

# Hesston Middle School

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## STUDENT/PARENT HANDBOOK



HMS PILLARS  
RESPECT  
RESPONSIBILITY  
BEST EFFORT

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## **USD 460 MISSION STATEMENT**

**The mission of public education in the community of Hesston is to ensure all our students**

- **Reach high district standards**
- **Apply skills and knowledge to work through complex, real-life situations**
- **Act in responsible ways**
- **Function effectively both with others and independently**

## **HMS MISSION STATEMENT**

**Hesston Middle School will provide a positive environment where all students, through the support of parents, community and staff can learn, develop and mature.**

## **HMS VISION STATEMENT**

**Hesston Middle School students, staff, parents and community will work to maintain a safe and orderly environment. Supportive educators and responsible learners will encourage and model mutual respect and cooperation while fulfilling high expectations in academic and personal growth.**

### **Value Statements**

#### **Behaviors**

1. We will demonstrate a love and enthusiasm for learning.
  - a. We will increase our repertoire of skills by participating in staff development activities.
  - b. We will enjoy students and colleagues, cultivating a sense of humor, high energy level and good attitude.
2. We will nurture positive relationships with students and colleagues.
  - a. We will respect and honor students, involve them in their own learning, recognize their accomplishments, and be attentive to their needs.
  - b. We will foster collegial peer relationships, indicating interest in others' personal and professional lives and participating in professional and social activities.
3. We will model professional growth and habits that demonstrate clear goals.
  - a. We will participate in team meetings, BLT, SAC's, PDP process, mentoring, study groups, workshops and conferences.
  - b. We will use best practices, implementing new skills/strategies and seeking additional knowledge and resources.
  - c. We will exercise flexibility and balance.
4. We will communicate effectively – with students, coworkers, parents and the community.
  - a. We will communicate with students by maintaining accurate and current records to provide student feedback, utilizing comment options on grade cards.
  - b. We will communicate with parents by making phone calls, holding parent-teacher conferences, contributing to the newsletter.
  - c. We will communicate with colleagues via team plan, e-mail, staff meetings, etc.
  - d. We will communicate with the community.
5. We will implement the best practices (varied strategies, etc.) to help all students achieve desired curricular outcomes.
  - a. We will know the standards and benchmarks well, teaching to them and sharing them with students
  - b. We will implement best practices such as cooperative learning, MIC, guided reading, reciprocal teaching, literature circles, writing across the curriculum and use of technology.
  - c. We will try new strategies.
  - d. We will provide additional support to individual needs in varied ways.
6. We will create and use varied assessments to monitor the progress of individual students in achieving curricular goals.
  - a. We will administer and use local performance assessments, state assessments, and other assessment instruments to examine data trends.
  - b. We will use alternative assessments.
7. We will maintain a caring, organized, flexible and safe environment.
  - a. We will treat every student respectfully and will be involved in decision-making.
  - b. We will set goals and routines that are clear.
  - c. We will help maintain clean facilities.

## STUDENT HANDBOOK POLICIES

Outlined in the following pages are rules, regulations, and policies governing academic and activity programs at Hesston Middle School that have been reviewed and adopted by the USD 460 Board of Education (BOE). **Not all situations are specified.** As such, if there are questions or uncertainties regarding consequences for actions, please consult with an administrator prior to making a decision.

### ATTENDANCE/ABSENCES

#### **Board of Education Policy**

*Regular attendance in school is important to ensure scholastic success in classroom work and in establishment of personal habits, which are related to success in life. All students, therefore, will be encouraged and expected to establish and maintain regular attendance in school.*

#### **Absences**

USD 460 is required to enforce the state truancy statute: “Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first.” Students and parents in violation of this statute will be reported to the appropriate county authorities. Parents will receive written notification if their son/daughter is in violation of this state statute.

Absences (excused or unexcused) in excess of ten days per semester are considered excessive. A doctor's excuse may be required for extended or chronic absences. When a student is unable to attend school, parents or guardians should contact the school before 9:00 a.m. each day the child will be absent. Parents should give the student's name, grade and reason for absence. Voice mail is available in the office for parents needing to contact the school before or after school hours. If parents have not contacted the school by 9:00 a.m. the day of the student's absence, school personnel will attempt to contact the home or place of parents' employment to confirm the reason for the student's absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student. It is especially helpful to request homework before 9:00 a.m. Every effort will be made to honor all homework requests.

#### **Excused/Unexcused Absences**

The definition of “excused absence” includes the following:

1. Personal illness;
2. health-related treatment, examination, or recuperation;
3. Serious illness or death of member of the family;
4. Emergencies calling for the student's services or presence at home;
5. Obligatory religious observances;
6. Participation in a district-approved or school sponsored activity;
7. Absences prearranged by parents and approved in advance by the principal; and

8. Visitations and absences relative to leave or deployment of a student's active-duty-military parent, at the discretion of the principal.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

#### **Tardies**

Punctuality for students is an expectation that we hold in high regard at Hesston Middle School. Appropriately falling under our Pillar of Responsibility, timeliness is considered one important example of being successful in school. Because being punctual is an important behavior and consistent practice for our students to develop now and for good use in their future, HMS takes a more innovative approach to promoting promptness amongst all students. Utilizing the team environment of RS groups, our school has a competition each month to see which groups can have the lowest numbers of total tardies. For a given period (typically about 2 weeks), the top RS groups will compete in an entire school assembly called “hammer time.” Because RS fosters a family and team environment, the accountability to be on time to school and class will be handled in a respectful manner by all RS teammates. The additional accountability to not only each individual, but also the RS team as a whole, will promote timeliness in a stronger fashion than a system based on punitive measures, such as detentions or missing class time. If necessary, students who accumulate an excessive number of tardies (as defined by administration and grade-level teams) will be addressed individually and parent involvement will be requested at that time.

### **AFTER SCHOOL PROGRAM (ASP)**

At Hesston Middle School, we believe strongly in instilling the value of responsibility with the way we approach educating students. Working to teach responsibility to our students has become one of our “Pillars” or core values that will benefit students long after they leave HMS. One of the most common ways students struggle to demonstrate responsibility is by failing to complete assignments. Because learning responsibility is critical for student success throughout middle school, high school and beyond, we have developed an after school program as a way to address the growing concern of missing or incomplete assignments which ultimately can lead to student failure.

If a student fails to complete his/her work for a class, he/she would then be required to stay after school until

4:00 pm to finish the assignment(s). The student will also be required to make contact with his parent/guardian during the school day should he/she need to stay after school. The after school program will take place in the library and will have a facilitator in charge of ensuring proper student engagement on the assignment as well as quality of work, prior to the student leaving at 4:00 pm.

### **ALCOHOL, DRUGS, AND TOBACCO** **(Excerpt of policy JDDA)**

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

1. **First Offense.** A first time violator shall be subject to the following sanctions:

- a. A punishment up to and including long-term suspension.
- b. Suspension from attendance at all student activities within the period of one month (i.e., 20 student attendance days).
- c. Suspension from participating in all student activities (including both practices and contests) within a period of two weeks (i.e., 10 student attendance days).

A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete an acceptable drug and alcohol rehabilitation program.

2. **Second Offense.** A second time violator shall be subject to the following sanctions:

- a. A punishment up to and including expulsion from school for the remainder of the school year;
- b. Suspension from all student activities (i.e., attendance at or participation in) within a period of not less than four months (i.e., 80 student attendance days) and possibly for as long as the remainder of the school year.

A student expelled under this policy may be readmitted on a probationary status if the student agrees to complete an acceptable drug and alcohol rehabilitation program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114 et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. A list of acceptable

programs, including contact information, shall be on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

### **ATHLETICS/ACTIVITIES**

Hesston Middle School is a member of the Central Kansas League (CKL) Middle Level. Students are encouraged to participate in activities during their seventh and eighth grade years.

Students involved in activities are recognized as official representatives of the school. Their conduct and sportsmanship, on and off the school premises, should display the highest possible standards.

Three objectives of the activities program at HMS are:

- to promote good sportsmanship and fair play;
- to prepare the athlete for the future by teaching the basic fundamentals of each activity; and
- to instill in each athlete the desire to reach his or her potential.

Following is a brief summary of important Kansas State High School Activities Association (KSHSAA) eligibility requirements. Students may consult their coach or principal for additional information.

1. Prior to practicing or competing in a sport, students shall have on file an adequate physical examination report signed by a physician, a parent or guardian, and the student; and a parental permission form.
2. Students shall be bona fide members of the school in good standing and
  - a. shall not be under penalty of suspension or detention;
  - b. shall not be using any form of tobacco, illegal drugs, or alcoholic beverages, etc.; and
  - c. shall not be using an assumed name.
3. Students must be in attendance by 11:40 a.m. to be eligible to participate in an extracurricular activity.
4. Students shall be passing in five (5) subjects of unit weight.
5. Students shall have passed in five (5) subjects of unit weight their previous semester in attendance.
6. Transfer students must meet requirements of the transfer rule.
7. Students shall not have more than two (2) semesters of possible eligibility in grade seven and two (2) semesters in grade eight.
8. Students must meet age requirements as stated by KSHSAA.

#### **Policy for Participation during a Suspension**

When a student is placed in ISS, participation in activities is restricted for the time the student is not in good standing. A one-day ISS is for a 24-hour period and the student is readmitted after 24 hours and is then eligible to participate in competition and practice for the time of the ISS. Completion of assignments is an expectation for returning to good standing. If the ISS extends beyond the 24 hours, the student is not eligible to participate in



practice or competition for the duration of the ISS. If the ISS is for the morning only, the student is not in good standing until he/she is readmitted to class. If the ISS assignment is for the afternoon, the student returns to good standing the following school day with readmission procedures. The penalty for participation will not exceed the period of the ISS time.

### **BAND**

Band instruction, as a class, is available to all students in grades 5-8. Enrollment for band is completed at the time a child enters school or by special arrangement with the instructor. A student may drop band only at the semester and **after the instructor has conferred with the parent.**

The objectives of the Band program here at HMS are...

- to promote an enriching musical atmosphere for students;
- to prepare the students for their future in band at USD 460 by instructing them in the basic fundamentals of music;
- to instill in each student a desire to reach their potential in band.

### **BEHAVIOR EXPECTATIONS**

Promoting positive student behavior is essential in promoting an atmosphere conducive to learning. All students should conduct themselves in a manner conducive to providing optimal education conditions for themselves and others. USD 460 follows the Responsibility-Centered Discipline model.

#### **Reporting Incidents of Misbehavior**

School must be a safe place for all students. Fighting and threats or acts of violence, intimidation and sexual harassment will not be tolerated. Knives, guns, weapons of any kind, and/or any object or substance that can be used to inflict bodily injury are not allowed. Infractions will follow BOE policy and result in suspension or expulsion.

K.S.A. 72-89b03 requires the school to report all behavior incidents that could possibly be interpreted as a misdemeanor or felony to the local law enforcement agency. Students need to be aware that fights, acts of violence, stealing, sexual harassment and threats of violence could be interpreted as felonies or misdemeanors. The school will make reports to the police department listing such incidents as needed. The contents of these reports can be secured by contacting the City of Hesston Police Department.

Incidents of misbehavior can be reported to the principal by staff, substitutes, students, parents or others. Referrals to the principal include:

- **repeated incidents** - classroom incidents which have been dealt with by the classroom teacher or adult in charge and have been repeated despite previous action taken. (The student has not been able to solve the problem himself.)

- **direct referral** - incidents that have been referred directly to the principal by a student or parent, or the principal has observed in a supervisory role.
- **severe disruption** - any incident that interferes with a person's safety, could result in bodily harm to a person, could result in damage to property, or significantly interferes with the teaching/learning process.

### **Consequences**

Consequences are determined by a variety of factors including but not limited to frequency, intent, severity, relevance, and a review of the total circumstances surrounding an incident. Consequences for inappropriate behavior may include: conference with student and/or parent; student resolutions or action plans developed by the participants and approved by the principal; referral to the counselor; detention (before school, recess, after school); ineligibility of student not in good standing; limited participation in special activities; replacement/repair costs; suspension from use of equipment i.e. computers, in-school suspension (ISS); out-of-school suspension (OSS); expulsion; notification of authorities. Students may be given the opportunity to reduce their consequences by correcting their behavior and working through the process with administration.

#### **Office Referrals**

Office Referrals: Because our goal is to keep students in the classroom, and we give each student that opportunity with our Responsibility-Centered Discipline approach; when a student chooses to not work with the teacher and gets an office referral, there is an automatic consequence. This consequence will be a minimum of a 30-minute detention the same day of the offense, after school in the principal's office. If a student handles the apology process properly, a reduction in detention time may be granted based on the principal's discretion.

#### **Detention**

The student will serve a 30-minute detention, either in a teacher's classroom or designated room, for minor violations of school rules. Detentions may be served during lunch break and recess, after school, or on school in-service days AS DETERMINED BY THE ADULT IN CHARGE. Working detentions may also be arranged.

#### **Detention Expectations**

1. Detentions may be served before or after school, or by special arrangements with the adult in charge. Lunch and lunch recess offenses may be served during lunch recess according to the adult in charge.
2. Students need to bring something to study or read quietly. If you are not working or reading, the time will not be counted as served.
3. Detention time is to be silent.
4. No food or drinks.
5. Failure to abide by these expectations will result in the assignment of additional time and/or suspension provisions.



## **Automatic Suspensions**

In-School suspension (ISS) or Out-of-School suspension (OSS) is given for the reasons listed below.

- Fighting (involving bodily contact and intent to harm)
- Threats of or acts of violence
- Wrestling holds (at the principal's discretion)
- Sexual harassment
- Possession of or use of weapons or facsimile of a weapon
- Possession of or use of illegal substances, i.e. cigarettes, alcohol, drugs

## **In-School Suspension (ISS)**

The student is assigned to a designated room in the building for violations of school rules of a more serious nature.

The conditions of in-school suspension for a student are listed below.

1. The student will remain in the ISS room for a designated period of time.
2. The student will be given supervised breaks to use the restroom and get a drink.
3. Lunch will be eaten in the ISS room.
4. The student will be responsible for doing all assigned work in the ISS room.
5. The student may return to the regular classroom when the student, teacher and the principal agree conditions for returning to the classroom have been met.

## **Suspension (OSS) and Expulsion**

The student is removed from school for a period of time determined by school officials for a serious breach of regulations or continued willful disobedience by the student.

1. A short-term suspension from school is for a period of one (1) to five (5) days.
2. A long-term suspension is for more than five (5) days.
3. An expulsion can extend up to one full year.

The student and parents will be informed of the reason for the suspension. All suspensions and expulsions will follow BOE policy and Kansas statutes.

## **Readmittance**

Following a suspension, readmittance to HMS will be contingent upon the conditions listed below.

1. The student will complete all missed work.
2. Other conditions may be deemed necessary by the principal to the specific situation.

## **Notification of parents**

Parents are notified of any behavior that results in a consequence from the principal through a written report, a phone call, or Infinite Campus behavior report on the parent portal. Personal visits or conferences may also be scheduled as deemed necessary by the parents, teachers, or the principal.

Parents of a student receiving an out-of-school suspension or possible expulsion will be contacted by telephone, in writing, and a conference held if at all possible. The student and parents will be involved in a hearing process following BOE policy and procedures.

## **BEFORE & AFTER SCHOOL GUIDELINES**

### **All Grades**

- All students are to be seated in one spot in their designated commons area until the 7:57 a.m. bell. (No playground privileges are available before school)
- Students may go to the band room and hallways AFTER the 7:57 a.m. bell.
- Normal conversational voice levels shall be used.
- All students shall remain in the designated commons area unless supervised by a staff member or a designated adult.
- All students should plan to leave the school premises by 3:20 p.m., unless they are required to stay for a specific teacher or are participating in an after-school activity, ASP or tutoring.

### **BICYCLES/ SKATEBOARDS/ ROLLERBLADES/SCOOTERS**

Bicycles are to be placed in the racks that have been provided for this purpose. Locks on bikes in the racks are recommended to eliminate the possibility of theft. Scooters, skateboards and roller blades must be kept in lockers during the school day. Students who choose to use the above-named equipment in violation of traffic laws will be subject to law enforcement procedures.

### **BULLYING (Policy JDDC)**

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on, or while using, school property; in a school vehicle; or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

### **BUS RULES**

The school bus is an extension of school activity; therefore, students will conduct themselves on the bus in a manner consistent with the established standards for safety and proper classroom behavior. Conduct that, in any way, distracts the driver will not be tolerated. The rules listed below will be enforced. See also "Transportation" in this handbook.

1. The bus driver, and activity sponsor when present, shall be in charge of all passengers while they are loading, riding and unloading from the bus.
2. The bus driver shall have the authority to assign a seat to any or all passengers.
3. Students shall not stand in the traveled portion of a roadway while waiting for a bus and must wait for the bus driver's "go" signal prior to crossing a road to enter the bus.
4. Students shall not extend any part of their bodies or any other objects out bus windows.
5. Students must remain seated for the duration of the bus ride.
6. The aisle must be kept clear.
7. Students may adjust windows only when permitted to do so by the bus driver.
8. Students needing to ride any bus other than their regular assigned bus, and non-riders traveling home with a bus rider, must have prior parental permission. This can be given by a note or a phone call to the school.
9. Eating and drinking are not permitted on the bus unless approved in advance.
10. Tobacco products, alcohol, and illegal drugs are prohibited on a bus.
11. No weapon of any type, or facsimile thereof, shall be transported on a bus.
12. Animals shall not be transported on a bus.
13. Upon conclusion of an activity trip, students and sponsors will clean up all trash from the bus.
14. Any problems arising on buses will be referred to the transportation supervisor and the appropriate administrator for resolution.

### **CANCELLATION OF SCHOOL**

When a decision is made to close school or dismiss early, the announcement will be made via all available means from the list below. Note that the interruption of Internet and/or electric service may prevent some means of communication.

1. District web site: [www.hesstonschools.org](http://www.hesstonschools.org)
2. T.V. stations: KAKE (Channel 10), KSNW (Channel 3), KWCH (Channel 12)
3. Radio Stations: KFDI (101.3) KFTI (1070AM), KHCC (90.1FM), KHYM (93.1 FM), KHUT (102.9 FM), KSAL (1150 AM), KSKU (97.1 FM), and KXKU (106.1FM)
4. Infinite Campus Messenger (email/text)
5. School Twitter and Facebook Accounts

### **CELL PHONES AND ELECTRONIC DEVICES**

#### **Cell Phones**

Students should only use cell phones at school when they have been given permission by school personnel or at a time when it has been designated appropriate to use their device. If a student violates this policy, staff has the right

to confiscate the student's device and give it to the office. At that time, the return of the device will be determined by the principal after conversations with the student and/or student's parents.

#### **Other Electronic Equipment**

I-pods, radios, cameras, electronic games, laser pointers and items of this nature are not permitted in school during the school day, unless they are to be used as part of a class project. If they are needed for a class project, the equipment should be kept in that teacher's room and locked up for safety. Once students step on school property, those devices are to be turned off until the official end of the school day. Items not being used for a class project will be turned into the office. Parents may make arrangements to pick up the item from the office.

### **COMPUTER USE- ACCEPTABLE USE POLICY**

Hesston USD 460 strongly believes in the educational value of electronic information services. USD 460 will make every effort to protect staff and students from misuses and abuses as a result of their experiences with an information service. To that end, the district has established an Electronic Information Services Acceptable Use Policy. The policy is distributed to all students and staff at the beginning of each year and is available in each school office.

**District computer systems are for educational and professional use only. Users shall have no expectation of privacy when using district e-mail or other official communication systems. Use of any school supplied facility or equipment is subject to unannounced monitoring and review by the district at its discretion. The district retains the right to discipline any student (up to and including expulsion) and any employee (up to and including termination) for violation of the acceptable use policy.**

### **COUNSELOR**

The school counselor is a licensed, professional educator who assists students, teachers, parents, and administrators. Three helping processes used by the counselor are counseling, consultation, and coordination.

1. Counseling is a complex helping process in which the counselor establishes, a trusting and confidential working relationship with the student. The focus is on problem-solving, decision-making, and discovering personal meaning related to learning and development.
2. Consultation is a cooperative process in which the counselor assists others to think through problems and to develop skills that make them more effective in working with students;
3. Coordination is a leadership process in which the counselor helps organize and manage a school's counseling program and related services.



## **DIRECTORY INFORMATION**

For purposes of FERPA, Hesston USD 460 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: the student's name, address, telephone number, parent or guardian, date and place of birth, participation in and eligibility for officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, class designation, honors and awards received, the most recent previous school attended by the student, major field of study, and photographs. The primary purpose of directory information is to allow Hesston USD 460 to include this type of student information in various school publications such as the annual yearbook, playbills, sports activity sheets, etc. In addition, federal law requires public schools to provide military recruiters and colleges/universities, upon request, with names, addresses, and telephone listings unless the parents or eligible student have notified the school, in writing, that they do not want the student's information disclosed without their prior written consent. Parents and eligible students (age 18 and older) have a right to refuse to permit the designation of any or all of the above information as directory information. Official notification to this effect must be given to Hesston USD 460 by submitting written notice to the student's principal. Hesston USD 460 assumes that there is no objection to the release of the directory information designated unless a written refusal is filed. The refusal is valid only for the school year in which it is written.

## **DISHONESTY**

Academic dishonesty is not acceptable. *Plagiarism*, defined as the use of another person's original ideas or writing without giving credit to the true author, and *cheating*, including but not limited to the act of copying another student's work and submitting it as your own, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question as well as other disciplinary measures.

## **DRESS CODE/STUDENT APPEARANCE**

Each student shall be responsible to maintain appropriate school dress. Students should not dress in a manner that may be distracting, disruptive or interfere with the regular operations of the school. The following guidelines are intended to advise students and parents of what is acceptable dress during the school day. Any exceptions, i.e. spirit days, will need approval from the building principal.

1. Hats are not to be worn in school buildings from the time a student arrives to the time he or she leaves the building.
2. Winter coats, trench coats, or long coats are to be kept in lockers during the day.
3. Clothing which contains vulgar or suggestive slogans or pictures or displays advertising alcohol, drug or tobacco products is not acceptable school attire.
4. Shorts, skirts, dresses, shirts and other garments should be an appropriate length to afford modesty.
5. "Fishnet" clothing, spaghetti straps, men's undershirts, and shirts or pants revealing underwear or the mid-area may not be worn during school.
6. Students are required to wear shoes for health reasons.
7. If an adult in the building feels a student is dressed inappropriately, that person will ask the student to remedy the situation. If the student refuses, he/she will be referred to the principal.

## **DRUG FREE SCHOOLS: ACTIVITIES** **(Policy JDDAA)**

This policy specifically applies to students who engage in such activities during the school year but off school grounds, not on school time, or not at school activities. In the event a student engages in activities defined herein on school grounds, on school time, or at a school activity, policy JDDA (above) will be in effect. Students shall not manufacture, dispense, possess, or use illicit drugs, tobacco, or alcoholic beverages during the school year. In addition, students shall not unlawfully use, sell, dispense, or possess controlled substances during the school year. Verification to the satisfaction of administration that a student has violated the terms of this policy shall result in the implementation of the sanctions outlined below. These sanctions shall be enforced by administration after consultation with parents, students, and appropriate sponsors and coaches.

### **First Offense**

- a. Reporting of the offense to the appropriate law enforcement officials.
- b. Suspension from participating in all student activities (including both practices and contests) governed by the KSHSAA within a period of one week (i.e., five student attendance days).
- c. Suspension from participation in activities not under the jurisdiction of the KSHSAA within a period of one week (i.e., five student attendance days).

### **Second Offense**

- a. Reporting of the offense to the appropriate law enforcement officials.
- b. Suspension from participating in all student activities (including both practices and contests) governed by the KSHSAA for the remainder of the current activity season (as defined by trimesters) or within the period of one month (i.e., 20 student attendance days), whichever is longer.



- c. Suspension from participation in activities not under the jurisdiction of the KSHSAA for the remainder of the current activity season (as defined by trimesters) or within the period of one month (i.e., 20 student attendance days), whichever is longer.

Offenses shall be cumulative in effect. An offense earned in one activity season (or trimester) will serve as the first offense for future activity seasons (or trimesters). The sanctions of the first offense will be served once during the course of the school year. Any subsequent offense(s) during the school year shall be treated as a second offense.

### **ELECTRONIC IMAGES & PHOTOGRAPHS**

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing obscene, pornographic, depictions of nudity – themselves or others, lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries. For the purposes of this section, “camera” shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

### **EMERGENCY AND SAFETY DRILLS**

Students shall be informed of emergency and safety drill procedures at the beginning of each school year. Specifics regarding the procedures may be obtained by contacting the building principal.

### **EMERGENCY SAFETY INTERVENTIONS** **(Policy GAAF)**

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

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

#### **Definitions**

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

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

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

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

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

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

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

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

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

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

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

#### Prohibited Types of Restraint

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

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

#### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file. Such written statement shall include an explanation of the student’s

diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

#### Use of Seclusion

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

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

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

#### Training

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

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

#### Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student’s parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents

to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

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

#### Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

#### Documentation of ESI Incidents

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

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

behavior intervention plan at the time of the incident.

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

#### Reporting Data

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

#### Parent Right to Meeting on ESI Use

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

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

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

### Local Dispute Resolution Process

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

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

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

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

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

### ENROLLMENT PROCEDURES

New Students: All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for children and Families

(DCF), or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records or data, or other documentary evidence the board deems satisfactory. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act.

Returning Students: On an annual basis, Hesston USD 460 mails enrollment packets to the parent/guardian of each student. For high school students, this occurs in the spring. For elementary and middle school students, this occurs in July. A variety of notices and forms are included in this packet; many are required for enrollment. Parents/guardians are encouraged to be diligent in reading and completing all necessary documents for enrollment.

Enrollment Day: Hesston USD 460 generally holds its "Enrollment Day" on the first Thursday of August. At this time, textbook and other fees are to be paid and all applicable forms submitted for each enrollment student. Families who qualify for fee or reduced meals, and submit a consent for disclosure, will be exempt from textbook fees or pay a reduced rate.

### FAMILY AND CHURCH NIGHT

Wednesdays have traditionally been reserved for family and church in the Hesston community. Every effort will be made to avoid scheduling evening school activities and assigning homework on this day of the week.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (i.e.; those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by the school. The rights afforded by FERPA may be obtained by contacting the district office.

### FIELD TRIPS

Teachers may plan various field trips as part of the educational process for their students. These will generally be within a 10-mile radius of Hesston, but are not limited to 10 miles. Parents are asked to sign a permission form at enrollment time, which will be kept on file for use during the year. Parents will be notified of a field trip, prior to when it occurs. Parents may excuse their child from any field trip by informing the teacher in writing.

### FOOD SERVICES

Hesston USD 460 participates in the USDA National School Lunch and Breakfast Programs, which provide



free and reduced-price meals to those households that qualify through the application process. Well-balanced breakfast and lunch meals are available to students with prices announced each school year. Students will be informed of daily menu options and selection requirements. Menu options may include a protein food, whole grain, fruit/juice, vegetable, and milk. Students are required to select three components, one of which must be ½ cup of a fruit, vegetable or a combination of the two. Students are encouraged to eat all options available. When the serving line has food available for second servings, students may be allowed to go for seconds. Students choosing to take seconds must have a clean tray and are expected to consume what is taken. An additional fee applies. Throwing away portions of the second helping will result in limiting this privilege for a period of time. Students may bring sack lunches.

#### Meal Charges

A pre-paid charge account, for students paying full or reduced price for meals, may be established with the district. Students may not over-charge this account to a negative balance of more than \$25.00.

Any student failing to keep his/her meal account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be asked to bring a lunch from home.

A written notice shall be provided to a student and his/her parent or guardian when the student's account reaches negative \$25.00 and prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received, or arrangements for a payment plan are not established by the parent/guardian, within 10 working days of notice, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. Unpaid meal charges that remain after all avenues identified under policy DP are exhausted shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office. Students, parents and guardians of students are encouraged to prepay meal costs.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should

contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

2. Fax: (202) 690-7442; or

3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

#### FUNDRAISING

Sales or other fund raising events which occur at school activities or within the school and involve only students must be approved in advance by the building principal. The superintendent of schools shall be notified prior to the activity or event. All fund raising activities that are directed to individuals other than students must be approved by the board of education.

#### GRADING

All teachers are expected to consistently document student performance results in order to evaluate progress and assign achievement marks at the end of each nine weeks grading period.

##### **Standards Based Grading scale:**

All subjects will be evaluated using the following scale.

A+	100-97%
A	96-94%
A-	93-90%
B+	89-87%
B	86-84%
B-	83-80%
C+	79-77%
C	76-74%
C-	73-70%
F	69-0%

Learning support is provided to assist all students in the satisfactory completion of standards. Learning support may include teacher assistance before and after school, recess support time, summer school, volunteer and parent provided private tutoring. A student intervention plan will be implemented for those students experiencing difficulty with academic expectations. Documentation of

the learning support opportunities will be kept and shared with parents for any student receiving a grade of 'F'. Students who demonstrate a willingness to cooperate and work will be given the opportunity of improving the 'F' designation at the discretion of the instructor. **Requirements must be completed before the student will advance to the next grade level.**

### **HEALTH SERVICES**

Hesston USD 460 employs a full-time school nurse who serves the three school buildings. Students requiring the services of the school nurse or wishing to discuss health problems may go to the office to request to see the nurse. Vision and hearing tests will be given every other year or as needed. Blood pressure tests will be given to all students that desire the test.

Any student diagnosed by a physician as having a communicable disease shall be required to withdraw from school for the duration of the illness or until he/she is completely non-contagious, in order to give maximum health protection to other students. Students will be readmitted to regular classes upon termination of the illness as determined by the school nurse. The Board of Education reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease. To help reduce the spread of viruses, please do not send your student to school until he/she is fever free without medication and vomit free for 24 hours.

### **HIPAA POLICY**

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

### **HOMEWORK REQUEST**

When parents wish for homework to be sent home, a request should be made at the time of reporting the student's absence, prior to 9:00 a.m. However, if that does not occur, staff will honor requests for homework made any time prior to 12:00 pm. Additional, every effort will be made to honor requests made after noon.

### **HUMAN SEXUALITY AND AIDS EDUCATION**

In accordance with Kansas State Board of Education regulations, students in Hesston USD 460 are presented information about Human Sexuality and AIDS in their health classes. The content is age appropriate and relates to the current topic in the health curriculum. Notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives will be made to the public by means of distribution at enrollment.

Parents or guardians (or students eighteen years of age or older) may complete an opt-out request to excuse the student from all or a portion of the human sexuality/AIDS instruction. Forms are available at enrollment or from the building principal. The signed form will be kept on file in the principal's office. Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

### **IMMUNIZATIONS (Policy JGCB)**

Unless provided otherwise herein, all students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.

Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective district students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations.

At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

- 1) A list of sources for additional information; and
- 2) related standards issued by the national centers for disease control and prevention.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of inoculations.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.

### **INFINITE CAMPUS (Student Information System)**

Infinite Campus (IC) is the software program used by the district to store all student data. The IC Parent Portal is

designed for parents/guardians to stay up-to-date with their child's academic progress, assignments calendar, attendance, behavior, health records, meal account, and schedule. Each legal parent/guardian will have his/her own separate account. Accounts may be assigned to step-parents when approval is given by the superintendent. Forms to apply for such approval are available at the district office. Parents new to the district will be contacted by building secretaries regarding activation information. Questions regarding IC should be directed to Tracy Graber or Tonia Lange, building secretaries.

### **INFINITE CAMPUS MESSENGER**

Hesston USD 460 utilizes a communication tool called Infinite Campus Messenger (IC Messenger). This tool allows school personnel to send email notices and text messages to Infinite Campus users concerning:

- School cancellations
- Grade cards, newsletters, and monthly school menus
- Upcoming academic event reminders
- Low or negative meal account balances
- Important district-wide and building-level announcements
- Emergency and urgent situations

All IC Parent and Student Portal users are automatically registered for IC Messenger emails. Parents/guardians and students must opt-in for the text messaging feature. Text messages are utilized for emergency and priority notifications only.

### **INSURANCE**

Parents are responsible for adequate health and accident insurance for students. The school district recommends that all students be covered with some type of health insurance. **The school district does not carry an accident insurance policy on students.** Any medical expense not covered by the student's health/accident insurance is the responsibility of the parent or guardian. Families that qualify may apply for insurance through KanCare, the State's Medicaid provider, at <http://www.kancare.ks.gov>.

The Kansas State High School Activities Association (KSHSAA) has a catastrophic policy (above \$10,000) that covers students involved in KSHSAA activities. All students participating in interscholastic athletics must submit a form, signed by their parents/guardians, stating that they have adequate insurance to cover injuries through the maximum deductible of the KSHSAA catastrophic insurance policy. Families wishing to increase insurance coverage on students involved in activities may inquire about such insurance through the principal's office or the activity director's office. Athletic equipment will not be issued to a student until a physical examination form, a permission to participate form, and the insurance form are

submitted to the coach or school office by the student-athlete.

### **KANSAS SCHOOL SAFETY HOTLINE** **The Kansas School Safety Hotline Number** **is 1-877-626-8203**

The Kansas State Department of Education, in cooperation with the Kansas Highway Patrol, has established a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to anonymously report any impending school violence.

### **KANSAS REPORT CARD**

The Kansas Report Card is a collection of data compiled annually by the Kansas State Department of Education to provide information not only on a statewide basis but also by district and by building. Parents can access USD 460's Report Card and review district AND building level information at <http://ksreportcard.ksde.org>.

### **LIBRARY**

The library will be available for use during the school day for students needing to use library materials. No student will be able to access the Internet without written permission from a specific instructor during after-school tutoring time.

Library books are due on the second Wednesday of each month.

### **LOCKERS**

1. Students will be assigned individual lockers for school supplies and personal belongings by the office. A student may choose to put a combination lock on his/her locker, but the combination to that lock must be submitted to the office and the homeroom teacher.
2. Lockers are to be used **ONLY** for items necessary for school activities.
3. Lockers are the property of USD 460 and may be checked periodically by school personnel. Students are expected not to deface lockers in any fashion, either by writing, bending, or removing parts, or attaching stickers inside or out. Students who deliberately deface or damage lockers will be required to pay for all damages.
4. Lockers will be cleaned by students and checked by school personnel periodically throughout the year.
5. Beverages shall not be kept in lockers, except water in a sealed container.
6. The administration reserves the right to search lockers at any time without notice, according to policy JCAB.

## **LOST AND FOUND**

Students should:

1. Place their names in all books, billfolds, P.E. clothes, other wearing apparel, etc.;
2. Carry only necessary possessions from class to class;
3. Take care of all books and possessions. Students are responsible for the replacement cost of books that are lost or damaged beyond normal wear;
4. Place valuable possessions in locked lockers during physical education; and
5. Report lost and found items to the office, where an attempt will be made to locate the item and/or owner. A "Lost and Found" is maintained in the building for items of lesser value. Unclaimed items will be disposed of at various times throughout the year. Students will be given the opportunity to retrieve lost items before they are disposed of. **USD 460 and Hesston Middle School are not responsible for lost or stolen articles.**

## **MAKE UP WORK**

Parents may request homework when students are absent. Assignments should be picked up at the office prior to 4:00 p.m. Following an EXCUSED ABSENCE, a student is entitled to full academic make-up privileges with no penalties. Students will be given one day for each day absent plus one additional day to make up the work. Make up time for extended absences or projects will need to be arranged with respective teachers.

## **MEDICATION**

### **Administered by School Personnel**

Designated school personnel may administer medication (including "over the counter" items) to students during school hours when the following steps are taken: A written request from the parent/guardian must accompany all medication to be administered by school personnel, including over the counter drugs. All medication must be sent with its name, dosage, time of day to be given, and the prescribing physician's name, if applicable.

For your child's well-being, it is recommended that the medication:

- be administered at home prior to being given at school to avoid unexpected reaction; and
- be sent in its original container.

### **Administered by Student**

The self-administration of medication for asthma or anaphylactic reactions is allowed for students in grades K-12. The student shall provide written authorization from the student's health care provider and parent/guardian stating the student has been instructed on self-administration of the medication and is authorized to do so. A form to authorize such self-administration of medication is available in the school office. Under no circumstances are students to give any medication to fellow students.

## **MOVIES**

Movies may be used for instructional purposes or special activities. All movies and videos shown at HMS will have a G or PG rating.

## **NONDISCRIMINATION**

Discrimination against any individual on the basis of race, color, national origin, religion, sex, age, genetic information, or disability in the admission to, or access to, or treatment, or employment in the district's programs and activities is prohibited. The superintendent, 150 N. Ridge Road, PO Box 2000, Hesston, KS 67062, phone 620-327-4931, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended; and has been designated as Title IX Coordinator to coordinate compliance with federal and state laws regarding discrimination on the basis of sex.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in policy KN.

## **NON-RESIDENT STUDENTS**

All students residing outside the district who desire to attend Hesston USD 460 schools must complete a Request for admission by Non-Resident Student form. Applications are available in the school office and on the district web site, [www.hesstonschools.org](http://www.hesstonschools.org). Application for admission should be made through the principal of the building where the child intends to enroll. If ample resources (e.g., sufficient space and services) exist that will enable the district to adequately educate its resident students, recommendations for admission of non-resident students will be forwarded to the superintendent of schools for final approval. USD 460 will honor all expulsions and long term suspensions from other schools unless waived by the superintendent.

Enrollment status is reviewed annually. Non-resident students who have been admitted may have their permission withdrawn for failure to attend school on a



regular basis, failure to make adequate progress toward remaining at grade level and/or progress toward graduating, or failure to maintain a positive discipline record. Parents/guardians of non-resident students are expected to demonstrate support for the educational process by cooperating fully and completely with all district personnel.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled in October and February. Conferences provide a valuable opportunity for parents and teachers to communicate academic, behavioral, and social progress.

### **PATRIOTIC EXERCISES** **(Policy IKB)**

The Pledge of Allegiance to the United States will be recited daily at the beginning of Reach for Success. Students who choose not to recite the Pledge for personal religious reasons shall be allowed to opt out of this requirement (see Religious Objections to Activities).

### **PHYSICAL EDUCATION**

Grades 5 through 8 will not change clothes for physical education. Gym shoes are recommended for class. If wearing boots, sandals, slides, etc, please have a pair of gym-type shoes available for class.

Lockers will be available for students. Students may bring their own locks if they choose to lock up their items.

Students unable to participate in physical education class because of health reasons should communicate this information with the teacher prior to class. Please communicate via a note/email from a parent/guardian or physician if participation will be limited for a week or longer.

### **RACIAL & DISABILITY HARASSMENT** **(Policy JGECA)**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, 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. Disability harassment is unlawful

discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to so harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

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

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, 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.

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

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

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

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment

under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

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

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

To the extent possible, confidentiality will be maintained through- out the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

### **RELIGIOUS OBJECTIONS TO ACTIVITIES**

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. An individual seeking to opt-out a student from activities contrary to the child's religious beliefs must designate this on the Parent/Student Authorization form, completed during enrollment. This designation may be changed at any time during the school year when submitted within a reasonable amount of time prior to the scheduled activity, in order to allow time for the principal to consider the request. The principal will review the request and determine whether the request should be granted or denied. The principal will notify the parents of the decision within a reasonable amount of time. If the parents are dissatisfied

with the principal's decision, they may appeal, in writing, to the superintendent. If the opt-out request is granted, the student will be reassigned during the activity or given alternative class assignments. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

### **SCHOOL DAY (8:00 a.m. - 3:10 p.m.)**

Breakfast is served from 7:40 to 7:57 a.m. Students may go to their lockers and classes when the bell rings at 7:57 a.m. Students arriving before 7:57 a.m. and not eating breakfast need to wait in the appropriate commons area, remaining seated until the bell rings.

School is dismissed at 3:10 p.m. Students should leave the school premises by 3:20 p.m. unless they are participating in a school-sponsored event. Students will not be kept more than sixty minutes after school for individual help or for discipline reasons unless prior arrangements have been made. Students waiting for a late practice should plan to leave the premises and return when the late practice begins.

### **SEXUAL HARASSMENT (Policy JGEC)**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: 1) A district employee conditioning the provision of an aid, benefit, or



service of the district on an individual's participation in unwelcomed sexual conduct; 2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or 3) sexual assault, dating violence, domestic violence, or stalking.

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time. The filing of a complaint or otherwise reporting sex discrimination including sexual harassment shall not reflect upon the individual's status or grades. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

The superintendent, 150 N. Ridge Road, PO Box 2000, Hesston, KS 67062, 620-327-4931 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800) 421-3481, or at [OCR@ed.gov](mailto:OCR@ed.gov); or both.

#### **Response to Harassment Complaints**

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. In the event that the alleged sexual harassment occurred outside the United States, the district's response shall follow all applicable state and federal laws.

Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another

employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its recurrence. The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge.

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

#### **Supportive Measures**

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

#### **The Complaint**

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed. A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing and resolving a formal complaint are defined in board policy JGEC. At any time during the formal complaint process



and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility. The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator. The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student. The procedures for conducting an informal resolution process are defined in board policy JGEC.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

The range of district-imposed disciplinary sanctions and remedies in a sexual harassment case may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

The decision rendered in a sexual harassment case shall become final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires.

#### **Appeals**

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint. The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals procedures are defined in board policy JGEC.

#### **SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL**

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, threatening or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.

#### **SPECIAL EDUCATION**

The Harvey County Special Education Cooperative provides services to children with disabilities and exceptionalities, from birth through age 21. For more

information, call 316-284-6580. It is the policy of the Harvey County Special Education Cooperative to forward education records, on request, to a school in which a student seeks or intends to enroll.

Students with disabilities have an equal opportunity to participate in all extracurricular and non-academic services and activities.

#### **SPECTATOR RESPONSIBILITIES**

USD 460 welcomes spectators to extracurricular events. We are proud to share the talents and expertise of our students! Out of respect for performers, athletes, and other spectators, those who attend activities are expected to watch the events and respond in an acceptable manner. Loitering and disruptive behavior are not allowed. All children should be supervised. Parents of children who do not comply with these expectations will be contacted. Parents may be asked to remove their child from the event. As a consequence of a child's or adult's actions, he/she may not be allowed to attend subsequent school events for the remainder of the school year (or athletic season). Please refer to the sportsmanship section of the HMS website for more information on spectator expectations.

#### **STUDENT HEALTH INSURANCE**

Parents are responsible for adequate health and accident insurance for students. The school district recommends that all students be covered with some type of accident insurance. **The school district does not carry an accident insurance policy on students.** Any medical expense not covered by the student's accident insurance is the responsibility of the parents/guardians.

The Kansas State High School Activities Association (KSHSAA) has a catastrophic policy (above \$10,000) that covers students involved in KSHSAA activities. All students participating in interscholastic athletics must submit a form, signed by their parents/guardians, stating that they have adequate insurance to cover injuries through the maximum deductible of the KSHSAA catastrophic insurance policy. Families wishing to increase insurance coverage on students involved in activities may inquire about such insurance through the principal's office or the activity director's office. Athletic equipment will not be issued to a student until a physical examination form, a permission to participate form, and the insurance form are submitted to the coach by the student-athlete.

#### **TELEPHONE USE**

A telephone for student use is available before and after school, during the lunch period, and following after school-events. The phone should be used for school-related calls and limited to a few minutes in length. The office secretary will handle incoming calls for students. Students will not be called from classes to take a call unless it is an emergency. Use of



“student phone” during the day is with office or teacher permission only.

### **TRAFFIC AND PARKING CONTROLS** **(Policy EBBC)**

Hesston city police are authorized to enforce rules of the road on district property. USD 460 parking lots will be monitored. Failure to observe traffic and parking regulations may result in disciplinary action and/or traffic citations.

### **TRANSPORTATION**

Bus (or van) transportation is provided as a service to students attending USD 460 for safe transportation to and from school and school activities. Riding the bus is a privilege, and improper conduct on the bus may result in suspension of riding privileges. Guidelines for bus/van riders are found under “Bus Rules” in this handbook. Sponsors and bus drivers are in charge of buses and passengers. Any problems arising on buses will be referred to the transportation supervisor and the appropriate building principal for resolution.

It is important that parents/guardians, maintain open communication with the Transportation Office and the school office in regards to their student’s transportation needs. NOTIFY THE TRANSPORTATION OFFICE at (620) 327-7159 and the middle school at 620-327-7111, or send a note with your child.

### **VISITORS**

Students wishing to bring a friend or relative to school with them for a visit must obtain permission from the building principal or counselor and teacher prior to the visit. Such visits are limited to a half-day and one visitor at a time.

### **WEAPONS (Policy JCDBB)**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on/in 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.

#### **Weapons and Destructive Devices**

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or

incendiary charge of more than 1/4 ounce, mine or similar device;

- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

#### **Penalties for Possession**

Possession of a firearm or other weapon listed under the “Weapons and Destructive Devices” heading above 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.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to DCF or the Secretary of Kansas Department of Corrections (KDOC) as appropriate.

### **WITHDRAWAL**

When a student plans to withdraw from school, the parent/guardian should contact the office. A withdrawal form will then be circulated among the student’s teachers, the librarian, and the counselor. All fees must be paid, all school-owned books returned, and all other school owned equipment returned before the principal will sign the student’s withdrawal slip. The office will send student records upon request of the parents and the new school. If the student is 18 years of age, the student may sign his/her own withdrawal form and records release.

### **An Equal Employment/Educational Opportunity Agency**

Unified School District 460 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Boards' compliance with the Title VI, Title IX, Section 504, or the Americans with Disabilities Act may be directed to the district compliance officer, who can be reached at 620-327-4931 or the Office for Civil Rights of the Department of Education, telephone 816-891-8026. The compliance officer can also be contacted for the existence and location of accessible services, activities, and facilities.