



Goodland Junior-Senior High School

PO Box 509 ~ 1209 Cherry

Goodland KS 67735

PHONE: 785-890-5656

DISTRICT WEBSITE: <http://usd352.org>

Home of the Cowboys & Cowgirls **Student Handbook 2023-24**

Mr. Bill Biermann
Superintendent

Mr. Shane Hollern
Principal

Mr. Marty Lehman
Asst.Principal/AD

Dear Goodland Students and Families,

Welcome to a new academic year at Goodland Junior Senior High School! As the principal, it is my pleasure to introduce you to our updated student handbook, which serves as a comprehensive guide to expectations and policies here at GJSH. This handbook outlines the expectations we have for all of our 7-12 students by ensuring that we maintain a high standard of behavior, academic excellence, and personal growth as a citizen of Sherman County.

In this handbook you will find a variety of topics and policies that highlight the principles of respect, integrity, and responsibility that we uphold as 7-12 building. It also details our student code of conduct, and contains information on our various academic programs and support services, ensuring that you have a comprehensive understanding of all the opportunities available to you.

This is your school. Be positive in your attitudes toward your school, yourself, your fellow students, and the faculty and staff. We pride ourselves in providing a variety of student activities for students to find their "fit" here in our school with our many clubs and organizations. You are here to learn, to participate, and above all else, to work for your own academic accomplishments. The staff here at GJSH deeply care about your success and wellbeing as you grow with us, for some of you that will be with us for six whole years!

I encourage each and every one of you to familiarize yourselves with this handbook thoroughly. It will serve as a valuable reference throughout the academic year, and provide you with a framework for success and ensuring that you make the most of your time at GJSH. Please do not hesitate to call the school any time you have questions or concerns. I am looking forward to a fantastic school year!

Sincerely,

Shane Hollern
Principal

DISTRICT PHONE NUMBERS

Administration Office	785-890-2397	West Elementary	785-890-6163
Goodland Junior/Senior HS	785-890-5656	North Elementary	785-890-6558
Bus Barn	785-890-3011		

USD 352 MISSION STATEMENT: USD 352 will provide a safe and positive environment in which high standards of learning are established. We will motivate and challenge each student to engage in high levels of achievement through effective and innovative teaching practices designed to serve a unique and diverse student population. We are committed to prepare each student to become a productive member of society and will work collaboratively to achieve this shared purpose.

MOTTO: Engage, Enrich, Empower Every Student, Every Day

APOLLO SLOGAN: "Education is more than content. Goodland Jr. Sr. High School will be an engaging place that excites students and empowers them to build meaningful relationships, make community connections, and achieve success."
Goodland Teachers and Staff

ACCREDITATION: Goodland Junior/Senior High School is recognized by the Kansas State Board of Education as an "accredited" school.

LEAGUE AFFILIATION: Goodland Junior/Senior High School is a member of the Great West Activities Conference (GWAC). League members are Goodland, Colby, Ulysses, Hugoton, Holcomb, Scott City and Cimarron.

SCHOOL FIGHT SONG

We'll sing and shout for Goodland High
We wave the black and gold across the sky
We write our name across the plains
Until the world knows of our fame
And power so it's on we go
Unto a school so bright and true
So give a cheer for alma mater of Goodland High We're
strong for you!

GHS CLASS SPONSORSHIP SCHEDULE

2027 Freshmen..... Stout and Sramek
(collect cardboard for bonfire, Freshman homecoming float)
2026 Sophomores..... Whisnant/Goodson
(Sophomore homecoming float)
2025 Juniors(Sederstrom/Pollart, Prom)Sherlock/ Topliff
(Junior homecoming float, Prom supervision)
2024 Seniors..... Witman/Witzel First/Brace
(Senior homecoming float, Prom/Graduation supervision)

GHS CLASS SPONSORSHIP ROTATION

2028 Wilkening and Brace
2029 Coon and Vars

GJHS/GHS SPONSORSHIPS

A.F.S. Club	
Art Club	Kindrah Miller
Cheerleaders	Shayley Deeds
DECA	Chase Topliff
FCCLA	Brooklyn Vars
FFA	Nicole Hadley
G.A.A.	Tess Smith
G-Club	Jonathan Whisnant
Jumping Juniors	Shelbi Brack
N.H.S.	Morgan Sherlock
Scholars Bowl (JH)	Samantha Wilkening
Scholars Bowl (HS)	Brian Coon
Science Olympiad.	Brian Coon/Raquel Coon
STUCO	Shane Hollern
Concessions	Tess Smith
Prom	Hadley/Pollart
HS Yearbook	Molly Witzel
JH Yearbook	Samantha Wilkening
Senior Sponsor/s	Witman/Witzel

GJHS/GHS ENROLLMENT FEES

Technology use Fee	\$30.00
Art JH/HS	\$10.00
FACS JH/HS	\$10.00
Uniform Cleaning	\$25.00
USD352 Instrument Rental	\$85.00
Cabinet Making JH/HS	\$10.00
VoAg HS	\$10.00
All HS PE classes	\$8.00
Junior High Sports	\$5.00
JH/HS Towel Fee (per sport)	\$10.00

Meal Fees

Student

Breakfast	\$2.25
Lunch	\$3.25

Adult or Guest

Breakfast	\$2.65
Lunch	\$4.75

<u>Extra Milk</u>	\$0.50
--------------------------	--------

MEAL CHARGE POLICIES: When a student account has a negative balance of \$10, parents will be notified using the school's automated system, and continue to be notified daily until the account is solvent. If parents do not make a payment or payment arrangements with the building principal by the end of the month a letter will be sent. Once letters have been sent 4 consecutive months the negative balance will be considered bad debt. The secretaries will pull a report from PowerSchool and send copies of the letters to Marcia Harkins Board Treasurer, and Brittney Scott, Food Service Director at the District office. The Food Service Director will send an invoice to the Board Treasurer to transfer money to the food service fund. All documentation will be kept at the District office.

If the parent has not made a payment or payment arrangements after the first letter is sent the student will no longer be able to charge to the account. The student will need to bring a lunch on their own, or the district may provide an alternative meal, but is not required to do so.

***All 7-12 students are admitted free to any home JH/HS athletic event excluding tournaments with a student ID**

GJHS BELL SCHEDULE

Monday, Tuesday, Thursday, Friday		Wednesday	
Tardy Bell	7:25	Tardy Bell	7:25
LP	7:30-7:50	Flex	7:30- 8:00
1st Hour	7:54-8:40	1st Hour	8:05-8:50
2nd Hour	8:44-9:30	2nd Hour	8:54-9:38
3rd Hour	9:34-10:20	3rd Hour	9:42-10:26
4th Hour	10:24-11:10	4th Hour	10:30-11:14
HS CC/JH Lunch	11:14-11:54	HS CC/JH Lunch	11:18-11:58
JH CC/ HS Lunch	11:54-12:34	JH CC/ HS Lunch	11:58-12:38
5th Hour	12:34-1:20	5th Hour	12:38-1:23
6th Hour	1:24-2:10	6th Hour	1:27-2:11
7th Hour	2:14-3:00	7th Hour	2:15-3:00

BUILDING HOURS: Goodland Junior/Senior High School will be open from 7:15 am until 3:10 pm M, Tue., Th., and Fri. Students are not to be in the building prior to the building opening, unless they are working with a teacher and have been given permission.

Breakfast
 7:15 - 7:30 am (Mon., Tues., Thurs., Fri)
 7:15 - 7:30 am, (Wed.)

BEFORE SCHOOL: Any 7-12. grade student participating in the breakfast program should go directly to the cafeteria for breakfast. The doors will shut promptly at 7:30 am on M,T,Th, and Friday. After receiving their grab-and-go breakfast, the student will go to their first class of the day.

LUNCH: During lunch, all junior high students are to remain in the cafeteria while eating. At a designated time, students will be allowed to access the gym or outside depending on weather. High School students eating on campus are to remain in the cafeteria while eating. After eating their lunch, students will be allowed to go to the gym, courtyard, or library.

GJSH Students will only be allowed to check out during lunch time if a parent or immediate family over 18 comes into the building and signs them out.

- **7-9 are not eligible for Open Lunch.**
- **Students must have a signed parent permission form on file in the high school office.**
- **Failure to return to school from lunch on time without prior approval of the GJSH Administration, or are tardy more than 3 times, may lead to students losing their Open Lunch privileges, for an amount of time to be determined by GJSH Administration.**
- **Behavior violations that result in In-School Suspension or Out of School Suspension may result in the loss of Open Lunch privileges as well, for an amount of time equivalent to the In-School Suspension or Out of School Suspension.**

AFTER SCHOOL: After the dismissal bell at the end of the day, students should vacate school property unless they are participating in a school activity or working with a teacher.

STUDENT ID CARDS: All 7-12 students will be issued a student ID card. These cards will be used for scanning at lunchtime, in the library, as admission to home athletic activities, and other uses. Students are responsible for their own ID cards and are not to be shared. Lost ID cards will be the responsibility of the student, who will serve one day of closed lunch if a replacement is wanted. Failure to provide ID card at lunch will result in the student having to go to the back of the line.

SUSPENSION OF DRIVER'S LICENSE OR PRIVILEGE UPON CERTAIN SCHOOL SAFETY VIOLATIONS:

- Whenever a student has been found in possession of a weapon, controlled substance or illegal drug at school, upon school property, or at a school- supervised activity or has engaged in behavior at school, upon school property, or at a school- supervised activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the chief administrative officer of the school shall make an immediate report of the pupil's act to the appropriate law enforcement agency.
- Upon receipt of the report, the law enforcement agency shall investigate the matter and give written notice to the division of vehicles of the Department of Revenue of the act committed by the pupil. The notice shall be given to the division of vehicles by the law enforcement agency within three days, excluding holidays and weekends, after receipt of the report and shall include the pupil's name, address, date of birth, driver's license number, if available, and a description of the act committed by the pupil. Upon receipt of the notice, the division of vehicles shall suspend the student's driver's license or privilege to operate a motor vehicle on the streets and highways of this state.
- The duration of the suspension shall be for a period of one year. Upon expiration of the period of suspension, the student may apply to the division for return of the license. If the license has expired, the student may apply for a new license, which shall be issued promptly upon payment of the proper fee and satisfaction of other conditions established by law for obtaining a license unless another suspension or revocation of the pupil's privilege to operate a motor vehicle is in effect. If the student does not have a driver's license, the student's driving privileges shall be revoked. No Kansas driver's license shall be issued to a student whose driving privileges have been revoked pursuant to this subsection for a period of one year.

PERMIT TO LEAVE THE BUILDING: Once students are in attendance at school, they MUST check out through the office before leaving for any reason. ALL STUDENTS need parental permission to leave the building during school hours, with the exception of 10-12 grade students leaving for lunch, NWKTC Jr/ Sr. Option, and USD 352 Job Shadowing.

VISITORS: Any visitor must be cleared by the front office at least 24 hours in advance. When a visitor enters the office, they will sign in with the details of their visit and receive a visitor's lanyard. Prior to leaving the building the visitor must exit through the office and record the exit time. THIS IS MANDATORY. WE DO NOT ALLOW FRIENDS TO ATTEND CLASSES WITH GJSHS STUDENTS. In order to attend classes during the school day, you must be enrolled at GJSHS.

ENROLLMENT: Goodland Junior/Senior High School will operate on a 7-period day. **Each student must carry seven (7) units of credit per year unless in a special program.**

Required Documents: Students entering Goodland Junior/Senior High School for the first time will be admitted upon presentation of their **transcripts** from the previous school, **immunization records** and **birth certificate**. Kansas Law requires that anyone entering school for the first time in the state of Kansas must present to the school a valid copy of his/her immunization record with the following required immunizations: TDaP, Polio, MMR and a Td booster (every 10 years). If the records are not available at the time of enrollment, the student will have 90 school days to present the records or he/she will no longer be able to attend school until the records are presented as complete. If a student needs a Tetanus booster during the school year, a notification will be sent home and the student will have 30 days to comply with the request. If the Tetanus booster is not obtained by the 30-day deadline, the student will not be able to attend school until documentation of the booster is on file in the nurse's office. The student will also be required to provide a copy of his/her **Social Security Card** and birth certificate. Reasons of health and/or religious beliefs, as provided by law, are the only exceptions to these requirements.

GJHS/GHS GRADING SCALE

100 - 93 = A
92 - 90 = A-
89 - 87 = B+
86 - 83 = B
82 - 80 = B-
79 - 77 = C+
76 - 73 = C
72 - 70 = C-
69 - 67 = D+
66 - 63 = D
62 - 60 = D-
59 & below = F

Grade Point Average: Only those subjects outlined in the Goodland High School Enrollment Handbook will be used to compute the cumulative grade point average. Exceptions are for those students who transfer to Goodland Junior-Senior High School from another state accredited high school or students who are taking approved online courses through an accredited post-secondary school.

GPA IMPROVEMENT: With principal and counselor permission, students can improve their grade in a course they have previously passed by taking the class a second time. The student may repeat the course only once for the purpose of raising the grade. When re-enrollment in a course is permitted or required, it cancels the original grade and credit of the earlier enrollment. The repeated class does NOT remove the original grade and title of the course from the permanent transcript. The original credit attempt will remain on the transcript and "R" for REPEAT will be placed before the name of the credit class. The repeated class grade will be used to figure the student's grade point average (GPA). **Repeated classes or previously passed classes, DO NOT count for KSHSAA credit and will not go toward the 5 subjects student athletes need to pass each semester to be considered eligible. Also, any repeated courses will not be included in the calculations for valedictorian or salutatorian.**

FAILED CLASSES: If a required class is failed, students will need to visit with their counselor to plan the best time to reenroll in the failed class and remain on schedule to graduate.

RECOVERING COURSES:

In order to recover failed classes outside of the regular classroom, the student would need to meet with the counselor to determine whether taking an online class is the best option. The decision to allow recovering credit online would include: the student's attendance record, missing/not handed in homework, academic growth and achievement, along with total effort put forward in the class.

Independent Online Classes

1. Must be a junior or senior.
2. On track to graduate

3. 3.0 or higher GPA for juniors/seniors to take 1 class each semester
4. 4. 3.5 or higher GPA for seniors to take 2 classes each semester
5. 5. Class options include:
 - General ed course not offered through Northwest Tech **at Goodland High School**
 - Course in student's Individual Plan of Study (IPS).
 - i Students will report to the counselor or librarian and work in the library each day of class.
 - ii Students are not allowed to do their work in the office.
 - iii Prior approval required. (Principal and Counselor) **Independent Study**
1. Must be a junior or senior
2. On track to graduate
3. 3.5 or higher GPA
4. Must be facilitated by a content teacher at GHS
5. Class must be part of student's Individual Plan of Study (IPS).
6. Must complete Independent Study Enrollment Form at the beginning of the semester.
7. Students will report to supervising teacher and work in that classroom or the library each day of class.
8. Students are not allowed to do their work in the office.
9. Prior approval required. (Principal and Counselor)

Teacher/Office Aide

1. Must be a junior or senior.
2. On track to graduate
3. 3.0 or higher GPA for seniors 4. 3.5 or higher GPA for juniors
5. Only one office aide per hour
6. Only one aide per teacher
7. Students will report to office or teacher's classroom.
8. This is not a study hall. The teacher/office work is the first priority.
9. If a student has finished work for their supervising teacher/office, they may do homework in the library.
10. **Teacher aides** will not be allowed to spend free time in the hallway, office, or counselors' area.
11. Prior approval required. (Principal and Counselor)

Work Experience/Job Shadow

1. Only seniors can do a paid work experience.
2. Juniors and seniors can job shadow.
3. On track to graduate
4. Cannot be supervised by, work with, or shadow a relative.
5. Work experience/job shadow must be in the student's Individual Plan of Study (IPS).
6. Students must sign out of school and report immediately to work experience/job shadow.
7. Prior approval is required. (Principal and Counselor)

CHANGES: Students need to choose their courses carefully, keeping in mind their career goals. A student must conference with the counselor and/or principal to present sound educational justification for a requested class/schedule change. After the third day of the semester, courses may be added only with the approval of the parent, teacher, principal, and counselor. Courses may be dropped only with approval from the teacher, principal, and counselor.

REPORT CARDS/TRANSCRIPTS: Parents are encouraged to utilize PowerSchool or Schoology throughout the school year to monitor the grades of their student. Report cards will not be mailed home at the end of each grading period questions arise, parents are urged to contact the teacher. *For high school, only semester grades are recorded on the permanent transcript. Grade Point Average (GPA) shall be computed on a semester basis. Cumulative credits and GPA are also computed at the end of each semester.

HONOR ROLL: At the conclusion of each quarter and each semester any student who has all A's and B's will be considered to be on the Honor Roll. Students with all A's will be placed on the Supreme Honor Roll. Students with all A's and B's will be placed on the Principal's Honor Roll.

GRADUATION HONORS: Only at the completion of all high school credit requirements will graduation honors be determined.

1. The Valedictorian of the graduating class will be determined by the highest cumulative grade point average. The Salutatorian will be determined by the second highest cumulative grade point average. In the case of a tie, students with the highest cumulative grade point average will be deemed Co-Valedictorians with the next highest being deemed as Salutatorian.
2. Those students graduating with a 3.8 cumulative grade point average or above will be recognized as graduates with high honors and will receive honor medals and honor cords.
3. Those students graduating with a 3.50 to 3.79 cumulative grade point average will be recognized as graduates with honors and will receive honor cords.

EARLY GRADUATION: To be eligible for early graduation a student must have passed all required courses and accumulated 24 credits by the end of the first semester. A student will not be allowed to complete such required courses online in order to qualify for early graduation (extreme exceptions may apply). Additionally, the student must request approval from the building principal and the Board of Education to be accepted for early graduation. When a student graduates at the end of first semester, he/she is not eligible to participate in extracurricular activities such as Prom; however, he/she will be allowed to attend graduation and walk across the stage with his/her class. Early graduation students need to contact their senior class sponsor for senior items, such as caps and gown, announcements, and photo packets for the newspapers.

GRADUATION CEREMONY: Seniors wishing to participate in graduation ceremonies must have completed all requirements as set forth by the Board of Education. Any senior who has any outstanding fee or has not turned in school issued equipment will not walk or receive a diploma until such matters have been taken care of. The **Tuesday** before graduation weekend will be the last day of finals for seniors, and this will be the deadline for the completion of all requirements. A student who fails to complete requirements by 3:30 pm on **Tuesday** will be informed that evening that they will not be participating in the graduation ceremonies and will need to make further arrangements to complete the graduation requirements.

SENIOR GRADUATION APPAREL: School-appropriate attire is required, which includes appropriate shoes for the walk in. Corsages or costume jewelry may not be worn with caps and gowns. Short pants of any kind are not allowed. Students who violate the dress code will be asked to change. If time does not permit for this to occur, the student will not be allowed to participate in the ceremony. **NO WRITING OF ANY KIND WILL BE ALLOWED ON CAPS OR GOWNS.**

DIPLOMAS: Seniors need to pick up their diplomas from Administration directly following graduation ceremony. Additionally, any senior that causes physical damage to school property or bodily harm as a result of his/her actions before, during, or immediately after the graduation ceremony will not receive his/her diploma until meeting with administration.

GOODLAND JR-SR HIGH SCHOOL GRADUATION REQUIREMENTS:

Total Credits Required for Graduation

24 credits

Of the total credits required for graduation, the following are required courses:

- Four Units of Language Arts (English I, II, III, IV, Comp I & II, Speech)
- Three Units of Mathematics
- Three Units of Science (Biology is required)
- Three Units of Social Studies (1 U.S. History, .5 U.S. Govt., 1 World History, .5 Elective)
- One Unit of Physical Education/Health
- One Unit of Fine Arts
- *.5 units of Technology
- *.5 Units of Consumer & Personal Finance or Agricultural Business

* Beginning with the class of 2018

All other units to achieve the total number required are elective.

REQUIREMENT OPTIONS FOR GRADUATION				
Required for:	State (21)	GJSHS Diploma (24)	Qualified Admissions (Recommended)	Kansas Scholars Curriculum
English	4 credits Must include reading, writing, literature, communication and grammar	4 credits Same as state .5 of Eng IV could be Speech	4 credits (1 in each year of high school)	4 credits (1 in each year of high school)
Social Sciences	3 credits U.S. Government Modern American History, Modern World History	3 credits Same as state World History (1) U.S. History (1) U.S. Government (.5) Elective (.5)	3 credits Same as state	3 credits Same as state
Math	3 credits Algebraic & Geometric concepts	3 credits Same as state	4 credits Algebra & above	4 credits Algebra & above
Science	3 credits Physical & Biological concepts with 1 lab course	3 credits Same as state must take Biology	3 credits Biology, Chemistry, & Physics	3 credits Biology, Chemistry, & Physics
PE/Health	1 credit	1 credit	0 credits	0 credits
World Languages	0 credits	0 credits	2 credits	2 credits
Career & Technical Ed	0 credits	1 credit (.5 Technology & .5 Personal Finance)	0 credits	0 credits
Fine Arts	1 credit	1 credit	0 credits	0 credits
Electives	6 credits	8 credits	0 credits	0 credits

- The high school counselor must submit the names of qualifying students and their grade point average.
- The student must take the ACT before December of their senior year

COLLEGE VISITATIONS

Juniors are allowed two days for college visitations, and seniors are allowed three. Arrangements for college/career visitations must be scheduled at least one week in advance of the visit. If arrangements for a college visitation are made directly between the college and the student, appropriate documentation of the visit must be submitted to the counselor and office personnel.

HIGH SCHOOL SEMESTER TESTING (FINALS) PROCEDURES: Finals will take place for all high school classes on the last two regular scheduled days of each semester. All Students are expected to be in attendance and take finals.

1. Finals will take place for all high school classes on the last two regular scheduled days of each semester. All students are expected to be in attendance and take finals.
2. Students are required to remain in the classroom until the testing session is complete.
3. Students should only take finals during the designated time.
4. In order to protect the integrity of the test(s), it is recommended that teachers do not give a final early.
5. The administration may allow early finals for individuals due to exigent circumstances on a case-by-case basis.

STUDENT INCENTIVE PROGRAM (SEMESTER TESTS): In an effort to encourage high achievement, positive attendance and citizenship, students may earn the privilege to opt out of certain finals. Please note that the faculty highly recommends all students take all finals to better prepare for college.

Students are not allowed to take final examinations before their scheduled time. Any exceptions require Teacher approval. Students must stay for their entire finals period that they have to take the final in. They will not be permitted to leave early when they are done with their finals. If they are exempt from a final, they do not have to attend that period for their final, pending a signed "Opt Out Form" is on file in the office.

Final Opt Outs

Out of these five, students are only allowed up to FOUR

- GPA for Semester: 3.0 +
- 90%+ Grade in Literacy Period AND 90% Attendance (5 Tardies = 1 Absence, per the handbook)
- No Office Referrals
- Involvement in TWO GJSH clubs or activities IN THAT SEMESTER
- Attendance: 3 or fewer absences in a semester (School sponsored activity absences do not count.)

OUTSIDE FOOD AND DRINK: In accordance with state law KSA 72-5128, USD 352 has established a school wellness policy. As part of that policy restaurant brand name food items, unless provided by nutrition services, in combination with a balanced meal, will not be allowed in the high school building. This includes but is not limited to fast foods, commercial pizza, store bought food (chips, doughnuts, candy bars) and restaurant to go meals. Carbonated drinks (pop) and energy drinks (Monster, Red Bull, Rock Star, etc.) are also prohibited in the building.

Sack lunches from home are permitted in the cafeteria as long as they do not contain restaurant brand name food items in original packing as described above or carbonated beverages and or energy drinks. Due to sanitation and safety concerns students will not be allowed to share any food brought from home.

Students will be allowed to purchase items from the vending machines located in the building at appropriate times. GJHS/GHS staff members will ask students to discard any beverage or food item brought in to the building or classroom. Repeated violations can result in an office referral.

COWBOY CONNECTIONS OR CC PERIOD: The purpose of Cowboy Connections Class is to assist students in building relationships with peers and educators alike, discussing career choices, grade monitoring, and homework completion.

The **role of the teacher** will be to coordinate the building of relationships within the peer group and monitor many aspects of student progress. Teachers will keep the principal informed of the progress and activities of their Cowboy Connections class.

The **role of the student** will be to participate in Cowboys Connections activities, be efficient in homework time given, and seek out help from staff when needed.

Cowboy Connections was created to provide extended opportunities for learning and to provide time for teachers and students to connect. The time will incorporate time for makeup work, tutoring, and homework. Teachers and students should view Cowboy Connections as an opportunity to further enhance classroom instruction and learning. Teachers should review grades and homework status individually, with each of their CC students, every Monday as there will be no club meetings. Students will be graded on a pass/fail scale based on a point or percentage system determined by the CC teacher. Points and percentage will be based on use of class time and expected behavior.

APPROPRIATE CC ACTIVITIES: Behavior expectations are the same as in any classroom. Students are to be engaged in positive educational experiences. Cowboy Connections is focused on academic, personal/social, and college/career enhancement. Students will have the opportunity to obtain make-up work, missed assignments, and to attend labs on designated days.

- Other appropriate academic activities during CC include making up tests and labs, obtaining help from individual teachers, studying, peer tutoring, or working in the library.
- Support groups and other counseling activities (enrollment activities, standardized testing, career presentations, college/military recruiting, appointments, etc.) will be held during CC period whenever possible. ▪ Individual Plans of Study

HALL PASSES: Students are expected to be in class during class time. Students in the halls during class time shall have a hall pass from the office or teacher. Loitering in halls is not permitted. Students traveling or working in the halls are expected to maintain a reasonable degree of quiet and proper behavior. Students may be denied hall passes if they violate appropriate behavior codes while using a hall pass.

ATTENDANCE: Students are expected to be on time to school and have their school-issued iPad charged at 80% or above to start the day. It is the responsibility of parents or guardians to call the school when a student will be absent for any reason. This call should be made to the school office no later than 9:00 a.m. on the day of the absence. Notes signed by the parent will be accepted. Regular and punctual attendance by all students is necessary for the proper functioning of the entire school. One of the major causes of failure in secondary school is absenteeism.

Kansas law requires compulsory attendance at school; statute 72-1111 states that “every parent or person acting as parent in the state of Kansas, who has control over or charge of any child who has reached the age of 7 and under the age of 18 and has not attained a high school diploma or GED credential, shall require such child to be regularly enrolled in and attend continuously each school year.” Kansas Statute 72-113 discusses enforcement of compulsory school attendance, and requiring school boards to establish policy identifying excused and unexcused absences; our board has established the following for excused and unexcused absences:

Excused:

1. Illness, with a parent’s call or note, or a doctor’s note, or the school nurse: dental or clinical appointment, legal appointment, or school sponsored activity.
2. Prearranged excuses for funerals, family trips, outside organizations, or any other absence the principal gives prior approval for. These prearranged excuses are done through the principal, and only the principal can excuse these absences.
3. Severe weather that makes it impossible or impractical.

Unexcused:

1. Skipping school.
2. Non-arranged absence.

3. Leaving school without permission.
4. Absent from regularly assigned class or assigned Flex/Study Table.

TRUANCY: A student who has three (3) consecutive unexcused absences or any five (5) unexcused absences in a semester will be considered truant (USD #352 Policy JBE, JBE-R). Prior to reporting to either DCF or the county or district attorney, a letter shall be sent to the parents and/or guardians of the student notifying them that the failure of that student to attend school without a valid excuse shall result in the student being reported as not attending school as required by state statute. (USD #352 Board Policy JBE-R). The procedures of K.S.A. 72-1113 will be followed in reporting a truant student.

- When the student reaches 5 absences a formal notification will be sent home detailing the amount of absences and consequences of continued absenteeism. Once a student reaches a point where 10 or more absences per semester are documented as unexcused, students will be required to attend Saturday school. Any non-documented absence after 10, will be entered as an unexcused absence. **Exceptions to this policy;** Any student who is hospitalized, is suffering from a long-term illness (long term illness as defined as an illness of four or more days in a row), or has a chronic medical condition while under the care of a licensed physician.
- Each student will be allowed no more than 15% of the total days per semester for unexcused absences. Grades but no credit will be given to those who exceed the 15% limit unless administration determines there are sufficient grounds to make an exception.
- Failure to show for or complete an assigned Saturday School date will have additional consequences...
- The 1st unexcused absence will result in one day of I.S.S. upon return, along with the student being reassigned to the next scheduled Saturday School.
- The 2nd unexcused absence will result in a three-day in-school suspension, along with the student being reassigned to the next scheduled Saturday.
- A 3rd violation will result in a three-day out-of-school suspension, along with the student being reassigned to the next scheduled Saturday.
- The 4th violation is a five-day out-of-school suspension along with the student being reassigned to the next scheduled Saturday.
- Complete refusal to serve assigned Saturday School may result in expulsion.
- Please call 24 hours in advance, or more, to receive principal's prior approval for an absence, if you know your child will be missing school.
- **Understand that a parent phone call to excuse a student, for personal reasons, is not an excused absence.** Only the principal can excuse an absence, because law states that a child attending public school is attending under the compulsory attendance law. They are to be at school, unless they fall under an excused absence, as stated above. The principals are also the truant officers and are bound by state law to enforce attendance and truancy law.
- School officials will report truancy if a child's absence is excessively excused as an illness with no doctor's notification to the school stating medical issues that initiated the absences. Students will also be reported to officials if they are required to attend Flex Hour/ Saturday School due to failing grades, and are not attending. Prior to making any report, notice of multiple absences will be given to the parent/guardian of the child.

Skipping: Skipping is defined as any class period (or significant part of a school day) that a student has missed after the student has arrived at school and/or willingly does not attend class. Any student found to be skipping will be inexcusably absent unless excused by the principal or designee.

Perfect Attendance: All absences including excused and unexcused count against perfect attendance when a student has missed a significant part of the school day (more than two hours, 120 minutes) during a given day. School caused absences is the only exception.

Make-Up Work: It is the student's responsibility to make-up missed assignments. It is the responsibility of the student to obtain the necessary information from his teachers with respect to making up the schoolwork assignments missed following an excused or unexcused absence.

- All class work missed due to any absence will be made up by a student within one (1) day for each day of absence, plus one (1) day. If the work is not made up, the student shall receive a "0" or "F" grade for that day. If the absence is unexcused, the teacher may, but is not required to, allow the work missed to be made up.

- School-caused absences (activities, athletics, field trips...) are excused but the student is required to make up the work missed and does not get an "extra day" like an excused absence
- Teachers often give long-term assignments and set due dates several weeks in advance. If student attends class up to the due date of a long-term assignment and has an excused absence on the date the assignment is due, the student is still expected to submit the assignment on the due date unless the student or parent has made special arrangements with the teacher in person or by phone. The teacher is not required to accept a long-term assignment for a student whose absence was unexcused, or if deemed adequate time was given.

Action: If a student's absences, either excused or unexcused, cause, in the opinion of the principal or his designee, the student's grade(s) in any class(es) to drop to failing or near failing, the student will be subject to an informal or formal hearing to determine a plan: 1) for improving his/her attendance; 2) for improving his/her grade(s) or; 3) for suspension as the situation may warrant.

The days a student is suspended or expelled shall not be counted as unexcused absences in allowing make-up work since the loss of those days have already served as the basis for a penalty for the behavior causing the suspension or expulsion.

TARDIES: Students in academic classes are expected to be in their seats ready for class when the bell rings. Students in lab, activity, or physical education classes where this is not reasonable are expected to be in the room preparing to begin class when the bell rings. Any student not meeting these criteria is tardy.

Tardies 1. and 5. hr. will be tracked in the office. *Exception may be if a student is tardy to a class at the field house or tech building at which point teacher may notify the office.

a. Students who are 20 + minutes late to class **or school** will receive an unexcused absence for that period(s) and will not be allowed to practice in, participate in, or attend any school activity held on that day (example-dances). For every 5 unexcused absences as a result of being tardy, 1 unexcused absence will be counted towards the compulsory attendance requirements. Additional action may be taken by teacher/administration.

b. Students will be given two warnings prior to punitive action for being tardy to class. The third tardy will result in a detention with the teacher at the teacher's discretion. The further consequences for this irresponsible behavior will result in the following action.

Tardy Policy:

- (3rd tardy)- Upon a student receiving his/her third tardy a 15 minute detention will be served with the office before or after school.
- (5th tardy)- Upon a student receiving his/her fifth tardy a 30 minute detention will be served with the office before or after school.
- (7th tardy)- Upon the student receiving his/her seventh tardy student will serve closed lunch with parent notification
- (9th tardy)- Upon the student receiving his/her ninth tardy, student will be placed in ISS for ½ day with parent notification.
- (10th tardy) – Upon the student receiving his/her tenth tardy, student will come to SATURDAY school with parent notification.

ELIGIBILITY - INELIGIBILITY: Goodland Junior/Senior High School follows the KSHSAA Rule 13 semester eligibility guidelines of having to have passed at least five new subjects (those not previously passed) of unit weight in the previous semester to be eligible.

GJSHS also uses a weekly eligibility policy that begins following the first two weeks after the start of each nine weeks. Grades will be pulled on Monday every week taking effect immediately. If school is not in session on Monday, grades will be pulled on the first day of the school week.

All grades pulled for eligibility reasons will be the current nine weeks grades.

PROBATION—Any student who is failing one class will receive a two-week probation period to get that grade up. If the student is still failing after two weeks of probation, the student will be placed on the ineligible list. A student can be given an extra week of probation at the discretion of the administration.

INELIGIBLE—Any student who is failing more than one class or has failed one class for more than two weeks.

Any student on the INELIGIBLE list will not be able to attend school dances, including prom.

It is the responsibility of the student and Cowboy Connections teacher to make sure the student is aware of their weekly eligibility status on the first day of every week.

Eligibility will start at the beginning of each week. If a student is deemed ineligible on Monday morning, they will be ineligible immediately, and for the rest of the week.

FLEX HOUR: The main objective for this period is to help those students who have failing grades or who have work that needs to be done.

- Flex hour will start the first full week of school and will be every Wednesday for the remainder of the year. At the beginning of the 2nd, 3rd, and 4th nine weeks, grades will be pulled from the previous nine weeks grades.
- CC teachers will assign Flex at the beginning of each week, and students must attend even if their grade is raised by Wednesday.
- Students may attend Flex hour if they need extra help with assignments, or make up any work with a teacher.
- Flex can also be assigned for test taking and completion of missing assignments.
- Parents can request their child attend Flex hour regardless of grades
- Skipping Flex will be subject to attendance rules/consequences, including truancy.
- Buses will run at the normal times for a late start. Students who are not assigned Flex but arrive on the bus may go to the library until classes begin.
- Flex Hour can be canceled or moved to another day of the week at the discretion of the administration. If canceled, that day will go to a regular bell schedule day and all students will be required to attend school at 8:10 when school will start that day.

SCHOOL DRESS CODE: One function of the school is to assist students to be successful in life. Dressing for success is part of that role. Students are expected to dress in a manner that will promote a positive learning environment. Neatness, decency, and good taste are guidelines of the district and the USD 352 dress code. If a student's dress or appearance is a distraction to the educational climate of the classroom or school, the school will assume its delegated authority to protect its intended purpose as an educational institution.

- Student attire must be neat and clean, and shall in no way attract undue attention or infringe on the rights of others.
- Apparel that is sheer, and/or low cut may not be worn.
- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Fabric covering all private parts must not be see through.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist
- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, religious affiliation, or any other protected groups.
- All costume apparel or accessories are prohibited unless related to spirit days or another school activity.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations, including being asked to change, with may be provided by the school.

Further disciplinary action will be taken for repeat offenses. If you are in doubt as to the appropriateness of a particular article of clothing, check with Administration PRIOR to wearing it.

Hats: Hats may be worn in the building at teacher's discretion. If a school employee asks you to take your hat off, you must follow directions and take the hat off. You will be asked to take your hat back to class or to your vehicle. Any inappropriate hats or defiance issues will be taken to the principal and dealt with according to the discipline policy.

Sagging: Students are not allowed to sag their pants in any USD 352 school building, on school property, or at any school events. Pants must be worn at the hips or above and must stay up without the aid of a belt or must be worn with a belt.

POLICY ON GANG ACTIVITY: Gang activity of any kind will not be tolerated within USD 352. The purpose of this policy is to provide for the safety and welfare of all students and staff and to maintain effective security within all school building and welfare of all students and at all school events. A "Gang" shall be defined for this policy as any group of two or more persons whose purpose includes threats of violence or intimidation, actions of violence, and/or the accessories, manner of grooming, or behavior that implies membership or affiliation with a gang. If the student's behavior dress or other attribute is in violation of these provisions, the principal or any school personnel shall request the student to make the appropriate correction. If a student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary, as allowed by the board policy and Kansas law.

The type of dress, apparel, accessories, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by any students shall not:

1. Lead school officials to reasonably believe that the students are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives.
2. Present a physical hazard to self, students, staff, and other employees.
3. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture (hand signals), threat of violence, initiation, or hazing.
4. Imply gang membership or affiliation by written communication, marks, drawings, painting design, or emblem upon any school building, any personal property, or on one's person.

DRESS GUIDELINES RELATED TO USD 352 GANG POLICY: The presence of any apparel, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which implies membership or affiliation with a gang is prohibited.

- Any student wearing or carrying gang paraphernalia or symbols, or making gestures that symbolize gang membership, will either be requested by school staff members to make the necessary changes, or will be referred to the principal. The student's parent/guardian will be contacted, and the student may be sent home if necessary.
- Documentation will be made of any of the identified violations of this policy, and parents will receive a parental notification letter within 5 working days of said violations.
- School officials will be made available to discuss the circumstances surrounding the development of a plan of action, letter of understanding, etc.
- Further consequences for gang-related activity may be long-term suspension.
- Students are not allowed to sag their pants in any USD #352 school building, on school property, or at any school events. Pants must be worn at the hips or above and must stay up without the aid of a belt or must be worn with a belt. Appropriate length for shorts and skirts is required. If there is any question the student will be asked to change. While students attend classes, boxer shorts and pajama bottoms are not considered appropriate school attire.
- When representing the school, students will be provided definite instructions as to appropriate and acceptable dress and grooming.
- For safety reasons there will be no chains in school.

Personal electronic devices cannot be used during class time and must not be visible by the teacher or other students (must be in a student backpack/bag, or teacher-approved location). Violations of this policy will be handled by appropriate school personnel and may include losing the privilege of bringing a mobile phone or other personal electronic device to school. The school district will not be responsible for lost, damaged, or stolen personal electronic devices. Bringing such devices to school is done at the student's own risk.

1st offense – The student can pick up device after school and serve a 15 minute detention before or after school.

2nd offense - Device stays in the office until a parent comes to pick it up and student serves a 30 minute detention before or after school. HS students may opt to serve the detention over the lunch period.

3rd offense - Device stays in the office until a parent picks it up and student serves 1 day ISS

4th offense - Device stays in the office until a parent picks it up and student serves 2 day ISS. Upon completion of the 2 days ISS, parent, student, and principal meet to sign an agreement with future consequences determined.

5th offense - Device stays in the office until a parent picks it up and student serves 1 Saturday School.

SURVEILLANCE CAMERAS: Surveillance cameras are placed in and around the building to be used by administration, and when needed, local law enforcement in determining violations of school policies.

ATHLETIC EQUIPMENT: Athletic equipment is assigned to a student with the express provision that it will be maintained in good order and if damaged through carelessness or neglect, the student will be expected to replace or repair the item damaged or lost. All school athletic equipment must be returned or paid for prior to entering into competition in the next sporting season. Exceptions will be given to seniors pertaining to Senior Photos.

BACKPACKS: Because students will NOT be issued hallway lockers, backpacks or string bags may be brought into the classroom and are subject to search any time.

LOCKERS: Students will NOT be issued hallway lockers, however a PE locker will be assigned at the start of the year. Each student is expected to use only the locker and **lock** assigned to him/her and keep in good order. The locker is the property of the Board of Education. It is at all times under the control, supervision and jurisdiction of the school administration and staff.

SEARCHES: **JCAB Searches of Property:** Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

JCAB-R Searches of Property

- **Search of Lockers:** Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

- **Searches of Property:** Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search. If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search, which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items. (Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative.")

SCHOOL INSURANCE: USD #352 has insurance to cover all students for catastrophic injury. Included in this plan is a K-12 All School Insurance Plan, Athletic Plan, KSHSAA Catastrophic Plan, NFSHSA Liability Plan and Lifetime Medical and Disability Option. USD #352 's insurance policy does not go into effect until the student's own insurance policy has been utilized. The school district's insurance then can be used.

NOTE: The district insurance policy may not cover all leftover expenses.

GUIDELINES FOR MEDICATION ADMINISTRATION: NO MEDICATION will be provided or dispensed at school by coaches, teachers, secretaries or other personnel. However, according to USD 352 Board of Education policy JGFGB-R, the school may cooperate with parents in the administration of medicine when "...medication is necessary in order that the student remains in school..."

In order for the school to cooperate, the following steps must be taken:

For Physician Prescribed Medication: A form, "Request for RX Medication to be Administered During School" must be completed by a physician or dentist, signed by the parent or guardian, and on file in the school office;

1. If a medication is brought from home, it must remain in its **original** container (two original containers should be requested from the provider of a prescription item, one for home and one for school.)
2. Any medication changes will require a repeat of items No. 1 and No.2.

For Student (non prescription) Administered Medication: The form, "Permission for OTC Medication Administration" (Form C in Appendix) must be completed and signed by parent or guardian.

1. The non-prescription medication is to be brought to the office in the original container.
2. Students are to bring all medication (prescription or non-prescription) to the office when entering the school.

RIDING HOME WITH PARENTS AFTER ACTIVITIES: The coach/sponsor will have a checkout sheet that the parent can sign after the event and the student will be released to that parent. However, students are highly encouraged to ride home with the team to help build team unity. If parents/guardians want their student to ride home with another adult, administration must have written documentation (text, email, or form) at event location. The athlete will not be released to anyone else that is not shown on the documentation provided.

RESPECT AND COURTESY

The displaying of respect and courtesy toward teachers, school employees, visitors, and fellow students is a hallmark of a good school. Each of us, student and adult alike, should show consideration and compassion for the feelings of others.

While you may not always agree with the decisions made by your teachers, or the administration, it is a sign of maturity and class to be able to express your disagreement in a respectful way. Referring to teachers or school employees by their first names is a sign of disrespect and should be avoided.

Persistent rudeness, or verbal insubordination, whether expressed by the use of profanity, a smart aleck tone of voice, gestures, or other ways, will result in disciplinary action for the offender. Appropriate punishment will be suited to the offense.

BEHAVIOR and DISCIPLINE: As adults, we are committed to MODEL, MENTOR, and MONITOR these qualities in our students. We pledge to provide opportunities for students to practice and demonstrate them while they are in our care. It is our hope that the Code of Student Conduct will foster student responsibility, respect the rights of others and ensure the safe and orderly operation of the school.

Code of Student Conduct

1. **HONESTY:** Truthfulness to oneself and others in both words and actions...
 - ☐ I tell the truth.
 - ☐ I respect the property of others. ☐
 - I do my own work.
2. **RESPECT:** Treating others as you wish to be treated... ☐ I am courteous.
 - ☐ I try to understand the viewpoints of others. ☐
 - I display gratitude.
3. **RESPONSIBILITY:** Doing what you're supposed to do when it needs to be done, even when no one is watching... ☐ I choose to make the right choices as an individual.
 - ☐ I control my own behavior and emotions. ☐
 - I give my best effort in everything I do.

4. **TRUSTWORTHINESS:** Exhibiting dependable behaviors... □ I keep my promises.

- When I say I will do something, I will do it.
- You can count on me to make good choices.

The provisions of the Code of Student Conduct apply in all situations in which students are involved, including:

1. school activities on property owned by USD #352
2. travel on district transportation
3. off-site school sponsored activities
4. off-site school related problems which are the result or cause of disruptive behavior on school grounds.
5. violent acts of behavior which occur off school property and pose a threat to the safety of students and faculty, or disrupt the learning environment.

Student Offenses and Disciplinary Action: The types of misbehavior listed in the section are representative of what may occur when a student does not follow the Code of Student Conduct. This is not meant to be an all-inclusive list of behaviors which may be punishable. For ease of use by administration and for clarity's sake, these offenses are classified and the respective disciplinary action to be taken is provided. The principal has the authority to use discretion and common sense in enforcing the Code of Student Conduct and is authorized to apply a higher level of consequence to serious violation of the Code even if it is a student's first offense.

The Board of Education of USD #352 authorizes and directs the Principal and Assistant Principal or head teacher of any attendance center within the district to enforce the provisions of its policies. (USD #352 Board Policy JBD, JBD-R, JBE, JBE-R)

Procedure for Student Misconduct: When students exhibit behavior problems, the procedures listed below may be followed. These procedures are listed in sequence; however, staff members reserve the right to respond out of sequence if they judge the situation merits such action.

1. Written records of all conferences and administrative actions must be maintained.
2. When initial problems begin, teachers should arrange to meet personally with the student and establish expectations for behavior and consequences if the problems persist.
3. If the behavior problem persists, it is recommended that the staff member contact the student's parent/guardian and discuss the problem. Teachers may choose to assign discipline at this time or refer the student to the counselor/principal.
4. Continuing problems should be referred immediately to the principal. Teachers should maintain records to document persistent behavior problems of students for reference purposes. In most cases, the principal will notify parents by either mail or with a phone call stating the problem and any disciplinary action taken, if any.

Level 1 Offenses

1. Excessive tardiness
2. Classroom disruptions
3. Failure to follow directions/refusal to complete assigned work
4. Violating lunchroom rules
5. Violating hall rules/abusing passing privilege
6. Violating school assembly rules
7. Violation of parking lot rules and/or unsafe driving
8. Use of profane language
9. Inappropriate dress
10. Educational nuisance (Example: cell phone, etc.)
11. Academic dishonesty (plagiarism, 3rd party writing programs, etc...)
12. Violation of bus conduct rules
13. Inappropriate displays of affection

14. iPad use infractions

Level 1 Disciplinary Options

First Offense:

- Restorative Practices
- Parent/Guardian Conference
- Student/Teacher/Principal Conference
- Before School/After School Detention
- Short Term Suspension
- Restricted Attendance/Participation at School Activities
- Strict Behavior Probation/Warning

Second Offense:

- Parent/Guardian Conference
- After School Detention
- In-School Suspension
- Short Term Suspension
- Loss of Parking Privilege
- Restricted Attendance/Participation at School Activities
- Strict Behavior Probation

Third Offense:

- Parent/Guardian Conference
- After School Detention
- In-School Suspension
- Restricted Attendance/Participation at School Activities
- Loss of Parking Privilege
- Loss of Bus Riding Privilege
- Short Term Suspension
- Long Term Suspension

Level 2 Offenses

1. Verbal abuse or threat of others including both cyber and in-person: Any act of disrespect directed at a teacher, staff member, student or other person in school, including profane or insulting remarks, gestures, or a statement that offends or is intended to offend such persons or the intentional, unlawful threat or intimidation by work or act to do violence to the person or property of others or the doing of any act which creates a well-founded fear within another person.
2. Constant refusal to follow directions/participate in assigned work: The constant refusal to participate in regularly assigned classroom activities.
3. Defiance of authority: The refusal to comply with a reasonable request from any school representative, lying to any school representative, or disobeying any general rule of student conduct.
4. Inciting to fight: The intentional promotion by a student to engage another in physical conflict, continuous harassment or to engage and/or promote other students to engage in physical conflict or the willful engagement of two or more students in physical combat.
5. Battery: Physical contact with another person when done in a rude, insulting and/or angry manner.
6. Vandalism: The willful or malicious destruction or defacement of any property.
7. Stealing, Gambling, Extortion: The unlawful taking or disposition of property of another with intent to deprive the person of the property.
8. Contributing to a disruptive situation: The intentional promotion or advocacy of student misconduct by a student
9. Student sexual harassment of others: Including but not limited to verbal, physical or visual behaviors that are unwanted, unnecessary and offensive.

10. **Sharing of bathroom stalls:** Students should not engage in any activities that compromise the privacy, safety, or comfort of others while using bathroom facilities.
11. **Incendiary devices:** The possession or discharge of any combustible or explosive substance or devices is forbidden (including fireworks).
12. **Possession or exhibition of obscene literature or material.**
13. **Violation of Acceptable Use Policy for Computers/iPads:** Behaviors which violate the computer use policy all students must abide by.
14. **Leaving the school without permission/skipping class:** Leaving school grounds after arrival at school without obtaining permission from the office.
15. **Tobacco possession and/or use.**
16. **Harassment:** Including, but not limited to derogatory comments, jokes, slurs or remarks or questions of a harassing or intimidating nature.
17. **Excessive unexcused absences.**
18. **Habitual misconduct:** Persistent violations of the Code of Student Conduct.

Level 2 Disciplinary Options

First offense

- Before School/After School Detention
- Parent/Guardian Conference
- In-School Suspension
- Short Term Suspension
- Long Term Suspension
- Payment of Restitution
- Restricted Attendance at School Activities
- Loss of Athletic/Activity/Participation Privilege
- Restriction/Loss of Access to Computer System
- Strict Behavior Probation/Warning

Second Offense

- Parent/Guardian Conference
- In-School Suspension
- Short Term Suspension
- Long Term Suspension
- Expulsion
- Restricted Attendance at School Activities
- Loss of Athletic/Activity Participation Privilege
- Restriction/Loss of Access to Computer System
- Strict Behavior Probation/Warning

Third Offense

- Forfeiture of Access to iPads or school devices
- Short Term Suspension
- Long Term Suspension
- Expulsion

Level 3 Offenses

1. False Fire Alarm: Intentionally activating the fire alarms or other warning devices.
2. Aggravated Abuse: An intentional, willful threat or attempt to do bodily harm to another person in school; blatant, degrading verbal abuse of others; unwanted, intentional touching of or application of force to another person when done in a rude, insolent or angry manner or the unintentional touching of or application of force to another person which is the result of conduct committed in violation of other Class 2 or 3 offenses in the Code of Student Conduct.
3. Possession and/or Use of a Weapon other than a firearm: Possession and/or use of weapons, explosives, or other dangerous articles if such articles may be used as weapons or are designed to hurt someone or put someone in fear.
4. Gang Related Violence: Organized gang related violence which includes but is not limited to threats, confrontations, intimidation, fighting and/or possession of weapons, when such can be attributed to organized groups or gangs.
5. Causing Serious Physical Harm: Intentional effort resulting in serious physical harm to another person at school.
6. Possession, purchase and/or use of alcohol, drugs or any other toxic substance.
7. Arson: The willful and malicious burning of a building or its contents and/or the personal property of others.
8. Threat towards student, staff, or school property: Intentional comments or written work threatening the safety of students, staff, and/or school property.

Level 3 Disciplinary Options

First Offense

- Short Term Suspension
- Long Term Suspension
- Expulsion

Level 4 Offenses

1. Possession and/or use of a firearm: Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm.
2. Intent to sell/distribute drugs: Possession of a controlled substance with the intent to sell or distribute.

Level 4 Disciplinary Options

First Offense

- Expulsion

Suspensions: The Principal may suspend a pupil from school. When it is necessary to temporarily suspend a student because of his/her unwillingness to accept the standard behavior at GJSH, the action and reasons will be reported in writing to the student's parents or guardian.

There are three types of suspensions at GJSH: in-school suspension, short-term suspension, and long-term suspension. Suspended students are not in "good standing" and are therefore not permitted to attend school events or participate in activities while suspended. Students remain not in good standing until they return to the first regular class period.

In-School Suspension (ISS) is the placement of a student in isolation for a period of time determined by the principal. All School rules still apply, and include the following additions:

- The student will report to the office at the beginning of the school day, and is to remain in the ISS room provided during the day, leaving only with permission to go to the bathroom.
- Students will be given assignments from their classes and be expected to complete them.
- iPad usage will be limited or taken completely based on the severity of the act, and in such a case work from courses will be provided on paper.
- Students may still purchase a school lunch, however it will be brought to the ISS room and eaten there.
- Special arrangements can be made by one or more of the teachers, through the principal, to administer tests requiring the use of special equipment such as computers, or iPad test administration.
- Cell phones/ personal technology devices are to be retained by the front office during the time being served.

Short-term Out of School (OSS) suspension is the exclusion from campus of a student for a period not to exceed ten school days.

Long-term Out of School (OSS) suspension is the exclusion of a student from the campus for a period exceeding ten days.

Students will be permitted to make up work during any Out-of-School Suspension (OSS) . If work is not completed in accordance with the timeline set forth in the make-up policy, students will be issued a zero for the coursework missed. This policy conforms with USD 352 policies JDD, and JDD-R, concerning student behavior.

The Principal has the authority to suspend any pupil who is guilty of any of the following acts while in attendance at GJSH or in transit by school transportation under school supervision to or from school or at any facility under the control of the school district.

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

SATURDAY SCHOOL: The goal of U.S.D. #352 is to provide Goodland students with a program titled Saturday School that will serve to modify inappropriate student behavior and give an alternative to short term out-of-school suspension. Saturday School is also used for students to make up time due to excessive and/or unexcused absences. Student assignment to Saturday School will be made by the administration. Parents of the student will be informed of a student's assignment, and if possible, a notification letter will be sent through the mail.

Rules and Regulations for Saturday School:

- Saturday School students must report promptly at 8:00 a.m. **SHARP** and will be dismissed 12:00 p.m.
- Each student is required to bring all appropriate books and school materials to Saturday School.
- Tardiness is not permitted. If tardy the student will be sent home and will not receive credit for that day.
- Students are required to stay busy on legitimate schoolwork the entire time. The work session will be 55 minutes with a 5-minute bathroom break each hour. The student will not be late in returning from break without permission of the supervisor.
- No students will be allowed to talk or move around the room without permission.
- Sleeping will not be permitted in Saturday School.
- Food and Drink will be at the discretion of the Saturday School Supervisor.
- Use of cell phones are not allowed during Saturday School.

- Inappropriate and disobedient student actions will not be tolerated in Saturday School. Misbehaving students may be subject to further disciplinary action. Additionally, that day will not count toward completion of his/her assigned Saturday School time.
- The length of a student's stay in Saturday School may be extended by the Saturday School supervisor based upon the student's actions during his/her assigned stay.
- When appropriate, additional work assignments may be given by the Saturday School supervisor. Bring plenty to do.
- Saturday School will not be held if the weekend is attached to a vacation period.
- If school is canceled on Friday due to inclement weather, there will be no Saturday School the following day and it will be postponed to the following Saturday.
- Attendance policy for Saturday School will follow normal school-day policy.
- Failure to show for or complete an assigned Saturday School date will have additional consequences...
 1. The 1st unexcused absence will result in one day of I.S.S. upon return, along with the student being reassigned to the next scheduled Saturday School.
 2. The 2nd unexcused absence will result in a three-day in-school suspension, along with the student being reassigned to the next scheduled Saturday.
 3. A 3rd violation will result in a three-day out-of-school suspension, along with the student being reassigned to the next scheduled Saturday.
 4. The 4th violation is a five-day out-of-school suspension along with the student being reassigned to the next scheduled Saturday.
 5. Complete refusal to serve assigned Saturday School may result in expulsion

SUBSTITUTES: There will be times when you will be working with a substitute teacher. Please help them by being courteous and on your best behavior. **The substitute has the same authority as your regular teacher and normal student conduct is expected.** Any student not complying will be dealt with according to the Discipline Policy.

Hazing/Harassment/Intimidation/Bullying/Menacing Policy: USD 352 is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying (includes cyberbullying) by students, staff or third parties is strictly prohibited and shall not be tolerated on school property, in school vehicles, or at school sponsored activities.

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

Bullying by Definition: The term "bullying" is many times misinterpreted within the setting of our schools. All conflict between students must not be interpreted as bullying. However, in the case that bullying is taking place, it will be handled strictly, thoroughly and quickly by administration in accordance with USD 352 policy.

GJHS/GHS policy defines "bullying" as the activity of repeated aggressive behavior intended to hurt another person or persons, physically, mentally, or verbally. Conflict engagement between students must meet all of the following 4 criteria to be considered bullying.

- Intentional Unwanted Aggressive Behavior
- Repeated Behavior
- Must involve a Perceived or Real Power Imbalance
- Cause Harm or Serious Lasting Problems

What Bullying is...	What Bullying is Not...
REPEATED aggressive behavior that might include the following:	Not liking someone
Intention to cause harm (physical or emotional)	Accidentally bumping into someone
An attempt by one or more individuals to gain power over another	A single act of telling a joke about someone
<u>Physical</u> : Hitting, kicking, pushing, destroying property	Expression of unpleasant thoughts or feelings regarding others
<u>Verbal/Written</u> : Threatening name- calling, teasing, taunting	Arguments or disagreements
<u>Social/Emotional</u> : Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating	Being excluded from a game or group (unless being done regularly and with the intention to hurt the feelings of another)
<u>Cyber-bullying</u> : Using technology to bully others verbally, emotionally, and/or socially	Isolated act of harassment, aggressive behavior, intimidation or meanness.

The State of Kansas has established a **TOLL-FREE ANONYMOUS HOTLINE** to report possible acts of school violence. That number is 1-877-626-8203.

Behavior Expectations for Parents and Patrons on District Property: Per KASB district policy KGC-Bullying by Parents, KGD-Disruptive Acts at School or School Activities, and KGDA-Public Conduct on School Property, a climate of respect is expected for all adults visiting school facilities and property.

The Board of Education and school administration have the authority to deny access to buildings, facilities, and grounds when parents or patrons are not respectful to staff, students or contracted workers, including game officials.

Parents or patrons denied access from district buildings, facilities and grounds are required to meet individually with the building principal or superintendent of schools about the prior incident before readmission is allowed. Denial of access may be up to one calendar year, depending upon the discretion of the board and administration. Appeals from any parent or patron can be made to the Board of Education.

THEFT: Theft of school property will not be tolerated. Students found to be guilty of theft of school property or other ~~schools~~ student's property can be subject to immediate suspension from school and from school activities. The police will be notified and appropriate charges will be filed.

WEAPONS: (JCDBB) A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. (See board policy for definition of "weapon.")

Penalties for Possession:

- Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. The superintendent or the superintendent's designee shall conduct expulsion hearings for possession of a weapon.
- Students violating the weapons policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency and if a juvenile to SRS or the Commissioner of Juvenile Justice.

DRUGS & ALCOHOL: Maintaining drug free schools are important in establishing an appropriate learning environment for the district's students. The possession, use, consumption, sale or an attempt or intent to do the same, of inhalants, alcohol, tobacco, narcotics, marijuana, addictive drugs, performance-enhancing drugs, prescription drugs that are not prescribed to the individual, or deleterious substances (as defined by state statutes) on public school property or at school activities is prohibited.

Any student in violation of the Drugs & Alcohol policy may be reported to the appropriate law enforcement officials, parents will be contacted, and students will be subject to the following discipline procedures:

First Offense:

- A punishment up to and including short-term suspension of no more than ten (10) school days
- Suspension from all school activities for the length of the suspension
- Student must complete an agreed upon drug and alcohol awareness program
- Long-term suspension of no more than thirty (30) school days
- Suspension from all school activities for the length of the suspension (minimum) or longer at the discretion of the principal.
- Student must complete a more rigorous drug and alcohol awareness program
- A punishment up to and including expulsion from school up to 180 school days.
- Suspension from participation and attendance at all school activities for the length of the expulsion.
- Student must complete a professional counseling, drug and alcohol program, outside of the school and the expense of which will not be incurred by the school. (Name(s) of acceptable programs are on file with the school board clerk)
- If the student is readmitted to USD 352 upon completion of the Third Offense, a separate student/school contract will be entered into stating the conditions and terms.

TOBACCO: Students shall not unlawfully manufacture, distribute, dispense, possess or use tobacco products, including electronic cigarettes on school district property, or at any school activity. **All offenses will reset after two years from the initial incident.** Any students violating the terms of the policy may be reported to the appropriate law enforcement officials, parents will be contacted, and students will be subject to the following discipline procedures:

First Offense:

- **Students in possession or in use of vape pens, electronic cigarettes, or other similar devices will receive the minimum 3 days ISS, and the device will be confiscated.**
 - A punishment up to and including short-term suspension of no more than ten school days
 - Suspension from all school activities for the length of the suspension
 - Subsequent Offenses:
2nd offense of the tobacco policy and further offenses will be referenced on the levels of the alcohol/drug policy. In other words, the 2nd offense of Tobacco is treated as a 1st offense of the Alcohol/drug policy
- ACTIVITIES AND ATHLETIC DRUGS, ALCOHOL, AND ILLEGAL SUBSTANCES POLICY:** The extra-curricular programs of USD 352 are a valuable part of the educational program of USD 352. These programs teach many things in addition to the aptitudes or skills in which the participant is directly involved. These programs are considered to be a privilege rather than a right for the participants involved. The participants are highly visible representatives of their school, their district, and their community.

Therefore, in addition to the consequences for violations of the School District's drug and alcohol policy as outlined in the student handbook the following policy exist.

First Offense:

- The student will be denied the privilege of participating in any extra-curricular activities for 20% of the activities of the present season. This consequence may be prorated over two seasons if the present season is more than 80% complete.
- If the student self-reports to an administrator, the period of ineligibility may be reduced to 10%.

Second Offense:

- The student will be denied the privilege of participating in any extra-curricular activities for 50% of the activities of the present season. This consequence may be prorated over two seasons if the present season is more than 50% complete.
- If the student self-reports to an administrator, the period of ineligibility may be reduced to 25%.

Third Offense:

- The student will be denied the privilege of participating in any extra-curricular activities for 75% of the activities of the present season. This consequence may be prorated over two seasons if the present season is more than 25% complete.
- If the student self-reports to an administrator, the period of ineligibility may be reduced to 50%.

Fourth Offense:

- If a Student comes off of the Third offense and wants to participate in extracurricular activities after all punishment and suspension criteria has been met, a separate contract will be drawn up outlining further consequences.

Clarifications:

- All suspensions carry over from sport to sport and ~~from year to year~~ reset after two years from the initial incident.
- Student participants also include trainers and student managers.
- Training rules go into effect on the first day of allowable (KSHSAA) practice for fall sports and remain in effect until the last day of scheduled KSHSAA competition.
- This policy is in effect when students are attending summer camps or workshops as a representative of USD 352.
- Training rule violations carry over from middle school to high school.
- Consequences will be implemented for violations of this school policy when substantiated and after the substantiated violation is reported to the student. Substantiated is defines as: Actual witness to the violation by a coach, activity sponsor, school administrator, teacher, law enforcement officer, or self-reported by the student or student's parent/guardian.

Tobacco:

In addition to the School District's tobacco policy as outlined in the student handbook, the following policy exist for students participating in extracurricular activities:

First Offense

- The student will be disciplined according to the terms in the student handbook and will not miss participation in a school sponsored extracurricular activity, unless the suspension falls in the time period of the suspension.
 1. For example, if the student has a two day In-School Suspension and there is a student activities the night of the suspension, the student will not be able to participate.

Second and subsequent Offenses

- The student will be placed on the First Offense line of Drugs & Alcohol and subsequent offense following. 2. For example, on a second offense of the extra-curricular Tobacco policy, the student will receive the same consequences as a First Offense for Alcohol & Drugs.

CRIMINAL ACTIVITY: Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found; *in possession of a weapon, *in possession of a controlled substance or illegal drug; *to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal shall report such act to the appropriate law enforcement agency. The principal will use an established form to report such behavior to the police in a timely manner. Additionally, any criminal conduct on school property or at school activities shall be reported to law enforcement immediately.

PARENTAL NOTIFICATION: Parents will be notified if law enforcement officials wish to talk with a student on school property in a non-student initiated contact.

USD. 352 BUS SAFETY / TRANSPORTATION INFORMATION

Safe transportation of students to and from school and school activities is vital to the administration and transportation department of USD 352. To assist bus drivers in accomplishing this task, discipline must be maintained, and riders must follow the driver's directions and bus rules at all times.

Instructions to Bus Students and Drivers

The requirements of this regulation shall apply to all passengers when transported in a school bus:

1. The bus driver shall be in charge of all passengers while they are riding, loading on or unloading from the bus.
2. The bus driver shall have the authority to assign a seat to each passenger.
3. Pupils must be on time; the bus cannot wait for those who are tardy.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off of the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Your safety is in his/her hands!
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students shall not extend any part of their body out of the bus windows.
8. Pupils must not throw wastepaper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
9. Students shall not get on or off the bus or move about while the bus is in motion.
10. Any damage to the bus is to be reported at once to the driver.
11. Smoking inside a bus shall be prohibited.
12. Intoxicating liquor, alcohol, or illegal drugs shall not be consumed or carried in a bus.
13. Animals shall not be transported in a bus.
14. No weapons of any type except side arms carried by a law enforcement officer shall be transported on a bus.
(Authorized by K.S.A. 1977 Supp. 8-2009; eff. E-78-22, Aug. 10, 1977; eff. May 1, 1978)

When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.

1. No glass objects of any kind shall be allowed on the bus.
2. Non-bus students will be allowed to ride the bus with prior written permission from the parent.
3. No food or drinks will be allowed on the activity bus.

18. Parent(s) and/or students are required to notify the bus barn or driver if NOT RIDING prior to the student's scheduled loading time.

When a bus rule violation takes place, the transportation department will directly:

- Notify the parent/guardian
- Notify the building principal

Parents and building principals will receive a copy of all safety violation reports signed by the driver. A copy of the report signed by both the driver and the parent will be given to the building principal.

Bus Safety Violations:

*Fighting on the bus

Disrespectful to driver and/or fellow passengers

Continually too noisy

Refusal to follow directions

Bothers others continually

Constantly out of seat and/or will not stay seated

Improper language

Destroying school property Other

***Fighting on the bus will bring a mandatory 5-day suspension & further action as deemed necessary, placing the student on step 3.**

Bus Discipline:

All bus violation reports must be signed by the parent and returned to the driver prior to student's bus privileges being reinstated.

Step 1. The first report is a warning that the above-noted safety violation has taken place.

Step 2. The second report for a safety violation will bring suspension of bus riding privileges for a minimum of 2 days. The student and parent must make contact with the building principal to determine a plan to resolve the bus safety violation(s). The building principal will directly notify the transportation department of the determined consequence. Proper corrective measures must be met.

Step 3. Any additional bus safety violation reports will bring suspension of bus riding privileges for a minimum of 5 days. The student, parent, and building principal will meet to determine a plan of action to resolve the bus safety violation(s). The building principal will directly notify the transportation department of the determined consequence. Proper corrective measures must be met for transportation privileges to continue.

Step 4. A fourth write up will be an automatic suspension from all bus riding privileges for an unspecified period of time. A meeting will be set up with the student, parent, principal(s), transportation director, driver and superintendent. During this meeting an action plan will be developed and agreed upon by all parties before bus privileges will be reinstated.

Non-bus students will be allowed to ride the bus to another student's home for overnight stays or emergencies upon a request—written or telephone—to the building principal or bus barn personnel. The exception to this rule will be if the bus is full. If that is the case, the principal/bus barn will be unable to honor the request.

Country/Shuttle Buses are scheduled to arrive at school approximately 15 minutes before the start of school (7:15/7:45 AM) and begin loading in the afternoon at approximately 3:10 PM. Students riding the afternoon bus will be taken to Central and transferred from there.

For information about buses, call the Bus Barn (890-3011) or the Administration Office (890-2397).

The transportation staff looks forward to providing a safe and pleasant ride for all students riding district bus.

COMPETITIVE SPORTS ACHIEVEMENT PICTURES: In order to celebrate the successes of students' achievements in sports competition, the following recommendation is made:

All teams that compete at state competition shall have a picture placed in Max Jones Fieldhouse. Teams placing first shall have a picture that is the same size (31"x41") as the state team winners presently pictured. All other state competing teams shall have an 11"x14" picture. Only those athletes qualifying and attending state competition shall be pictured.

Any individual(s) who place first in state competition, shall have an 8"x10" picture placed in Max Jones Field House; any individual(s) who place below first place but in a position where a medal is presented, shall have a 5"x7" picture placed in Max Jones Field House.

VIDEOTAPING & FILMING: Parents may videotape their own children for personal use of the video. Parents will not be allowed to videotape school events and extracurricular activities and sell these videos or recordings for a profit. KSA 726214, the Family Education Rights and Privacy Act (FERPA) requires school districts to protect student privacy and confidentiality. The videotaping of other students and the selling of the videotape to others may result in a violation of FERPA and/or federal copyright laws.

Revised 06/23/23

USD 352 Goodland iPad Policy, Procedures, and Information

USD 352 Goodland

iPad Policy, Procedures, and Information

1. RECEIVING YOUR iPad & iPad CHECK-IN 1.1

Receiving your iPad

iPads will be distributed at the beginning of each school year. Parents must acknowledge receipt of the agreement through the online enrollment process and pay the technology fee, or coming in the school office and signing the agreement in person. Students must sign and return the Student Pledge documents before the iPad can be issued to the student.

1.2 iPad Collection

1.3.1 Individual school iPads and accessories must be returned at the end of each year.

1.3.2 Students who withdraw, are suspended or expelled, or terminate enrollment at USD 352 for any other reason must return their individual school iPad on the date of termination.

1.3.2 If a student fails to return the iPad at the end of the school year or upon termination of enrollment at USD 352, that student will be subject to criminal prosecution or civil liability. The student will also pay the full replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with law enforcement.

2. REPAIRING OR REPLACING YOUR iPad / COST OF REPAIRS

2.1 Technology Fee

Students will be charged a technology fee at the time of enrollment. This fee is set to cover the cost of district purchased apps for students use in the classroom and other related expenses.

2.2. Accidental Damage

Students will pay an initial \$75 damage fee in the event the iPad is accidentally damaged for the first time and is deemed in need of repair by the tech department. The second offense rises to \$100, and the third will be \$150. After the third damage claim the district will have a separate written arrangement with the parent and student for use of the iPad.

3. TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the office immediately for an evaluation of the equipment. As well, if a student loses their iPad, it is critical that the office be notified immediately so we can assist in finding it before the battery runs out.

2.1 General Precautions

2.1.1 The iPad, case, charger, and adapters are school property and all users will follow this policy and the USD 352 acceptable use policy for technology.

2.1.2 Cords and cables must be inserted carefully into the iPad to prevent damage.

2.1.3 The iPad and charger must remain free of any writing, drawing, stickers, or labels that are not the property of USD 352.

2.1.4 The iPad case must not be written on, defaced, or damaged. Removable stickers that help identify the iPad will be allowed as long as they are removable.

2.1.5 iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.1.6 Students will have the same iPad for the life of the iPad.

2.2 Carrying iPads

2.2.1 A protective case has been purchased by the district to protect the iPad. Students must keep the iPad in this case at all times whether at school or home.

2.3 Screen Care

2.3.1 The iPad screens can be damaged if subjected to rough treatment.

2.3.2 Do not put unnecessary pressure on the top of the iPad.

2.3.3 Do not place anything in the carrying case that will press against the cover.

2.3.4 Clean the screen with a soft, dry cloth or anti-static cloth.

2.3.5 Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it may crack or break the screen.

4. USING YOUR iPad AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students should bring their iPad to all classes. USD 352 believes strongly in technology integration as part of every student's education in our school system and therefore the iPad is part of a student's daily supplies, no different than a textbook, pen, paper, etc. Use of technology is part of our curriculum in USD 352. a. iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if their iPad were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their iPad at home, they will be subject to appropriate disciplinary action. b. Charging Your iPad's Battery

iPads should be charged to full capacity each day before they are brought to school. Repeat violations will result in appropriate disciplinary action.

c. Screensavers/Background photos

Students will have the ability to customize their iPad (screen background). Appropriate media will be used. d.

Sound, Music, Games, or Programs

i. Sound must be muted at all times unless permission is obtained from the teacher.

ii. Appropriate music is allowed on the iPad. Ear buds/headphones may be used in the classroom based upon individual teacher approval.

e. Printing

Students should talk to their teachers about the need to print and printer availability. f.

Home Internet Access / Printing

Students are allowed to connect additional wireless networks on their iPads.

g. Storage

In the event storage space becomes an issue on the individual iPads, student's personal music, photos, and videos will need to be deleted.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Students should regularly save work and back-up data to the digital storage as recommended by the school. Failure to do so could result in loss of files/student work if the iPad must be re-imaged or restored to factory settings. It is the student's responsibility to ensure work is not permanently lost-

5.2 Limited storage space is available on the iPad. Students will need to remove non-school-related media and files if space needs to be freed up on the device.

6. SOFTWARE ON iPads

6.1 Originally Installed Software

The applications originally installed by USD 352 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

6.2 Procedure for re-loading software

The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a reformat and/or re-image.

6.3 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates.

7. ACCEPTABLE USE

The use of the USD 352 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 352 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in USD 352. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

7.1 Parent/Guardian Responsibilities

7.1.1 Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for iPad use outside of the school day.

7.1.2 The iPad, regardless of location, is filtered through the schools management system.

7.2 School Responsibilities are to:

7.2.1 Provide internet and email access to its students

7.2.2 Provide internet filtering.

7.2.3 Provide network data storage. (These will be treated similar to school lockers. USD 352 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 352 owned equipment and to investigate inappropriate use of resources.)

7.2.4 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

7.2.5 Provide user accounts for free information storage in cloud-based applications.

7.2.6 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

7.3 Students responsible for:

7.3.1 Using iPads in a responsible and ethical manner.

7.3.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use.

7.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.

7.3.4 Helping USD 352 protect our computer system/device by contacting an administrator about any security problems they may encounter.

- 7.3.5 Monitoring all activity on their account.
- 7.3.6 Securing their iPad after they are done working to protect their work and information.
- 7.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 7.3.8 Their iPad. If damage as a result of being damage while loaning to another student or getting damaged because of being left unsupervised are example of it still the student still be responsible for their iPad and any damages that might result.
- 7.4 Student Activities Strictly Prohibited:
 - 7.4.1 Illegal installation or transmission of copyrighted materials.
 - 7.4.2 Any action that violates existing Board policy or public law.
 - 7.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
 - 7.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
 - 7.4.5 Changing iPad settings in an effort to circumvent the filtering system.
 - 7.4.6 Spamming-Sending inappropriate emails.
 - 7.4.7 Gaining access to other student's accounts, files, and/or data
 - 7.4.8 Vandalism to your iPad or another student's iPad.
 - 7.4.9 Cyberbullying, whether at school or away from the school. It is a school issued device and cyberbullying will not be tolerated.

7.5 Student Discipline:

If a student violates any part of the above policy, board policy, or USD 352 handbook policy, he/she may be subject to the following disciplinary steps:

- 7.5.1 Student will check-in/check-out their iPad from the office daily.
- 7.5.2 Loss of iPad while being required to complete coursework.
- 7.5.3 Disciplinary/Legal action as deemed appropriate.

8. SCHOOL RIGHTS:

9.1 USD 352's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 352. Student must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.

9.2 The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all USD 352 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 352 technology.

9.3 USD 352 reserves the right to define inappropriate use of technology.

I agree to the stipulations set forth in the iPad Policy, Procedures, and Information; the Acceptable Use Policy

Student Name (Please Print): _____ **Grade:** _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Student Pledge for iPad Use

1. I understand that I will return the iPad, case, charger and cord in good working condition or I may be assessed a fee for damages and/or repairs.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad battery as needed.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will not change the management profiles as set up by the district.
9. I will protect my iPad by keeping it in the protective case supplied by the district.
10. I will not damage, write, or permanently deface the case.
11. I will use my iPad in ways that are appropriate, meet USD 352 expectations, and are educational in nature.
12. I will not deface the serial number.
13. I understand that my iPad is subject to inspection at any time without notice and remains the district's property.
14. I will follow the policies outlined in the Handbook while at school, as well as outside the school day.
15. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I will report breakage, damage, or loss of iPad to the school office promptly.
18. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
19. I will take good care of my iPad.

I agree to uphold this Student Pledge to the best of my ability.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____

Draft: 8-9-22

E-MAIL AND COMPUTER SYSTEMS (see IIBG): Students shall have no expectation of privacy when using district email 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 up to and including suspension from school.

STUDENT PRIVACY RIGHTS (See JRB): Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

COPYRIGHTED MATERIAL POSTED ON WEBSITES (see KBA): Any original materials created by students are owned by those students. Original materials will not be posted on district or school web sites without prior written permission of the student who created the work. Director of Technology shall be in charge of monitoring permission to post copyrighted materials.

SOFTWARE COPYRIGHT (see ECH): Software acquired by staff using district or school web sites, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

DOWNLOADING COPYRIGHTED MATERIAL (see ECH): Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for "fair use exceptions" which may allow for limited use of copyrighted materials.

CHILDREN'S INTERNET PROTECTION ACT (CIPA) PLAN (see IIBGA):

The USD 352 plan shall, at a minimum:

- Provide reasonable public notice including at least one public hearing.
- Install blocks or Internet filters to limit access by both minors and adults to child pornography or materials that are obscene, inappropriate or harmful;
- Monitor the on-line activities of minors;
- Address issues related to the safety of minors when using 3-mail, chat rooms, and other electronic communications;
- Hinder unauthorized access (hacking) and other unlawful on-line activities by minors; and
- Prevent unauthorized disclosure of personal information regarding minors.

ACCESS TO STUDENT RECORDS: Goodland USD 352 will comply with the Family Educational Rights and Privacy Act of 1974 as it regards educational records of students of the district. The act grants the parents or guardians of any student the right to review the educational records of any dependent student. This right is granted to the student rather than the parents or guardians upon the student becoming eighteen (18) years of age.

Upon receipt of a written request to review a student's records, school personnel will provide the requested records as soon as possible and in no event later than forty-five (45) days following the request. Parents or guardians will be granted a hearing if they wish to challenge the content of their children's educational records.

Forms for requesting access to student records are available upon request at each of the schools. Schools may make directory information available without parent or eligible student consent. Directory information includes the following information about students:

1. Student's name, address, telephone number, and date of birth.
2. Student's major field of study.
3. Student's participation in officially recognized activities and sports.
4. Weight and height of members of athletic teams.
5. Date of attendance.
6. Degrees and awards received.
7. Most recent education institution attended.

If you do not wish any or all of the above information regarding your child to be released, a request not to release the information must be in writing and directed to the principal's office of your child's school within two weeks of his first attendance each year.

Except for the directory information, all student records are handled in a confidential manner. You will be informed of any transfer of such records in the event your child changes schools or in the event records are requested by judicial order for use in court. A record will be kept of any authorized group or organization requesting access to a student's records and will be included with the student's educational records. All certified school staff are authorized access to records of students with whom they work.

Complete federal guidelines regarding the Family Educational Rights and Privacy Act are on file in the principal's office of each school and are available for your inspection. (IDAE)

Board Policy IDEA

Protection of Pupil Rights Amendment: Regulation **USD 352**

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

Written Permission Required: If such survey is funded in whole or in part by federal funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not federally funded, parents must be given direct notification of the survey, through U.S. mail or e-mail, and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

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

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

1. College or other postsecondary education recruitment, or military recruitment.

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

RELEASE OF INFORMATION (FERPA Rights): Unless the information collected from students is designated as directory information, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)

Religion in Curricular or School Sponsored Activities: No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern that prevent it. Refer to Activity Participation Opt-Out Form IKDA.

Advertising, Ticket Selling: Unified School District 352 is a public corporation operated for the general welfare and must be kept as free as possible from exploitation by corporations, private individuals, or special groups. For the protection of the school children of this district the Board of Education disapproves of the following practices:

1. The use of teachers' time while in classes by agents and representatives of various businesses, unions, professional organizations, commercial and financial institutions.
2. The display of posters advertising lodge, fraternity, sorority, or other commercial dances or shows.
3. Ticket selling campaigns in the school for events that are not school sponsored or pertaining to non-profit organizations.
4. The giving of paid performances in school during the school day by outside agencies for which tickets will be sold or admission charged to students.
5. The assessing of children or permitting them to be assessed by organizations for any purpose that is not important to the conduct of the regular educational program. Our schools are nominally free, and children should be relieved as far as possible of demands upon the family income.

Sexual Harassment: Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

- It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.
- Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.
- When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.
- Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

- The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

Racial Harassment (According to School Board Policy GAF): The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personal, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

Racial Harassment is racially motivated conduct which:

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

Complaints received will be investigated to determine whether the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity.

- The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.
- An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints may face disciplinary action
- When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities.

RIGHT OF APPEAL: Students who feel that they have extraordinary circumstances not addressed in policy may seek an informal appeal through the Principal. If the student is not satisfied with the ruling of the Principal, further formal appeals may be made with the Superintendent, and finally, the Board of Education. Any appeal to the next level must be filed within three school days.

USD 352 ANNOUNCEMENT OF EQUAL OPPORTUNITY GUIDELINES

USD 352, Goodland, Kansas, in compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, school rules, law, regulations, and policies, the Goodland Unified School District 352, Sherman County, Kansas, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the education programs or activities which said district operates.

It is the intent of the Goodland Unified School District 352 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 Unified School District 352, Goodland, Kansas; Sherman County.

Specific complaints of alleged discrimination under Title IX (sex) Section 504 (handicap) should be referred to:

USD 352 Administration Office 1312 Main Goodland KS 67735

USD 352 Administration Office can be contacted by dialing (785) 890-2397.

Title IX complaints can also be filed with the Office for Civil Rights.

Regional Office for Civil Rights
324 East 11th Street
Kansas City, Missouri 64106

All students attending Goodland Unified School District 352 may participate in educational programs and activities including but not limited to health, physical education, music, vocational, and technical education, regardless of race, color, national origin, age, handicap, or sex.