

# **USD 218 STUDENT HANDBOOK**

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**BOE APPROVED: 6/11/2018**

## WELCOME

The administration and staff of USD #218 would like to take this opportunity to welcome you. The information in this handbook has been prepared to help you succeed in Elkhart Schools. This information is in compliance with Board of Education policies. Additional copies are available in the school offices.

We are looking forward to assisting you in fulfilling your educational goals. We are here to make your years in school as successful, yet educationally challenging, as possible. You can benefit from everything Elkhart Schools have to offer by being actively involved in the learning in your classes and the programs offered. The support staff, teachers, counselors and administrators are all here to assist you with your education. We welcome the opportunity to help you proceed through your school years. We are always open to any suggestions you might have.

### **DISTRICT TELEPHONE DIRECTORY**

Superintendent's Office	697-2195	Elkhart Middle School	697-2197
District Fax	697-2607	Elkhart Middle School Fax	697-4828
Elkhart High School	697-2193	Elkhart Elementary	697-2133
Elkhart High School Fax	697-4415	Elkhart Elementary Fax	697-2768
Point Rock Alternative	697-1253	Kansas Connections Academy	620-607-1199

### **OFFICE HOURS 7:30 TO 4:00**

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional hereby notified that this institute does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment, or employment in, its programs and activities. Any person having inquiries concerning Unified School District 218 compliance with the regulation implementing Title VI, Title IX, or Section 504 is directed to contact Mr. Richardson, Superintendent, PO Box 999 Elkhart KS 67950, 620-697-2195. Mr. Richardson has been designated by Unified School District 218 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institutions compliance with the regulations implementing Title VI, Title IX or Section 504.

### **KANSAS SCHOOL SAFETY HOTLINE**

The Kansas State Department of Education, in cooperation with the Kansas Highway Patrol, has established a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline gives students the opportunity to anonymously report any potential violence. This hotline became operative August 1, 1999.

Personnel at the Salina Central Dispatch of the Kansas Highway Patrol will answer the hotline number. The dispatchers will get as much information about each situation reported as the caller wishes to relay. Upon receipt of a call, the dispatchers will notify appropriate law enforcement agencies and/or the office of the superintendent of schools depending upon the severity of the situation. The Kansas School Safety Hotline Number is 1-877-626-8203 or The West Region Protection Center @ 800-264-3798



## **USD 218 MISSION STATEMENT**

Striving for Excellence the Wildcat Way!!

## **USD 218 VISION STATEMENT**

All Wildcats Believe in their power to embrace learning, to excel and to own their future

## **THE WILDCAT WAY:**

E3= Exceeding expectations everyday

## ACADEMICS

### **ACADEMIC HONESTY POLICY**

Honesty is an essential trait that will carry on through an individual's entire life. Course work done by a student, no matter what the quality, is more valuable to that student's learning process than work copied or done by someone else. A student submitting work that is not their own or cheating on any assignment or assessment is a violation of the values of Elkhart Schools. Our staff will inform students what cheating and plagiarism is and will train students to cite sources properly. Academic dishonesty of any kind is unacceptable and will result in zero credit and possible disciplinary action. Furthermore, providing or doing work for another student is also a violation of this policy and will result in the same consequence.

### **ATTENDANCE POLICY**

**It is the philosophy of U.S.D. 218 to educate the total student and not merely provide the academic or skills portion of the individual's education. Active attendance in class is a valuable and integral part of the student's total education. Absence from class for whatever reason causes the student to miss a necessary part of education that can only be partially regained through make-up work.**

Attendance in school is the combined responsibility of student and parents. The responsibility of the school is to provide instruction and to inform parents of absences from class. In view of the above philosophy, the following attendance policy is in effect for all schools of the district.

A. Student absences will be classified as excused for the following reasons:

1. Personal illness.
  2. Professional appointments unable to be scheduled outside the regular school day.
  3. Serious personal or family problems.
  4. Circumstances prearranged by the parents with approval of the principal
  5. Court appearance.
  6. Driver's License - one half day.
  7. School sponsored activities (not recorded as absence).
  8. The principal has final authority as to whether the absence will be considered excused.
- B. Tardiness is defined as arrival in the classroom after the scheduled starting time for the class.  
**(Tardiness past fifteen minutes will be considered an absence.)**

### **TARDY POLICY (HIGH SCHOOL)**

Elkhart High School utilizes a standardized tardy policy.

Consequences:

#### **1<sup>st</sup> Hour (Office Tardy) (Beginning of school day)**

1<sup>st</sup> offense: Warning and explanation of expectations.

2 or more: 30-minute detention assigned for each tardy.

#### **Class Tardies:**

**First Unexcused:** Teacher assigns discipline

**Second Unexcused:** Teacher assigns discipline

**Third Unexcused:** Teacher assigns discipline

**Fourth or more Unexcused:** Office is notified and standard school discipline is administered.

## **TARDY POLICY (MIDDLE SCHOOL)**

Middle School students are expected to be on time and prepared with the necessary materials to each class. Students that arrive to class after the tardy bell has rung or students that have to leave class to return to their lockers to get materials they forgot will be counted tardy. Tardies are accumulated per each individual hour. The consequences for being tardy are as follows:

1<sup>st</sup> tardy: Verbal warning

2<sup>nd</sup>-5<sup>th</sup> tardy: 15 minutes detention each, increasing incrementally by 15 minutes

6<sup>th</sup> tardy: One day of ISS

Tardies are totaled at the end of each month and notices will be sent out to parents at that time letting them know if their child has detention time. Parents can check their child's number of tardies on PowerSchool at any time.

## **ATTENDANCE-ABSENCE PROCEDURE:**

1. It is the responsibility of the parent/guardian to notify the school's main office by phone or note verifying the absence of the student and the reason during each day of absence. Students who become ill at school must check out at the office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from the parents and check out at the office.
2. Students will be allowed one day to obtain missed assignments and **one day per day of absence** to complete missed assignments except on long term assignments or assignments given for a college level courses. Assignments not completed during allowed time will receive no credit (unless special prior arrangements are made with the teacher and principal). Full credit will be given upon satisfactory completion of the work.
3. Absences, in excess of five days, which occur at the end of the grading period, will be made up within five school days after the end of the grading period, (unless special prior arrangements are made with the teacher and principal).
4. The student is responsible for obtaining make up assignments before and after school, but at the discretion of the teacher may be given assignments during class.
5. Assignments that cannot be made up during school or at home may result in the student reporting before or after school to complete assignments. Students with prolonged illness or injury or other special circumstances (in excess of five days) will make arrangements with the building principal and counselor for their makeup work.
6. Parents maintain the right to appeal any loss of credit from attendance issues to the Elkhart High School Attendance Committee. The appeal must be filed prior to the end of the semester for which the credit is in question.
7. Students who are truant from class will not be permitted to make up work for course credit. Students who are truant will be referred to the proper authorities if they fall under the State Truancy Law. Students with continued truancy problems could be suspended, lose academic credit or be dropped from the school rolls.
8. Excessive tardiness may result in disciplinary action.
9. The school will attempt to contact parents on student absences either by phone or mail. Parents are urged to call the school periodically to check on their students, especially in cases involving previous attendance or discipline problems.
10. The office and teacher will keep attendance records. It is educationally sound to insist that a student conference with each instructor be held after an absence to have assignments clearly explained and be available for necessary instruction.

**ATTENDANCE POLICY HIGH SCHOOL-FOR FINALS \*Doctor's notes do not count toward Finals Policy\***

Students who qualify according to the policy below will be exempt from high school finals; which are given at the end of the semester.

- 90% or above in class with 3 or less absences
- 80-89% with 2 or less absences

**COLLEGE VISITATION**

Each senior student will be allowed TWO and each Junior student will be allowed ONE college visitation days that must be completed by May 1<sup>st</sup>. In order to receive an excused absence for these days the student must turn in completed permission forms to the high school office before being absent and bring signed documentation of their visit from the proper college officials. Exceptions must be recommended by the counselor and approved by the principal. The policy on senior sneaks will apply if these procedures are not followed.

**FORFEITURE OF CREDIT**

A student who, for any reason, is absent eleven times from a semester course will forfeit credit for the course unless there are chronic health conditions of special considerations involved which must be verified by the administration. A physician's statement will determine the validity of each absence for illness over the maximum allowed. If the building principal determines that there are definitely **eleven (11) absences**, excused or unexcused, as shown by the school records and that on review none were due to extenuating circumstances, **that credit should not be given.**

**GRADING SCALE-HIGH SCHOOL**

The following grading scale will be used for all courses:

90% to 100%	Letter Grade of "A"	4.0 Grade Points
80% to 89%	Letter Grade of "B"	3.0 Grade Points
70% to 79%	Letter Grade of "C"	2.0 Grade Points
60% to 69%	Letter Grade of "D"	1.0 Grade Points
Below 60%	Letter Grade of "F"	0.0 Grade Points

**GRADING-MIDDLE SCHOOL**

Grades are to be submitted in a % form at the end of a grading period unless otherwise noted such as in music. The following scale will be used:

A+-----	100
A-----	95-99
A- -----	90-94
B+-----	88-89
B-----	85-87
B- -----	80-84
C+-----	78-79
C-----	75-77
C- -----	70-74
D+-----	68-69
D-----	65-67
D- -----	60-64
F-----	59 or below

Report cards go out each 9 weeks using PowerSchool. Progress reports go out the 5th week of each grading period.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

USD 218 and the Kansas State Department of Education have established the following graduation requirements. A minimum of twenty-four units is required for graduation from Elkhart High School. Of these required units, seventeen are specified by the Board of Education or the state of Kansas with the remainder selected from elective subjects by the students.

ENGLISH/LANGUAGE ARTS.....	4 units (English I, II, III, IV, Comp I & II)
MATHEMATICS.....	3 units
SCIENCE.....	3 units
PHYSICAL EDUCATION.....	1 unit (PE or Strength)
SOCIAL STUDIES.....	3 units (World History, U.S. History, American Govt.)
LIFE ADJUSTMENTS "A" & "B" .....	1 unit
FINE ARTS.....	1 unit
TECHNOLOGY.....	1 unit (Computer Apps)
<b>TOTAL REQUIRED COURSES.....</b>	<b>17 units</b>
ELECTIVE UNITS.....	7 units
<b>TOTAL UNITS REQUIRED FOR GRADUATION.....</b>	<b>24 units</b>

## **INCOMPLETE GRADES (MIDDLE SCHOOL AND HIGH SCHOOL)**

A student will receive an incomplete if the class work is not satisfactorily completed by the end of each quarter. An incomplete indicates that the student has a legitimate reason, approved by the teacher and principal, for not having completed the course requirements.

An incomplete must be made up within a maximum five (5) school days of the official end of each quarter, unless special arrangements are made with the teacher and principal. If the course requirements are not completed, the grade of zero (0) will be entered for all requirements not finished and the percent will be determined by averaging all percentages for the class in question.

## **KANSAS BOARD OF REGENTS REQUIREMENTS (HIGH SCHOOL)**

The Kansas Board of Regents recommends the following 15 units for college preparation to any of the state's regent schools:

1. 4 Units, English
2. 3 Units, Mathematics
3. 3 Units, Social Studies
4. 3 Units, Natural Science
5. 2 Units, Foreign Language

## **MIDDLE SCHOOL RETENTION POLICY**

Any student NOT PASSING 5 NEW SUBJECTS will be retained.



## **CONDUCT AND DISCIPLINE**

### **CELLPHONE POLICY:**

Students must keep their cell phones concealed during school hours and during before/after school tutoring.

**8:00 AM-3:30 PM** Cell phones must be kept turned off and in lockers during this time. Failure to comply will result in the following consequences:

**First Offense:** Parents will be notified and student may pick up cell phone after school

**Second Offense:** Parents will be notified and they must pick up the cell phone after school.

**Additional Offenses:** Parents will be notified and cell phone will be kept for 3-days by the administrator. Students and/or parents who refuse to abide by district cell phone policy will be subject to a 1-day suspension for each offense in which the phone is confiscated.

### **CLOSED LUNCH**

Elkhart Middle School and High School have a closed lunch period. To leave school to eat lunch, a parent or guardian must come to school and personally sign his child out of school on a daily basis. Students leaving for lunch without being signed out will receive the following discipline:

**1<sup>st</sup> Offense** =1 Hour after school detention

**2<sup>nd</sup> Offense** =1day In School Suspension

**3<sup>rd</sup> Offense** =3 Days In School Suspension and lose privilege for the remainder of the semester.

**4<sup>th</sup> Offense** = 3 Days Out of School Suspension

**5<sup>th</sup> Offense** = To be determined by the building principal

### **FIRST HOUR TARDY POLICY (High School)**

**1<sup>st</sup> Offense** = Warning and explanation of expectations

**2<sup>nd</sup> Offense and beyond** = 30 minute after school office detention assigned per offense

### **CLASSROOM TARDIES (High School)**

**1<sup>st</sup> Offense -3<sup>rd</sup> Offense** -Teacher assigned detention

**4<sup>th</sup> Offense and beyond**- Office Referral and discipline is assigned through Office

### **DETENTION TIME-HIGH SCHOOL**

Detention time will be served in each building in a designated room. Students must be on time, must be quiet, and stay seated and awake and must follow all rules or the time will not be counted. Detention must be made up or the time will be doubled. Continued failure to serve detention will result in more serious penalties. Students with a good reason for not making up a detention the day it is due must make arrangements with the principal prior to the time the detention is to be served.

**High School Detention Times:** 7:30 - 8:00 & 3:30 - 4:30

**Middle School Detention Times:** 3:30 - 4:30

**Elementary School Detention Times:** 3:30 - 4:30

### **DETENTION TIME-MIDDLE SCHOOL**

Teachers may detain students for rule infractions. When a student is assigned detention, his/her obligation is to the school. The student may lose time from sports, jobs, or other activities, but the detention takes precedence over other activities. **Detention time assigned through the office will be served on Wednesday afternoons from 3:30-4:30. Parents will receive notification by phone or mail if their child has detention time to serve.**

## **IN SCHOOL SUSPENSION**

In school suspension may be assigned for disciplinary purposes at the discretion of the principal and will be served during the regular school day at normal school times. Students will be required to do work from their classes during in-school suspension. MIDDLE SCHOOL Students in ISS are not eligible on those days for extracurricular activities.

## **OUT-OF-SCHOOL SUSPENSION-MIDDLE SCHOOL**

For serious behavior infractions the student may be dismissed from school for a period of one to five days by the principal. All work missed can be made up at full grade value. Before a student is allowed to return to school, a conference with the principal and the parent must be held. When a student receives an OSS, all work is due the day the student returns to classes. Work not turned in that day will be given zeros.

**Students in OSS will not be eligible for extracurricular activities while suspended.**

## **EXPULSION-MIDDLE SCHOOL**

Students whose behaviors cannot be controlled by the above mentioned methods would be subject to expulsion from school for the remainder of the school year. A due process hearing will be held within 5 school days of the suspension to determine the length of expulsion and to set up an educational plan for the student.

**DISPLAY OF AFFECTION** - Students are expected to exercise common sense in public displays of affection. The faculty has the right to correct this behavior and students will comply with courtesy.

## **DRESS CODE**

Elkhart Schools recognizes that, within certain limits, each student's mode of dress and grooming is a manifestation of personal style and individual preference. The School will not interfere with the ability of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the school or the health and safety of others. School personnel have the responsibility of protecting the health and safety of students and maintaining proper and appropriate conditions conducive to learning. The purpose of the student dress code is to encourage students to "dress for success" and come to school properly prepared for participating in the educational process. This means students will not wear the following:

- No clothes with questionable lettering which would include anything profane or obscene, makes reference to tobacco, drugs, or alcohol, satanic or gang symbols, or which contain double meanings.
  - No clothes that do not cover the student properly such as, mini-skirts, halter tops, shirts that show mid-drift, tank tops that show ribs, nipples, or bra.
  - Leggings or yoga pants can be worn if the top or blouse reaches at least the upper thigh in both front and back.
  - Tops must have straps and must be a minimum 1-inch wide.
  - No excessive cleavage
  - No sagging pants
  - No clothes that present a hazard to the health or safety of the student or to others in the school.
  - Clothes must be clean and not excessively worn
- Any other dress deemed inappropriate by the principal will not be allowed. We feel that a sense of modesty can and should be developed.

## **OVERNIGHT TRIPS**

All district policies regarding student behavior will be in place for any over-night trips. Additionally, when taking an over-night trip, the students' luggage may be checked to ensure the safety of the students on the

trip. In the event that a student is discovered to be breaking any of the school policies while on the trip, the sponsors of the trip will implement appropriate disciplinary measures, which could include the calling of the student's parents to come and retrieve their child at their own expense. The principal may take additional disciplinary measures if it is warranted by the situation.

### **RULES FOR RIDING BUSES**

Please observe the following rules at all times:

1. The bus driver is in charge of the bus, and it is his responsibility to see that you are safe at all times. He shall report any violations to the teacher and if necessary to the building Principal.
2. The teacher/sponsor is responsible for the students' behavior on the bus. The bus driver is responsible for student behavior on normal routes. Violations should be handled immediately and if repeated a report made to the building principal.
3. Keep hands, arms, and head inside bus at all times after entering bus.
4. Riders must remain seated facing the front while the bus is in motion.
5. Do not throw anything out of the bus whether in motion or at a stop.
6. Absolute quiet is required when approaching and stopping at a railroad crossing.
7. Look before crossing in front of any stopped bus.

### **SEARCH AND SEIZURE**

Students have limited control over their lockers, desks, work areas or any other designated assigned areas. Lockers, desks, work areas, etc., are the property of the school district: therefore, school officials have the right, upon "reasonable grounds," to search and seize as necessary (with regard to search and seizure, whenever the term "principal" appears, it is meant to include any person designated to act on his or her behalf).

### **SOCIAL MEDIA POLICY**

Students are prohibited from posting between 8:00AM-3: 30PM

### **TOBACCO PRODUCTS AND E-CIGARETTES POLICY**

The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned or operated by the district and in school vehicles.

### **USE OF K-9 DRUG DETECTION DOG**

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

### **USD 218 BULLYING/HARASSMENT**

Students are entitled to a positive and productive learning environment free from undue bullying on harassment. Any student who feels this right has been violated is encouraged to speak with a teacher, counselor, or administrator. Any bullying/harassment of a racial or sexual nature, by word or deed, by hazing (initiating), by threats, or by other actions that negatively impact another student or directed towards any school personnel will not be tolerated. USD 218 policies on bullying will be strictly followed and students found to be in violation of this policy may be subject to suspension or expulsion from school. Cases believed to be in violation of the law shall be reported to law enforcement authorities.

## VIOLATIONS

### Discipline Chart

\*\*\*All Items subject to change depending on Circumstances\*\*\*

<b><i>Offense</i></b>	<b><i>1<sup>st</sup></i></b>	<b><i>2<sup>nd</sup></i></b>	<b><i>3<sup>rd</sup></i></b>	<b><i>4<sup>th</sup></i></b>
<b><i>Cell Phone</i></b>	Student pick up end of day	Parent pick up end of day	3 Day confiscation or 3 days OSS/ISS	Parent meeting
<b><i>Tobacco or Alcohol</i></b>	3 days OSS	5 Days OSS	Long Term Suspension with Hearing	
<b><i>Distribution of Over The Counter drugs</i></b>	3 days ISS	3 Days OSS	Long term suspension with Hearing	
<b><i>Distribution of Illegal Drugs</i></b>	10 Days OSS. Police called. Informal Hearing for Suspension	Formal Hearing Long Term Suspension		
<b><i>Fighting (Pushing/Shoving)</i></b>	3 days ISS	3 Days OSS		
<b><i>Fighting (Punches/Slapping)</i></b>	3 days OSS	5 Days OSS	Long Term Suspension with Hearing	
<b><i>Profanity</i></b>	Teacher assigned Detention			
<b><i>Profanity directed toward Staff</i></b>	3 Days ISS	3 days OSS		
<b><i>Inappropriate Comments</i></b>	Teacher Assigned Detention	1 Day ISS		
<b><i>Theft</i></b>	3 days OSS. Police called	10 Days OSS. Police Called with informal Hearing		
<b><i>Skiping School</i></b>	3 days ISS	5 Days ISS	3 Days OSS	
<b><i>Threats to Staff</i></b>	3 Days OSS	5 Days OSS	Long Term Suspension with Hearing	
<b><i>Vandalism</i></b>	Student Pays for Damage 3 Days ISS	Student Pays for Damage 3 Days OSS	Long Term Suspension with Hearing	
<b><i>Possession of an Open Flame</i></b>	3 Days ISS	3 Days OSS	Long Term Suspension with Hearing	
<b><i>Insubordination/ Disrespect</i></b>	Teacher Assigned Detention	3 Days ISS	3 Days OSS	
<b><i>Bullying/Harassment</i></b>	Warning or ISS	1 Day OSS	3 Days OSS	Long Term Suspension with Hearing
<b><i>Sexual/Racial Harassment</i></b>	3 Days ISS	3 Days OSS	Long Term Suspension with Hearing	

## **EXTRACURRICULAR ACTIVITIES**

The extracurricular program should always be in conformity with the general objectives of USD 218, the Kansas State High School Activities Association (KSHSAA) and the Hi Plains League (HPL).

### **ACADEMIC ELIGIBILITY**

The eligibility policy of USD 218 runs from Monday of Monday of each week. Grades will be posted by 9:00 A.M. each Monday morning and a list of students who are failing will be generated. It is permissible for ineligible students to practice with teams but they may not dress/participate/travel for games or meets/activities.

- Students who are failing one (1) class may remain eligible by attending tutoring.
- Students who are failing any two (2) or more classes for 2 consecutive weeks will be ineligible. Students must raise one of the two classes to passing before they are allowed to play the next scheduled competition.
- Courses taken at Point Rock Alternative for credit recovery will also count towards weekly eligibility. Students must be making adequate progress in the credit recovery program as required by their individual contracts in order to remain in good standing.

Tutoring will be available to all students from 7:40-8:00AM, refresher for (7<sup>th</sup>-8<sup>th</sup>) 3:30 to 4:00 PM Monday through Thursday. Athletic practices will begin at 4:00 PM each day with the exception of Track in order for students to attend tutoring. Track practice may begin at 3:45 PM, but athletes must still fulfill their tutoring requirements. A student must attend 4 tutoring sessions a week to stay eligible for one failing class. The parent-signed red sheet must be turned into the office by Friday 4:00PM to confirm tutoring sessions.

**If an ineligible student is an athlete they may still practice with the team.**

**All ineligible students, athletes or not, will not be allowed attend any home or out of town competitions. They also cannot attend pep rallies, assemblies or dances while they are ineligible. Ineligible students will not be allowed to leave campus for lunch or order a lunch from the daily office menus.**

**\*Kansas State High School Activities Association requires each student to pass 5 subjects in the semester prior to the season they are currently participating in.**

### **ACTIVITIES AND CLUBS**

Elkhart High School participates in Football, Volleyball and Cross Country during the Fall, during the Winter season Boys and Girls Basketball, during the Spring season, Boys Golf, Boys and Girls Track, Baseball and Softball. Other activities and clubs include Cheerleading, Student Council, National Honor Society, FCCLA FFA, Key Club, Drama, Musical and Band/Choir.

Elkhart Middle School participates in Football, Volleyball and Cross Country during the Fall, during the Winter season, Boys and Girls Basketball, during the Spring season, Boys and Girls Track. Other activities and clubs include Cheerleading, Student Council, Builder's Club FACS, FFA and Band/Choir.

### **ACTIVITY TRANSPORTATION**

Students will be expected to ride to and from school-sponsored activities in transportation provided by the district. Occasionally, parents will want to take students in personal cars after contests/activities. This is permitted only if such requests are made in writing. Students will be released only to the parent. No student will be dismissed from school transportation at any time without legal guardian's personal knowledge and written consent. No Students will be allowed to ride home with another high school aged student(s) under

any circumstance. If parents elect to have their child ride home with any adults, other than themselves, they must speak to administration in regards to this prior to the event. There must be a valid need for this to be approved by administration. If approved a signed note must be submitted.

Sponsors have full authority over students they are sponsoring. It is recommended that one sponsor sit in the back of the bus. Sponsors will provide an itinerary, including stops. Unscheduled stops, i.e. bathroom stops, food, etc. may be made at the sponsor's request. Sponsors must have a written manifest of riders; one is given to the bus driver and one is retained at the transportation building. All vehicles are to be returned in good/clean condition. Please report any unusual damage to the school principal.

All movies (including those viewed on personal DVD players) shown on activity trips must be approved by the principal or, in his absence, his designee and no "**R**" rated movies will be shown on school trips. Sponsors will be responsible for playing tapes, controlling volume, and adjusting monitors. **NO STUDENTS MAY TOUCH THE VIDEO EQUIPMENT AT ANY TIME!**

**AWARDS AND LETTERING** Any awards presented by any activity group will follow the guidelines established by the Kansas High School Activities Association. All first year varsity letter winners will receive the official school letter "E". The letter will be awarded to the student at the awards banquet in the Spring. A medal symbol and a medal bar will also be received. A bar will be presented for each year of lettering after the first year.

**Football** - An athlete must make the varsity team and play in 1/2 of the quarters played at the varsity level or play in a post-season competition.

**Volleyball** - An athlete must make the varsity team and play in 1/2 of the varsity matches or play in a post-season competition.

**Basketball** - (Boys & Girls) - An athlete must make the varsity team and play in 1/2 of the quarters played at the varsity level, or play in a post-season competition.

**Track and Cross Country**- (Boys & Girls) – An athlete must compete in ½ of the regular season varsity meets or compete in a post-season competition.

**Golf** - An athlete must play in at least 1/2 of the varsity matches or play in a post-season Competition.

**Baseball & Softball** - An athlete must play in 1/2 of the games at the varsity level or play in a post-season competition.

**Cheerleading** - Complete the season in good standing as outlined in the constitution.

**Band**- In order to letter in Band a student must do all of the following:

1. Be enrolled in Band for both semesters
2. Maintain an "A" average in band both semesters
3. Audition or Participate in an honor band, or take a solo and/or ensemble to contest
4. Attend and perform at all scheduled and required performances including pep band. Athletes performing in a sport will be exempt with no consequences.

A student must show effort in class as exemplified by a positive attitude, being courteous to one another and to the instructor, follow directions and contribute to each rehearsal

**Choir**- In order to letter in Choir, a student must do all of the following:

1. Be enrolled in Choir for the full year
2. Maintain an "A" average in choir for the full year
3. Participate in a solo and/or ensemble at music festival or audition/participate in KMEA Honor Choir
4. Participate in all performances scheduled throughout the year
5. A student must show effort in class as exemplified by a positive attitude, being courteous to one another and to the instructor, follow directions and contribute to each rehearsal

## **DUAL SPORTS**

Students are allowed to participate on 2 teams during the same season. (EX: an example of dual sports is a female participating in both Cross Country and Volleyball during the Fall season) Students must complete the Dual Sports Contract with the athletic director before the beginning of the season. Students must declare a primary sport and a secondary sport. Coaches must sign the contract and will be given a copy once completed. A copy will remain on file in the high/middle school office.

## **ELIGIBILITY**

Students who are under school suspension, or who do not meet the KSHSAA minimum standards of good standing will not be allowed to participate. Students may be prohibited from participation in any school activity as part of disciplinary action by the principal.

Students under suspension will not attend any school functions within the suspension period.

## **INSURANCE**

The school **does not** provide student accident insurance for athletes. We do provide Catastrophic insurance through the Kansas State High School Activities Association for each athlete.

## **LEAGUE AFFILIATION**

Elkhart Middle/High School is a member of the Hi-Plains League. Other league members include, Lakin, Leoti-Wichita County, Stanton County, Sacred Heart Dodge City (MS Only), Southwestern Heights, Sublette, Syracuse.

## **MANAGERS**

The manager is expected to follow the same rules as the participant and to meet the requirement for managers as described in this handbook. Managers must also meet KSHSAA eligibility requirements. Managers are expected to be at all practices and to travel with the team. Managers shall never take any sponsor/coach's keys from the school premises and must make sure that keys are returned to the sponsor/coach after each practice session. Each Sport will be allowed 2 managers and 1 Filmer. These students will be held to the same rules and expectations as the participants.

## **POLICY ON ALCOHOL, TOBACCO and DRUGS**

### **USD 218 ALCOHOL and TOBACCO POLICY (Extra Curricular activities)**

No use of illegal substances such as drugs, alcohol, smoking/Vaping or chewing is allowed for students participating in extracurricular activities. If proof exists, the following penalty will be observed.

#### **Penalty:**

**1<sup>st</sup> Offense:** Suspension from activities for 25 school days. Student may practice with the team

**2<sup>nd</sup> Offense:** -Suspension from activities for 50 school days. Student may practice with the team

**3<sup>rd</sup> Offense:** - Suspension from activities for 365 school days.

\*Policy resets at the end of each season.\*

## **USD 218 DRUG POLICY**

USD 218 students wanting to participate in extracurricular activities, attendance as a spectator or participant at school sponsored events such as, but not limited to: Athletic events, Theatrical events or STUCO sponsored events, School Clubs such as, but not limited to: FFA, FCCLA, Art, School Leadership, KEY Club, Pep Band, attendance at school dances including Prom and/or use of school owned parking lots must consent to random drug testing. At the beginning of each school year upon enrollment, students are required to opt into the testing pool in order to participate. Random Drug Testing Policy, Opt In and Opt Out forms are included in the enrollment packets. If a student tests positive and/or proof exists and/or caught in possession of illegal drugs under the USD 218 drug policy, the following consequences will occur.

### **1<sup>st</sup> Violation of a USD 218 Student:**

- If a student tests positive and/or proof exists, the student will miss **25** school days as a participant or spectator. The student is expected to continue practice with the team/organization but will not attend competitions/activities outside of practice during the suspended time period.
- The suspension may be reduced to **15** calendar days if the student completes either a Certified inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such program. Proof of completion will be required before a student will be allowed to participate or be a spectator
- The student with positive test results will also be expected to complete follow-up drug tests thus placing them in the random drug-testing poll for three (3) consecutive tests
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy

### **2<sup>nd</sup> Violation of a USD 218 Student (Two Positive Test Results or Violations):**

- A **50** school day suspension from activities as a participant or spectator. With administrative approval and the coaches/sponsors consent the student may practice with the team/organization but will not attend competitions/activities outside of practice during this time period.
- The student with positive test results will also be expected to complete follow-up drug tests thus placing them in the random drug-testing poll for three (3) consecutive tests
- The suspension may be reduced to twenty-five (**25**) calendar days if the student completes either a Certified inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such program. Proof of completion will be required before a student will be allowed to participate or be a spectator
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy

### **3<sup>rd</sup> Violation of a USD 218 Student (Three Positive Test Results or Violations):**

- A three hundred sixty five (**365**) calendar day suspension from activities as a participant or spectator. The student will not be permitted to participate in practices during the banned period
- The suspension may be reduced to one hundred eighty (**180**) calendar days if the student completes either a Certified inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such program. Proof of completion will be required before a student will be allowed to participate or be a spectator
- The student with positive test results will also be expected to complete follow-up drug tests thus placing them in the random drug-testing poll for three (3) consecutive tests
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy

## **SEVERE CLAUSE**

Incidences of fighting, Bullying, use of profanity/cussing, sexual harassment, property damage, possession of controlled items (weapons, drugs, tobacco products or electronic cigarettes, and alcohol), or any student being a distraction to the learning environment in the classroom will be referred to the principal immediately.



## **SCHOOL SONG**

**School Song**  
**Here's to Elkhart High School**  
**Colors orange and black**  
**With colors gleaming**  
**We will push them back RAH! RAH! RAH!**  
**Here's to Elkhart High School**  
**We must win this game**  
**Fight on to Victory and on to Fame!**

## **SPORTSMANSHIP REQUIREMENTS**

Those who are in attendance at activities in which Elkhart Schools participate in will adhere to the citizenship/sportsmanship rule 52 of the Kansas State Activities Association. Sportsmanship is a way of thinking and behaving. The KSHSAA mandates that all action is to be for, not against; positive, not negative or disrespectful. Participants, coaches, officials, staff, and fans are to be courteous to everyone at all times and display appreciation for good performance regardless of the team. All groups should know the rules, RESPECT THE OFFICIAL DECISIONS and permit only positive sportsmanlike behavior. Always win with character and lose with dignity. Students will be held responsible for a high standard of sportsmanship. Those students not showing this sportsmanship will be subject to suspension from attending activities and other disciplinary actions.

## **UNIFORMS AND EQUIPMENT**

The district will provide uniforms and equipment. These items will be checked out in good condition at the beginning of each athletic season. Students will check in their uniforms in the same condition as they received them at the conclusion of the season. The district will take into account that normal wear and tear does occur. While the student has the uniform it must be treated in the upmost respect and care. If the uniform is lost or damage while in the care of the student it becomes the responsibility of the student to report this information to the coach or sponsor and replace the lost or damaged uniform at the conclusion of the season.

## **GENERAL INFORMATION**

### **ACCESS TO BUILDINGS AND GROUNDS**

The buildings will be open to general student use Monday through Friday. Students are allowed to enter the school cafeteria at 7:30 a.m. for breakfast. Students who are in the building at other times must have a sponsor present. Under no circumstances are students to be in the building outside of regular school hours without a staff member being present; this includes all shop facilities, gyms, computer facilities and grounds.

No school related meetings or activities will be scheduled on Sunday or later than 6:30 p.m. on Wednesday without the knowledge and approval of the appropriate building principal or the superintendent.

### **BICYCLE, SKATEBOARD, SCOOTER, AND HEELYS USE**

Bicycles may be ridden to and from school. The bikes must be parked in the bicycle racks provided. They are not to be ridden anywhere else on the school campus. Students are encouraged to provide locks on their bikes. Skateboards, scooters and Heelys may be used as transportation to and from school. Students must remove wheels before coming on school property and must put them on after leaving school property. Skateboards, scooters and roller blades may not be used on school property at any time.

### **CAMERA USE**

Cameras may be used at school, on school property or at school activities or functions only if they are not

disruptive, as determined by the school staff. **Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast.** Camera shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade-books. For the purposes of this section, "camera" shall be defined to include film cameras, movie cameras, digital camera, video cameras, cellular telephone cameras (capable of recording either still images and / or video), video phones, web cameras, and other device capable of taking, storing, transmitting, or viewing pictures or video.

### **CHAIN OF COMMAND**

We ask that when a problem, question, concern arises that students/parents/guardians follow each step in the following chain of command: coach/sponsor/teacher, activities director (when appropriate), principal, superintendent, and Board of Education. We feel this procedure will help with most situations.

### **COUNSELING SERVICES**

In an effort to more fully meet the needs of its students, Elkhart Middle School has certified counselors who stand ready to assist your son or daughter in dealing with a wide range of issues. These include academics, character building, and personal problems.

A student may request to see his or her counselor at any time; or, as the parent, an occasion might arise when you would ask the counselor to visit with your child. There are also times when the principal or classroom teacher will ask the counselor to visit with individuals or groups to help them fit into the school environment. If you have questions or concerns, don't hesitate to telephone the Counselor.

### **DRUG AND ALCOHOL POLICY**

The use of drugs and alcohol in any form is prohibited in any school building owned or operated by the district and in school vehicles. MORE DETAILED INFORMATION LOCATED IN DRUG POLICY

### **ELECTRONIC DEVICES (EX: IPods, Game Devices, Smart Watches, I Pads)**

Students should not bring these items to school. They may not be used in classes since they are disruptive and may be used to cheat. If teachers observe these kinds of items, they may be confiscated. The school will not be responsible if these items are stolen. Taking these items on school-sponsored trips is left up to the discretion of the sponsors of each event.

### **EMERGENCY PROCEDURES, FIRE DRILLS, TORNADOES, and EVACUATION OF BUILDING**

Emergency exits and tornado information for each room will be posted in the classrooms in a visible location, and the teacher will review emergency procedures with the students.

### **EXCLUSION FROM SCHOOL DUE TO ILLNESS**

Parents/guardian must notify the office if the student contracts a communicable disease. If a communicable disease is suspected, the parent/guardian will be notified and the student will be excluded from school for the minimum number of days as designated by the State and local health department, which are:

- Strep infections – 24 hours after the start of appropriate therapy.
- Pink Eye (acute conjunctivitis) - 24 hours after the start of appropriate therapy.
- Ringworm – After therapy started if lesions are covered.
- Impetigo - 24 hours after the start of appropriate therapy.
- Head Lice – after treatment.
- Scabies – after completion of appropriate therapy.

Students will also be excluded from school with the following conditions:

- Fever of 100 F or higher. Students may return to school when fever free for 24 hours without fever reducing medicine ie. Tylenol, Motrin, etc.
- Diarrhea or vomiting during the previous 24 hours.
- Rash with a fever.
- Illness that prevents student from participating in activities.
- Any other condition identified through assessment by the nurse and deemed compromising to the health and safety of the student or other students in the classroom.

## **FOOD SERVICE MANAGEMENT**

### **MEAL PRICES**

Student Breakfast: Elementary, Middle School/High School \$1.50

Student Lunch: Elementary \$2.25, MS/HS: \$2.35

Adult Breakfast: 2.15

Adult Lunch: 3.65

**ELKHART MIDDLE SCHOOL** has a closed lunch period. To leave school to eat lunch, a parent or guardian must come to school and personally sign his child out of school on a daily basis. Breakfast and lunch are times to relax and enjoy your meal. Your respect and proper treatment of the people and property involved will make these times more pleasant. Students will be allowed to sit where they wish, but may not save seats for others.

**MEALS** - Meals may be purchased at school or may be brought from home. All meals are to be eaten in the lunchroom. Students are discouraged from sharing food due to sanitary concerns. Students who purchase breakfast or lunch at school are asked to pay for meals in advance. Free or reduced-price lunches or breakfast are provided for students who qualify under district, state, and federal guidelines. Application forms for these programs can be obtained from the office. Please do not bring glass containers. Only you or a sibling may use your lunch ticket. No food or drink shall be brought to school except in the form of a meal or lunch, with the exception of celebrations approved by the principal.

**CLEAN UP** - Use proper containers for waste disposal and eating utensils. Salt, pepper, and condiments will be provided at a designated station at the front of the lunchroom. Please leave your table clean. Food may not to be taken out of the lunchroom.

## **GUESTS/VISITORS**

Students should not bring siblings or friends to school for the purpose of visiting without prior approval from building principal in order. Visitors must sign in at the office and receive a visitor's pass before entering the building.

## **IMMUNIZATION POLICY**

Kansas Law requires students entering school for the first time to be immunized against certain diseases. Forms are available at the county health nurse.

***For more information refer to USD 218 Board of Education Policy JGCB Inoculations***

## **INSURANCE**

USD 218 does NOT carry insurance for individual students. Students participating in KSHSAA activities are covered by a catastrophic policy.

## **LOCKERS**

Lockers are assigned to all MS and HS students upon enrollment. All lockers are owned by the school and are subject to inspection at any time.

## **MEDICATION POLICY AND ADMINISTRATION**

The administration of medicine to students by school personnel shall only be authorized and permitted in circumstances consistent with this policy. Medication shall be administered to students only by the school nurse or school personnel who are specifically delegated by the school nurse in compliance with the requirements of this policy.

## **MEDICATION DEFINITION**

For purposes of this policy, the term "medication" shall include both prescription and non-prescription medication taken by mouth, inhaler, injection (including Epic-pen) or application (including drops and creams).

**If a student is attending USD #218 and must take medication during the school day the following policies will be followed:**

## **PRESCRIPTION MEDICATIONS**

1. **The parent/guardian must have their physician fill out and sign the prescription medication authorization form.** The parent/guardian must sign the form and give it to the school nurse before any medication will be dispensed to the student.
2. The medication must be in the original prescription bottle. Pharmacies will provide a second container for school by request.
3. The student's name, physician, date, and directions must be clearly set forth on the container.
4. The medication shall be brought to the school by the parent/guardian. Refill of the medication is the sole responsibility of the parent/guardian. No more than a one-month supply of medication is to be kept at the school at any time.
5. All medications are to be stored in a locked cabinet. Controlled medications must be counted weekly and recorded in controlled medication log.

## **INHALERS/EPI PENS**

1. The parent/guardian must have their physician fill out and sign the prescription medication authorization form. The parent/guardian must sign the form and return it to the school nurse. The inhaler or Epi-pen must be provided by the parent in the original prescriptive box with the student's name, physician, and directions clearly set forth on the box.

2. The parent/guardian of a student with a potential anaphylactic reaction to food, insect bite or other substance should complete an allergy action plan and return it to the school nurse to ensure proper use of medication if needed.
3. At the elementary school, Epi-pens provided by the parent/guardian will be kept with the teacher in the classroom or on a field trip. At the middle school and high school the student will be allowed to carry their Epi-pen at the discretion of the school nurse and principal. At least three school personnel in each building will be trained to administer the Epi-pen if needed.
4. Parent/guardian of an asthmatic student should complete asthma care plan and return it to the school nurse to ensure proper use of medication. An inhaler release form must also be signed by the physician and parent in order for inhalers to be carried by students at school. It is recommended that an extra inhaler be provided by the parent/guardian and kept in the nurse's office in case inhaler is misplaced.

### **NON-PRESCRIPTION (Over the Counter) MEDICATIONS**

1. The parent/guardian must fill out and sign the non-prescription medication form and give it to the school nurse before any medication will be given to the student.
2. The medication must be provided by the parent/guardian in the original over the counter container. The dosage directions for the child must be clearly set forth on the container.
3. All over the counter medication will be stored in a locked cabinet. Medication will be administered only as directed on the non-prescription medication form by the school nurse or delegated school personnel.

### **ADDITIONAL GUIDELINES**

1. The district reserves the right not to dispense medication if they deem it in the best interest of the student. Parents will be contacted if this situation arises.
2. No medication prescription or non-prescription will be dispensed without a signed district medication form. Telephone requests will not be accepted.
3. Students carrying medication on their person or keeping it in their lockers without signed district form may be subject to disciplinary action.
4. Medication that is not in the original container will not be dispensed.
5. All medication must be brought to the school by the parent/guardian.
6. The parent/guardian must contact the school nurse or principal in writing if there is any changes in the child's health affecting the medication administration or if the medication is discontinued.

### **MIDDLE SCHOOL BEHAVIORAL EXPECTATIONS**

#### **1 Come to class ON TIME and PREPARED to learn.**

- A. Be in your seat and ready to work before class begins.
- B. Have completed assignments, books, materials, and a positive attitude daily.
- C. Protect our learning environment from interruption.
- D. Give your best effort daily in all that you do.

#### **2 Be RESPECTFUL in both ACTIONS and WORDS.**

- A. Keep hands, feet, and objects to yourself.
- B. No putdowns, cruel teasing, unacceptable language, or rude gestures.

#### **3 ACCEPT your consequences.**

- A. Offer no excuses for being non-compliant.
- B. Offer no argumentative comments back to adults in authority.

#### **4 FOLLOW the DIRECTIONS of all ADULTS in authority.**

- Principal, Teachers, Substitute Teachers, Paraprofessionals, Secretary, Custodians, and Bus Drivers

### **MIDDLE SCHOOL PEP RALLIES**

Pep rallies will be scheduled by the cheerleading sponsor, athletic director and approved by the principal. They will generally be scheduled 7<sup>th</sup> period and will usually last no more than 20 minutes. All students and teachers are required to attend pep rallies, unless excused by the principal.

### **MIDDLE SCHOOL PLAYGROUND/RECESS**

Students will be provided with the opportunity to use the restroom before going to lunch. The students will need to take their coats with them to the cafeteria. After lunch, the students will be dismissed and are to report to the playground area to the west of the school and cafeteria. They are not to leave the playground area without permission of the supervisors. Students are to have permission from staff to enter the building during recess. When the bell rings ending the recess period, the students are to return all balls and equipment to the equipment bag. The students will be released to return to the building and are expected to do so in an orderly manner.

### **MIDDLE SCHOOL PLAYGROUND DISCIPLINARY ACTION PLAN**

- Verbal warning by supervisor.
- Posting (sitting out during recess in a designated area) determined by the supervisor.
- Office Referral.

### **MIDDLE SCHOOL PROCEDURES FOR VIOLATIONS OF SCHOOL BEHAVIORAL EXPECTATIONS**

Phase I The adult in authority will address concerns with those who do not meet expectations.

Phase II The adult in authority will contact parents when phase I is not successful.

Phase III A conference with the principal, the adult in authority, and the student will be scheduled when Phase II has not been successful.

Phase IV A conference with the parent(s), principal, staff member and student will be scheduled when Phase III has not been successful.

Phase V The principal will take the necessary action deemed appropriate to resolve non-compliance when previous interventions have not been successful.

### **MIDDLE SCHOOL REFRESHER CLASS**

The purpose of refresher class after lunch each day is to help students with the mastery of state standards and class assignments. If a classroom teacher recognizes a student's inability to master a state standard, that student will be asked to attend the next refresher class in that particular teacher's classroom. During this time the student can receive individual attention in the area he/she failed to master. Refresher may be used for students who were absent for a test or a classroom lesson who cannot otherwise be learned. **Students are required to bring completed agendas with them to refresher every day.** All students may attend before school or after school tutoring with their classroom teacher to complete any make up or late work.

### **MIDDLE SCHOOL STUDENT TRANSPORTATION**

Middle School students are not allowed to drive or park on school grounds.

### **REQUESTS TO LEAVE SCHOOL**

No student will be allowed to leave the school grounds unless permission is requested by note or phone call by the parent and approved by the principal. The permission request should be in writing, signed and dated. If you need to remove your student during the school day, please come to the office. Students are not permitted to leave school without authorization from the school office.

## **SEVERE WEATHER DISMISSAL PROCEDURE**

Since weather in this area is very unpredictable and winters are somewhat severe, safety is of paramount importance. If adverse conditions exist before school begins, the decision to call off school is made by the Superintendent before 7:00 a.m. Announcements will be made on radio stations, KJIL 99.1-FM Meade, KAKE News, KWCH News, and by school emergency notification system.

School will remain in session as long as weather conditions do not jeopardize the safety of students and school personnel. Parents should make arrangements for children in case school is dismissed during the school day. Children need to know where they are to go and what procedures to use.

11. A smooth transition process from elementary to middle school and from middle school to high school.
12. A high-quality extracurricular program including athletics, interest based mini-courses, clubs, and social events.
13. A commitment to the importance of health and physical fitness for all students.
14. A commitment to regular involvement of families in the education of young adolescents by keeping them informed of student progress and school programs and by giving them meaningful roles in the schooling process.
15. A positive connection between school and the community through student service projects, business partnerships, and use of community resources within the school curriculum.
16. Consistent use of cooperative learning strategies in the classroom.
17. An emphasis on the use of higher-order thinking skills and hands-on instructional strategies.
18. Empowerment of students whenever possible.

## **TELEPHONE USE**

Students may not use the phone without written permission from a teacher during class time. Please secure a pass before asking permission to use the telephone. **Students are not permitted to use the telephone to order lunch or to make trivial calls.** All long distance calls should be logged with the secretary. No collect calls are to be made without office personnel permission. Students may use the telephone outside of class time without a written pass.

## **USD #218 Student and Guest Technology Use Handbook**

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New technology is always on the horizon. An attempt to identify all technologies and list possible misuses of them is impossible. Therefore, throughout this technology handbook, the term “technology” will be used to reference all existing and new devices or systems that are now used or that will be invented in the future. Such technologies now include computers, handheld devices, cell phones, iPods, and digital cameras. What is to come is unknown. The policies and procedures in this handbook all apply to any form of technology whether it is specifically mentioned or not.

As part of their academic work for specific classes, or for general interest research, students may have access to internal and external computer networks. The external computer network is often called the “Internet.” While reasonable efforts will be made to provide supervision when students are using computer networks, neither school staff, nor the district can guarantee the accuracy or appropriateness of information which may be accessed by students. Parents who are concerned about this situation should discuss the issues with teacher or the principal/designee.

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail

messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

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

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. The board's rules governing ownership of employee or student-produced computer materials are on file with the clerk and are available upon request. Students shall not install software on district computers or computer systems.

Personal computers and other personal technologies should not be brought to school. Other guidelines for the use of technologies may be listed in individual school handbooks and students must follow those as well.

Children's Internet Protection Act- The district shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal communication Commission forms as required.

## **DISCIPLINARY ACTION RELATED TO MISUSE OF TECHNOLOGY**

Student failure to abide by the Acceptable Use Policy may result in disciplinary action following disciplinary procedures established in the district with the following qualifications:

1. Student misuse of the system is defined in the Acceptable Use Policy. The definitions therein are not exclusive. If a student is clever enough to invent a new way of misusing technology, and it is reasonable that the student would know what he/she is doing is improper, the student may nonetheless be disciplined.
2. Student use of the district's technology is a privilege granted to students by the district, not a legal right. Since it is a privilege, the district may restrict any student's use of technology or the net system if the student abuses that privilege.

### **Disciplinary Action**

The following levels of discipline will be enforced by teachers and the administration. Any level of discipline may be selected, depending on the individual situation and the severity of the violation.

**Level 1** – In situations where the student is suspected to have misused the system, the instructor shall discuss the matter with student, informing the student of what the student is suspected to have done, hear the student's side of the story, and institute action deemed appropriate by the teacher. Parents will be notified.

**Level 2** – In situations where there have been repeated infractions or where the student has engaged in extreme misuse of the system, which may or may not directly result in suspension or expulsion, the principal may revoke technology privileges for a period of time appropriate for the situation.

**Level 3** – In extreme situations, which may or may not directly result in suspension or expulsion, the Superintendent or designee may take school disciplinary action(s) and/or appropriate legal action(s). Access privileges may be revoked.



**Suspension or Expulsion.** If the student has violated the Acceptable Use Agreement in a way that leads to suspension or expulsion, discipline shall be administered, appealed, and controlled by the Board Policy on discipline [JDD]. In all other situations, the above procedures apply.

**Appeals.** Except in situations where the discipline administered was suspension or expulsion, students or parents may appeal any decision at the district level of appeal under this regulation by using the district's Uniform Complaint Procedures, [JCCA, JCE, JE-R, JCE-R]. Where the student is suspended or expelled, appeal procedures based on the district guidelines [JDD-R] will apply.

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## **"NETIQUETTE" ON THE INTERNET**

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All users of the USD #218 technology and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarity, or any inappropriate language.
3. Do not reveal your personal address or phone numbers or those of others.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. All communications and information accessible via the network should be assumed to be private property, which is subject to copyright laws.
6. Do not place unlawful information on any network system.
7. Keep paragraphs and messages short and to the point. Focus on one subject per message.
8. Do not use the network in such a way that would disrupt the use of the network by other users (i.e., downloading very large files during prime time, sending mass e-mail messages).
9. Adult patrons, visitors, or other guests allowed network access is serving as ambassadors and representatives of the district. Conduct and message content on the network should positively reflect on the district's reputation.

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## **POLICY FOR ACCEPTABLE USE OF TECHNOLOGY AND NETWORKS**

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The following policy for acceptable use of technology and networks (including e-mail, all software, video and digital equipment, and the Internet) shall apply to all district administrators, faculty, staff, and students.

1. The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks (except for authorized staff members).
2. The user shall not let other persons use his/her name, logon, password, or files for any reason (except for authorized staff members).
3. The user shall not use or try to discover another's password or in any way access another person's e-mail or other files (except for authorized staff members).
4. The user shall not change any file that does not belong to the user.
5. The user shall not falsify his identity to others.
6. The user shall not use district school technology or networks for any non-instructional or non-administrative purpose (i.e., games or activities for personal use).
7. The user shall not use technology for unlawful purposes, such as illegal copying or installation of software.
8. The user shall not copy, change, or transfer any software or documentation provided by district schools, teachers, or other students without permission.
9. The user shall not write, produce, generate, copy, propagate, or attempt to introduce any computer

code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, Trojan horse, or similar name.

10. The user shall not deliberately use technology to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access, send or create any obscene or objectionable information, language, or images.
11. The user shall not intentionally damage the technology, the network system, damage information belonging to others, misuse system resources, or allow others to misuse system software.
12. The user shall not tamper with computers, networks, printers, or other associated equipment, except as directed by the teacher.
13. The user shall not circumvent security measures on school or remote computers or networks.
14. The user desiring to take home technology equipment (hardware or software) must first have the parental permission form signed. Any take-home technology shall be used in the same manner as if it were at school. Technology equipment will only be checked out at the end of the school day and must be returned before school begins the next morning.
15. All information on any school or district network is considered property of USD #218 unless specified by law, students and staff shall have no expectation of privacy for any information created, stored, or used on any district computer system.
16. The user shall not use the technology or network in ways that violate federal, state, or local statutes.
17. While resources should be consulted for various assignments, words or ideas cannot be copied directly and they should be properly cited, with credit given to the original authors. Images taken from another source must also be cited properly. (Plagiarism)

## **KANSAS COMPUTER CRIME LAW**

### **K.S.A. 21-3755. COMPUTER CRIME; CRIMINAL COMPUTER ACCESS.**

**(a)** As used in this section, the following words and phrases shall have the meaning respectively ascribed thereto:

- (1) "Access"** means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system, or computer network.
- (2) "Computer"** means an electronic device which performs work using programmed instruction and which has one or more of the capabilities of storage, logic, arithmetic, or communication and includes all input, output, processing, storage, software, or communication facilities which are connected or related to such a device in a system or network.
- (3) "Computer Network"** means the interconnection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals, or a complex consisting of two or more interconnected computers.
- (4) "Computer Program"** means a series of instruction or statements in a form acceptable to a computer, which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer systems.
- (5) "Computer Software"** means computer programs, procedures, and associated documentation concerned with the operation of a computer system.
- (6) "Computer System"** means a set of related computer equipment or devices and computer software which may be connected or unconnected.
- (7) "Financial Instrument"** means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card, or marketable security.
- (8) "Property"** includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation, and computer software in either machine or human readable form.
- (9) "Services"** includes, but is not limited to, computer time, data processing and storage functions and other uses of a computer, computer system, or computer network to perform useful work.

**(10) “Supporting Documentation”** includes, but is not limited to, all documentation used in the construction, classification, implementation, use or modification of computer software, computer programs, or data.

**COMPUTER CRIME IS:**

**(1)** Intentionally, and without authorization, gaining or attempting to gain access to and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network, or any other property.

**(2)** Using a computer, computer system, computer network or any other property, for the use of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services, or any other thing of value by means of false or fraudulent pretense or representation;

**OR21-3755 (Con’t.)**

**(3)** Intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing, or taking possession of a computer, computer system, computer network, or any other property.

**(c)(1)** Computer crime which causes a loss of the value of less than \$500 is a **class A nonperson misdemeanor**.

**(2)** Computer crime which causes a loss of the value of at least \$500, but less than \$25,000, is a **severity level 9, nonperson felony**.

**(3)** Computer crime which causes a loss of the value of \$25,000 or more is a **severity level 7, nonperson felony**.

**(d)** In any prosecution from computer crime, it is a defense that the property or services were appropriated openly and avowedly under a claim of title held in good faith.

**(e)** Criminal computer access is intentionally, fraudulently, and without authorization, gaining or attempting to gain access to any computer, computer system, computer network, or to any computer software, program, documentation, data or property contained in a computer, computer system, or computer network. Criminal computer access is a **class A nonperson misdemeanor**.

**(f)** This section shall be part of, and supplemental to, the Kansas criminal code.

**History:** L. 1985, ch. 108, s 1; L. 1992, ch. 298, s 51; L. 1993, ch. 291, s 93; L. 1994, ch. 291, s 34; July 1.

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**ACCEPTABLE USE OF TECHNOLOGY &  
NETWORKS STUDENT/PARENT/GUARDIAN AGREEMENT**

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*In order to make sure that all members of the district community understand and agree to these rules of conduct, the district asks that both student and parent/guardian sign the following:*

**Acceptable Use of Technology**

I agree not to hold USD 218 Public Schools, or any of its employees, or any of the institutions or networks providing access to networks, responsible for the performance of the system or the content or costs of any material accessed through it.

I have read the terms and conditions for Elkhart Schools' technology use and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials, and I will not hold Elkhart Schools responsible for materials acquired or sent via the network.

 I agree to abide by the Acceptable Use of Technology policies.

 I do NOT agree to abide by the Acceptable Use of Technology policies.

(Failure to agree to this section will result in the student having no access to district technology.)

**District Technology Checkout**

I sign this form as a condition of checking out technology to take home as needed for academic use. I assume responsibility for any damage to and responsibility for, the repair and/or replacement of the technology while it is in my custody. I assume responsibility for any unauthorized use of the technology while it is in my custody and will supervise its use to see that the technology is used only for academic purposes. I will assume responsibility to pay for any damage, repair, and/or replacement for any damage done to district hardware that may result from my use of the technology. I will assume responsibility to pay for any damage, repair, and/or replacement for any damage done to district software that may result from a virus introduced as a result of my use of the technology. I will not add, remove, or copy any programs, software, or information in a manner that may violate copyright laws. I have reviewed the Kansas law included in the acceptable use policy. Personal devices are not allowed in school unless a school official gives special permission.

 I agree to abide by the District Technology Checkout policy.

 I do NOT agree to abide by the District Technology Checkout policy.

(Failure to agree to this section will result in the student NOT being allowed to take any form of technology outside of school.)

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**An authorized faculty designee will retain this form on file for duration of applicable computer/network/Internet use.**

**ACCEPTABLE USE OF TECHNOLOGY &  
NETWORKS STUDENT/PARENT/GUARDIAN AGREEMENT**

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**Release of Material on the Internet**

I understand that USD 218 Elkhart School system is using the Internet as a means to communicate with the public and as a means to share student work and activities with a larger audience. I further understand that one or more work products created by my child, i.e., photographs, pictures, images, written works, video tapes, etc. may be used on the district's computer network or networks. Use of any of these images or work products, like other student records, requires the release of the parent or guardian (or student 18 years of age or older) before they can be viewed on a computer network open to the public.

I hereby give my consent to, and authorize publication on the district computer system of any work product as noted above, made by my child, or publication of any school photograph in which my child may appear. I realize any person or persons may view the web site on which my child or my child's work product may appear. By signing this form, I agree to release and forever discharge Elkhart school, its agents, servants and employees, members of the USD 218 School Board and its members, from any and all claims, demands, losses, damages, costs, expenses, and attorney's fees growing out of, caused by, or arising in any manner out of the posting, publication, or use of my child's work product or image on the district's computer system.

I agree to allow the publication of my child's work and/or image on the district computer system.

I do NOT agree to allow the publication of my child's work and/or image on the district computer system.

(Failure to agree to this section will result in the student's work and/or pictures not being published on the district computer system.)

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**An authorized faculty designee will retain this form on file for duration of applicable computer/network/Internet use.**

**USD 218: Acknowledgment of Receipt of Student Handbook**

I, \_\_\_\_\_, do hereby acknowledge receipt of the student handbook for 2019-2020.

**Further, I understand:**

**The yearly required notification on the following issues are located on the school website [www.usd218.org](http://www.usd218.org) under 218 District Tab labeled Forms/Documents.**

Accidents and Illness  
Appeal to Board of Education, Procedure and Record  
Asbestos  
Availability of Asbestos Plan  
Bullying/Harassment Prevention Plan  
Chain of Command Chart  
Complaints and Grievances  
Drug Testing Policy  
Due Process  
ESI Policy  
Examination of Records  
Family Education Rights and Privacy Act (FERPA)  
Field Trips  
Fund Raising  
Food Service Management  
Hazardous Waste  
Mandatory Truancy Reporting  
Physical Education  
Random Student Drug Testing Policy  
Student Improvement Team  
Suspension of Compulsory School Attendance Law  
Suspensions-Length-Notice-Hearing  
Suicide Awareness/Prevention/Jason Flatt

**\*\*\*ALL OTHER ADOPTED BOARD POLICIES CAN BE LOCATED IN THE USD 218 BOARD POLICY HANDBOOK LOCATED IN EACH BUILDING\*\*\***

As a condition of enrollment, I understand that my child is required to abide by all regulations contained in this handbook as well as other policies established by the Board of Education. If my child chooses not to abide by the regulations contained in this handbook and/or in any other policy established by the Board of Education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school authorities.

Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_