to them.

Honor Roll Recognition

Honors in scholarship will be based on a 4.0 scale and students must have achieved a minimum semester GPA of 3.3 to be eligible for the quarterly honor roll, not by the cumulative GPA. Students with incomplete status in any class are not eligible for honor roll status.

Attendance

Tardiness

Tardiness is defined as arrival to class after the starting bell. If a student arrives within the first five minutes of a class period, they will report directly to class and the teacher will record the Tardy in PowerSchool. If a student arrives more than 5 minutes late, the student will report to the office for a pass, and the office will record the time in. Parents cannot excuse tardiness, but a call to the office is appreciated. Continued or habitual tardiness will result in referral to the office for intervention and a plan for support. Parents will be notified if tardiness becomes an issue.

Absences

Attendance at school is positively correlated with academic engagement and progress. Students who are absent from school miss the opportunity to participate in classroom instruction, and experience limited access to their instructors for assistance and direct instruction. Students are expected to maintain at least a 90% attendance rate during the academic school year.

- Failure to maintain a 90% attendance rate whether the total absences are excused or unexcused may result in intervention and a plan for support between the administration, student, parent/guardian, and any other appropriate school officials. This may include an attendance plan, which states that absences may be excused only with a medical professional's note, by the health office, or by an administrator. The time of the appointment should be listed on the doctor's note. The medical professional's note is required to be turned in to the office no later than two weeks after the appointment. A medical professional is defined as a licensed physician, nurse practitioner, physician assistant, surgeon, dentist, or mental health provider.
- Students will not be released to the care of an individual other than a legal parent/guardian without the consent of the parent/guardian listed in PowerSchool. Identification may be requested.
- Once at school, students will not be permitted to leave the building without signing out through the office. Students must have administrative approval and/ or escort to go to the parking lot.
- **If the student chooses to leave the school grounds at any time without signing out in the office, the absence will be marked as unexcused and addressed by the administration through the Discipline Framework.**
- Students will not be excused from one class to work on projects/ assignments from another class.
- A student may not leave the school for any reason during the school day (except for Flexible Scheduling or other approved academic opportunities off-campus) without parent/guardian authorization.
- Parent/Guardian should call the school at (785) 623-2600 to notify office personnel of a student's absence from any part of the school day. This notification should be made prior to the absence whenever possible and no later than the end of the school day on the day following the absence. Voicemail is available for those times when school is not in session. Only parents/guardians listed in PowerSchool may authorize a student's absence.
- **If a student chooses to sign out without securing authorization as described above, the absence will be treated as an unexcused absence, pending parent/ guardian contact to resolve the reason for the absence.**
- Students should make arrangements with their teachers regarding class work missed due to absences.
- Students not living with parents or guardians may be required to provide documentation to excuse their absences. Requested documentation may include but is not limited to: a program of the event attended, or verification from doctors, lawyers, and/or court officers. A doctor is defined as a licensed physician, surgeon, or dentist.

Truancy

Truancy is defined by KSA 72-1113 as unlawful and inexcusable absence from school for three consecutive days, or five days or more within a single semester, or seven days in a school year. An unexcused absence is defined as absence from school for any significant part of the school day in which a student is not in attendance and neither the parent/guardian nor the school is aware and/or approves the absence. "Significant part of the school day" is defined by USD 489 as one period or more. The school will adhere to the requirements of KSA 72-1113 in informing parents and the county attorney of nonattendance.

Non-Attendance

Students who are absent from school for ten consecutive days will be dropped from enrollment at Hays High School and the County Attorney will be notified of truancy if applicable.

Assessments

Course Finals-

All courses will end with a meaningful culminating activity to be given in the last week of each semester, according to this schedule:

Fall 2023		Spring 2024		
		Seniors	Underclass	
Wed, Dec 20	All Gold Day Finals	Tues, May 7	Mon, May 13	All Maroon Day Finals
Thurs, Dec 21	All Maroon Day Finals Device check in	Wed, May 8	Tues, May 14	All Gold Day Finals Device check in
Fri, Dec 22	Makeup Finals and Device check in 1 st day of BOOST	Thurs, May 9	Wed, May 15	Makeup Finals and Device check in 1 st day of BOOST

State Assessments

The Kansas State Department of Education (KSDE) accredits public schools in our state based on quality criteria that is set by State and federal programs.

9 th Grade	10 th Grade	11 th Grade	12 th Grade
PreACT 8/9	Kansas Assessments <ul style="list-style-type: none"> • Mathematics • English Language Arts 	Kansas Assessments <ul style="list-style-type: none"> • Science • Social Studies ACT and/ or WorkKeys	ACT, if not taken during 11 th grade

For more information regarding performance of Hays High School in the Kansas Assessment Program, reference: Kansas Report Card: <https://ksreportcard.ksde.org/>

District Assessments

USD 489 uses Fastbridge screening and diagnostic assessments as a part of the general education program that provides information to educators on academic and social/emotional progress and needs. Assessments occur three times a year: Fall, Winter, and Spring.

- aReading is a simple and efficient procedure for screening K-12 students' broad reading abilities.
- AUTOreading is an assessment of a student's automaticity with select reading skills, including recognizing letter names and sounds, decoding words, identifying the correct spelling of words, word synonyms, and detecting differences in word meanings.
- aMath is a simple and efficient procedure for screening students' broad math abilities.
- CBMmath Automaticity is a timed computer-based assessment of math fact mastery. It measures a student's automaticity with basic math facts (addition, subtraction, multiplication, and division).
- mySAEBRS, the Social, Academic, and Emotional Behavior Risk Screener, is a 20-item rating scale that students complete about their social, academic, and emotional behaviors. USD 489 believes this survey is a valuable tool in that it can be used to identify students who are at risk for social, academic, and emotional behaviors. By evaluating in which of the three specific domains a student may be at risk, schools can determine what type of supports are most appropriate and which problem behaviors should be prioritized through intervention and/ or the application of social-emotional learning (SEL) programs. *Per Kansas HB2513, parents and students must opt-in to participate in this assessment.*
- SAEBRS, the Social, Academic, and Emotional Behavior Risk Screener, is a 19-item rating scale that teachers complete about their students' social, academic, and emotional behaviors. This assessment is completed for each student by their PRIDE Time teacher.

Post-Secondary and Scholarship Assessments

Hays High School offers opportunities for students to take various scholarship and post-secondary entrance and placement exams. Students must register for these opportunities, and students/ families are responsible for the cost of testing and transportation to and from the test site. For additional information or assistance with registration, please visit with Hays High School Counselors.

- ACT – offered at Hays High on several Saturdays throughout the year according to the ACT National Test Dates calendar.
- ACT Prep Course – offered several times throughout the year by PowerPrep, Inc.
- PSAT/NMSQT – offered to registered Juniors in October on the national test date established by The College Board.

- PSAT 10 – offered to registered Sophomores on a date in October and/or April established by The College Board.
- Dane G. Hansen Scholarship Test – offered to qualifying seniors on a school day established by the Dane G. Hansen Foundation; interviews for select candidates are scheduled on dates following the exam.
- ASVAB – may be offered to students considering military service in coordination with area recruiters.
- SAT – not typically offered on-site at Hays High but may be offered in the area at other institutions.

Graduation and Credits

Graduation Requirements & Prior Earned Credit

To graduate from Hays High School, a student must earn a minimum of 25 credits beyond 8th grade. Seventeen of those credits must be in the areas specified below. The additional eight minimum units may be chosen from the electives offered in any curricular area. Courses completed prior to 9th grade will guide a student's placement in coursework during high school. Course selection and progression will be centered around the student's academic needs and Individual Plan of Study, which includes post-secondary goals and plans. Specific course information and programs of study are detailed in the *Hays High School Course Guide*, published each spring.

English Language Arts – 4 credits <ul style="list-style-type: none"> • 1 credit – English I • 1 credit – English II • 1 credit – English III • 1 credit – English IV OR Senior English electives 	Social Studies – 3 credits <ul style="list-style-type: none"> • ½ credit – World History • 1 credit – American History • ½ credit – American Government • 1 credit – selected from Social Studies electives
Mathematics – 3 credits <ul style="list-style-type: none"> • 1 credit – Algebra • 1 credit – Geometry • 1 credit – selected from Mathematics electives 	Science – 3 credits <ul style="list-style-type: none"> • 1 credit – Biology • 1 credit – Integrated or Physical Science • 1 credit – selected from Science electives
Physical Education/ Health – 1 credit <ul style="list-style-type: none"> • ½ credit – Health • ½ credit – Physical Education Activity 	Computer Technology – 1 credit <ul style="list-style-type: none"> • 1 credit – selected from approved list of electives
Fine Arts – 1 credit <ul style="list-style-type: none"> • 1 credit – selected from approved list of electives 	Practical Arts – 1 credit <ul style="list-style-type: none"> • 1 credit – selected from approved list of electives
Elective Studies – 8 credits <ul style="list-style-type: none"> • Additional courses in any department that support a student's academic needs and IPS 	

Middle School Students and High School Courses

Middle school students may enroll in high school courses which are not offered at the middle school following these guidelines:

- Placement in a high school class should be a mutual decision between the student, parents/ guardians, and the middle school staff, based on the student's Individual Plan of Study and academic needs.
- The student must be enrolled in and attend the class at the high school.
- Grades for the course will appear on the Middle School Transcript and be calculated into Middle School GPA. Additionally, the course and grade earned will be recorded on the High School Transcript, indicating the work was completed during middle school; however, credit will NOT be awarded, and grades will NOT be calculated into High School GPA.

Computer-Based Learning, BOOST, Summer School

Hays High School provides the following opportunities for students to complete credit recovery:

- Computer-Based Learning (CBL) is scheduled as a block within a student's schedule and provides time during the school day for the student to complete coursework under the mentorship of a certified teacher via Edgenuity, a digital curriculum. Grades and credits earned for courses completed during CBL will be posted to the student's transcript at the end of the semester, but CBL itself is not a credit-bearing course and will not be listed on the student's transcript.
- BOOST is an opportunity for students who, at the end of the semester, are within 5% of a passing grade of a course. Teachers code the final grade as an "E" and identify select content from the course for the student to complete and achieve the minimum passing grade to earn credit. BOOST for fall courses occurs during January, and students work toward completion during GPS. BOOST for spring courses occurs in the two weeks following the end of the school year, and students attend summer school on-site to work toward completion. Upon completion of BOOST, the grade on the transcript is changed to a "D" at the minimum passing

mark for the course. All BOOST courses NOT completed by the deadline will be recorded on the transcript as “F” at the final semester percent grade earned.

- Summer school will be offered, typically in May and June, for students who need to complete credit recovery of core courses via Edgenuity. Summer school is delivered in the same manner as CBL during three-hour sessions. Attendance is required daily until the student completes the necessary course(s).

Early Post-Secondary Opportunities –

Hays High School provides the following opportunities for students to attain post-secondary credits while in high school:

Concurrent Enrollment – courses taught by Hays High School teachers who are credentialed through FHSU and/or NCKTC to teach post-secondary courses that fulfill high school graduation requirements while also earning post-secondary grades and credit.

- Students opt in to earning both high school and post-secondary credit for these courses by completing admissions and enrollment requirements according to the deadlines established by the post-secondary institution(s).
- Students/ families are responsible for payment of tuition and fees to the post-secondary institution(s).
- Failure to meet enrollment and/ or payment deadlines will result in the student earning high school credit only.
- Grades and credit will be awarded by both Hays High School and the post-secondary institution transcribing the course(s).

Dual Credit – courses offered on-campus, off-campus, or online that are taught by instructors selected by FHSU and/ or NCKTC, that are completed during the Hays High school day, and which result in both post-secondary and high school grades and credit.

- Students must complete admissions and enrollment requirements established by the post-secondary institution(s).
- Students/ families are responsible for payment of tuition and fees to the post-secondary institutions(s).
- Students/ families are responsible for transportation to and from any off-campus courses, and students must follow sign-in/out procedures for leaving and arriving to campus during the school day.
- All post-secondary courses taken during the school day in lieu of a high school-only course will also be included on the Hays High Transcript and will affect high school GPA.

Flexible Scheduling – Seniors in their 8th semester (spring) may be released from GPS and/or courses in excess of graduation requirements to attend post-secondary courses off-campus or online.

- Students must complete admissions and enrollment requirements established by the post-secondary institution(s).
- Students/ families are responsible for payment of tuition and fees to the post-secondary institutions(s).
- Students/ families are responsible for transportation to and from any off-campus courses, and students must follow sign-in/out procedures for leaving and arriving to campus during the school day.
- Courses taken under Flexible Scheduling guidelines will only be included on the Hays High School transcript when a transcript is provided from the post-secondary institution issuing credit.

Commencement

Students who have successfully completed all the requirements to earn a Hays High School diploma within four years of high school as listed in board of education policy have the opportunity to participate in the baccalaureate and/or Commencement ceremony. If a student has failed to complete one or fewer credits of graduation requirements, then the student may participate in said ceremonies if the student has arranged to complete the required course work. Such arrangements must be approved by the principal. No student shall receive a diploma until all their course requirements have been completed, district-owned materials have been returned, and fines and fees have been paid.

Graduation Honors

Students achieving cumulative grade point averages of 3.60 or higher will be recognized with the adornment of honor cords as follows:

- Cum Laude—achievement of a cumulative grade point average of 3.60 to 3.79 on a 4.0 scale
- Magna Cum Laude—achievement of a cumulative grade point average of 3.80 to 3.89 on a 4.0 scale
- Summa Cum Laude—achievement of a cumulative grade point average of 3.90 to 4.0 on a 4.0 scale

The official honor awarded will be based upon final grade indexes as noted on the transcript.

Early Graduation Criteria

Senior students may apply to graduate after the 1st semester of their senior year following these guidelines:

- Students must complete all graduation requirements within 7 semesters.
- Parents/guardians will be informed of the student’s intention. Parent/guardian permission will be required for students who are below the age of 18 at the time of application to graduate early.
- Students are advised to declare their intent to graduate early, not later than the end of their junior year, allowing time to make

necessary academic plans.

- Regarding post-secondary partnerships, early graduates forfeit all privileges to tuition waivers and reductions afforded to high school students.
- Regarding activity participation, early graduates forfeit all privileges as members of the student body except for Prom and Commencement Activities.
- Upon completion of the 7th semester, early graduates are considered visitors to campus and must sign in and out of the main office when conducting business at the high school.

Foreign Exchange Student Enrollment Policy and Commencement Participation

Admission of foreign exchange students for first semester shall be made before the beginning of a semester. Foreign exchange students will be enrolled on a space-available basis, subject to class size. Foreign exchange students shall maintain passing grades in all subjects and maintain good standing status with the school/district. Only full year Foreign Exchange students will be accepted.

Regarding participation in Hays High Commencement, the following applies:

- If the year that a foreign exchange student attends Hays High School completes their secondary education in their country and qualifies them for high school graduation in that country, the foreign exchange student will be allowed to participate in Hays High's Commencement but will not receive a diploma.
- If the student's year at HHS is not their last year in secondary education, he/she will not participate in commencement.

Transfer Students

Transfer students are expected to meet the graduation requirements set forth by the USD 489 Board of Education. Seniors transferring from another district after the school year has begun may choose to complete requirements while attending Hays High School to earn a diploma from their previous district under a Reciprocal Graduation MOU, coordinated by the administrators and counselors of both Hays High School and the previous district. If a student transfers to Hays High School from Hays Virtual School, they must complete the 25 credits required by Hays High School to earn their diploma.

ACTIVITIES

Clubs, Activities, and Sports

Goals and Opportunities

Hays High School offers a wealth of co-curricular activities designed to invite and encourage engagement with the Hays High School Community. Activity involvement creates social connections with other students, adds to a student's enjoyment of their high school years, and allows students to practice many valuable skills outside the classroom, including cooperation, collaboration, organization, time management, perseverance, and communication, among many others. While a wide variety of opportunities exist, students are able to work with HHS Student Council for any new club proposals.

School Clubs & Organizations			KSHSAA Athletics & Activities	
Anime Club	FCA	Musical	Band – Marching, Concert, Jazz	Golf
Art Club	FFA	National Honor Society	Baseball	Orchestra – Chamber
Book Club	Fishing Club	Newspaper - Guidon	Basketball	Scholar's Bowl
Chess Club	Foreign Language Honor Society	Options Student Advisory Board	Bowling/Unified Bowling	Soccer
Class Club - Freshman	GSA	Play	Cheerleading	Softball
Class Club – Sophomore	Guitar Club	Quill & Scroll	Choir - Chamber	Student Council
Class Club – Junior	HHITA – Electrocar Rally	Science Olympiad	Competitive Speech & Drama	Swimming
Class Club - Senior	HOSA	Spirit Club	Cross Country	Tennis
Creative Writing Club	Jana's Campaign	Trap Team	Dance Team	Track
D&D Club	Knitting Club	Tribe Broadcasting – 489 News	Debate	Volleyball
DECA	Leadership Team	World Language Club	Football	Wrestling
Disc Golf Club	Math Relays	Yearbook – Indian Call		
Environmental Club				

Limitation of Liability

Hays High School does not provide insurance to cover injuries involving students. We do, however, provide a \$25,000 deductible catastrophic insurance policy, which becomes effective when a parent's responsibility reaches \$10,000 for students who participate in any Kansas State High School Activities Association (KSHSAA) sanctioned activity. The district also purchases a rider that lowers the parent's deductible to \$10,000 for students involved in athletic activities sanctioned by the KSHSAA.

All school-sponsored social functions are under the jurisdiction of the high school administration and the organization sponsor.

Parent Activities and Involvement

Because parent support is an integral part of a student's total educational experience, we encourage parents to become active participants by visiting our school, volunteering time whenever possible, and attending parent meetings and student activities.

KSHSAA Scholarship Regulations for Athletes - Eligibility

Hays High School is a member of the Kansas State High School Activities Association (KSHSAA) and competes as a Class 5A school with membership in the Western Athletic Conference.

To be eligible for participation in events sponsored by the KSHSAA, the student shall:

- Have passed at least five new subjects (those not previously passed) during the previous semester or the last semester of attendance.
- Be enrolled and attending a minimum of five subjects during the present semester.
- Be a bona fide student in good standing.
- Have a KSHSAA physical examination form on file prior to the first practice.

- The form must also be signed by a parent or legal guardian stating that the student has permission to participate. The physical examination shall not be taken earlier than May 1 of the preceding the school year for which it is applicable.
- Refrain from engaging in outside competition in the same sport during a season in which he/she is representing the school.

National Honor Society - Eligibility

To be eligible for membership in the June Reynolds–Hays High chapter of the National Honor Society, a candidate must be a junior or senior student with a grade point average of 3.5 or higher and must have been in attendance at Hays High the equivalent of at least one semester. The faculty committee will approve the selection of new members according to the following criteria: scholarship, service, leadership, and character (integrity, positive behavior, cooperation, and ethics). An active member of the National Honor Society who transfers to Hays High School need only provide evidence of membership in good standing to the faculty committee. Failure to maintain high standards in each criteria area and/or violation of school policy within the past 12 months and including the summer months may lead to non-admission to or removal from the National Honor Society.

Attendance Regulations

All team members are expected to be in attendance whenever the group is performing or competing. Any absence on the day of an event will require parent authorization in accordance with the attendance policy to participate. Coaches and parents will consider the best interest of each individual student if the student was absent on the day prior to the activity.

Some classes, by their nature, require a special commitment on the part of students who enroll in them (i.e., music performances and contests, debate, competitive speech & drama, journalism and/or video projects, etc.) Attendance is required unless the absence is approved by the instructor prior to the activity. Failure to obtain such approval may influence the grade earned for the grading period.

Fundraising

All fund-raising projects of student organizations must have prior approval of the building principal and the approved sponsors. All monies collected must be deposited in the student activity fund.

Transportation for School-Sponsored Trips

The school will provide or make arrangements for all transportation involving school activities. All students are expected to travel to and from the event with the group as assigned. Parents who wish to take their children with them following the event must sign the sponsor's list indicating their intention. Parents wishing to have their child ride home with someone other than the parent must sign a waiver of responsibility in the Athletic Director's office before the group's departure. (See Student Activity Handbook for copy of form.)

Assembly Programs

Definition and Purpose

An assembly is the bringing together of a group of students from multiple classrooms for a special program. Assemblies may involve one or more grade levels, an entire school, or more than one school.

Assemblies are to have well-defined goals tied to the district curriculum. They are to be within the emotional, intellectual, and social capacities of the students. Assemblies could include but are not limited to:

- "Pep" or "spirit" assemblies
- Fine arts assemblies, such as storytelling, dance, or music performances
- Guest speakers or panel presentations
- Assemblies encouraging health and wellness
- Impromptu assemblies addressing events of significance

In order to prepare students for effective citizenship and to provide opportunities for critical thinking, the district encourages an impartial study of issues in a learning environment as free from prejudice as possible. A topic typically becomes controversial when different values are brought to bear on a set of facts and circumstances. If a controversial topic is to be addressed in an assembly, there should be, if possible, appropriate materials and follow up activities that examine various sides of the topic. Special care is taken to ensure assemblies are respectful of families and children with diverse beliefs, cultures, and values. Assemblies are not to endorse, advance, or promote any religion or religious practice.

Responsibility for Decision

With administrative approval, outside speakers or performers may be invited to make special presentations at assemblies. This approval is to be granted by the appropriate building administrator (usually the principal) for an assembly involving only one school or by the assistant superintendent of instruction and curriculum for an assembly involving more than one school. The administrator making the decision is responsible for determining that the assembly content is appropriate and researching the presenter's credentials. When possible, references should be obtained and investigated.

The administrator needs to ensure that presentations comply with board policy as well as federal and state law. When more than one school is involved, the assistant superintendent may choose to delegate responsibility for validating the credentials of the presenter, but the assistant superintendent is ultimately responsible for the decision. Administrators have the authority to interrupt or suspend the presentation at their discretion.

Notification

Notification of scheduled assemblies, including speaker name and content, will be provided to parents or legal guardians through electronic and/or printed material (such as district or school activity calendars, school newsletters, notes, emails, and websites). Parents or legal guardians may request that their student be excused from an assembly. With administrative approval, high school students may also be given the choice to opt out of an assembly. Excused students will be required to participate in an approved alternate academic activity.

School-Related Event Attendance & Participation

Competition, Performance, and Social Events

HHS Students in good standing are invited and encouraged to attend events in which their peers are performing, competing, or providing social entertainment. While participating in these events, students and their guests are held to the Hays High School Student Code of Conduct and any resulting consequences based on their choices. While at competitions and performances, students are additionally reminded of the following guidelines:

- The student I.D. serves as identification and will admit the student to all school functions except for tournaments, musicals, or fund-raising projects of school organizations.
- At competitive events, demonstrate and promote good sportsmanship as defined by Rule 52 of the KSHSAA (see "Sportsmanship" below).
- At performance events, demonstrate etiquette by turning off phones, not taking flash photos or videos, and waiting until intermission to leave the audience.
- Respect, cooperate with, and respond appropriately to cheerleaders and the pep band.
- Follow all instructions given by school officials and faculty supervisors.
- Treat officials with respect always.
- Maintain self-control at all times.
- Use of profane and abusive language or gestures is not appropriate.
- Refrain from engaging in any activity that distracts from or is disruptive to the event.
- Respect public property.
- Understand that school officials can remove any spectator who engages in disrespectful behavior.
- Understand that school officials have the authority to keep fans from attending activities if their conduct is not appropriate.
- The use of bells, whistles, and noisemakers is not appropriate for indoor events.
- Parents of participants should take advantage of opportunities to communicate concerns directly with the sponsor.

Students who are performing and/ or competing in school-sponsored events are also subject to all expectations and guidelines established by their coaches/ sponsors/ directors.

Sportsmanship—Rule 52

Activities are an important aspect of the total educational process at Hays High. They provide an arena for participants to grow, to excel, to understand and to value the concepts of sportsmanship and teamwork. They are an opportunity for coaches and staff to teach and model sportsmanship, to build school pride, and to increase student and community involvement. Activities are also an opportunity for the community to demonstrate its support for the participants and the school and to model the concepts of sportsmanship for our youth as respected representatives of society. Hays High students, coaches, sponsors, staff, and fans are

expected to conduct themselves with class at all activities and represent their school in a positive manner. Sportsmanship is a general way of thinking and behaving. The following sportsmanship guidelines apply to activities both in and out of town.

- Be courteous to all. (Participants, coaches, sponsors, officials, staff, and fans)
- Know the rules; abide by and respect the officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance.
- Exercise self-control and reflect positively upon yourself, team, and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Sportsmanship—General

The school will be responsible for ensuring that all students, participants, coaches/sponsors, and fans conduct themselves in a sportsmanlike manner when representing the school. Expectations for sportsmanship will be communicated by the administration. Unsportsmanlike conduct will be grounds for removal of the offender(s) from the site. Any student, spectator, participant, coach, or sponsor that is removed or ejected from a contest will serve a one game suspension as per KSHSAA policy. Completion of the NFHS Course on sportsmanship will be necessary prior to re-entry to the next contest.

Acts of unsportsmanlike behavior may include but are not limited to:

- Taunting or criticizing game officials, school personnel, fans, participants, or coaches.
- Using obscene language or gestures toward game officials, school personnel, fans, participants, or coaches.
- Intentionally inciting participants and/or spectators to unruly or violent behavior.
- Striking or attempting to strike or otherwise physically abuse game officials, school personnel, fans, participants, or coaches.
- Possessing and/or using alcohol or other chemical substances.

School Dances

School dances are held several times throughout the school year as celebrations and social gatherings. HHS Students in good standing are invited to participate. While participating in school dances, students and their guests are held to the Hays High School Student Code of Conduct and any resulting consequences based on their choices. While at school dances, students are additionally reminded of the following guidelines:

- Unless otherwise posted, all school dances will be held in the Hays High Gym and will begin at 8:00pm and end at 10:30pm. Students and guests must arrive by 9 p.m. and are not allowed to leave before 10:00pm without administration notifying each person's parent/ guardian.
- HHS students must show their current school ID to enter the dances; students may purchase one for \$5 in the Hays High School Main Office during normal school hours if they do not have one.
- Each HHS student in good standing and eligible to attend a school dance may request approval to bring one out-of-school guest by completing the "Out-of-School Guest" form and submitting it to the office by the Wednesday before the school dance.
- Guests at HHS Dances may not be enrolled in a grade lower than 9th grade or over age 20. Guests must present a valid ID or driver's license to enter the dance.
- Lighting will be such that all students can be seen and identified. Students may only access designated areas of the building and grounds.
- All students and guests may be checked on entry and exit for the presence of alcohol on their breath. Any student who is found to be under the influence of alcohol or other drug will be subject to consequences outlined in the USD 489 Substance-Free Schools Policy. Bags and personal items are subject to search, and any prohibited items (alcohol, drugs, knives, weapons, etc.) will be confiscated and turned over to law enforcement as necessary.
- In addition to administrative personnel, staff members, parent chaperones, and police officers will be present for the purposes of supervision.
- The student organization hosting the dance will publish the recommended attire. Students are encouraged to participate accordingly.
- Students and guests are expected to socialize and dance in a safe and appropriate manner, according to the Student Code of Conduct. School officials have the authority to dismiss any student or guest who engages in disrespectful or inappropriate behavior.

Activity and Field Trips

HHS strives to provide opportunities for meaningful experiences for students that support both student involvement and the opportunity to connect their learning to experiences outside of Hays High School.

- Activity trips are defined as trips for student performances or competitions.
- Field trips are defined as trips related to the enrichment and supplementation of courses and curriculum.

- All field trips should support the curriculum taught at the respective grade level.
- All field trips must have learning activities which develop the theme both before and after the trip.
- Field trips should be designed to extend the learning opportunities of the themes being developed.
- Objectives of the field trip, as well as lesson design samples which demonstrate the ways the experience supports the curriculum should be filed with the principal when the field trip request is made.
- Whenever possible, travel time should be developed into “learning time.”

Hays High School will make every effort to schedule activities/field trips to keep classroom absences to a minimum. Whenever and as soon as a student is aware that a scheduled absence must take place, students must decide prior to the absence with the classroom teacher as to when work missed must be completed. It is up to the teacher’s discretion when work is due.

While participating in activity and field trips, students are held to the Hays High School Student Code of Conduct and any resulting consequences based on their choices. While off-campus, students are additionally reminded of the following Standards of Conduct for Off-Campus Trips:

- Students who leave Hays for off-campus trips become representatives not only of the Hays Public Schools but also of the city and are expected to reflect positively on Hays and Hays High School.
- Be respectful and courteous to others at all times. Use good manners and give presenters and guides your full attention.
- Don’t wander off alone or in very small groups. Stay with the main group.
- Don’t loiter in unsupervised areas such as restrooms and corridors.
- If, in the good judgment of the sponsor, coach, administrator, etc., a situation arises that endangers the safety of the students, that sponsor has the authority and the responsibility to remove the students from the situation.
- Coaches and sponsors should communicate with other school officials to avoid potential problems.
- Bus drivers should make every effort to park in open and well-lit areas and make frequent security checks at the bus site to eliminate the possibility of vandalism.

Overnight Trips

Whenever possible, it is the intent that students should return home to the care of their families following interschool activities and/ or field trips. If it is not reasonable and prudent to do so, lodging will be arranged to include appropriate supervision. In the case of elective field trips, all students will pay the cost of lodging proportionately. In the case of overnight trips necessitated by interscholastic competition, the school will pay lodging expenses.

Bus Regulations

While on school-sponsored transportation, students are held to the Hays high School Student Code of Conduct and any resulting consequences based on their choices. Students are reminded of the following additional rules when riding in school-provided buses or other vehicles.

- Observe the same respectful conduct as is expected in the classroom. Respect others’ ability to use travel time to complete academic work. Talk quietly to those near you and use earbuds or headphones while watching or listening to school-appropriate videos or music.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Stay in your seat.
- Keep head, hands, and feet inside the bus.
- The bus driver is authorized to assign seats.

Transportation privileges will be lost for a period not to exceed the remainder of the school year for a pupil who either persistently violates the rules or commits a major violation.

School Purchased Meals on the Road

Depending upon the distance and time away from home, it may be necessary for students to eat one or more meals “on the road”. Arrangements will be made by the coach/sponsor and the activities director to provide food and/or meal money for students as appropriate. Students will be offered the opportunity to eat lunch prior to departing or eating a school-provided meal on the bus on the way to their destination.

STUDENT SERVICES

Main Office

Hours and Services

The Main Office staff are available on school days between 7:30am and 4:00pm to answer questions and provide information to students, families, and community members. Summer office hours are Monday-Thursday. 7:00am - 5:00pm.

Messages – A telephone is available in the office for students to use in emergency situations. Students will not be called to the office for phone calls from anyone other than a parent/guardian.

Printing and Photocopies – Copiers are provided for instructional use only. Only staff are permitted to use the copy machines.

Lost & Found – Students may report/inquire about lost and found items through the main office.

Transcripts – information is available through the main office.

Attendance – questions should be directed to office personnel.

Publications & Advertisements – The display and distribution of materials and information will be subject to administrative approval on an individual basis prior to being posted.

School IDs – Students are issued ID cards during enrollment. These cards function as the students' lunch card and library card, and they provide proof of identification to use for admission into all school dances and regular season sporting events. Only current cards are accepted. No admission refund allowed after the event. Students should always carry their ID card. Students may purchase a replacement card for \$5 in the main office.

Fees – Are collected in the main office, except for lunch and breakfast costs. Food service payments can be made in the cafeteria or online at ezschoolpay.com. Please pay fees at enrollment time. All outstanding fees must be paid in full by the close of the year. Insufficient Payment. If a check is returned because of insufficient funds, the writer of the check will be notified in writing that they have 10 days to make payment in the form of cash, cashier check, or money order. If payment is not received during this 10-day extension, the school district reserves the right to turn the claim over to the Ellis County Attorney.

Textbook/ Material/ Activity Fees

- USD 489 charges a workbook/material fee (\$90) which is not refundable. Students who enroll during the 4th nine-week period are not required to pay the workbook/material fee.
- Students are issued text materials/equipment for every class. Students are responsible for lost or damaged books and will be charged according to the cost of replacement or repair. Students should verify the condition of books with the teacher when they are checked out.
- Course fees may be required in those classes where students design and complete projects.
- Each student is assessed the following Activity Fees: Class Fees (\$15), Student Activity Fee (\$50), ID Fee (\$5)
- Students have the option to purchase a Yearbook (\$50). The Yearbook cost is \$45 if paid during enrollment.

Family Contact Information

We ask that students and families notify the office of any changes in guardianship, address, phone number, e-mail, work information, emergency contact information, etc.

Legal Age

When a student turns 18, they have legal rights to make their own educational decisions. If a student chooses to exercise this right, they must meet with an administrator to review the responsibilities associated with these legal rights. Parents will be notified of the student's desire to make their own educational decisions.

Student Records

The district collects and maintains only that data about individuals which is necessary for the schools to accomplish their primary goals. No information other than that used for personal identification and factual data of a cumulative nature will be collected, maintained, or disseminated without informed consent of the individual and/or the parent or guardian of students.

Student Directory Information

Certain information is routinely released at various times during the school year. This information is classified as directory information. The following categories are listed as directory information: student's name, address, telephone number, picture, parent or guardian, date, and place of birth; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student. If you choose not to have any of this information released, you will need to contact the HHS administration (623-2600).

Counseling Services

Hours and Access

Counseling Office hours are 7:25 A.M. to 3:15 P.M. The Counseling Office may be reached at 623-2608. Students may visit the Counseling Office during the school day after securing permission from the teacher whose class they will miss. When possible, students are encouraged to schedule appointments to meet with their counselor during their GPS or PRIDE Time so as not to miss class time. Parents are encouraged to make appointments to see the counselors. Counselors often initiate student contacts by arrangement with classroom teachers to review student school progress, career, and post-secondary education plans.

School Counseling Services

The Counseling Office serves to assist students with academic planning and progress, career development, and social-emotional concerns. Students may visit counselors with questions or concerns about classes, educational plans, future occupational goals, skills, and aptitudes, as well as personal problems affecting progress at school. The counselors make post-secondary and scholarship information and applications available to students throughout the year.

School counselors work with the staff of Hays High School to facilitate the IPS and course enrollment process for students each spring. Students considering transfer to Hays High may call the Counseling Office to set up an appointment with a counselor for a tour, records review, and course placement.

Mental Health Services

A mental health interventionist is available to assist students in arranging at-school appointments with High Plains Mental Health therapists and counselors. For more information on establishing mental health care through this partnership, please visit the Counseling Office.

School Psychologist Services

A school psychologist is also available to work jointly with the counselors in meeting the needs of individual students. Referrals for special education services are normally initiated through the counselors.

Health Services

Hours and Services

A school nurse is available in the Hays High Health Office from 7:25am – 3:15pm. The district employs registered nurses to serve the schools for health-related needs and health education. Parents should report any special health condition involving their child to the school nurse. If necessary, the school nurse, with the input of the parents and the health care provider, will develop a special health care plan addressing the specific needs of the student.

Illness or Injury

Students who become ill or injured at school should promptly notify their teacher and report to our Health Office. Students will not be released from school for illness or injury without parent/ guardian contact and permission. In the event of serious illness or accident, every effort will be made to contact a parent/ guardian to make medical decisions.

Medication Procedures

It is recommended that every possible means be taken to give students medication at home. If it becomes necessary for a student to take any form of medication at school, these steps must be followed:

- A parent or guardian must complete and sign a Medication Request Form available in the school office or on the school web site.
- The medication must be in the original, completely labeled container.
- All medication will be kept in the Health Office. Any exceptions to this must have prior approval. Students requiring daily medications will be responsible for reporting to the Health Office at the specified time.

Immunizations

Kansas law and USD 489 policy requires all students to meet immunization requirements and to have these records on file at school. Timely notifications will be made to the parents/ guardians regarding compliance, and those students not meeting these requirements will be excluded from school.

Health Assessments

Students may seek consultation from the school nurse for any health concerns they experience at school. The school nurse will work with the student and family as appropriate to provide resources for further care.

Contagious Diseases

Students exhibiting a fever or symptoms of a serious illness or contagious disease should remain home for at least 24 hours after they are free of fever (over 100 degrees) without the use of fever-reducing medication.

Screenings

Hearing and vision screenings will be conducted as required by Kansas state law and by parental request. Parents/ guardians will only be notified of results outside of normal limits.

Peanut and Tree Nut Aware Schools

Due to a variety of food allergies, USD 489 schools are peanut/tree nut aware, so please avoid sending food items that may contain these known food allergens. The school cannot be responsible for food brought to the school by other students and/or parents.

Library and Creative Commons

Hours and Services

The Library is open from 7:30am - 3:30pm. Subscription services, as well as Kansas State provided databases, can be accessed 24/7 at school and at home. Library staff are available to assist students with selecting reading materials, interlibrary loans, research help, accessing printers, and use of the Creative Commons.

Circulation and Fines

General print reading materials may be checked out for a period of 4 weeks and may be renewed. Reference and media materials may be accessed in the library but may not be available for check out. Items are expected to be returned on time and in good condition. All items are to be returned by the end of the year, or the item will be regarded as lost. For lost items or those that are damaged upon return, the student will be fined the cost of replacement. Fines are to be paid prior to enrolling for the next school year; for seniors, fines must be paid prior to graduation.

Creative Commons

Space and materials to assist with the creation and completion of school-assigned projects will be made available to students during the school day. Teachers may utilize the space during class time, or students may seek assistance from the Library staff.

CCU – Computer Care Unit

USD 489 computer technicians will be on-site in the Hays High Library daily to assist students and staff with USD 489-issued device maintenance, repairs, and questions. Hours will be posted by the CCU and may be subject to change. (See “Technology Services”)

Nutrition Services

Meals

Breakfast will be served on school days from 7:25am to 7:50am in the Cafeteria Commons. Hot options and grab-and-go items will be available. Students will remain in the Cafeteria to eat hot breakfast; grab-and-go items may be taken outside the cafeteria.

Second-chance breakfast may be available to students between 1st and 2nd periods at locations throughout the building. Grab-and-go items will be available at *a la carte* prices. Students who did not purchase breakfast before school may purchase a grab-and-go meal.

Lunch will be served during 3rd period each day. A variety of hot and cold lunch options are served in the Cafeteria Commons each day. A student may choose to bring a prepared lunch from home. Students will be assigned to one of four 25-minute lunch periods according to their 3rd period class; as such, a student may have different lunch times on Maroon and Gold days. Students will report to and remain in the Cafeteria Commons at their tables during their lunch period, except as approved by lunch supervisors. Students are not to be in the Cafeteria Commons outside their assigned lunch times.

Meal Prices

Meal prices for the 2023-2024 school year are as follows and may be subject to change:

Breakfast	\$1.70 per student meal
Lunch	\$2.95 per student meal
<i>A la carte</i> items	Prices vary

Families are expected to provide money for each student’s meal account on a regular and consistent basis. Payments for school meals may be made in the serving area before school or during lunch. Parents may view accounts or make payments online at

www.EZschoolpay.com

The district’s meal charging requirements are as follows:

- Students may charge no more than \$30 worth of meals to their account. Charging *a la carte* or extra items to this account will not be permitted. For the complete Unpaid Meal Charge Policy, visit www.usd489.com
- **Applications for free/reduced meals will be available online via www.usd489.com - in the Nutrition Services tab, or in paper form upon request.**

Vending Machines

Vending machines for student use are available in the Event Commons. Students may use vending machines before and after school as well as during passing periods. Students should not use vending machines during class or lunch times.

Technology Services

Computers/ USD 489 Issued Technology Device

Obtaining a computer/USD 489 issued technology device is a requirement. It is an essential instructional tool. Computers/USD 489 technology devices are provided to each student after the student and guardian sign the loan agreement form as a part of the enrollment process. The agreement has a fee/deductible to be determined by the USD 489 BOE which must be paid by the guardian in the event of non-warranty damage or theft. Students are to use the device in accordance with the device regulations and acceptable use agreement. Personal devices may be used in accordance with the Acceptable Use Chart and will not be able to connect to the district network services or be fixed by the CCU. The district assumes no liability for damage to or theft of any personal devices brought onto school property. Failure to follow the rules of use for the device will result in disciplinary action that can include confiscation and/or suspension. It is the student's responsibility to bring the device to the Computer Care Unit (CCU) when repairs are necessary. The CCU is in the HHS library and hours will be posted. The Acceptable Use Policy Agreement, Internet Safety Policy, and Prohibited User Activity can be viewed in their entirety in Appendix A of this document (p. 33).

Hays High School Technology Procedure and Management

Technology Check-out process:

Devices will be checked out to each student in grades 9 through 12 who has, and whose parent/ guardian has:

- Read and signed the USD 489 Acceptable Use Agreement
- Devices must be turned in for interval checks at the end of each semester.
- Devices must be returned to Hays High School immediately upon withdrawal from enrollment.

Daily use guidelines and management of technology:

- Student will bring the fully charged device to HHS daily.
- Student will protect the device from extreme heat and cold, as well as wet and dirty conditions.
- No personally owned device will be allowed to access the USD489 network.
- Teachers will determine when the student device is to be accessed in the class according to the Acceptable Use Chart.
- Teachers will direct students to submit an IT Help-Desk ticket for any device problem immediately.
- Teachers will review the "USD 489 Acceptable Use Agreement" with students during the first Pride Time Period of the school year. New and transfer students will review the agreement with a HHS Counselor when they enroll.
- HHS is not responsible for personally owned technology brought to school if lost, stolen, or vandalized.

Loaned Devices:

Devices may be available to loan to students when their device is being reviewed and/or repaired, but it may not be an identical device, and the availability of loaned devices is not guaranteed.

Interval Check-Ups:

All students will give their Device and Charger to HHS Personnel to verify the device is working effectively and being appropriately cared for at the end of each semester. Students will check in their devices at the end of each semester, and at the discretion of the administration, students may be required to check in their devices during Spring Break. Check out procedures will be communicated via announcements and by PRIDE Time and GPS instructors.

Parent/ Guardian Responsibilities

Parents are required to read, agree to, and sign the **USD 489 Acceptable Use Agreement / Internet Safety Policy** prior to the student receiving the Device. Students will *not* be assigned a Device until the Agreement is signed. It is essential the following guidelines be followed to ensure the safe, efficient, and ethical operation of this Device, Parents/ Guardians are expected to assist their student in adhering to the agreements signed and to avoid prohibited and unsafe activities.

Transportation Services

Services and Contact Information

Students desiring transportation to and from school should contact the Transportation Department to see whether they qualify for school-provided transportation (623-2560).

School Bus Safety and Conduct

While on school-sponsored transportation, students are held to the Hays high School Student Code of Conduct and any resulting consequences based on their choices. Students are reminded of the following additional rules when riding in school-provided buses or other vehicles:

- Observe the same conduct as in the classroom.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Stay in your seat.
- Keep head, hands, and feet inside the bus.
- Bus drivers are authorized to assign seats.

Transportation privileges will be lost for a period extending to a maximum of the remainder of the school year for a pupil who either persistently violates the rules or commits a major violation.

STUDENT CONDUCT, SAFETY, & SECURITY

Student Code of Conduct

Student In Good Standing - Definition

A student in good standing is one who is not actively subject to any disciplinary consequences or truancy.

Expectation and Administrative Authority

It is the belief of the administration and the Board of Education that students should conduct themselves in a manner that reflects positively on the school and the community. Moreover, we have a responsibility to assist students in developing behaviors that will better equip them for success. Hays High School is bound by the suspension/expulsion law of Kansas (KSA 72-8901-8906), as follows.

KSA 72-8901:

Be it enacted by the legislature of the State of Kansas:

Section 1: The Board of Education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any pupil guilty of any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
- B. Conduct which substantially disrupts impedes or interferes with the operation of any public school;
- C. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others, at school, on school property, or at a school supervised activity;
- D. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- E. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- F. Disobedience of an order of a teacher, peace officer, or school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Though there is a need for some administrative discretion with regard to individual situations, these and other disciplinary consequences are enforced uniformly and fairly for all.

Suspensions

In-School Solutions (ISS)

Students may be assigned for monitored time and intervention in the in-school solutions room for up to ten days or pending a parent conference. Failure to follow expectations established for ISS may result in Out-of-School suspension.

Students enrolled in off-campus programs such as Allied Health, Auto Mechanics, post-secondary classes, and/or Work-based learning may elect to attend these programs during their first in-school solutions assignment; they will not have this option during any subsequent suspensions.

Short-Term Out-of-School Suspension (OSS)

Suspension from school for a period of one to ten days will be assigned to afford the student, parents, and the school the time needed to give careful study to the behavior problem. This action will generally be used when conduct results in physical danger or invasion of rights to self or others by word or deed. The final day of the suspension will be served in the ISS room. It is the student's responsibility to collect missed assignments, complete them, and turn them in by the assigned date.

Long-Term Suspension or Expulsion from School

Arrangements for a formal hearing will be made within ten days of the suspension to determine the most appropriate disposition of the individual case. This action will be reserved for such situations as continued violation(s) of any published code whereby alternative interventions are deemed ineffective; possession of any item intended for use as a weapon; false fire alarm; bomb threat; or other behaviors identified as "Step 6" on the Discipline Framework.

Detentions

Students may be assigned time before or after school at the discretion of their teachers/principals. Students are expected to report to detention within five minutes following the dismissal bell on the same day the detention is assigned-unless other arrangements have been made. Students who fail to complete assigned detention, are late to detention, or fail to comply with the teacher's expectations during the detention may be referred to administrators for further intervention. It will be the student's responsibility to assure that conflicts are resolved so that detentions are served in a timely fashion. When previously made appointments (such as a doctor's appointment) - conflicts with the detention, alternate arrangements must be made by the student for serving the detention later. Detentions take precedence over athletic practices and other after-school activities.

Hays High School Discipline Framework

The purpose of the **HHS Discipline Framework: Point System**, is to:

1. Improve the educational environment for students, teachers, parents, and staff.
2. Inform students and parents/ guardians of the rules and policies of USD #489, Hays High School.
3. Record discipline violations in a systematic way.
4. Create a communication protocol that informs all stakeholders and cultivates a safe and secure learning environment.

It is the responsibility of all students and their parents/ guardians to be aware of school policies and procedures concerning acceptable and unacceptable behaviors at Hays High School. The discipline framework starts with the belief that an individual does not have the right to infringe upon the rights of others. Families are encouraged to review appropriate conduct with their students.

To facilitate equitable and transparent discipline policies and procedures, Hays High School will utilize a Point System. The Point System applies to the entire school year and is to be the behavior code for students while they are at school and/or participating in school-sponsored events inside or outside of the school district.

Point System Organization

The "Point System" Framework is in place so all stakeholders understand how violations will be handled by the administration in direct connection to board policy and state, local, and federal laws. This organizational system of points will ensure that consequences are fair, progressive, and consistent for all students. The Hays High School 20-Point System and Discipline Framework can be viewed in its entirety in Appendix B of this document (p. 36).

The tool used to implement the discipline framework is a point system (**20 points**). A building administrator or designee, as the result of a behavior referral, will assess the point value and level of an offense and assign points to the student according to the frequency, intensity, and severity of the behavior. The tracking and organization of the point process will all happen within the office and will be treated as a confidential personnel file for the student and their parent/ guardian.

The Point System is cumulative up to **20 points in a school year**. Once a student earns 20 points, a hearing will be scheduled for a decision on educational placement, long-term suspension and/or expulsion in accordance with school board policy. A conference with the student and their parent/guardian will also happen at progressive point levels as the situations merit.

- All students begin the school year with zero (0) points. The system is a year-long system. Assuming the student is in good standing at the end of the previous year, they will begin the following year with zero (0) points.
- Any illegal or criminal activities may also warrant police involvement in accordance with district policy.
- Effective use of the Re-Focus process (Cooperation, Honesty, Ownership of Behavior, Restitution) may be considered as a mitigation factor for most violations. Simply put, it is the responsibility of the student to "own" their behavior and seek restitution and have a plan for future action.
- The system is a guide for administration and school personnel.
- A Memorandum of Understanding (MOU) will help communicate the plan moving forward for the student, parent/ guardian, and staff. This document will remain in the student's file.
- Administration reserves the right to classify the level (step) and set the consequence for any specific violation as they deem appropriate.

Teachers will work to resolve problems first in the classroom prior to referring a student to the office. Once in the office, students will work through the **Re-Focus Process**. At all levels, parents and guardians will be notified by one of the following: a telephone contact, a copy of the referral form emailed through PowerSchool, or a postal mail note sent home informing parents/guardians of violations of the Point System and Referral Framework. Parental conferences may also be necessary at various times throughout the year to help modify behavior.

Re-Focus Process

Students sent to the office via a referral will be asked to **cooperate**, remain **honest**, **own their behavior** and work towards **restitution**.

The first and most important step in the referral process, either from a classroom setting with a teacher or a direct office referral for a specific behavior, starts with a conversation. This conversation is called, “**Re-Focus**”. Students are expected to work with the administration to convey the issue and/or concern that has prompted the office referral. Students will be given time to reflect in the Re-Focus Room. The goal of their reflection time is to get themselves back to the “ready to learn” status, which is the expectation for all students at Hays High School.

Book bags, cell phones, food, and homework/schoolwork will not be permitted in the Re-Focus Room. Time is not the definitive factor in the process, as students may stay if needed to achieve their goal of re-entering the classroom.

Dress Code

The responsibility for the dress and grooming of a student rest primarily with the student and his or her parent or guardians.

This dress code is intended to promote appearance that refrains from interference with the intended function of the school or school activity or that creates potential health and safety hazards. Neatness and cleanliness of personal hygiene is always encouraged.

The goal of the dress code is to provide a college, career, and workplace ready environment where students learn to dress in a manner that supports their learning experiences.

Allowable Dress and Grooming

- For reasons of health and safety, students must wear shoes, and clothing including a shirt with pants or skirt, or the equivalent.
- Clothing must be suitable for all scheduled classroom activities including physical education, lab classes, and other activities where unique hazards exist.
- Clothing must cover private parts in opaque fabric (not able to be seen-through)
- All shorts, dresses and skirts must be an appropriate length. Undergarments must not be visible.
- All tops and shirts should cover the beltline while standing or sitting and have small, fitted arm holes. Shirts and tops must have wide straps or sleeves.
- Attire worn in observance of a student’s religion are not subject to this policy. Questions should be directed to administration.

Non-Allowable Dress and Grooming

- Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited (USD489 Board Policy JCDB).
- Clothing may not use or depict hate speech targeting groups or individuals based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing must not threaten the health and safety of any other student or staff.
- No hats, caps, hoods, hairnets, scarves, or other head coverings are to be worn or carried while on school grounds during the school day.
- No bandanas or kerchiefs are to be worn or carried.
- No sunglasses should be worn in the building.
- No tools or pocketknives may be carried on campus.

Students dressed inappropriately may be asked to secure the proper attire before returning to class.

Classroom teachers, coaches and sponsors of extracurricular activities may individually set additional guidelines to serve the best interests of their organizations.

Appropriateness of dress and appearance will be determined by and enforced by the administration on an individual basis.

Electronic Devices

Students bringing personal electronic equipment on campus do so at their own risk.

Cell Phones (including but not limited to smartwatches or any smart device) are valuable communication tools, however, these devices can be disruptive to the learning environment and pose legal issues for students (i.e., inappropriate material, cheating etc.)

To protect students’ academic learning time and to maintain the learning environment, classroom teachers and support staff will monitor and guide electronic device use in their classroom. If the device is being used for instruction, teachers may allow students access for instructional purposes only. Each classroom and learning area in the school will have a Cell Phone Parking Lot where teachers may request that a student “park” their phone.

Hallways and the lunchroom are acceptable areas for students to use their phones during the school day. Locker room and bathroom cell phone use is prohibited. Students are to follow the HHS Electronic Device Acceptable Use Chart posted in every room.

1. When entering the classroom students may keep their phones out of sight in their bag/pocket unless otherwise directed by a teacher or HHS staff member.
2. All classrooms will have an Acceptable Use and Expectations Chart visible in the front of the room. Teachers may designate the level of use at any time during the class period. Students are held to that standard.
3. If a student's phone is not "parked" but is causing a distraction to the learning environment, a teacher will request the phone to be "parked".
4. A student who fails to comply with the "parking" request will be sent to the office for a discipline referral.
5. Cell Phone violations in the office will result in the following consequences as part of the HHS Discipline Framework.

The goal of this policy is to allow autonomy for teachers/staff and for students to learn valuable skills about acceptable use in the workplace (college and career) settings. Students may use phones at HHS, but under the express direction of their teachers and staff. If a student is unable to handle that responsibility of using their phone in the learning space, then their phone should be parked.

Nondiscrimination

Statement of Compliance

Discrimination against any individual on the basis of race, color, national origin, sex, age, disability, handicap, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The Superintendent has been designated to coordinate compliance with nondiscrimination - requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information concerning the provisions of these laws, and the rights they provide, is available from the compliance coordinator.

Bullying

USD 489 and Hays High School are committed to a safe and civil educational environment that is free from bullying for all students, employees, volunteers, and patrons. Bullying involves harassment or intimidation by a bully on a target and may involve witnesses that are followers or defenders.

Bullying means an intentional written, verbal, or physical act that:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive enough to create an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Bullying acts at school and school activities may be written, verbal or physical and can be manifested in many forms including but not limited to:

- Verbal - Taunting, jeers, name calling, intimidation, threats, and disrespect.
- Cyber – Broadcasting negative information with chatrooms, email, web blogs, profiles, and other information.
- Sexual – Communication of a sexual nature, unnecessary and unwanted touching that is not consensual, disrespect.
- Physical – Touching, pinching, shoving, pushing, hitting, fighting, disrespect.
- Social – Ostracizing, or social isolation; scapegoating, or blaming others; gestures, disrespect.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion. Many behaviors that do not rise to the level of bullying may still be prohibited by other district policies or building, classroom, or program rules.

USD 489 expects students, parents, volunteers, visitors and/or staff witnessing or experiencing bullying to immediately report the incidents to the principal or designee, such reporting will not reflect on the victim or witness in any way. Staff are expected to immediately intervene when they see a bullying incident occur. Students are encouraged to be active defenders of the bully target and not defenders for the bully. Each complaint of bullying should be promptly investigated. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus and during a school-sponsored activity.

Sexual Harassment

Sexual harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It could be student-to-student, staff-to-student, student-to-staff, or staff-to-staff. Sexual harassment could be perceived as intimidating, hostile or offensive. It could also be directed toward someone because of his or her gender.

Examples of sexual harassment include but are not limited to:

- Sexually oriented verbal “kidding;”
- Sexually suggestive remarks, gestures, or jokes;
- Remarks of a sexual nature about one’s appearance;
- Defaming the reputation of an individual by implying sexual involvement through verbal rumors or written notes or graffiti;
- Displaying offensive sexual illustrations;
- Pressuring or requesting sexual activity; and
- Pulling at clothing in a sexual way.

Sexual harassment will not be tolerated in USD 489. Regardless of whether they are reported or not, sexual harassment problems have negative consequences in the workplace and classroom and can seriously affect the safety, health, and self-esteem of the individual. The USD 489 Board of Education’s policies concerning sexual - harassment are on file in the offices of the principals and counselors.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, school counselor, or another certified staff member. Complaints of sexual harassment will be promptly investigated and resolved. Every effort will be made to preserve confidentiality for both the accuser and the accused, to the extent the investigative process allows.

Student/ Parent/ Staff Communication

It is the belief at Hays High School that by nurturing good communication and by working together, a mutually satisfactory solution can be developed for any situation. Communication is critical to the establishment of positive relationships between staff, students, and parents/ guardians. Staff are expected to provide ongoing feedback and support to students regarding their progress and to provide pertinent information to parents/ guardians. Students and parents/ guardians are encouraged to communicate openly with staff. When questions or concerns arise, the following procedure should be followed to address the issues directly in reaching a resolution:

1. Review the Student Handbook and any other regulations as noted for the specific situation.
2. Wherever appropriate, the student should contact the staff to discuss questions and concerns.
3. When necessary, the parent/ guardian should contact the staff to discuss concerns. If the discussion is unproductive, the staff or parent/ guardian should request a meeting with the administration.
4. Complaints registered outside the above channels will be referred appropriately when circumstances warrant.

However, if the concern remains unresolved after Steps 1–4 have been exhausted, a telephone call, personal conference or written statement should be submitted to the superintendent of schools outlining the concern(s).

NOTE: Any concern registered will be investigated by the administration. Anonymous letters or phone calls will not be considered credible reports.

Civility Policy

Unified School District No. 489 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of the Hays Public School district for its board members and employees to treat everyone—fellow board members, employees, students, parents/guardians, patrons, visitors, anyone having business with the district—with fairness and respect. The district also expects that anyone having interaction(s) with employees of the district will treat them with professionalism, courtesy, dignity, and respect. The Civility Policy may be viewed in its entirety in Appendix C of this document (p.38).

Building Access

Student Access

Before School – On days when school is in session, the building will open at 7:00am. Between 7:00am and 7:35am, students will use the Event Commons Entrance (on the student parking lot side) or the South/ Cafeteria Doors (on the rear lot/ drop-off lane). During this time, students will gather in the Event Commons and Cafeteria Commons. If a student has made a before-school appointment with a staff member, that staff member will meet them at the hallway entrance to the Cafeteria Commons. At 7:35am, students may also enter the building using the Main Entrance, and they may access the rest of the building.

During the School Day – Between 8:00am and 3:05pm, students entering or leaving the building must do so through the Main Office and may only do so with approval from their parent/ guardian. Students must sign in and out with the attendance secretary. Students leaving for school activities and field trips will leave with their coach/ sponsor/ teacher from the Event Commons door.

After School and Non-School Days – On days when school is in session, school will dismiss at 3:05pm. After that time, students must be under supervision of the adult(s) coordinating the after-school activities in which they participate, and students are to access only those areas of the building used by their activity. The same guidelines apply on days when school is not in session.

Visitor Access

ALL Visitors – those individuals who are not enrolled students or Hays High School staff – are required to report to and sign in at the office upon arrival, and they must provide a valid, government-issued ID, which will be screened in our Raptor Visitor Management System.

Safety and Security

Surveillance Devices

Security cameras are utilized throughout the building and on the grounds of Hays High School to aid administration in monitoring the safety and security of the campus. Only building and district administration and their designees are permitted to monitor cameras and recordings. Any video including a student becomes a part of that student's record and is therefore protected under FERPA. Any obstruction of or tampering with these devices will be addressed according to the HHS Discipline Framework.

Personal Safety

Students are expected to conduct themselves in a safe and civil manner while at school and at all school-related events. Students are also asked to report to administration any issues that could compromise the safety or wellbeing of any person at Hays High School.

Some courses, by their nature, require special safety precautions. Students are expected to demonstrate knowledge of and follow safety regulations as required by the instructor. Students may be expected to provide their own safety equipment or borrow equipment provided by the instructor. Failure to use equipment properly and to engage in classroom and lab activities in a safe manner will be addressed according to the HHS Discipline Framework.

Student Valuables

The school district is not responsible for lost, stolen, or damaged personal property. The school district does not carry insurance on the personal property of students, such as band instruments, clothing, gym shoes, books, valuable items, money, etc. We encourage students to refrain from bringing large sums of money to school (if this becomes necessary, please check it into the office for safekeeping) and to use a lock when using the gym lockers and/or hallway lockers. School officials reserve the right to examine lockers at any time as deemed necessary. Students choosing to use a lock are asked to leave a key or the combination in the school office.

Parking Lot and School Zone Safety

The area around the school becomes congested before and after school. Please be aware of this and take extra caution when crossing the street as a pedestrian as well as when entering and exiting the parking area as a driver. Remember, school zone regulations are in effect, and crosswalks are provided for pedestrian safety.

A parking lot is provided in the front of the high school building for student use following these guidelines: Students must display a parking decal to park on school property. Decals may be obtained in the main office.

- Park properly within the spaces provided, facing forward into the space.
- Follow all markings and arrows on the parking lot indicating the flow of traffic.
- Refrain from parking in areas designated as fire lanes, for visitors, emergency vehicles, faculty, and pick-up zones. Violators may be towed at the vehicle owner's expense.
- Observe good driving techniques at all times! Failure of any student to practice safe driving habits or to follow parking lot regulations may result in suspended use of the parking lot and/or possible suspension from school.
- Students in the parking lot without permission during the school day may be subject to disciplinary action.

Property Damage

Students who destroy, deface, or vandalize school or student/employee property will be required to pay for losses or damages. Willful destruction may result in disciplinary action. First offense: a range from up to 5 days ISS to up to 5 days OSS. Second offense: The student will be suspended out of school for an extended period beyond 5 days. The student will be provided a formal hearing no later than 10 days after notice is given shall be afforded all rights according to KSA 72-8901-8908. Accidental damage should be reported to the office immediately.

Substance-Free Schools

All students have a right to attend school in an environment conducive to learning. Since alcohol, tobacco, and other drug use is illegal and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental and ethical obligation to prevent substance abuse in any form and to maintain an educational environment free of substance abuse.

USD 489 is strongly committed to the goal of “Healthy, Responsible, Academically, Successful Youth Capable of Resisting Substance Abuse.” To foster that ideal, USD 489 provides its students (and their parents) a caring faculty and staff; innovative prevention programs; confidentiality; access to reliable information; and a responsible intervention program. USD 489 offers its school personnel in-service opportunities to keep them abreast of the latest information in the areas of prevention, intervention, and student assistance. Compiled by USD 489 personnel, this policy guide meets those - standards set forth in PL 102-226 and the drug-free schools program of the state of Kansas. The Substance Abuse Policy may be viewed in its entirety in Appendix D of this document (p.39).

Vape Detectors

Students deserve the right to have a healthy environment to learn, grow and develop, and should not have those chances be barred due to student vaping interfering with their health and safety. When vaping detectors are placed in restrooms, there is a better chance of keeping students vape-free and healthy. Vape detectors are installed in each restroom at Hays High School. Vape detectors pinpoint abnormalities in air quality. If an individual vapes in an area where a vape detector is installed, faculty is alerted by the device whenever it picks up any traces of harmful chemicals within the range of the detector. The main purpose of a vape detector is to identify substances emitted from vaping devices. Individuals present during the detection of possible vape use are subject to a search of their person and/or property. Metal detection devices may be utilized in such a search.

Weapons Policy

Students and visitors shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Violation of policy about possession/use of explosives, firearms, or other weapons as defined in current law shall result in expulsion from school for a period not to exceed one calendar year.

Searches of Person and Property

School administration reserves the right to search student lockers and any personal property brought onto USD 489 grounds, including vehicles. Students have no expectation of privacy – lockers, cars, computers, book bags, clothing, etc., may be subject to search. Parents/ Guardians will be contacted following a search involving their student.

Interrogation and Investigation

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

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

Emergency Safety Intervention (ESI)

K.A.R. 91-42-1(c) defines an emergency safety intervention (ESI) as “the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.” K.A.R. 91-42-2(a)(3) requires that whenever an ESI is used, the parent(s)/guardian(s) must be informed in writing within two school days. Email meets the definition of notification by writing. The ESI policy can be viewed in its entirety in Appendix E of this document (p. 44).

Coordination with Law Enforcement

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

Drug Dogs – At the requests of the Superintendent, Acting Superintendent, and or Building Administration of Schools, Law Enforcement Officers may use trained dogs on school premises to identify property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees. Trained dogs may be used for general searches or for specific locations.

Investigations Initiated by School Administrators and Conducted by Law Enforcement Officers – When law enforcement officers investigate and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardians, or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, 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 parents, guardian, or representative is not present during questioning of a student, the principal shall be present.

Investigations Initiated by Law Enforcement – The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. In case of suspected child abuse, law enforcement officers shall be permitted to conduct investigations during school hours. During a demonstrated emergency, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law – Information on criminal conduct shall be turned over to law enforcement officials.

Taking Students into Custody – Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or Department for Children and Families (DCF). Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities. Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by DCF and/or law enforcement because of allegations of abuse or neglect. When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

Disturbance of School Environment – Law enforcement officers may be requested to assist in controlling disturbances at school, and if necessary, to take students or other persons into custody.

Officer Presence – As a proactive measure, law enforcement officers will be present at large school assemblies or events open to the public so that they may provide support for an orderly and safe environment. Law enforcement may also be present on campus throughout the school day and in the parking lots before and after school to proactively promote campus safety.

Crisis Plan and Emergency Procedures

The Hays High School Crisis Plan includes the use of the Raptor Crisis Management System, which is a guide to students and staff for effective prevention or response to emergency situations that might arise. These include natural disasters, accidents, and acts of violence, death/suicide, and trauma. Copies of the Crisis Plan are available in each classroom. School wide drills are held periodically to maintain familiarity with emergency procedures and readiness for response to a crisis.

Inclement Weather

Parents are encouraged to make individual decisions concerning their child's attendance during severe weather. If school is to be out for the day, an announcement will be made prior to 7:00a.m. At any time when school is canceled and/or dismissed due to inclement weather or other emergency situations, information will be reported through the USD 489 School Messenger system, USD 489 Facebook page, and Thrill Share texts, emails, and phone calls. Local media will also be utilized: KAYS, KJLS, KANZ/KZNA, KHAZ, KHOK/KVGB, KFIX, KWCH-TV/KBSH-TV, KQQY, KPRD, KZLS, KAKE-TV, KHCT, ECTV, and KSNW/KSNC. Information on USD 489 communication resources can be found at <https://www.usd489.com/o/usd-489/page/district-communication-resources>

APPENDICES

A. USD 489 Technology Device Policies

Acceptable Use Policy Agreement USD 489 Hays, Kansas

USD 489 offers a comprehensive system of technological equipment. Users may have access to internal and external resources to retrieve and process information designed to facilitate learning and enhance educational information exchange.

USD 489 assumes responsibility for the management of the structure, hardware, and software that allow users access to information technologies for educational purposes. District equipment includes (but is not limited to) computers, drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, telephones, modems, and other related technological resources. Software includes (but is not limited to) computer software, print and non-print resources. Networks include (but are not limited to) all voice, video, and data systems, including the district's internal network and the Internet.

The purpose of these technology systems is to facilitate communications in support of education and research that is consistent with educational objectives and the outcomes for USD 489. The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review all technology systems accessed by users. Such monitoring may be conducted without notice. Acting as agent of USD 489, the administration will determine if specific use of the technology systems is appropriate and/or consistent with acceptable use. This decision is final. The use of district technology systems is a privilege and may be revoked at any time. USD 489 is not responsible for any actions taken by the users that do not support the purposes and outcomes of USD 489.

Internet Safety Policy USD 489 Hays, Kansas

USD 489 utilizes a wide variety of devices and computer systems with Internet capable access. The purpose of these systems is to facilitate information and resources in support of education and research that is consistent with educational objectives and the outcomes for USD 489. The district's Internet Safety Policy will follow the guidelines set forth by the Children's Internet Protection Act ("CIPA") and Neighborhood Children's Internet Protection Act ("NCIPA"). The Internet Safety Policy will apply to students, staff, and anyone else that accesses the USD 489 network or computer systems.

The school district will employ an Internet filtering mechanism as a technology prevention measure to block access to material deemed as pornographic, child pornography, obscene, or otherwise harmful to minors. The organization does not warrant the effectiveness of Internet filtering. Acting as an agent of USD 489, the district systems administrator and technology coordinator are responsible for management of Internet filtering mechanism.

It shall be the responsibility of all members of the USD 489 staff to educate, supervise, and monitor appropriate usage of the computer network and access to the Internet in accordance with this policy. It is also their responsibility in educating minors on appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, cyber bullying awareness and response, safe usage of electronic mail, instant messaging, and other forms of direct electronic communications.

The privacy of users is limited, and the school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review all technology systems accessed by users. Such monitoring may be conducted without notice.

The use of district technology systems is a privilege and may be revoked at any time. Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings. USD 489 is not responsible for any actions taken by the users or any loss of information by the user. Acting as an agent of USD 489, the administration will determine if specific use of the technology systems is appropriate and/or consistent with acceptable use. This decision is final.

Prohibited User Activity may include but is not limited to:

- Accessing material deemed as pornographic, child pornography, obscene, or otherwise harmful to minors.
- The act of circumventing, tampering, disabling, or relaxing the Internet filter is strictly prohibited except by authorized technology

personnel for bona fide research or other lawful purposes.

- Using the technology systems to disrupt the activity of others, to harass or discriminate against others. (e.g., “cyberbullying”).
- To gain unauthorized access to computer systems or programs, or to initiate any type of malware or virus in any computer system or program. (e.g., “hacking”).
- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics, or sound on the computer system or in any electronic communication.
- Student should not reveal any personal, confidential, or private information about themselves or another individual such as home address, phone number, etc. Staff should not reveal any personal, confidential, or private information about students as to comply with the “Family Educational Rights and Privacy Act” (FERPA)
- Access to social networking websites or chat room web sites is prohibited except for sites that have been approved by administration as educationally appropriate.
- Representing oneself as someone other than who you are, including using someone else’s account number or password. (e.g., “fraud”, “identify theft”)
- Allowing someone else to use your account number or password except for authorized technology personnel.
- Vandalism, damaging equipment, or intentionally wasting resources. This includes physical damage as well as digital damage, such as deleting data or defacing district websites and computer systems.
- Removing hardware and/or software from the premises without prior authorization.
- Violating any federal or state copyright or unfair trade law. This includes the unauthorized downloading or storing of copyrighted music and movies.
- Violating any federal, state, local, common law, or criminal law.
- Conducting any activity that exposes the district to litigation or expenses.
- Violating any laws that might suggest libels or slander.
- Personally benefiting from the sale of “User-Developed Subject Matter” created while under the supervision or employment of USD 489.

Additional Prohibited Practices:

- Using, possessing, or distributing media containing applications or data inconsistent with educational objective is prohibited.
- Using “proxy servers” to access sites and/or programs.
- Using the technology systems for personal or private business, for advertisement, political lobbying, or for incurring financial commitments over the USD 489 network.
- Using the technology systems to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to computer systems or programs, or to initiate any type of virus in any system or program.
- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics, or sound.
- Removing or altering the USD 489 identifying labels or barcodes in any way.
- Using the system to obtain, originate, or disseminate pornographic and/or sexual content.
- Representing oneself as someone other than who you are.
- Using someone else’s account number or password or allowing someone else to use another’s account & password.
- Failing to notify school officials and file a police report immediately if the Device is stolen. Failing to provide a copy of the police report to HHS. (Failure to file a report will result in full payment for the cost of the Device.)
- Loaning the Device to others or leaving it unattended.
- Defacing Device or charger in any way (i.e.: stickers, markers, whiteout, scratching, etc.)
- Attempting to repair the Device if it is not working properly is prohibited.
- Trespassing in digital folders not authorized to the user.
- Damaging equipment or intentionally wasting resources.
- Removing hardware and/or software from the premises without prior authorization.
- Violating copyright law. Violating any federal, state, local, common law, or criminal law.
- Violating any laws that might suggest libel or slander.
- Devices, any cell phone, any camera, and any other device that contains a camera may NOT be accessed in locker rooms or restrooms.

Disciplinary Action

- Failure to follow use of Device rules will result in disciplinary action that can include:
 - Confiscation of the Device: Depending on the severity, the user may lose access for a period of the entire school year.
 - Suspension: Depending on the severity, the user may be short-term suspended or suspended for a period of the remainder of the school year.
- Students who purposely damage the Device or fail to take appropriate care of the Device will be suspended for vandalism and pay for damages. After payment, an older, prior-lease Device will be loaned to the student for use at school for a period to have the student demonstrate the willingness to take appropriate care.

- Students who do not submit a Help-Desk ticket for repair when needed may lose access to the device for an extended period. Repeated violations may result in loss of access for the year.

Damaging Device or attempting to do so:

1. Vandalism: ISS, Payment for repair parts and labor, loss of current Device. Contact law enforcement if necessary.
2. Vandalism: OSS, may include long-term suspension, and computer loss for year. Contact law enforcement if necessary.

Damaging network or attempting to do so:

1. May result in long-term suspension/expulsion and computer loss for year.

Computer Violation (Student refuses to follow directive regarding classroom use):

- 1-2. Detention
2. Continued violation, ISS + 2 weeks without computer.
3. ISS + Hearing to include student, teacher, parent, and administration, loss of computer.

Internet Violation: (Use of “proxy servers” to bypass USD489 filters settings):

1. Administrative warning, Review AUA, Detention(s)
2. 2 days ISS, Review AUA
3. 2 days OSS, loss of technology for the year (student may be removed from class where violation occurs)

Internet Violation: (Pornography/Inappropriate content access):

1. 2 days ISS, contact parents, 2 weeks of computer loss, loss of wireless connectivity for 9 weeks. Contact law enforcement if necessary.
2. 4 days ISS, contact parents, computer loss for year. Contact law enforcement if necessary.

* Possession of child pornography and/or felony content will result in legal report being filed and due process hearing.

**If computer or its hard drive is seized by legal authorities, the student will pay for the cost of replacement plus labor.

Intimidation / Harassment of Others using Technology:

1. Administrative detention & notification of parents. Contact law enforcement if necessary.
2. 2 days ISS & loss of device for 10 school days. Contact law enforcement if necessary.
3. OSS until parent conference, loss of device for semester, may result in due process. Contact law enforcement if necessary.

B. Hays High School Discipline Framework and 20 Point System

Hays High School Discipline Framework

Student Name:	Date:
Administrator:	Time/Location:
Parent Contacted Via: phone voicemail email	Points assigned:

4.

	Step 1 1-2 points <i>Re-Focus Process</i>	Step 2 3-4 points <i>Re-Focus Process</i>	Step 3 5-6-7 points <i>Re-Focus Process</i> ISS/OSS or Both	Step 4 8-9-10 points <i>Re-Focus Process</i> ISS/OSS or Both	Step 5 11-12-13 points <i>Re-Focus Process</i> ISS/OSS, Hearing	Step 6 14-15 points <i>Re-Focus Process</i> Hearing Required
Integrity	Failure to Comply with Directive	Classroom Disruption Hallway/Campus Disruption	Disruption of the School Day			
	Lying/ Misrepresentation of Facts	Forging Documents or Plagiarism	Academic Dishonesty		False 911 or Fire Alarm (tampering with or pulling)	
Conflict	Inappropriate Drawings, Words, Gestures	Horseplay	Physical Contact with Student	Physical Altercation with Student	Fighting or Physical Violence	Assault/ Battery
		Verbal Conflict with Student	Verbal Threat/ Abuse to Student	Threat or Implied Threat to Student/ School/ Staff/ Property	Physical Contact with Staff	Violent Criminal Offense
	Romantic Behavior (PDA)	Intimidation/ Harassment of Others	Profanity Directed Toward Staff	Sexual/ Racial Harassment	Sexual Conduct	Title IX Violation
Technology	Cell Phone/ Electronic Device Infraction	Inappropriate Technology Use (Minor)	Inappropriate Digital Recording	Inappropriate Technology Use (Major)		Acts of a Heinous Nature
Personal Safety		Matches/ Lighters (Possession/ Use)	Tobacco (Possession/ Use at School or School Activities; Includes Vaping, eCigarettes, Paraphernalia)		Alcohol or Drugs (Possession/ Use at School or School Activities; Includes Paraphernalia and Intoxication)	
	Leaving Class Without Permission – Skipping	Leaving the Building Without Permission				
Rights/Safety/Property	Parking Lot Violation (Parking Inappropriately or Without Permit)	Hazardous Driving on School Property	Theft or Vandalism (Minor)	Disruption of/ Tampering with Safety & Surveillance Devices	Theft or Vandalism (Major)	Theft or Vandalism (Severe)
			Behavior that Infringes on the Rights and/or Safety of Others		Misuse of School Facilities	Fireworks (Possession/ Use)
		Possession of Dangerous Materials				
		<i>Repetitive Step 1 Referrals</i>	<i>Repetitive Step 1 and 2 Referrals</i>	<i>Repetitive Step 1, 2, and 3 Referrals</i>	<i>Repetitive Step 1, 2, 3, 4, and 4 Referrals</i>	<i>Repetitive Step 1, 2, 3, 4, and 5 Referrals</i>
Bus Violations will be referred from the Transportation Department to HHS and addressed according to specific behavior by HHS Admin.						

Incident Description & Admin Action (continue on back, if needed):

Hays High School - 20 Point System

The purpose of the discipline system is to:

1. Improve the educational environment for students, teachers, parents, and staff.
2. Inform students and parents/guardians of the rules and policies of Hays High School.
3. Record discipline violations in a systematic way.
4. Create a communication protocol that informs all stakeholders and cultivates a safe and secure learning environment

The following disciplinary actions **may be** imposed for any violation of the HHS Discipline Framework:

Warning and/or Counseling (Re-Focus) with a school administrator or designee	Memorandum of Understanding (MOU) Documentation for ALL stakeholders
Re-Focus Process (Cooperation, Honesty, Ownership of Behavior, Restitution)	Loss of Privileges
Removal from Class or Activity	Notification of Parents
Parent Conference (with or without student present)	Detention or Classroom Consequence
In-School Solutions or Short-Term Suspension (Out of School)	Referral to a Due Process Hearing Resulting in long-term suspension, expulsion, or change of educational placement
Suspension or Expulsion from a School Bus	Referral to Law Enforcement or Juvenile Court Officials

*Point system is cumulative to **(20 points)**

*All discipline levels start with the Re-Focus Process (Cooperation, Honesty, Ownership of Behavior, Restitution)

*This system is meant to serve as a guide for administration. **Administration reserves the right to classify the level and set the consequence for any specific violation as they deem appropriate.**

*After a 10-point conference, students may be given the opportunity to work off points at the discretion of administration.

*Points are worked off at the following ratio: 1-point for 1-hour of approved work, as directed by administration.

C. CIVILITY POLICY

USD 489 Civility Policy (revised 10/18/04)

Unified School District No. 489 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of the Hays Public School district for its board members and employees to treat everyone—fellow board members, employees, students, parents/guardians, patrons, visitors, anyone having business with the district—with fairness and respect. The district also expects that anyone having interaction(s) with employees of the district will treat them with professionalism, courtesy, dignity, and respect.

What is “Civil Behavior”?

It is our policy, in accordance with the law and accepted rules of a civil society, to maintain an environment which is legal, ethical, and non-abusive. The policy is not intended to deprive anyone of his/her right to freedom of expression; its intent is to maintain a reasonable and safe environment for all.

- Civil behavior is polite. Even when we disagree with each other, we can be polite.
- Remember: civility is often verbal, but it can be nonverbal as well.
- Civil behavior is controlled. When we are civil, we allow reason and respect to control our behavior.
- Civil behavior is the best means of accomplishing one’s goals through self-expression, persuasion, and acknowledgment of others.

What behaviors are uncivil?

These behaviors are uncivil. It can occur in person, on the phone, on voice mail, in writing, or in e-mail.

- Physical or verbal threats, overt or implicit.
- Behaviors that are coercive, intimidating, violent, or harassing.

Examples of uncivil behavior.

- Uncivil behavior includes, but is not limited to:
- Use of profanity
- Personally insulting remarks
- Attacks on a person’s race, gender, nationality, or religion

How to respond civilly to people who are uncivil:

First, remember that the policy of the Hays Public School district opposes uncivil behavior. If you feel you have been the object of such behavior:

1. Use your best interpersonal skills to return the conversation to a civil tone.
2. End a phone conversation or a personal interaction. Politely but firmly express your belief that the tone of the interaction has become unproductive. Indicate your intention to refer the issue to a third party (e.g., the supervisor of the alleged offender).
3. If evidence of the allegations of uncivil behavior exists, save it (notes, e-mails, voicemails).
4. If appropriate, ask a principal or supervisor to join a conversation that is going in the wrong direction.
5. Follow through by referring the issue to an appropriate person and filing an incident report form, if necessary. Employees may want to refer the issue to the supervisor of the alleged offender. Parents/guardians may follow up with a principal. Students can speak with a principal, teacher, or student support staff.
6. Incident report forms may be obtained from the school, at the district office, from a H-NEA building representative, or from the H-NEA Uniserve office.

What can happen?

After a report is filed, several things can happen:

- The incident will be investigated. While confidentiality will be respected, it cannot be guaranteed.
- The complaint will be discussed with the individual about whom it has been made.
- If the incident is found to violate the district policy, the offending party can be subject to disciplinary action (student, employee) and/or restricted from access to school building or school personnel (vendor, patron).

D. Substance-Free Schools

A Policy Guide on Student Substance Abuse

All students have a right to attend school in an environment conducive to learning. Since alcohol, tobacco, and other drug use is illegal and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental and ethical obligation to prevent substance abuse in any form and to maintain an educational environment free of substance abuse.

USD 489 is strongly committed to the goal of “Healthy, Responsible, Academically, Successful Youth Capable of Resisting Substance Abuse.” To foster that ideal, USD 489 provides its students (and their parents) a caring faculty and staff; innovative prevention programs; confidentiality; access to reliable information; and a responsible intervention program. USD 489 offers its school personnel in-service opportunities to keep them abreast of the latest information in the areas of prevention, intervention, and student assistance. Compiled by USD 489 personnel, this policy guide meets those - standards set forth in PL 102-226 and the drug-free schools program of the state of Kansas.

Prevention Philosophy

Substance abuse prevention is the use of formal and informal activities to promote mental, social, and physical health before the earliest signs of alcohol-related and other drug-related problems. Strategies include the development and enhancement of lifelong socialization skills as well as specific alcohol and drug information and programs for education, alternative approaches, and intervention.

Substance abuse prevention is a positive approach to helping people maintain healthy lifestyles and attitudes. Prevention is concerned with nonusers, experimenters, and recreational users. The approach will also include referral to an appropriate treatment facility for identified abusers.

Efforts in the home that emphasize good family relationships lay the groundwork for substance abuse prevention. Healthy family relationships encourage good physical and mental health, growth and development, and positive self-esteem. More structured or specific prevention programs can be initiated in the family, school, church, and other community institutions. For prevention activities to be effective, community institutions should work cooperatively.

Prevention is a complex process and an attainable goal. It is important to develop and enhance basic life skills and competency. Generic health promotion is one of the best strategies for improving the quality of lifestyles, but programs that focus on substance abuse are also important.

Prevention is a commitment to health and wellness by helping individuals cultivate skills that build resistance to destructive behavior. The promotion of health and wellness is more than the absence of illness. It is the cornerstone of a long-range substance abuse prevention program. The promotion of health and wellness give substance abuse prevention an ultimate coordinated purpose.

**Our goal for substance abuse prevention is:
Healthy, Responsible, Academically
Successful Youth Capable of Resisting Substance Abuse**

Prevention Objectives

1. To provide reliable information concerning drug use and abuse.
2. To teach young people to respect their bodies and recognize the many factors affecting healthy physical growth and development that can be personally controlled.
3. To provide programs that enhances self-concept and teaches skills in decision making.
4. To provide programs in communications skills and assertiveness training that reduces the frustration that can lead to poor academic and social performance.
5. To provide counseling or refer students and families to reputable community resources.
6. To provide young people with clear goals and opportunities to become involved in stimulating, creative, growth-enhancing activities.
7. To address teacher attitudes and school climate through school climate improvement and staff development activities.
8. To stimulate school, parent, and community action groups in a cooperative effort.
9. To initiate school, parent, and community education programs.
10. To complement existing school/community programs.

School Restrictions

1. A student shall not, regardless of the quantity:

- possess or consume a beverage containing alcohol;
- possess or use tobacco in any form;
- consume, have in possession, buy, sell, give away, or receive any substance defined by law as a drug.

2. The rule applies to the entire school year and any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.

Intervention Guidelines

Within the total school population various situations may necessitate possible intervention. As an extension of the total policy, the following school guidelines should be used, with reasonable judgment, when responding to situations relating to alcohol and drug use/abuse.

These situational guidelines have been created as one part of the total Substance Abuse Policy. They are intended to provide a consistent means of effectively responding to alcohol-related and drug-related situations that may occur at school or at school-sponsored events.

Investigation

Whenever there is any reasonable suspicion of alcohol or drug abuse, the principal or the principal's designee should be involved in the investigation. The investigation may include a search. A drug sniffing dog may be brought in to check lockers or other personal belongings on a periodic basis throughout the year.

Vehicles on school grounds may also be checked. Guidelines established by the board of education will be followed in these searches.

A student's locker is considered school property and may be searched at any time. At times, it may be necessary to search the student's belongings or person. Any search should be conducted in the presence of another school staff member and/or student's parents or law enforcement officials if necessary.

Confidentiality

The privacy of students should be respected. Communication regarding alcohol and drug situations that call for referral or disciplinary action should be limited to those individuals who have a need to know, determined by the administration using the following guidelines.

Definitions

When it is suspected or determined that a student may be abusing drugs/alcohol, the school may request an assessment. The assessment may be done by a local agency. The school will not be responsible for any expenses involved in the assessment.

Drug: A substance that by its chemical nature alters the structure or function of the living organism. A drug is any chemical substance that alters mood, perception, or consciousness and is misused to the apparent injury of the individual or society.

Intervention: The confrontation of addictive or problem behavior in the early stages of development.

Paraphernalia: The equipment of the drug user. This can include rolling papers, pipes, clips for smoking marijuana cigarettes, syringes, and hypodermic needles.

Reasonable Grounds: Federal law permits public school officials to search students and student property if there are reasonable grounds to believe that the search will yield evidence of violation either of the law or school rules. The search must be justified at its inception and permissible in its scope.

Treatment: In the event it has been determined that there is substance abuse by a student, treatment may be recommended or required. Drug and alcohol counseling and rehabilitation programs are available for students in the district. A list of the available - programs along with names and addresses of contact persons for the program are in the Guidance Office. The cost of such treatment and rehabilitation will be the responsibility of the parents/guardians. Students and parents/guardians are responsible for contacting the director of the programs to determine the cost and length of the - program and for enrolling in the program.

Situations and Responses

1. Student expresses concern and information about his/her own or a peer's alcohol, tobacco, and/or other drug use or seeks help.

ACTION: The administration and counseling office will determine the level of appropriate intervention and develop a plan.

DISCIPLINE: No discipline is necessary.

2. Student demonstrates signs of possible alcohol or other drug involvement (use and/or possession).

ACTION: The administration will evaluate the possible use and parents will be notified of the concern. If the student has not used, no discipline will occur. If the student is found to have used, discipline will occur. (See situation 3.)

3. Student is found to be under the influence of alcohol and/or in possession of alcohol at school or a school sponsored activity for the first time.

ACTION: The student and student's possessions/locker(s) will be searched as reasonable grounds exist. Police will be notified. If the student refuses to cooperate, other property of the student may be searched. The principal will confiscate items, turn them over to police, and file report. Parents will be notified as soon as possible.

INTERVENTION: 1. The student will be referred for assessment to determine the extent of alcohol and/or drug involvement and the level of counseling/treatment needed. 2. While in ISS, the student will be required to review awareness materials about negative effects of alcohol and/or other drugs and provide an appropriate assignment to the in-school suspension (ISS) supervisor upon completion of the assignment.

DISCIPLINE: The student will be placed in the ISS program for at least 5 days.

4. Student is found to be under the influence of alcohol and/or in possession of alcohol, at school or a school sponsored activity for the second time.

ACTION: The student and student's possessions/locker(s) will be searched as reasonable grounds exist. Police will be notified. If the student refuses to cooperate, other property of the student may be searched. The principal will confiscate items, turn them over to police, and file a report. Parents will be notified as soon as possible.

INTERVENTION: 1. The student will be referred for assessment to determine the extent of alcohol and/or drug involvement and the level of counseling / treatment needed.

DISCIPLINE: The student will be suspended out of school for an extended period beyond 5 days. The student will be provided a formal hearing no later than 10 days after the notice is given and shall be afforded all rights according to KSA 72-8901-8908.

5. Student is found to be under the influence of drugs and/or in possession of drugs, drug paraphernalia at school or a school-sponsored activity for the first time.

ACTION: The student and student's possessions/locker(s) will be searched as reasonable grounds exist. Police will be notified. If the student refuses to cooperate, other property of the student may be searched. The principal will confiscate items, turn them over to police, and file a report. Parents will be notified as soon as possible.

INTERVENTION: The student will be referred for assessment to determine the extent of alcohol and/or drug involvement and the level of counseling/treatment needed.

DISCIPLINE: The student will be suspended out of school for at least 5 days.

6. Student is found to be under the influence of drugs and/or in possession of drugs, drug paraphernalia at school or a school-sponsored activity for the second time.

ACTION: The student and student's possessions/locker(s) will be searched as reasonable grounds exist. Police will be notified. If the student refuses to cooperate, other property of the student may be searched. The principal will confiscate items, turn them over to police, and file a report. Parents will be notified as soon as possible.

INTERVENTION: 1. The student will be referred for assessment to determine the extent of alcohol and/or drug involvement and the level of counseling/treatment needed.

DISCIPLINE: The student will be suspended out of school for an extended period beyond 5 days. The student will be provided a formal hearing no later than 10 days after the notice is given and shall be afforded all rights according to KSA 72-8901-8908.

7. Student is found to be in possession of a quantity of alcohol and/or other drugs or other substances to be sold and/or distributed as drugs, at school or a school sponsored activity.

ACTION: The student and student's possessions/locker(s) will be searched as reasonable grounds exist. Police will be notified. If the student refuses to cooperate, other property of the student may be searched. The principal will confiscate items, turn them over to police, and file a report. Parents will be notified as soon as possible.

INTERVENTION: The student will be referred for assessment to determine the extent of alcohol and/or drug involvement and the level of counseling / treatment needed.

DISCIPLINE: The student will be suspended out of school for an extended period beyond 5 days. The student will be provided a formal

hearing no later than 10 days after the notice is given and shall be afforded all rights according to KSA 72-8901-8908.

8. Student is found to receive a quantity of alcohol and/or other drugs or other substances to be sold and/or distributed as drugs from another student, at school or a school sponsored activity.

ACTION: The student and student's possessions/locker(s) will be searched as reasonable grounds exist. Police will be notified. If the student refuses to cooperate, other property of the student may be searched. The principal will confiscate items, turn them over to police, and file a report. Parents will be notified as soon as possible.

INTERVENTION: The student will be referred for assessment to determine the extent of alcohol and/or drug involvement and the level of counseling / treatment needed.

DISCIPLINE: The student will be suspended out of school for an extended period beyond 5 days. The student will be provided a formal hearing no later than 10 days after the notice is given and shall be afforded all rights according to KSA 72-8901-8908.

9. Student is identified for the first time in possession and/or use of tobacco substance and/or related items (to include matches, lighters and/or electronic cigarettes) at school or a school-sponsored activity.

ACTION: The student and student's possessions/locker(s) will be searched as reasonable grounds exist. If the student refuses to cooperate, other property may be searched. The principal will confiscate items. Parents will be notified as soon as possible. Police will be notified.

INTERVENTION: While in ISS, the student will be required to review awareness materials about negative effects of tobacco/tobacco products and provide an appropriate assignment to the in-school suspension (ISS) supervisor upon completion of the assignment.

DISCIPLINE: The student will be placed in the ISS program for at least 2 days.

10. Student is identified for the second time in possession and/or use of tobacco substance and/or related items (to include matches, lighters and/or electronic cigarettes) at school or a school-sponsored activity.

ACTION: The student and the student's possessions/locker(s) will be searched as reasonable grounds exist. If the student refuses to cooperate, police will be called, and other property of the student may be searched. The principal will confiscate items. Parents will be notified as soon as possible. Police will be notified.

INTERVENTION: While in ISS the student will be required to review awareness materials about negative effects of tobacco and tobacco products and provide an appropriate assignment to the ISS supervisor upon completion of the ISS assignment.

DISCIPLINE: The student will be placed in the ISS program for a period of no less than 5 days.

11. Student is identified for the third time in possession of and/or use of tobacco substance and/or related items (to include matches, lighters and/or electronic cigarettes) at school or at school sponsored activities.

ACTION: The student and student's locker(s) will be searched as reasonable grounds exist. If the student refuses to cooperate, police will be called, and other property may be searched. The principal will confiscate items. Parents will be notified as soon as possible. Police will be notified.

INTERVENTION: 1. The student will be referred for assessment to determine the extent of alcohol and/or drug involvement and the level of counseling / treatment needed.

DISCIPLINE: The student will be suspended out of school for an extended period beyond 5 days. The student will be given a formal hearing no later than 5 days after the notice was given and shall be afforded all rights according to KSA 72-8901-8908.

12. Situations involving school-sponsored activities located in another community. In the event the activity is occurring in another community, the following procedure shall be followed: Should the principal or (the principal's designee) be present, the procedure will remain unchanged as noted in earlier situations. Should the principal (or the principal's designee) not be present, he/she will be notified immediately. The following shall also be carried out: a. The severity of the situation shall be assessed, including the condition of the student(s) involved. b. Should the situation be assessed as life-threatening, emergency medical personnel and law enforcement officials shall be notified. c. Parents shall also be notified and informed of the situation. Parents may be asked to come to the community and possibly transport the student(s) home. d. Should the situation not be assessed to be life-threatening or serious, the student and all evidence shall be returned via school-sponsored transportation as soon as possible. The principal and parents shall also be notified of the situation.

Upon return to school, a conference shall be held, and all procedures as stated in this policy document shall be followed.

13. Responding to specific alcohol and /or drug situations that may occur among students while involved in activities sanctioned by the KSHSAA and/or other extracurricular activities, community, performance, and service organizations sponsored by the school. (Organizations include Student Council; National Honor Society; FFA, ALL HHS Clubs, Music,

Forensics, Debate, Pep and Marching Band, Choir(s), and Chamber Singers when not involved in interscholastic activities).

Responsibility: A clear understanding of the USD 489 policy, which conforms to policy governing activities sanctioned by the KSHSAA, will prevent future conflict should a need for disciplinary action occur. It is the intent of this policy to prevent problems and not patrol to find them—the school staff will not “police” the town looking for violators. Neither will the school become involved with situations confined within the home or situations involving direct - supervision and consent of the parents. Although the school will never condone the use of alcohol or drugs, its involvement is restricted to school-related activities.

ACTION, INTERVENTION, AND DISCIPLINE: The previous stated policy will be followed.

LOSS OF ELIGIBILITY: Any student found to be in violation of this policy will not be allowed to participate in any event during suspension. If no events are scheduled during suspension, the student will not be allowed to participate in at least the next sponsored event. To be eligible for the upcoming season, he/she must follow the results of the alcohol evaluation required for first- time offenders.

Recommendation: The student must complete an alcohol evaluation to avoid suspension of future events.

Loss of Eligibility, Second/Third Times: Any student, grades 7–12, found to be in violation of this policy a second time will be dismissed from his/her present activity; to be eligible for the upcoming season; he/she must follow the results of the alcohol evaluation required for first-time offenders. Third-time offenders will not be allowed to participate in any activity for the remainder of the year.

Conference: Any student found to be in violation either the first or second time will be required to be present with a parent at a conference that shall include but not be limited to an administrator, a coach or sponsor, the Activities Director, and person or persons identifying the violation. **Legal Appeal:** Should the student and parent choose to appeal the decision of the committee; they shall be afforded those rights as defined by KSA 72-8904.

Resources

Intervention and Treatment

USD 489 is fortunate to have many agencies available to assist in both the prevention and intervention of substance-abuse problems. Please see one of our counselors for information about professional resources.

Evaluation

Regular evaluations of this USD 489 policy will take place.

E. District Emergency Safety Intervention Policy Including Dispute Resolution Process

GAAF Emergency safety interventions (See GAO, JRB, JQ, and KN) GAAF

The Board of Education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

“Campus police officer” means a school security officer designated by the Board of Education of any school district pursuant to K.S.A. 72-6146, and amendments thereto. “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” the use of seclusion or physical restraint but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods of conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical” Restraint means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“School resource officer means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district “school security officer” means a person who is employed by a Board of Education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an
 - order from a person appropriately licensed to issue the order for the device;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of ESI. The use of ESI shall cease as soon as the immediate danger or physical harm ceases to exist.

Violent action that is destructive of property may necessitate the use of ESI. Use of an ESI for purpose of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provide, a copy of which has been provided to the school and placed in the student's file. Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such a fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall notify the parent, or if a parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate

a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI Meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B), and (C) if the triggering issue necessitates the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, the complaint process of the state Board of Education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided through a full website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy. If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact.

A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all the following:

- Date and time of the ESI
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the Superintendent or the Superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school-days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency

safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence. For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan.

Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The Board of Education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the Superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the Superintendent and the parents and retain a copy of the report at the school. The Superintendent will share the informal resolution with the Board of Education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the Superintendent, the parents may submit a formal written complaint to the Board of Education by providing a copy of the complaint to the clerk of the board and the Superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and Superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a written finding of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state Board of Education and shall be mailed to the parents and the state department within thirty (30) days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.