

**USD 349
Stafford Schools**



**2023-2024
PK-12 Student & Family
Handbook**

(BOE Approved June 12, 2023)

MISSION STATEMENT OF STAFFORD UNIFIED SCHOOL DISTRICT NO. 349

The mission of Stafford Schools is to provide a comprehensive, quality education to all students, enabling them to become productive, responsible citizens. (Adopted December 12, 1994)

MESSAGE

Welcome to the 2023-2024 school year at USD 349! Your child's experience at Stafford is important to our entire teaching and school staff.

Education is one of the most significant functions of our society. It is extremely important for children to receive a high-quality education in order to gain the knowledge and 21st century skills that will help them succeed in today's competitive international economy. Children not only need to have a firm foundation in the basics but also need to develop a commitment to a lifetime of learning.

We believe all students can succeed. We maintain high expectations for each student's achievement and behavior. We strive to respond to individual learning styles and needs with compassion and by offering a multitude of learning experiences. Our teachers and staff assist students so they can achieve success by using a variety of effective teaching techniques in a clean, safe and positive environment.

As a faculty, we are focused on addressing the 4 R's of the 21st century accreditation process and the "Kansas Can" platform supported by our Commissioner of Education, Randy Watson. Relationships and Responsive Culture are our focus this year-- striving to build stronger partnerships between family/home, school, community and students. Together, we believe that all stakeholders are important in the education of the whole child here in Stafford Schools.

Stafford Public Schools believe education is best served through a cooperative effort of home, community, and school. We welcome you as partners in your child's educational process in USD 349 and are continuing to look for ways you can bring your talents to our students.

ORGANIZATION OF THE DISTRICT

The official name of this district is Stafford Unified School District No. 349. It was established as a unified district according to the procedures outlined in the Organization Acts of 1963. There are three attendance centers comprising grades Pre-K through 12, organized in the following manner:

Stafford Central School 318 E. Broadway 620-234-5243	Stafford Learning Center	Mr. Corey Reese, Superintendent
Stafford Elementary School 418 E. Broadway 620-234-5255	Grades PK through 5th	Kim Ghumm, Principal
Stafford Middle/High School 430 E. Broadway 620-234-5248	Grades 6th through 12th	Katie Minks, Principal

2023-2024 BOARD OF EDUCATION

Dawn Schreiber (President)
Jason Hildebrand (Vice-President)

Gemma Austin
Rebecca Austin
Michelle Brozek

Cameron Conant
Erin King

USD No. 349 Board of Education will continue to:

- Recognize the value of authentic engagement in the learning process;
- Build upon progressive practices in teaching to empower every student to compete in the global society;
- Focus on recruiting and retaining highly qualified personnel;
- Maintain high expectations for a positive school and community culture and climate.

STAFFORD UNIFIED SCHOOLS DISTRICT No. 349 GOALS FOR IMPROVEMENT

(Adopted 1/12/2015)

1. Stafford Schools will seek and attain resources to fully support the preparation of our students, staff, and community for the future.
2. Stafford Schools will emphasize efforts to recruit, retain, and mentor outstanding staff members.
3. Stafford Schools will form partnerships to build a strong, vibrant, and durable system to help our school and community become and remain a place of achievement and success.
4. Stafford Schools will sustain and improve its leadership in the use of technology.
5. Stafford Schools will strive to ensure that all students are college and/or career ready upon graduation from high school. USD 349 will involve all students and their families in the planning, delivery, and success of our programs.

STAFFORD SCHOOLS USD 349 COMMITMENT TO SCHOOL IMPROVEMENT

Stafford Elementary and Middle/High school is in the ongoing process of school improvement. The process involves collecting and profiling data on student achievement, behavior, and attitudes. This data is used to determine goals for school improvement. The staff is in the process of implementing research-based instructional strategies and techniques to help students reach their potentials and master learning outcomes. This process of school improvement will continue every year as more goals are written and addressed. As a result, Stafford elementary/middle school will continue to grow and improve in order to better meet the needs of our students.

PURPOSE OF THIS HANDBOOK

This book is designed to inform students, faculty, and parents about the operation of the school, the policies, requirements, class schedule, and other useful information. Please read it carefully and keep it in a place where you can refer to it as needed.

This handbook is a guide, and it should be realized that many of its provisions can be supplemented by the administration.

All policies, rules, and regulations contained within the current school handbooks, student handbooks, and staff handbooks are to be considered as part of board policies by reference and may not be changed except by action of a majority vote of the Stafford Board of Education.

2023-2024 PK-12 STUDENT & FAMILY HANDBOOK

ACADEMIC ACHIEVEMENT High academic achievement is emphasized in Stafford Schools. Respect for academic achievement is developed as soon as possible with students and is recognized as they progress through the grades. High academic achievement is generally the result of abilities applied to hard work, perseverance, and study.

A student shall be required to take additional units in English or mathematics should that student fall behind or fail to meet standards expected of a Stafford Middle /High School Student.

ACADEMIC DISHONESTY Academic dishonesty—as in cheating or plagiarism—is not acceptable. Cheating includes copying another student’s work—such as homework, class work, or test answers—as one’s own or allowing another to copy the aforementioned work and use it as their own. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author. This includes any reference material, whether found via the Internet or through traditional resources. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question. Academic dishonesty will result in the student being considered a student being given no credit for the work in question up to and including expulsion from school should academic dishonesty recur. See “Code of Conduct,”

ACCIDENTS, REPORTING OF (BOE Policy JGFG) Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.

ACCREDITATION Stafford Schools are fully accredited by the Kansas State Department of Education.

ACTIVITY PASSES Prices for Activity Passes for home games will be available during enrollment. Activity passes are not accepted at league play-off contests, regional or state playoffs. Senior Citizens 65 years or older may attend free of charge. Exclusions may apply.

ADMISSION REQUIREMENTS (BOE Policy JBC) All resident students shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. 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 certificates or other documentation that the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records. The enrollment documentation shall include a student’s permanent record card with a student’s legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

Kindergarten Entrance Requirements Kansas’s statute requires that a child be six (6) years of age **before** September 1 before entering first grade. This means that a child entering kindergarten must be five (5) years of age on or before August 31.

Parents of kindergarten pupils must provide a certified birth certificate, verification of immunizations, and a copy of the student’s social security card and proof of a physical examination within the last 12 months upon enrolling their child. First-grade pupils who have not attended kindergarten must also provide a birth certificate.

ANNOUNCEMENTS Sponsors, teachers, or any other person desiring to have an announcement made should have it in the office by 8:30 a.m. of the day it is to be made.

ARRIVALS AND DEPARTURES Due to the size of our school district, several modes of transportation are employed to transport students to and from school. Transportation plays a large part in the success of the school day. Because of the importance of transportation to the school, much time and effort is invested to make it

as safe, pleasant, and convenient as possible. Parental support and cooperation in the enforcement of these guidelines is encouraged.

In the interest of safety and the best interest of the students the board fully endorses the instructions of “Pupils and Drivers” as set forth by the Traffic and Safety Department of the State Highway Commission of Kansas. The board will support the drivers in the enforcement of these regulations which shall be posted in all school owned vehicles used for transporting students.

A. School Bus Transportation

1. Students should be at the designated loading zone on time. Students will load the bus after school west of the elementary building.
2. Students are to conduct themselves in a safe and orderly manner while awaiting bus arrivals.
3. Students are to wait for the bus to come to a complete stop before boarding.
4. Students are not permitted to carry anything onto the bus that will impede foot traffic in the aisle.
5. Students are to board the bus in a safe and orderly manner and go directly to a seat and be seated.
6. Students are not permitted to be out of their seats while the bus is in motion.
7. Bus riders will be expected to conduct themselves in an orderly, dignified, and self-controlled manner that demonstrates concern for the rights, safety, and well-being of others.
8. Children that alter their usual pattern of bus transportation shall present to the bus driver and school office written notes signed by a parent giving their consent and thereby assuming the responsibility.
9. The bus driver will not knowingly discharge riders at places other than the regularly scheduled stops unless prior authorization has been given by parent and school officials.
10. No students may ride on a school bus as a guest of another student unless adequate seating space is available and appropriate permission obtained.
11. Students are to remain seated until the bus comes to a full stop. They are to disembark in a safe and orderly manner.
12. The bus driver assumes the role of a teacher when children are on the bus. His/her instructions and requests are to be honored.
13. If misconduct persists, the parents will be notified. If difficulties arising from misconduct cannot be resolved, it will result in forfeiture of a child's privilege to ride the bus.
14. Parents who have concerns as to student bus conduct should discuss their concerns with the building principal.

B. Walking - To and From School

1. Parents are requested to help students arrive at school on time, but no earlier than 7:35 a.m. Students are to walk on sidewalks when possible.
2. Students should walk on the left side facing oncoming traffic when there are no sidewalks.
3. Students should cross only at intersections and crosswalks.
4. Students should never enter or approach strange automobiles.
5. Students should proceed directly to school or home before beginning to play.
6. Students should respect and not damage private property such as lawns, shrubs, or fences along the route to school.

C. Motor Vehicle Transportation

1. Parents who drive their students to school are requested to deliver their child(ren) to school no earlier than 10 minutes before class time. Classes begin at 8:00 a.m. Students eating breakfast may arrive at 7:35 a.m.
2. In order not to frighten children and alarm other parents, it is requested that parents not offer rides to students with whom they are not personally acquainted.
3. **Parents are requested to approach the school in such a manner as to place the passenger side of the vehicle on the side next to the school. Students should not have to cross the street from a vehicle nor cross the street to a vehicle.**
4. Please adhere to all traffic rules and regulations, particularly in school zones and immediately before and after school hours.

5. When backing your vehicle near school, please do so with utmost caution.

D. **Safety concerns** to remember and heed as you pick up and drop off your students:

1. Obey the 20-mph speed limit.
2. Don't leave your vehicle running and/or unattended by an adult.
3. Don't park in others' driveways, across the crosswalks, nor in front of the fire hydrant.
4. No U-turns until you arrive at the intersection by the high school....and then only if absolutely necessary.
5. Buckle up and be sure your children are in proper restraints for their age and weight.
6. Don't stop in the middle of the street by the crosswalks to pick up or drop off your students. We will not allow your students to be loaded unless you are parked in a parking area.

E. **Bicycle Transportation**

1. The school reserves the prerogative to restrict any child from riding a bike to school who endangers his life or the life of others.
2. Bicycles are vehicles and as such are subject to the rules and regulations that govern vehicular traffic.
3. Only one person is to ride on a single seat bicycle.
4. Bicycle riders are to give the right-of-way to pedestrians.
5. Bicycles should be ridden single file on the right-hand side of the street and within five feet of the curbing.
6. Bicycles should be equipped with devices for carrying packages, books, bundles, etc., so that the rider's hands are free to control and manage the bicycle.

F. **Early Departure**

1. No student shall leave the school during school hours without written permission or a telephone call from the parent or legal guardian.
2. Parents are encouraged to make medical and dental appointments for school children after school hours. If the appointment is possible only during school hours, a note from parents is needed to present to the teacher. All students leaving the school grounds must check out through the office.
3. For the protection of children, the school will not release children to unknown persons without written authorization from the parents or persons designated by the parents.
4. All persons wishing to pick up a child before regular dismissal time should call for the child at the office rather than reporting directly to a classroom.
5. When a student becomes ill during the day, he will remain at school until arrangements have been made with the parents to relieve the school of responsibility.

G. **Special School Closings** In the event early school dismissals are planned, an announcement will be sent home prior to the dismissal day.

ASBESTOS An asbestos management plan has been developed for the school district. A copy of the management plan is available from the district office.

ASSEMBLIES AND PEP RALLIES Students are expected to be courteous, to treat others with dignity and respect, and to follow all codes of conduct during pep rallies and assemblies.

Pep rallies shall be held at times assigned by the administration. They will normally be held the last part of the school day in an announced location. As a general rule, middle school pep rallies may be held for home games and no more than three per year, unless administration approves.

ASSIGNMENT TO SCHOOL/CLASSES (BOE Policy JBC) The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent. Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

ATHLETIC AND ACTIVITIES LETTERS Coaches and directors of activities in which letters are awarded shall establish criteria for earning letters before the activity begins. The participants in each activity will be informed, in writing, of the requirements for lettering in the activity in which they are involved. At the end of each season, coaches will certify participants who have met the criteria for earning a letter and submit these names to the principal.

ATTENDANCE/TRUANCY (BOE Policy: JBD, JBE)

Absence Policy When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Stafford Schools recognizes two types of absences: "Excused" and "Unexcused."

Excused Absences:

- Personal illness and professional appointments
- Serious illness or death of a member of the family
- Emergencies calling for the student's services or presence at home
- Obligatory religious observances
- Participation in a district-approved or school-sponsored activity

Absences 1-4 must be accompanied by a note or phone call from the parent or guardian within three (3) days of the absence. If no note or call is forthcoming within three days, the absence will be unexcused. Any exceptions to the above guidelines must be approved by the building principal (for example, a family trip). In cases of prolonged illness (**3 consecutive days**), a note from a physician may be required. When a student is out of school for a professional appointment, a note may be required upon return to school. Credit will be given for work made up from an excused absence for reasons 1-4. Work must be made up within a reasonable time frame. Students should meet with teachers the first day after returning from an absence to gather assignments and arrange for a time to make-up work. In most cases, make-up work should be completed before pre-arranged absences.

Unexcused Absences: Students receiving unexcused absences will receive no credit for class participation and work missed. Out-of-school suspension (OSS) is considered an unexcused absence.

Compulsory Attendance Requirements Kansas law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- They have attained a diploma or GED; or
- They are enrolled in an approved alternative education program, recognized by the local board of education; or
- A court orders exemption; or
- The parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.
- The law requires the disclaimer to include the following information:
 - The academic skills the child has not yet achieved;
 - The difference in future earning power between a high school graduate and a high school dropout;
 - A list of educational alternatives available to the child.

Students aged 16 or 17 who are not exempt shall be reported as truant.

Truancy (BOE Policy: JBE) Whenever a student is required by law to attend school and is inexcusably absent there from on either three (3) consecutive days or five (5) or more days in any semester or seven (7) in a year, such child is truant. A student is inexcusably absent from school if he/she is absent from all or a significant part of a day without a valid excuse.

- A. A "significant part of a day" shall mean more than one hour or more than one scheduled class period, whichever is shorter.
- B. The principal of each attendance center is designated as the school attendance officer. Each shall be responsible for the school attendance of the students under his/her jurisdiction.

- C. Matters of truancy, as defined in this section, shall be handled according to applicable statutes and board policies.

The building principal shall report students who are inexcusably absent from school to the appropriate authority. Prior to reporting to the Department of Children and Families (for children under 13 years), a letter shall be sent to the student's parent(s) or guardian(s) notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant. If a law enforcement official returns a truant child to school, the principal shall notify the parent or guardian.

The focus of improving attendance and eliminating tardies centers on the belief of the Stafford High School Mission Statement - "to foster a cooperative and inviting environment in which students, staff, and community have high expectations for lifelong learning."

It is the responsibility of the student to be in class on time. Students who fail to do so shall be required to obtain a tardy note from the office if the tardy occurs in the 1st hour of any day (A, B, or C). An unexcused tardy of more than 20 minutes will be considered an unexcused absence.

Tardies that occur during the rest of the day (2nd through 7th hour) will be marked by the teacher in the student information system.

Attendance: Parent/Guardian Responsibilities

Parents are responsible for:

- Informing the school office personnel of a student's absence within the first 30 minutes of each school day.
- Sending a note explaining the absence on the day the student return to school if unable to contact the school on the day of the absence.
- Notifying the school if medical or dental appointments are scheduled during the school time for that day.
- Scheduling appointments for their son or daughter on those mornings and days when school is not in session. If this is not possible, all efforts should be made for the student to be in school until it is time to leave for the appointment and to return promptly when the appointment is over. Hair appointments are not considered an excused absence. A note from orthodontist, dentist, eye and doctor appointments may be required by administration.

Students are recorded absent if:

- They are not present at school for any reason
- They miss more than 20 minutes of any class period, (this will be recorded as absent for that whole class hour.)
- They miss more than 4 hours (this will be recorded for a whole day).

Any exceptions to the above guidelines may be approved by the building administrator.

Attendance: Excused Absences

The following are valid excused absences within the limits established by the excessive absence policy:

1. Personal illness
2. Family illness
3. Death in the family/friends
4. Doctor/Dental Appointments
5. Court Proceedings
6. Religious observances
7. School activities
8. Other absences deemed necessary by the parents AND approved in advance by the principal.

See Communicable Diseases/ Health and Safety for acceptable reasons to exclude your child from school.

Excessive Absences The basis of the USD 349 Attendance Policy is the School Attendance Laws of the State of Kansas.

Excessive Absence Policy (Grades K-12) After the 10th day of any absence, all further absences are considered unexcused unless the student brings in a doctor's note, appointment card, or a conference is held with the building principal who then classifies the absence as excused. A student is marked with an "unexcused absence" from school if the child is absent from all or a significant part of the day without a valid excuse acceptable to the school administration.

Excessive Absence Policy (K-12)

- On the 7th absence: The school will send a letter to the parent/guardians of attendance concerns. This total of seven counts for excused absences, unexcused absences, or a combination of both.
- On the 10th absence: The school will notify parents that all subsequent absences must be verified by:
 - A note from a doctor who has examined the child for the specific condition (medical doctor, dentist, optometrist, etc.)
 - A funeral brochure
 - Administrative approval for other types of verification

All unverified Absences After the Tenth (10th Absence will be considered "Unexcused.")

Unexcused Absences are absences that:

- have not been called in and the school doesn't know where the child is
- absences that are past the threshold (10 absences) determined by the district and not verified as defined above.

Tardies

ELEMENTARY SCHOOL TARDIES (K-5) It is the responsibility of the student and parents to be on time for school. Students who fail to do so shall be required to stop in the office before going to class for a tardy pass. The elementary considers students to be tardy if they are past 8:05 a.m. Breakfast is served until 8:00 a.m. Morning Meetings start at 8:05 a.m. and contain our school kickoff and social emotional curriculum.

1. First and Second Tardies—No penalty. Warning.
2. Third and Additional Tardies- Students serve 15 minutes for each tardy.
3. The elementary office will contact parent/guardian(s) when tardies are beyond three and discuss times for students to serve detentions. Notification is sent to parents regarding dates and times for the detention.
4. In matters of truancy, five tardies constitute an unexcused absence.
5. If a student is more than 20 minutes late, it is considered an unexcused absence.
6. Parents and school will work together to come up with a plan to help students arrive in time for breakfast and to participate in Morning Meetings.

MIDDLE / HIGH SCHOOL TARDIES "Early is on time, on time is late." Students who arrive at school late without a valid excuse will be given a "pink slip" before entering class. Time lost will be time made up at the end of the school day (minimum 30 minutes). Students with tardies will report to the school office for make-up time. Students will bring homework.

(5) Tardies- conference after school on the day of the tardy.

(5+) Tardies- conference with the student/parent/principal.

Arriving late to class is a disruption to the teacher and all students involved. These tardies will be addressed by each teacher individually.

AUTHORITY OF STAFF Students are partners with the faculty, administration, and support staff at Stafford Schools. A major part of that role is to direct the activities of the students into proper and positive channels. Any administrator, faculty, or support staff has the authority to direct the actions of the students at any place and time on school property or at any school-sponsored activity. When a staff member makes a request, students are expected to follow his/her directions without argument or refusal.

AWARDS AND HONORS (BOE Policy JN) Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

BUILDING HOURS Only in special circumstances such as inclement weather, appointments with teachers, or a need to report to the office, should students be in the building before 7:40 AM. In such cases, students should remain in the vicinity of the entries and not be throughout the building. At the end of the school day all students are expected to exit the building unless they have a legitimate need to remain. Under no circumstances should students remain in the building without supervision.

BULLYING - (BOE Policy JDDC; Also See EBC, GAAB, GAAE, JCE, JDD, JGEC, and JGECA)

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

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 expulsion. If appropriate, students who violate the bullying prohibition shall be reported to law enforcement.

Part of having good discipline on our campus is not allowing bullying to take place. Bullying is defined as: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, email, on-line video, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district on policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 349 will not tolerate these actions by students or staff.

Any act of bullying by either an individual student or group of students is prohibited on or while utilizing school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors.

No teacher, administrator, or school district employee shall engage in, permit or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.

A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into the account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying are found later in this student handbook. Offenses over time may result in discipline up to and including suspension and /or expulsion or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, JGEC, JGECA, and KN)

Bullying by Staff (BOE Policy GAAE; See also: EBC, GAAB, JDD, JDDC, and KGC) The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or 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.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

CALENDAR The annual calendar is prepared and adopted by the board of education with the appropriate holiday breaks and events identified. The school calendar is available on the school website. Faculty sponsors of the organizations or activities are responsible for scheduling the events for the calendar. All events must be scheduled on the weekly calendar or they may not be allowed. Calendar items for the following week are due in the elementary/middle school office by noon Thursday. Sponsors may choose to designate the officers of the organization as the person responsible for scheduling with the building principal. The district web calendar may be viewed at www.stafford349.com.

CHECK IN/CHECK OUT Students must check in when arriving at school after 8:00 AM. Students must check out in the office before leaving school premises during the school day. ALL visitors must check in the office when arriving and before leaving.

CIVIL DISORDERS General Procedures: The following guidelines are for use of teachers, principals and other officials of the school to be followed in the event of disturbance, disorder or demonstrations on or near the school site and apply to students, non-students, faculty and adults.

- Whenever possible, the school administration and staff should handle student problems.
- Final decision for determining the nature of assistance needed at a disturbance, disorder or demonstration, is the responsibility of the school principal or certificated employee in charge in the absence of the school principal.
- When necessary, police should be called to the site of the disorder. They should be alerted ahead of time when problems are suspected. The chief of police or his/her designee will direct the activities of the police at the site of the disturbance. The principal or other certificated employee in charge will serve as liaison when police are on the scene.
- The superintendent of schools should be notified immediately of any serious problem at the school. The principal or other certificated employee in charge should seek the advice of the superintendent as well as informing him/her of his/her decisions and progress in the disorder.

CLASS PASSES Each student is to report to his/her assigned class each period of the day. Any deviation from that schedule must receive the approval of the teacher whose class is to be missed. A tardy which has been caused by the teacher of the previous class should be excused by that teacher. No teacher may require a student to miss another teacher's class without the approval of the student's assigned teacher. Passes to leave the building must be obtained in the office, not from a teacher, and bear the signature of the principal or his/her designee.

CLASS RANKS When figuring grade point average for courses that students have retaken, the most recent grade will be the only one used. However, the student's transcript will reflect both grades. When figuring G.P.A. for courses that students have tested out of, full pass credit will be issued, and the course will not be used in GPA calculations. When figuring G.P.A. for transfer college courses and/or correspondence courses, those grades will not be used in calculating G.P.A.

CLASS SCHEDULE (MS & HS)

A link to the schedule will be provided here.

CLUBS AND ORGANIZATIONS (BOE Policy JHC)

School Sponsored Clubs School sponsored clubs shall be under the direct control of school personnel. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during

non-instructional time, non-school sponsored student clubs may also meet in school facilities. Following is a list of school sponsored groups at Stafford Middle School: Cheerleading, Student Council and Scholars' Bowl.

Non-School Sponsored Student Clubs Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor but shall not participate in the group's activities.

Organization Fees Organizational dues, fees and assessments are discouraged in Stafford Schools but may be approved by the organizational sponsor and principal. Sponsors may, with approval from the principal, levy special assessments for those students who fail to contribute a reasonable effort toward the financial success of the organization.

Student Activity Accounting All school organizations will keep their funds on deposit with the school activity fund. Organizations' treasurers will check their accounts periodically with the school secretary. It is the responsibility of each sponsor to enforce the keeping of accurate books in each organization and of instructing the secretary or treasurer of the organization in proper keeping of accounts. It is also the responsibility of the organization treasurer and sponsor to make sure that all obligations of the organization are paid promptly.

CODE OF CONDUCT FOR STUDENTS Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. The purpose of discipline is to form positive attitudes to assist the student in becoming a better person and provide a positive learning environment for students.

Stafford Schools teachers and administrators have the following expectations of the students:

- Appropriate school behavior that assures the right and safety of students to learn and the right of teachers to teach. Appropriate behavior demonstrates respect for the personal and property rights of other students, faculty, and staff.
- Arrival at school and to class on time.
- Daily school and class attendance.
- Appropriate care and safe use of the buildings, equipment, and facilities of the school.
- Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
- Adherence to acceptable standards of courtesy, decency, morality, and compliance with provisions of civil law.

In order for a group of people to exist and work together in harmony, certain standards of behavior should be observed. To obtain a level of excellence, students will PRACTICE the following:

- **COOPERATION:** Working together to acquire a common goal of education.
- **COURTESY:** Each person will demonstrate respect for the rights, property, and opinions of others.
- **HONESTY:** Quality of good living that enables one to have a clear conscience.
- **RESPONSIBILITY:** Each person chooses his/her behavior and accepts the consequences for his/her decisions and actions. Students will be responsible for bringing the proper materials to class on a daily basis (paper, pencil, text).
- **SAFETY:** The ability to demonstrate safe work habits that guarantee the safety of self, students, staff, and others.
- **SCHOOL SPIRIT:** The feeling of love and devotion that one has for his/her school and the striving as a group for the betterment of the school.
- **SPORTSMANSHIP:** Treating each other as we would like to be treated and accepting victory and defeat with the proper attitude.

We should work to leave our school a better place because of our presence.

Failure to meet the above expectations will result in appropriate disciplinary action being taken as outlined under the discipline policy.

Students may be disciplined for any of the following reasons:

- willful violation of any published, adopted student conduct regulation;

- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes the commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. See "Suspension/Expulsion,"

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.

Also see discipline measures listed under "Unexcused Absences," "Tardies," "Weapons," "Vandalism," "Sexual Harassment," "Dress Code," "Drug Free Schools," "Bus Regulations," "Gangs," "Computer Use," and "Food Service,"

Hall Conduct Students arriving at school before 8:00 a.m. are not to be allowed in the classroom areas unless they have an appointment to see a teacher or a special need to be in the office. (Admits, payment of fees, etc.) As a general rule, high school students should gather in the commons area and middle school students in the lobby before school starts and at noon. If a sponsor is available, students may have the opportunity to be in the gym. Proper conduct in the halls is expected at all times. Students are to pass quietly through the halls, should not loiter, run, push, or hit others as they pass. Inappropriate demonstration of affection with another student is unacceptable. **Students should refrain from activities such as kissing, hugging, or close body contact. A persistent show of affection will result in disciplinary action.**

Hazing/Initiations (BOE Policy JHCAA) Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited. See "Gangs"

Lunchroom Behavior Students will be expected to conform to the practice of good manners when eating at the school cafeteria. There are regulations that must be adhered to. Opened food or drink items are not to be taken from the lunchroom, or improperly disposed of. Failure to maintain good conduct and a respectful attitude toward all lunchroom personnel will result in disciplinary action. All students must remain on school grounds for lunch.

Sexual and Racial Harassment (BOE Policy JGEC) Sexual harassment shall not be tolerated in the school district. Sexual 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.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student or staff member, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or to staff when:

1. Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

1. verbal harassment or abuse;
2. pressure for sexual activity;
3. repeated remarks to a person, with sexual or demeaning implication; and
4. unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

Specific examples of sexual harassment include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual other than kissing; and
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Racial Harassment is racially motivated conduct which: (1) Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school; (2) Is sufficiently severe pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or (3) If 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.

Any student or staff member who believes he or she has been subjected to sexual or racial harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the individual in this meeting, the person may initiate a complaint under the district's discrimination complaint procedure. Any school employee who receives a complaint of sexual or racial 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.

The filing of a complaint or otherwise reporting sexual or racial harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

Unacceptable student conduct may or may not constitute sexual or racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors from a student which are unacceptable but do not constitute harassment may provide grounds for discipline under our discipline policy. When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. False or malicious complaints of sexual or racial harassment may result in corrective or disciplinary action against the complainant.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The high school counselor, 430 E. Broadway, Stafford, KS 67578, 234-5248, has been designated to coordinate compliance with

nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

COMPLAINTS, HANDLING OF (BOE POLICY KN) General Complaints: *The board encourages all complaints to be resolved at the lowest possible level.* Complaints from students, parents, and the community need to be brought to the employee's attention within 48 hours. Complaints should be handled in the following order unless egregious in nature:

- First: Teacher/Employee
- Second: Principal
- Third: Superintendent
- Fourth: Board of Education

Whenever a general complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution. Anonymous complaints are discouraged as it presents challenges to conduct a thorough investigation.

COMPLAINTS ABOUT POLICY (BOE Policy JCE, KN) Any student may file a complaint with the principal concerning a school rule or regulation if it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

COMPUTER AND/OR SCHOOL ISSUED DEVICE USE (BOE Policy IIBG)

Computer/School Issued Device Use Policy

Individuals who are provided access to computer use and to the schools' communication network assume responsibility for their appropriate use. Stafford Schools expects individuals to be careful, honest, responsible, and civil in the use of computers and networks. Those who use the Internet to communicate with others or to connect to computers at other institutions are expected to abide by the rules for the remote systems and networks as well as those for our local area network. Be advised that, in addition to being a violation of Stafford Schools rules, certain computer misconduct is prohibited under Kansas General Laws, and is, therefore, subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system or database, falsely obtaining electronic services or data without payment of required charges, and destroying of electronically processed, stored, or in-transit data.

Acceptable Use Guidelines (BOE Policy IIBF)

Purpose: The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet.

- Users shall adhere to the following guidelines of acceptable use:
- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' emails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- Users shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.
- Students shall not disable or attempt to disable Internet filtering software.

Prohibited Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.

- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

Monitoring The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, e-mail transmissions, and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

Internet Safety In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior including cyberbullying.

Penalties for Improper Use Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The district has the right to make the determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

Expectation of Privacy Taking photos or making audio or video recordings without permission in ANY context in which the person has a reasonable expectation of privacy is prohibited. Such physical areas on school grounds include but are not limited to hallways, private offices, restrooms, changing rooms, labs, classrooms, and conference rooms. In such areas, all persons being photographed or recorded must grant written or verbal permission.

In a situation in which it is not acceptable to take a picture or recording, it is also not acceptable to publish it. Transmission on the Internet constitutes publication. Additionally, remember that all images transmitted are subject to all applicable policies and laws, including copyright, just like any other digital document.

Stafford Schools Technology and Internet Acceptable Use Policy- Students, Faculty, and District Guests. Signed form is required at Enrollment.

Stafford Schools iPad Policy, Procedures, and Information Signed form is required at Enrollment.

Disciplinary Actions Absolutely dependent on the violation the following will occur:

- **First Violation:** A violation of any network services policies will result in the loss of network privileges for two weeks.
- **Second Violation:** A violation of any network services policies will result in the loss of network privileges for nine weeks and recommended for suspension.
- **Third Violation:** A violation of any network services policies will result in the loss of network privileges for the remainder of the year and long-term suspension of five (5) days.

Expellable Offense

Students could be expelled from school (removal for five days or more) if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years. See "Suspension/Expulsion"

If any violation breaks a local, state, or federal law, use of service could be severed for the duration of enrollment and will be reported to the police for appropriate action to be taken.

Use of District Rented or Privately-Owned Computers in School Computer systems rented from the district or owned by others may be used in the school and classroom subject to all the rules and regulations established for the use of district-owned computers. Outside computers must be approved by the administration/tech director.

CONFERENCES:

PARENT/STUDENT/TEACHER (BOE Policy JFAB) In addition to grade reports as a method of reporting to parents, two (2) school days are scheduled during the fall and spring semester for formal parent-teacher conferences. Fall parent-teacher conferences will be noted on the district calendar and are held from 4:00 to 8:00 p.m. Parents and students are encouraged to request a conference with teachers at any time convenient to all parties.

STUDENT AND PARENT CONFERENCES (BOE Policy GBRF)

Teachers shall be available for student and/or parent conferences at mutually convenient times. The principal may schedule individual or building-wide parent-teacher conferences as necessary.

CONTESTS FOR STUDENTS No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration. Representatives of the news media seeking to interview a student during regular school hours must first have approval of the building principal.

CORPORAL PUNISHMENT (BOE Policy JDA) Principals are authorized to administer corporal punishment as stated in Stafford USD No. 349 Board Policy. Parents who do not wish to have their child subjected to corporal punishment must notify the principal in writing of this desire, preferably at the time of enrollment.

CURRICULUM AIDS & SEXUALITY

Curriculum Inspection (BOE Policy IKCA) The human sexuality and AIDS curriculum is available for inspection from the Stafford Middle/High School principal, 430 East Broadway.

Opt-In (BOE Policy IKCA) A parent or guardian (or student eighteen years of age or older) may use the district opt-in provision to enroll the student in some portion or all of human sexuality and AIDS classes included in the district's required curriculum. To receive information on the opt-in provision, contact the principal's office.

COUNSELOR

Academic Counseling Students are encouraged to talk with a school counselor, teachers and principals in order to learn about the curriculum, course offerings, graduation requirements, qualified admissions for regent universities and other academic issues. The counselor can provide information about vocational training schools, colleges and universities, careers and financial aid.

Personal Counseling The school counselor(s), social worker, and/or mental health liaison are available to assist students with personal concerns, acquiring essential social skills, and/or behavior support, as needed. Students may be referred to the counselor(s), social worker, and/or mental health liaison by student self-referral, school staff, parents/guardians, or community members. The counselor(s), social worker, and/or mental health liaison may meet with students individually, lead lunch bunches or social skills groups, and/or make referrals to community resources to address concerns and help the student be successful. For more information or to make referrals, please contact the counselor(s), social worker, mental health liaison, and/or administrator. If you do NOT want your student to meet

with the counselor(s), social worker, and/or mental health liaison please write a letter to your student's administrator stating such.

DANCES A student may not bring a guest not enrolled in the district unless prior permission is given by the principal's office. No one 21 years of age or older will be admitted to dances, unless he/she is the legal guardian/parent of an attending student. Middle school students are not allowed to bring a guest. Once a person leaves a school party or dance, he/she may not return unless he/she receives permission from the sponsor to leave and return. No one will be admitted to the dance 30 minutes after the published starting time of the activity. Parties and dances must end by 11:30 p.m.

DELIVERIES of flowers and balloons will be held in the office until the end of the day. After the bell students can pick their items up.

DIRECTORY INFORMATION

In Relation of Student Records (BOE Policy JRB, BCBK, CN, CNA, ECA, IDAE, JGGA, JR *et seq.* and KBA) Individual student files are not available for public inspection. Except as provided in IDAE with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system. The custodian of student records shall disclose the student's educational records only as provided for in this policy.

Directory Information Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian of records may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid; state and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs

- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs.

The data collected by such officials with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records Administrators shall forward student's school records upon request and may not withhold them for any reason.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 349 at the District Office, 400 East Broadway, Stafford, KS, 67578, on or before **the first day of the school year**. If refusal is not filed, USD 349 assumes there is no objection to the release of the directory information designated.

DISCIPLINE PROCESS The first priority of the district is "teaching and learning of the intended curriculum for all students, including misbehaving students." Everything done in Stafford USD No. 349 must support the first priority. Discipline is one of many ways of supporting the teaching and learning process. The focus

of all discipline procedures is to lessen the negative impact that misbehaviors have on a safe, orderly, and academically productive environment.

Besides maintaining a safe and orderly environment, the discipline process must protect the time assigned for teaching and learning. It is important to decrease the amount of interference that misbehaviors cause in the academic time on task for both the rest of the class and the misbehaving student. There should be no hidden agendas when it comes to discipline. The handling of all discipline situations must support the teaching and learning of the intended curriculum for all students, including misbehaving students.

Identified Levels of Unacceptable Behaviors & Ranges of Expected Consequences

LEVEL 1: Productive Personal Environment Misbehaviors that occur in the classroom that affect only the disruptive student are considered Level 1. This type of behavior is considered at the lowest level because it does not negatively affect a safe and orderly environment. This includes misbehaviors that occur in the classroom that affect only the student involved, as long as the misbehavior does not interfere with other students' opportunity to learn. The teacher should not stop the learning activity to deal with such behaviors. Examples are:

- Not having appropriate equipment and materials
- Sleeping
- Being off task, but not disrupting others
- Failing to turn in homework/failing to complete assignments
- Failing to dress out for physical education

For behaviors that occur in the classroom and affect only the disruptive student, the possible consequences are:

Minimum:

1. Looking in the vicinity of the misbehavior
2. Walking toward the area of the misbehavior
3. Ignore behavior
4. Verbal response
5. Informal talk
6. Isolation
7. Teacher-parent conference
8. Behavior contract

Maximum

Out of school Suspension

LEVEL 2: Productive Classroom Environment Any behaviors that interfere with another student's opportunity to learn cannot and will not be tolerated - that is, misbehaviors that occur in the classroom and interfere with the learning of others. Level 2 misbehaviors take highest priority in the classroom. The following are examples of Level 2 misbehaviors:

Failing to follow reasonable request of the teacher

- Talking out
- Horseplay
- Disturbing another student in any way
- Showing disrespect/defiance
- Using equipment improperly
- Bullying

For behaviors that occur in the classroom and interfere with the learning of others, the possible consequences are:

Minimum

1. Verbal reprimand
2. Informal talk
3. Isolation
4. Teacher-parent conference
5. Behavior contract
6. Referral to principal

7. Principal-teacher-parent conference
8. Detention/student conference
9. In-school suspension for a short period of time (time-out room)

Maximum

Out of school Suspension

See "Academically Productive Classroom Policy" for further information.

LEVEL 3: Orderly Environment The second key to a productive teaching and learning process is assuring an orderly environment - eliminating misbehaviors that occur outside the classroom that are not intended to cause physical or mental harm to another individual, are not illegal, but do negatively affect an orderly environment. Students are expected to handle themselves in a positive way at all times and in all areas (such as in the cafeteria, hallway, school grounds, school activities). These behaviors will not be tolerated:

1. Disruptive behaviors in hallway
2. Disruptive behaviors in cafeteria
3. Disruptive behaviors at a school activity
4. Disruptive behaviors before and after school
5. Disruptive behavior on the school bus
6. Skipping/tardiness/truancy
7. Being in the hall without a pass
8. Theft
9. Inappropriate literature
10. Destruction or defacement of property
11. Inappropriate display of affection
12. Dress code violations
13. Bullying
14. Lying
15. Disruptive Behavior
16. Obscene Behavior
17. Academic Misconduct

Level 3 behaviors will be handled by the individual(s) assigned to supervise the area. If any other staff member is in the area, he or she is expected to assist when necessary.

For behaviors that occur outside the classroom that are not intended to cause physical or mental harm to another individual and are not illegal, but do negatively affect an orderly classroom environment, the possible consequences are:

Minimum

1. Looking in the vicinity of the misbehavior
2. Walking toward the area of the misbehavior
3. Verbal reprimand
4. Informal talk
5. Isolation
6. Teacher-parent conference
7. Behavior contract
8. Referral to principal
9. Principal-teacher-parent conference
10. Restitution
11. Conference
12. In-school suspension (time-out room)
13. Removal from bus
14. Suspension from school-related activities
15. Out-of-school suspension (short term, no more than 5 days)

Maximum

Out of school Suspension

LEVEL 4: Safe Environment Students cannot learn and teachers cannot teach if they do not feel safe. The first key to a productive teaching and learning process is ensuring a safe environment for all - to eliminate misbehaviors that are intended to cause another individual physical or mental harm and/or are illegal. Behaviors that contribute to an unsafe environment will not be tolerated and will be dealt with immediately. The following are some, but not all, of the misbehaviors that cause a school environment to be unsafe. These will not be tolerated. Examples are:

1. Weapons (possession, including replicas of)
2. Theft
3. Fighting - assault or battery of any kind
4. Gross disrespect toward any individual -- cursing/name calling
5. Defiance that contributes to an unsafe environment
6. Alcohol/Drugs (sale, possession or use of)
7. Sexual harassment of any kind
8. Arson
9. Explosive devices
10. Tobacco (possession or use of)
11. Filing false emergency reports
12. Destruction or defacement of property
13. Intimidation -- Extortion -- Threats
14. Bullying
15. Lying
16. Obscene Behavior
17. Disruptive Behavior
18. Academic Misconduct

For behaviors that are intended to cause another individual physical or mental harm and/or are illegal, the possible consequences are:

Minimum

1. Out-of-school suspension
2. Long-term suspension
3. Expulsion for rest of the year
4. Expulsion for 186 school days (Maximum)

Maximum

Out of school Suspension

Administrative Prerogative: The administrator shall have the option to access higher level consequences for behaviors deemed more severe, extenuating circumstances, or for repeated violations.

Non-Negotiable Behaviors There are certain behaviors that cannot and will not be tolerated, and these behaviors have been labeled non-negotiable behaviors. The district has district-wide policies regarding non-negotiable behaviors. Each policy identifies and defines a specific type of non-negotiable behavior and explains the minimum consequences for that type. The policy is designed to communicate to students and parents that such behaviors must change immediately or we will have to do what we hate most -- eliminate the misbehavior by eliminating the misbehaving student from the school. The non-negotiable policies are Violence Free Policy and Academically Productive Policy.

Academically Productive Classroom Policy To ensure an academically productive classroom environment, no student will be allowed to behave in the classroom in a manner that interferes with the opportunity of other students to learn and/or with the teacher's responsibility to teach. The following policy does not focus on the disruptive classroom behaviors, but on the expectation of students when a teacher asks them to stop any type of behavior that he or she deems disruptive. This policy will be enforced district-wide, at all grade levels, and with all students.

Whenever a student is asked to stop a behavior deemed disruptive by the teacher, the student will be expected to stop such behavior immediately. The teacher will go through the following procedures when a student is disrupting the learning of others:

1. The teacher will identify the disruptive behavior and ask the student to discontinue the behavior immediately.
2. If the student stops the behavior, the teacher will continue with the learning activity.

3. He/she will be asked to leave the classroom. The student will be expected to go to the ~~Time-Out~~ Designated area.
4. If the student refuses to immediately leave the room, the teacher will call the office for someone to escort the student out of the classroom. The student will be brought to the principal's office.

Minimum Consequence: Principal-parent-teacher-student conference

Maximum Consequence: Out-of-school suspension for one (1) to three (3) days

Reporting to Department of Motor Vehicles (BOE Policy JDDB) Whenever a pupil 13 years or older has been expelled from school or suspended for an extended term (more than 10 days), the administrator shall give written notice of the explanation of the expulsion or suspension and shall include the pupil's name, address, date of birth, and driver's license number (if available) to the division of vehicles of the department of revenue if the expulsion or extended-term suspension was imposed any of the behaviors described in "Violence-Free Policy," (weapons, drugs, behavior).

Student/Teacher Conferences (BOE Policy JDB)

Discipline is a learning experience for the student. Stafford Schools hold high expectations for students and their actions. Working together as a team, students, teachers, parents, administrators, and community members can make Stafford Schools a successful place. Students who are in violation of the **Student Code of Conduct** will be issued a conference by the teacher who observed the violation. Students will be expected to report to their conference within the following guidelines:

1. Conferences shall be served with the teacher who assigns them.
2. Students will be responsible for making all arrangements concerning their issued conference(s). This includes:
 - a. notification of parents,
 - b. providing students transportation home.
3. Students will serve conferences within twenty-four (24) hours of issuance.

Procedures for serving conference:

1. A student with one conference would serve either: after school the day it was issued **or** the following school calendar day.
2. A student with more than one conference would serve: after school the day it was issued **and** the following school calendar day.

Guidelines for students who fail to report to a conference

In order for students to be successful in the classroom, they must understand and adhere to student expectations. The purpose of a student/teacher conference is to provide the teacher and student with the opportunity to discuss why the student is not able to be successful in the classroom setting.

1. If a student receives a homework conference, he/she will have one (1) day to serve the conference and turn in the missing assignment(s).
2. If the student doesn't serve the conference, he/she will receive an office referral.

DISTRIBUTION OF MATERIALS (BOE Policy KI) Materials unrelated to the school's curriculum may not be distributed without prior consent of the principal.

DRESS CODE (BOE Policy JCDB)

The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change the offending clothing or appearance and will be subject to disciplinary action.

Dress code is enforced to accomplish these goals:

- Maintain a safe learning environment.
- Meet requirements of any courses which are a part of the approved curriculum in which students are enrolled. (Science Labs, Culinary, etc.)
- Prevent students from wearing clothing with images of language depicting or advocating violence or the use of alcohol or drugs.

- Prevent students from wearing clothing with offensive images or language including profanity, hate speech, and/or pornography.
- Allow students choices that make them comfortable.
- Ensure that all students are treated equitably.

Personal Appearance Guidelines:

- Certain body parts must be covered for all students.
 - Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material.
- Students **MUST** wear
 - Shirt
 - Bottom: Pants/ sweatpants/shorts/skirts/leggings (opaque)
 - Shoes: Activity-specific shoe requirements are permitted (i.e. Physical Education)
- Students **CANNOT** wear:
 - Violent language or images
 - Images or language depicting drugs or alcohol or use of the same
 - Hate speech, profanity, pornography
 - Images or language that creates a hostile or intimidating environment
 - Bathing Suits
 - Headgear that obscures the face or ears
 - Hats: unless it is a part of school sponsored event

Enforcement

- Enforcement should be consistent with our school's overall discipline plan. Violations should be treated as minor on the continuum of school rule violations.
- Enforcement for students in grades K-5 should be limited to safety and non-violence and should not include messages predicated on body maturity.
- Students should never be removed from a classroom solely as a result of a dress code violation.
- Students should never be forced to wear extra school clothing (that isn't their own) when in violation of the dress code. (Much like we wouldn't ask a student to wear a dunce cap.)
- No student should be affected by dress code enforcement because of gender, race, body size, or body maturity.
- Students should not be shamed or required to display their body in front of others in school. Shaming includes but is not limited to kneeling or bending over to check attire fit, measuring straps or skirt length asking students to account for their attire in the classroom, and directing students to correct a dress code violation during instructional time.
- Principals shall make the final determination regarding the appropriateness of a student's appearance.

DRILLS (BOE Policy EBBE) Students shall be informed of emergency drill procedures at the beginning of each school year.

- **Crisis/Evacuation Drills** There may be yearly crisis/evacuation drills done by the school district in cooperation with local authorities. Parents will be notified after the drill.

As prescribed by the State, USD 349 has an official Crisis Plan document that is regularly revisited and updated according to best procedures adopted by our surrounding service center. Parents and patrons can request this document from the school administration for review. These crisis procedures and policies have been approved by the BOE.

- **Fire and Tornado Drills** There will be regular monthly fire drills as prescribed by the State. Each teacher is responsible for providing instruction on fire drill procedures for his/her classroom. In addition, three (3)

tornado drills will be held. The signal for a tornado drill shall be intermittent ringing of the bell from the intercom.

- **Lockdowns** Lockdowns will be announced school wide via email or intercom to ensure the safety of students and staff. Administration will determine whether parents will be notified of these realities or drills in order to protect the rights of individuals involved. As always, students' safety and privacy is of utmost importance in these cases.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.



SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it is a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



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DRIVER'S EDUCATION Students may take the driver's education class at Stafford High School during the summer if they are residents of the district and are 14 years of age or older prior to the start of drivers education classes. A fee for Stafford High School students will be \$50.00. Students will also receive a .25 credit upon

completion of the class. Out-of-district students may request to take summer driver education (out-of-district admittance policy applies). A fee of \$150.00 will be assessed to out-of-district students. ****Fees are not refundable after the first day of class.** Students will fill out the DE99 when they come in with their tuition. The DE99 form will allow them to drive with the instructor during driver education classes.

DRUG FREE SCHOOLS AND COMMUNITIES ACT (BOE Policy JDDA) The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity, or while a member of a school sponsored team or squad

Prohibited Activities:

- A. Using, possessing, selling, furnishing or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia.
- B. The improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Expectations for School Sponsored Activities

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco or other controlled substances or other illegal substances is not permitted.

Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:

- Parent notification;
- Police involvement;
- Suspension or expulsion; and/or
- Exclusion from future extracurricular activities.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

First Offense

A first-time violator shall be subject to one or more of the following sanctions:

1. A punishment up to and including short-term suspension if at school or a school activity.
2. Suspension from competition in all student activities for a period of not less than two (2) weeks in which competitions are held.
3. Attend two substance abuse awareness meetings with a licensed counselor to be reinstated, on a probationary status, on the squad or team. (Acceptable counselors must be approved by the principal or superintendent.)
4. Three hours of community service.
5. A thousand-word essay about the dangers of substance abuse to be turned into an administrator.

Second Offense

A second time violator shall be subject to the following sanctions:

1. A punishment up to and including long-term suspension If at school or a school activity.
2. Suspension from all student activities for forty-five (45) school days or the rest of that sport season (whichever is longer).

3. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Acceptable programs must be approved by the principal or superintendent.)

Third and Subsequent Offenses

A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

1. A punishment up to and including expulsion from school if at school or school activities.
2. Suspension from participation and attendance at all school activities for one year.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. 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. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

Compliance with this policy is mandatory. See "Suspension/Expulsion".

K-9 or Drug Dog Search Procedures

Training

Stafford County Sheriff's Department policy requires the handler and dog to have eight (8) hours of training per week. Additionally, the handler and dog are required to attend special training and certification seminars three (3) times a year. For a search to meet legal qualifications in court, the dog and handler must have three levels of training and certification.

Property Search

School administration contacts the authorities to request a search. A tentative week is identified for the K-9 Sniff to take place. One or two dogs are located for the search. The Sheriff's Department and/or local police will identify the specific day and time for the search. If there is an apparent "hit" on a locker, the dog will recheck the area in suspicion. This will satisfy the legal question of reasonable suspicion to search the lockers in the area.

A search is prompted by two factors. Either the school administration is concerned about a potential problem or they request a search so students and community members understand how the K-9 Sniff program works if there were a problem.

In the school setting, hall lockers and PE and athletic lockers, classrooms and other school property and premises are searched in a K-9 operation. Dogs have two ways of identifying a potential problem: they will either scratch at a suspected object or sit passively beside the suspected object. If a dog hits on an object, they are hitting on an area so several objects in the area will be searched.

Understanding the Implementation Process

1. Everyone must understand the rule or guiding practice in any situation relating to a K-9 Sniff is to treat everyone the same.
2. A clear definition of "zero tolerance" must be established between the school officials and the local authorities if contraband is found on school property.
3. A decision relating to locked or unlocked lockers must be made and clarified with students and parents. Consideration of consequences and responses for a school search must be established.
4. If a K-9 or drug dog hits a student locker, student property or a student's vehicle, reasonable suspicion has been established for the student to be called to open and observe the search of that locker, property, or vehicle. A reasonable effort will be made to notify the student's parent or guardian of what is occurring.
5. A formal policy must be adopted by the USD 349 Board of Education.

Implementation Steps

School administration will:

1. Share information with patrons and the public.
2. Hold informational meetings with authorities and school staff for parents to explain the program.

3. Contact the authorities to request a search of the school. A week will be selected for the search. No one at school will know the exact time of the search until just before the search. The authorities will call the principal with the predetermined amount of notice time before arriving at the school for the search. The local authorities will try to coordinate the search with class schedules and to allow enough time to complete a search before the end of school or before lunch.
4. Notice for students and staff to stay in classes will be sent by the principal just before the arrival time. All students and staff will be required to stay in their assigned rooms at that time during the search **unless instructed by the principal to do otherwise or** until they are notified the search is complete.
5. Leave outside hallway doors open. The hallways must be cleared of people and well ventilated.
6. Search by dog(s) will begin. A school administrator and law enforcement representative will be observers to the search process. The trainer will tell the observers where to stand and how to follow in the search. Board of Education members should not observe a search for liability reasons.
7. If two dogs are in the building, bring another dog to the area if the dog searching an area makes a "hit." Usually, two other dogs will be used to verify an area that is targeted for a "hit" in a school.
8. Search is conducted by law enforcement agents in the presence of school administration and other local authorities observing the search.
9. Decide how to proceed if contraband is found in a student locker. School officials will determine the next step with law enforcement agents.
10. Finish search of lockers, **property and premises**.
11. Notify students and teachers that they are clear to go to the next class.
12. Evaluate the search with handlers and observers.
13. Prepare a statement for the local media and for parents that might contact the school.

Random Drug Testing

The district may randomly test students who are participating in voluntary activities sponsored by the school for illegal or illicit substances on a periodic basis.

ELECTRONIC DEVICE / CELL PHONE USE POLICY

Cell phones and/or peripheral/electronic devices shall be placed into a district-assigned location in a powered-down state as directed by administration. **The student will be allowed to bring the device(s) into school for the purpose of placement into the district-assigned location and will also be allowed to take the device(s) out of the building after removal from the district-issued location. This storage shall occur before the first available period of the day and shall end after the last available period of the day.**

For PK-5 students, the device(s) will be turned in to the teacher prior to the beginning of the school day; the device(s) can be retrieved at the end of the school day.

For 6th-12th grade students, storage shall occur in a district-issued hall locker. **This will typically occur before the first period and after the Advisory period, but may occur at different times due to unique circumstances and varying contexts (see Actions to Ensure Compliance). If at any time a cell phone and/or peripheral/electronic device(s) is identified outside of the district-issued hall locker during the school day beyond bringing it to be placed into the locker and taking it after being removed from the locker (at the earliest and latest possible times as outlined above), this will be classified immediately as a violation and will be given the appropriate consequence.**

Definition

Cell Phone or Peripheral/Electronic device(s) is defined as any non-district issued device(s) that can communicate with other devices electronically or with the internet via browsers, apps, or other access methods. **Some common device(s) that would be included (although not exhaustive) with this definition would be cell phones, smart phones, smart watches, and gaming systems.**

Violations

1. First Violation will result in a warning by the staff member and the student will be required to eliminate possession.

2. Second Violation will result in the staff member confiscating the device(s) and giving it to the office. The office will notify the parents and the student will pick up the phone at the end of the day.

3. Third Violation will result in the staff member confiscating the device(s) and giving it to the office. The office will notify the parents and the parent will be required to pick up the device(s) at the end of the day.

4. Fourth and Subsequent Violations will result in progressively longer In- School Suspensions beginning with one day for the fourth violation.

In no manner do the aforementioned consequences limit the ability of administration to issue more significant discipline if/when the violation involves an extreme or egregious act.

(NOTE: If at any point a student refuses to turn over the device(s)/reveal that what has been identified is not a device(s) to a staff member for a violation, the student immediately will be given a one day in-school suspension-or longer for violations numbering greater than four-effective immediately.)

Actions to Ensure Compliance

1. (In school from the beginning of the day to the end of the day-7:55 am-3:20 pm) Student leaves the device(s) in his/her locker prior to the beginning of school. The student takes the device(s) with them out of the building at the end of the day.

2. (In school for less than a full school day/irregular attendance on a particular day) Student leaves the device(s) in his/her locker prior to the beginning of school. Upon leaving the building permanently for the school day, the student is allowed to retrieve the device(s) from the locker. The student takes the phone with them out of the building at that time.

***Administration reserves the right to interpret any unique situation and circumstance as it deems appropriate.

Cyber Safety: We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe cell phone behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of a cell phone is not a right but a privilege.

When abused, privileges will be withdrawn.

Guidelines: Violating the established policy will result in the following:

- First offense- the phone is taken away until the end of the day.
- Second offense- Parent notified and student phone will be picked up by a parent or guardian.
- Third offense- either the student is suspended for one day or the phone is turned into the school office for five consecutive school days (parent's choice).

(Depending on the infraction, USD 349 reserves the right to follow the disciplinary action in non-sequential order.)

Any further infractions will result in the student not having a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions. Students who are in possession of cell phones must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board Policies, particularly Internet Acceptable Use. Students may not use their cell phone during instructional time unless otherwise given permission by the teacher. This includes office runners and/or students who are in the hallways or in the restrooms during instructional time. Instructional time is defined as

the time from the last tone of one tardy bell to the first tone of the dismissal bell. Each teacher has the discretion to allow and regulate the use of cellphones in the classroom and on specific projects. Approved cell phones must ALWAYS be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission. Students are not authorized to use headphones with their cell phones during lunch or between classes. Students may use social media, but may not abuse this privilege by cyber bullying other individuals. All posts to social media should reflect a positive reflection of the student and his/her school. Students will be held accountable for any negative postings, pictures, or video. Students may not use cell phones to “bully” or to post derogatory statements about students, faculty, or staff via text message, email or Social Media. Students who need to leave early for appointments or illness must check out through the attendance office or nurse’s office. Students cannot just call/text home and leave. A student who has a phone confiscated may not use another student’s cell phone.

Guideline Infractions: The following are considered more serious offenses/infractions and will be referred directly to the administration to be reviewed:

- Cell phones may not be used to assist any student on assignments, quizzes, or tests without teacher approval.
- Students and Parents/Guardians acknowledge that: The school’s network filters will NOT be applied to a device’s connection to the internet. Cell phones **should not** be connected to the school’s network. Therefore, any student who accesses websites that are prohibited by USD 349 Acceptable Use Agreement or Student Handbook will be subject to discipline.
- Stafford schools are authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Cell phones should be charged prior to school and run on battery power while at school. USD 349 will not provide “charging stations” for students to charge their cell phones.
- Students are prohibited from:
 - Bringing a Cell Phone on premises that infects the network with anything designed to damage, alter, destroy, or provide access to unauthorized data or information.
 - Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies.
 - Printing from cell phones at school.
- When a high school student is in the middle school or elementary areas, cell phones may not be seen or heard.
- Students may not use their cell phones during a study hall period, classrooms they are visiting, or in the library unless authorized by the teacher or administration.

Sexting is harmful to minors and is against the law. *“Sexting” means creating and sending nude or semi-nude content or sexually explicit or suggestive text, receiving and keeping the content, or receiving and resending the content.* The school cooperates with local law enforcement on issues related to sexting or using the nude or semi-nude content of students to harass or intimidate the student depicted in the content. A variety of Kansas statutes prohibit the transmission of sexual content of minors. Parents are strongly urged to take precautions and use strategies to monitor the electronic communication habits of their students.

- Any student who violates laws related to the transmission of electronic content harmful to minors may be banned from possessing personal electronic devices at the school for the remainder of the academic year or for a longer period of time as determined by school administration.
- During the course of an investigation, any student found to have repeatedly solicited another student to provide sexual content may receive school consequences and may be banned from possessing personal-electronic device at the school for the remainder of the academic year or for a longer period of time as determined by school administration.

Lost, Stolen, or Damaged Devices: Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. USD 349 takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage. USD 349 is not responsible for maintaining or troubleshooting student electronic devices.

Usage Charges: USD 349 is not responsible for any possible device charges (i.e. apps a student downloads during class) to your account that might be incurred during approved school-related use. ** School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the student will be required to unlock the device at the request of a school administrator. If the phone is not unlocked by administrative request, parents and or law enforcement will be notified.

**During the course of the school year, additional rules regarding the use of personal devices may be added or modified.

ENROLLMENT

Enrollment Schedule Stafford School students should enroll and pay fees at Stafford Schools at the published time. Times will be announced via enrollment packets, newspaper, newsletter, and online.

Pupil Information Form Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- name(s), phone number(s), emails, and address of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of the student's physician; and
- description of any medical conditions of which the staff needs to be aware.

This information is kept on file and made part of the student's record.

Please notify the school secretary within seven (7) days if any of the following change:

- numbers for home or parents' work;
- mailing or street address; or
- emergency contacts.

EMBLEM AND COLORS The official emblem for the Stafford Schools is designated as the Trojan. The official colors for USD No. 349 are designated as red, white, and black. All uniforms, emblems, etc., must have the approval of the administration prior to their purchase or adoption.

EQUIPMENT AND SUPPLIES Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher.

Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

EXTRACURRICULAR ACTIVITIES

General Policy Board policy encourages students to participate in only those activities in which they are willing to demonstrate a cooperative and positive attitude. Coaches and sponsors develop rules and regulations for each activity and are responsible for their enforcement. Extra-curricular activities are voluntary, and all concerned should understand that the student and his parents must establish priorities for each individual. Participants are expected to remain with the group involved until completion of the activity or other arrangements are made with the school sponsor.

It is the policy of Stafford USD No. 349 to participate in interscholastic athletics in accordance with the rules of the Kansas State High School Activities Association, the accreditation regulations of the State Department, and the laws of the State of Kansas.

Participation in games by individuals shall be based on proficiency of skill development. At the high school level, emphasis shall be on continued skill development and team success.

Additional information concerning extra-curricular activities may be obtained from the Stafford Middle/High School activities director. Sports available at Stafford Middle School are: Football (7-8th), Basketball, Volleyball, Wrestling, Cross Country, Track. Sports available at Stafford High School are: Football, Basketball, Volleyball, Wrestling, Cross Country, Track, and Golf

Acknowledgement of Risk Each student/athlete and parent is required to fill out an insurance acknowledgment and acknowledgment of warning form. This form must be signed and on file with the activities director prior to students participating in their first practice.

Extracurricular Activities Participation Requirements (BOE Policy JH) Students who participate in any school activity shall meet the following requirements:

1. all applicable KSHSAA regulations;
2. academic eligibility requirements; and
3. local eligibility requirements.

Also see "Activities," "Clubs and Organizations," "Eligibility," and "Physicals."

All district and Kansas State High School Activities Association requirements for eligibility must be met before a student will be allowed to participate in extracurricular activities.

In addition to KSHSAA rules (a student must pass five (5) subjects during a semester or is ineligible for the next semester), Stafford will enforce a progress report/nine-week eligibility standard. If a student has two (2) or more F's at the end of a grading period, he/she will be on a probationary watch for the next grading period. (Grading period is from nine weeks to progress reports or progress reports to nine weeks.) If the student then has two (2) or more F's at the next grading period, he/she would then be ineligible for the next grading period.

Stafford Schools Eligibility Requirements (adopted 2016-17)

*Ineligible reports are printed each Monday and in effect on Tuesday morning.

*Students who are failing a class will be on "academic warning" the first week.

*Students who are failing the same class for two or more consecutive weeks will be declared "academically ineligible."

(Students who are academically ineligible may participate in athletic practice but may not participate in any interscholastic activities until they are posted eligible the following Monday.)

1. Ineligible students needing to participate in a field trip and/or activity for class credit must obtain written permission from the teacher(s) of classes in which they are ineligible before being allowed to participate. An ineligible student failing to obtain the necessary permission to attend activities may lose class points/credits for non-participation. It is the responsibility of ineligible students to obtain necessary permission to attend academic events during their ineligibility. This permission applies to academic events ONLY.
2. In the Student Handbook- A student who is absent for a significant part of a school day will not be permitted to attend or participate in activities that occur on that day without permission of the principal. Absences for doctor's appointments, family funerals, or school activities may be excused and permission granted to practice or participate in school activities. The principal will have the authority to make decisions regarding attendance at events. **Definition of Significant Part of the School Day:** A "*significant part of a day*" shall mean more than one (1) hour or more than one (1) scheduled class period, whichever is shorter.
3. Students serving an ISS will **not** be allowed to participate in any school-sponsored activity (athletic or academic) the day the ISS is served.
4. A student may **not** participate in any school-sponsored activities (academic or athletic) and must remain off USD 349 Campus on the day he/she serves an OSS.

Stafford USD No. 349 is a member of the Heart of the Plains League for school activities. Students are urged to participate in inter-school activities. All activity programs are administered by well-trained and competent coaches or sponsors.

THE KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY RULES FOR PARTICIPATION:

1. If you are a bona fide undergraduate student in good standing. (A student incurring discipline problems **is not** in good standing.)
2. If you are not yet nineteen (19) years of age before September 1. Consult your coach or principal if you have questions.
3. If you have not completed eight (8) semesters of competition nor more than four (4) seasons in one sport. This includes grades 8-12.
4. If you have not completed eight (8) semesters of high school attendance. This includes your total attendance beginning with the ninth grade.
5. If you are passing in five (5) **new** subjects of unit weight.
6. If you passed in five (5) **new** subjects of unit weight your last semester in attendance. The last two (2) semesters of possible eligibility must be consecutive.
7. **If you do engage in outside competition during the season in which you represent your high school/middle school in a sport**, consult your coach or principal before you participate in any game, training session, or tryout conducted by an outside organization.
8. If you have passed an adequate physical examination by a physician and have written consent of your parent or guardian.
9. If you have met the requirements of the transfer rule, in case you are a transfer student.
10. If you are not a member of a high school fraternity.
11. If you have not competed under a false name or for money or provisions of the amateur rule.
12. If your attendance is regular and your conduct and standard of sportsmanship are satisfactory.
13. It is strongly suggested by the KSHSAA, as well as the National Federation of High School Athletic Assoc., that tattoos and/or body markings not be visible during team play between member schools. If covering of said markings becomes an issue, determination can be made by the member school or the official in charge.

Local Eligibility Requirements

Behavior Requirements Athletes are expected to maintain appropriate scholastic and behavioral standards. Students may be removed from any extracurricular activity for failure to maintain these standards.

1. The eligibility rules of the Kansas State High School Activities Association will be strictly complied with and will apply to students participating in all interscholastic activities.
2. It is important that all students realize that deliberate misbehavior, destruction of school property, unexcused absences, and charges by law enforcement agencies can cause them to lose their good standing in school and, as a result, their eligibility to participate in interscholastic activities.

Eligibility for Students Spectators to Attend Athletic/Extracurricular Events

Students who are not passing seven (7) classes on the Monday prior to an extra-curricular event may attend as spectators only if their parent attends and sits with them in the bleachers. Students are encouraged to support the activities in which other students participate. However, at non-spectator events such as band and art, students who are not participating may only attend with a parent/guardian, unless sponsored by a faculty member.

Student Organizations Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

Every school-sponsored club shall have a constitution, which has been approved by the building principal and filed, in the school office.

Non-school sponsored clubs shall submit a request for use of school facilities prior to using the facilities. A faculty member (or other adult approved in advance) may attend the meetings as a supervisor and may participate in the group's activities.

Student Activities The principal or other certified employees (with the principal's approval) will be responsible for organizing and approving all student activities. An adult approved by the administration shall supervise all school-sponsored activities.

Code of Conduct while Members of a School Sponsored Team or Squad Members of a school sponsored team or squad must conduct themselves in a manner which will not bring embarrassment or disrespect to themselves, the team, or Stafford Middle School at any time.

Violation of the Student Conduct Code at Extracurricular Activities Students who are in violation of the Student Code of Conduct at an extracurricular activity will be removed from the event and will not be eligible to participate in/or attend the next school sponsored activity. Additional disciplinary action may be taken if deemed appropriate.

Consequence for 1st violation:

1. Suspension from all competition in all activities for not less than two (2) weeks in which competitions are held.
2. Three hours of community service.
3. A one thousand (1000) word essay.
4. Two (2) meetings with an approved counselor about the misbehavior.

Consequence for 2nd violation:

1. Suspension from competition from all activities for forty-five (45) school days or the rest of team's or squad's season whichever is longer

Consequence for 3rd violation:

1. Suspension from all school activities for one year.

FAMILY NIGHT It is Board policy to observe Wednesday night as family night with all school activities terminating no later than 6:30 p.m. This means that no school activities are to be scheduled on Wednesday evening except in emergencies or situations beyond the control of the local administration. As a general policy, no school activities are to be scheduled on Sunday.

FEES

Book Rental and Other Charges All textbooks and workbooks are included in the rental charges for each grade. A list of fees will be available during enrollment. Laptop learners will also be assessed a rental fee each year, with the charges based on family income and determined annually. These charges and fees can and should be paid on enrollment day or as soon as possible thereafter.

Payment of Fees Fees may be paid anytime beginning **July 31** at the elementary/middle school office. Payment is due upon enrollment. If this is not possible, parents/guardians will be asked to arrange a payment schedule. If, at the end of the school year, fees are not paid in full, the USD may file a claim for payment with small claims court

Refunds Refunds for school fees will be made to students who withdraw from school during the school year in the following manner:

During first nine weeks	75% of total fee
During second nine weeks	50% of total fee
During third nine weeks	25% of total fee
During fourth nine weeks	none

Additional Fee Information Students may be assessed fees for the following (not an all-inclusive list):

- Materials for class projects
- Voluntarily purchased pictures, publications, class rings, graduation announcements, etc.
- Voluntarily purchased student accident insurance
- Musical instrument rental and supplies
- Personal apparel, used in extracurricular activities, that become the property of the student
- Activity trip fees

- Partial fee for laptop computer
- Admissions to HS athletic contests (adults \$4.00 students \$3.00 ; no re-entry upon leaving without parent)

FIELD TRIPS (BOE Policy IFCB) Students may participate in a field trip if the parental consent form for the trip has been turned in. The “Consent to Participate in Field Trip or Other Activity and Consent for Treatment” form is preferred as well. **If a student is failing any other class(es), a student will not be allowed to leave school if the duration of the field trip will cause the student to miss the class(es) in which the student is failing.**

FOOD SERVICE (BOE Policy JGH)

Lunch Students will remain at the school through meal periods. Lunch and breakfast will be eaten in the cafeteria. Lunch may be purchased from the lunch program or brought from home. Students should not interpret deliveries from restaurants as a lunch brought from home. Milk may be purchased to supplement lunches brought from home. The principal may make exceptions to the closed lunch arrangements for specific circumstances.

Monthly menus may be found on the Stafford School’s website: www.stafford349.com.

Free or reduced-price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

It should be noted that according to USDA guidelines, meal charges made for seconds are not free to any student, no matter what the status of the individual. Balances for seconds should be paid for with cash, and seconds may not be served if the student’s account has a balance.

Payment of Accounts/Meals Meals are to be paid in advance. The school asks that no charging be done on meal accounts. If charging is done on an emergency basis, no more than three (3) charges are allowed. Payments on family accounts are accepted at either office between 7:35 AM and 3:50 PM. Stafford’s lunch program is operated on a non-profit basis.

Non-Payment for School Meals: In addition to the normal meal balance notifications, parents/guardians shall be notified with a letter sent home when a student’s meal account is insufficient to purchase another meal, and another by mail (return receipt requested) when students have charged two school meals. Both notices shall state that the parents/guardians shall be responsible for providing the student’s breakfast/lunch in the form of a sack meal when charges reach a total of three meals. A free and reduced meal application shall be included with the mail notice along with a copy of this policy. Further actions may be deemed necessary by administration if balance is not paid in a timely manner or if an excessive balance becomes a pattern.

FUNDRAISING (BOE Policy JK) Solicitations of students by students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities.

All student sales projects shall require the principal’s prior approval. In general, it is the policy of the board that Stafford Schools and organizations shall not compete with local business enterprises in money making plans for school organizations. No organization will be allowed more than two (2) fundraising projects during the academic year, unless prior approval given by the principal. Only one of these may be of the door- to- door variety. One project will be a service-oriented project.

Sponsor(s) or a designated adult must be present during the entirety of the school sponsored fundraiser, or may forfeit the proceeds of the event for the club. Student members and staff are expected to abide by the rules and guidelines set forth by the event leader, such as concession stand manager(s). Administration will have final approval. Staff and/or workers are not entitled to “free” food while working the concession stand. Yearly concession stand proceeds will be paid among participating groups/clubs in fairness to all organizations and to avoid unforeseen discrepancies between events.

GIFTS (BOE Policy JL)

Student Gifts to Staff Members

The giving of gifts between students and staff members is discouraged. Students shall be allowed to collect money or purchase gifts for faculty members with the principal’s approval.

Staff Member Gifts to Student(s)

A gift by a faculty member to an individual student or to classes of students during school hours or on school property shall require prior approval of the principal.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval. A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Any student organization gift to the district shall become district property when accepted by the board.

GANGS (BOE Policy JHCAA) Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

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

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

See "Suspension/Expulsion," and "Behavior/Conduct," and "Hazing/Initiations"

GOALS AND OBJECTIVES (BOE Policy KA) These student policies are designed to prevent misunderstanding by students about their rights and responsibilities. The ideas and recommendations of students shall be considered when adopting policies, rules, and regulations governing the conduct of students and their rights and responsibilities.

All student handbooks shall be consistent with board policy, approved by the board, and adopted, by reference, and a part of these policies and regulations.

GRADING Stafford K-5 report cards were developed by the staff. The reports combine letter grades and "Satisfactory +" through "Satisfactory -" scales. It allows parents to see the skills currently being addressed in the classroom and the level of achievement their child is attaining. Grades 1 through 5 will receive A, B, C, D, or F for the total subject grade for core classes such as Language Arts, Math, Social Studies, Science, PE and other classes deemed appropriate by administration. Kindergarten will use the S+, S, or S- grading system. Exploratory classes (e.g. Art, Music, or Computer) may receive S+, S, S-.

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = Below 60

Grading Policies (Middle School and High School) Credit is awarded on a semester basis ~~for high school students~~. Letter Grades as percentages are as follows: A= 90-100 B= 80-89 C= 70-79 D= 60-69 F= Below 60

Peer Grading of Assignments Peer grading is prohibited. No student shall be allowed to grade another student's work. Students are allowed to grade their own papers under a teacher's supervision.

GRADE REPORT TO PARENTS/GUARDIANS Grade reports will be prepared each nine (9) week period throughout the school year. Notices will be sent during the fifth week of each nine-week grading period to parents or guardians to keep parents informed as to their student's progress. Parents and students can access grades and class information by receiving login from school staff.

GRADUATION

Early Graduation: (BOE Policy JFCA; also see IHF) Students who complete all state and local graduation requirements may request permission to graduate early, meaning at the end of his/ her junior year or at the end of the first semester of his/her senior year. A student who wishes to graduate from high school early may request permission to do so. Only those cases of extreme emergency of justifiable reasons, such as health factors, raising a family, entering college, or military service will be considered for early graduation. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. Each request shall require board action and shall be based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, shall state the reasons supporting the request, and include a copy of the graduation plan and a letter of support from the student's parents. This must be done prior to the August board meeting. The letters of request shall be sent to the superintendent who shall forward them to the board. If approved, students will be eligible to participate in graduation ceremonies ***and may attend prom upon approval from the administration.***

Graduation Exercises: (BOE Policy JFC) Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for legal or disciplinary reasons. Graduation exercises shall be under the control and direction of the building principal.

Graduation Requirements: (BOE Policy IHF) A student must earn twenty-five (25) units of credit while in grade 9-12 to be eligible for graduation from Stafford High School. All of the following must be included:

- Four units of English language arts, which shall include reading, writing, literature, communication, and grammar. The building administrator may waive up to one unit of this requirement if the administrator determines that a pupil can profit more by taking another subject.
- Three units of history and government, which shall include world history; United States history; United States government, including the Constitution of the United States; concepts of economics and geography
- Three units of science, which shall include physical, biological, and earth and space science concepts and which shall include at least one unit as a laboratory course
- Three units of mathematics, including algebraic and geometric concepts
- One unit of physical education, which shall include health and which may include safety, first aid, or physiology
- One unit of fine arts, which may include art, music, dance, theatre, forensics, and other similar studies selected by a local board of education
- A minimum of ten (10) units of electives
- By the end of senior year, each student will have allotted 40 service-learning hours. This amount will be prorated as deemed necessary by the administration.

These requirements reflect the minimum credits required for graduation and as such should be viewed as the starting point and not the finish line. Selection of courses, beyond the requirements, are individualized to best prepare students for future endeavors. A student shall be required to complete additional units in English or mathematics should that student fall behind or fail to meet the standards expected of a Stafford High School student.

No student will be awarded a diploma from Stafford High School if he/she is enrolled in another high school within the State of Kansas or another state during the portion of time immediately prior to graduation.

HEALTH ASSESSMENTS (BOE Policy JGC) All students up to the age of nine (9) shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time. See "Physicals," below, and "Inoculations."

HEALTH SERVICES Stafford USD No. 349 employs a school nurse. In case of illness at school, students will be sent to the nurse for evaluation. If illness occurs outside of the nurse's duty, parents will be contacted by secretarial staff or administration. at school. Stafford Schools constitutes sickness as fever, vomiting, diarrhea or physically unable to perform at school.

New students shall not be admitted to the Stafford Schools without showing evidence of compliance with the legal requirements for inoculations from various diseases. (See School Immunization Law below.) Forms for this purpose are available in the offices of local doctors. The district as required by Kansas state law will provide dental examinations. Hearing (every three years), vision (every two years) and dental screenings will be done yearly for students K-12 as required in KSA 72-5205, KSA 72-1205, and KSA 72-5201. Parents will be notified of the results. Parents are responsible for any expense of remedial work done on students.

At enrollment, the State of Kansas has required that all kindergarten students and students under the age of 9 that are entering a Kansas school for the first time, must present proof of a physical exam within the past 12 months (or obtain such an exam within 90 days after starting school). Forms for this exam are available at the elementary office. The physician or county health nurse may use the form of his/her choice.

It is the policy of the school district that in the event of serious illness or accident the parents are to be notified immediately and prior to securing the services of a doctor. Suggested emergency guidelines are on file at the school. If the parents are not available when a child requires a doctor's services, the school shall notify the doctor preferred by the family. Medical expenses in such cases are to be borne by the parent, unless covered by school insurance. (See Student Accident Insurance.)

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

Accommodating Students with Diabetes (BOE Policy JGFGBB) As used in this policy, diabetes management and treatment plan means a plan prepared and implemented for a student with diabetes which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.

Student Eligibility Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy.

Parents or guardians shall submit a written diabetes management and treatment plan from the student's health care provider.

The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. An annual written renewal of parental authorization for the self-care of diabetes shall be required.

While at school, each student capable of managing and caring for the student's diabetes will be allowed to:

- Perform blood glucose level check,
- Administer insulin through the delivery system the student uses,
- Treat hypoglycemia and hyperglycemia,
- Possess the supplies or equipment necessary to monitor and care for their diabetes, and
- Otherwise attend to the management and care of the student's diabetes in the classroom, in any area of the school, on school grounds, or at any school-related activity. Notwithstanding the above, the district reserves the right to put reasonable place and manner procedural safeguards in place for the safe and nondisruptive exercise of such rights by students with diabetes.

Employee Immunity The board and its employees and agents, who authorize the self-administration of medication and treatment for diabetes in compliance with the provision of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The district shall provide written notification to the parent or guardian of a student for whom this policy is applicable that the board and its employees and agents are not liable for any injury resulting from the self-administration of medication. The parent or guardian shall sign such notice and acknowledge that the district incurs no liability for any injury resulting from the self-administration of medication and agrees to indemnify and hold the board and its employees and agents harmless against any claims relating to the self-administration of medication pursuant to this policy.

Administering Medications (BOE Policy JGFGB) The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

Parents/Guardians will be required to bring all prescriptions directly to the nurse or office staff. Students will no longer be allowed to bring their medications themselves. In certain circumstances, when medication is necessary in order for the student to remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of non-prescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of a licensed medical person. Two (2) containers, one (1) for home and one (1) for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations. Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

The building administrator may choose to discontinue the administration of medication provided he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefore. In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

Over-the-counter medication may be given at school with a parent's signature. Medication will be dispensed only from the original container. Inhalers may be kept in the classroom if a permission form has been signed by parent and physician.

AIDS In each case involving a student with AIDS, ARC, or a seropositive test for the HIV virus, the board shall reserve the right to make a final decision regarding the placement of the student after taking into account the recommendations of the health assessment team, the risks and benefits to both the infected student and to the others in the proposed educational setting. No information regarding students with communicable diseases shall be released by district personnel without the student's parents' or guardians' consent or in order to comply with state or federal statutes.

The determination of the appropriate educational setting for HIV infected individuals should be done on a case-by-case basis by a Review Board and should be weighed against the risk and benefits to both the infected individual and to others who will share the same setting. The school nurse will serve as Chairperson of the Review Board and will be the contact source.

Before HIV infected individuals attend class in a district school, they will participate in a conference with appropriate school personnel at which time reasonable expectations regarding the individual's responsibilities in the school setting will be discussed. Appropriate recommendations are to be developed from these discussions and submitted to the appropriate official.

The student's teacher(s), the guidance counselor, the office secretary, the school principal, the school nurse, the designated school custodian(s), the superintendent, the county health officer and the school attorney may be among the appropriate personnel who would be knowledgeable about the student's case and shall keep information regarding the student's health confidential. In some situations it may be necessary that other personnel also be advised. This will be determined by the superintendent.

COMMUNICABLE DISEASES (BOE Policy JGCC) Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The

student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease. If students have been absent due to a fever, they may return to school 24 hours after their temperature has returned to normal. If students have been absent due to vomiting with no fever, they may return to school 24 hours after they last vomited.

COMMUNICABLE DISEASES—ISOLATIONS AND INCUBATIONS A list follows common communicable diseases, including isolation and incubation periods. If you require further information please contact either the county health nurse or your family physician.

<u>DISEASE</u>	<u>ISOLATION</u>	<u>INCUBATION</u>
Chicken Pox	Five days from onset of rash	10-21 Days
Fever (above 99.6 °F)	24 hours following normal temperature	
Head Lice	Shampoo with medicated soap and/or treated with an antiparasitic drug. (see below)	8-10 Days for nits to hatch
Impetigo	May return to school if receiving treatment from a physician and infected areas are covered if still oozing; Doctor's note requested.	
Hepatitis A	Doctor's permit	15-50 Days
Measles	Four days from onset of rash or disappearance of swelling	10-14 Days
Pink Eye (Acute Infectious Conjunctivitis)	Students may return 24 hrs. after prescription medicine has been applied and are no longer contagious with doctor note	1-3 Days
Ringworm	Needs to be receiving treatment and covered	10-14 Days - scalp 4-10 days - body
To Be Approved: Hand, Foot, & Mouth	May return to school when fever has been normal temperature for 24 hours	3-6 days
Scabies	May return to school within 24 hours after treatment can vary prescribed by a physician (note provided); infected areas need to be covered	
Streptococcal Sore Throat or Scarlet afebrile. Fever	May return 24 hours following antibiotic drugs and no fever	2-5 Days
Vomiting/Diarrhea	May return 24 hours after last episode	

FIRST AID (BOE Policy JGFG) If a student has an accident that requires medical treatment, no action shall be taken by an employee except the following:

1. send for medical help;
2. make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
3. notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program. See "Accident, Reporting of".

Head Lice Policy Educational information regarding the management of head lice infestation will be provided to all parents of students with lice. Any student with live lice (bugs) will be sent home at the end of the school day. However, identified students may be sent home immediately if symptoms are disruptive to classroom learning. Students may return to school after treatment and will be checked by designated school personnel. Students must be free of live lice before returning to the classroom. Parents are encouraged to remove nits and treat the home environment to fully eradicate an infestation. In the school setting, students are encouraged not to share combs, brushes, hair ornaments, hats, caps, scarves or other headgear. Routine school wide head checks are no longer recommended.

Students may be referred to the nurse for head checks if symptoms are evident, such as frequent scratching, visible bugs, etc. One excused day will be allowed for treatment. Two excused episodes will be allowed per school year.

Inoculations (BOE Policy JGCB) 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 required by the Secretary of the Department of Health and Environment are also required.

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or early childhood programs operated by a school. http://www.kdheks.gov/immunize/download/KS_Imm_Regs_for_School_and_Childcare.pdf

- Diphtheria, Tetanus, Pertussis (DTaP): Five doses required. Four doses are acceptable if dose 4 is given on or after the 4th birthday. A single dose of Tdap is required at Grades 7-12 if there is no previous history of Tdap vaccination regardless of interval since the last Td.
- Poliomyelitis (IPV/OPV): Four doses required. Three doses are acceptable. One dose required after age 4 regardless of the number of previous doses, with a 6-month minimum interval from the previous dose.
- Measles, Mumps, Rubella: two doses required.
- HEP A (Hepatitis A) Required for school entry.
- Hepatitis B: three doses required grades K-12.
- Varicella (chickenpox): two doses required for grades K-12 or history of varicella disease documented by a physician.
- Meningococcal (MCV4): one dose at 11 years with a booster dose at 16 years of age

Detailed school immunization requirements by age group are listed on the 02/2015 version of the Kansas Certificate of Immunization (KCI). http://www.kdheks.gov/immunize/download/KCI_Form.pdf

In addition, to the immunizations required for school entry listed above, the 2015 ACIP recommendations include the following vaccinations for adolescents to protect them from three other preventable diseases:

- Human Papillomavirus (HPV): three doses recommended at 11 years of age; not required for school entry.
- Influenza: yearly vaccination recommended for all ages > 6 months of age; not required for school entry.

The Recommended ACIP with minimum intervals can be found at:

<http://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf> The minimum age and interval must be met for any vaccine dose to be considered valid.

Efforts by school and public health officials, immunization providers and parents have been central to the success of reducing vaccine preventable diseases and protecting Kansas students and families. Thank you for your dedication.

The law will be strictly enforced. Students not in compliance will not be allowed to attend school. New students have ninety (90) days after school begins to be in compliance with the law. Students enrolled will be notified in August if any updates are needed. They need to be in compliance to attend school.

The Stafford County Health Nurse will assist parents in obtaining the necessary immunizations for their children. Immunizations administered by doctors should be properly certified and included in the school health record. Most doctors in the area have a supply of necessary forms. In circumstances involving allergic reactions, doctor verification will be required.

Physically Disabled Students Students with injuries, which prohibit participation in physical education or other classes, shall present to the building principal a physician statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of appropriate accommodation for the student.

HIGH SCHOOL COLLEGE VISITATION ABSENCES

College visitations for juniors and seniors will be considered a pre-arranged absence. They must be arranged through the counselor's office at least three (3) school days in advance. All make-up work must be arranged prior to the absence. There will be a maximum of two (2) excused college visitation days. An additional visitation day may be allowed only with the prior approval of an administrator.

HIGH SCHOOL CONCURRENT CLASSES

Concurrent Enrollment Partnership (CEP) classes are not intended to replace a substantial portion of the academic experience on a college/university campus. Up to 24 semester credit hours may be earned in concurrent enrollment partnership classes.

HIGH SCHOOL GRADE PLACEMENT

Grade placement in the high school is dependent upon the number of units earned. Generally, zero to five (0-5) units would be freshman classification, six to eleven (6-11) units would be sophomore classification, twelve to seventeen (12-17) units would be junior classification, and eighteen (18) or more units would be senior classification.

HIGH SCHOOL ONLINE CLASSES

Classes taken online in lieu of classes taken on-site shall be by permission of the principal. Fees for on-line classes offered in lieu of regular required classes will be paid by the district.

Fees for credit recovery classes taken on-line will be the responsibility of the student. College tuition, text, and test fees required for dual credit on-line classes (those taken for both high school and college credit) shall be the responsibility of the student.

HIGH SCHOOL REPEATING COURSES

In order for a student to make up for a deficiency in a required subject, the course may be repeated once or taken in summer school at students' expense. After a second failure, the course may need to be taken by correspondence or at an approved learning center. Students and/or their families must pay all charges incurred for learning center classes, including those courses taken during the school day.

HIGH SCHOOL TEST OUT POLICY

Students who wish to test out of a course will notify the office no later than May 17 of their intentions. All work for the test out will be completed no later than August 15. Students who successfully test out will receive applicable credit for that course. The student's transcript will reflect that the student tested out. The student will receive a grade of Pass, which will not be included in GPA. Students may only test out of classes that are required for graduation.

HOMEWORK

(BOE Policy IHB) Students are expected to complete homework assignments on time. It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

HONOR ROLL

Students in grades 9-12 will achieve academic recognition each nine weeks according to the following schedule, based on the four (4)- point grading system. Adjusted curriculum courses will not be used to compute grade points for honor roll purposes. In order to qualify for the honor roll, students may not have any grades lower than a C and will not have any incompletes at the end of the grading period.

♣ Superior Honor Roll 4.0

♣ Honor Roll 3.5-3.9

♣ Honorable Mention 3.0-3.49

HOTLINE

A statewide school safety hotline staffed by the Kansas Highway Patrol has been established. The hotline allows students to anonymously report possible impending violent acts in schools. The number is: 1-877-626-8203.

INCOMPLETES

Incomplete quarter grades (9 wk grades) must be removed within one week after grade cards are issued for the first, second, and third grading periods. At that time, the grade recorded will be computed with zeroes for all work not completed. All course work must be completed by the end of the fourth nine-week grading period as there will be NO INCOMPLETES given at this time. Exceptions will be made only in cases of prolonged illness or other valid circumstances approved by the administration

INSURANCE STUDENT ACCIDENT (BOE Policy JGA) Students are covered by a district-provided **secondary** insurance plan while practicing, competing or traveling to and from Kansas State High School Activities Association events and all other school-related activities, including the classroom, gym class and field trips.

Basically, benefits are paid for those **eligible expenses unpaid by other insurance**. This is a **limited coverage** policy. Expenses incurred more than one (1) year after the accident will be covered only if it is part of a continuation of treatment. A complete policy is on file in the school offices.

Claims must be filed within 30 days and are the responsibility of the parent. The superintendent's office must be notified as soon as possible after an injury has occurred so the necessary forms can be completed.

Parents may purchase additional optional insurance coverage through the school's insurance carrier for individual students. Premiums for the optional insurance are paid by parents, directly to the insurance company. Forms are available in the school offices.

INTERROGATIONS AND INVESTIGATIONS (BOE Policy JCAC) Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

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

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

Parents shall not be notified by school officials when their child is taken into custody by the Department for Children and Families and/or law enforcement as a result of allegations of abuse or neglect. When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible. Law enforcement officers may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

LIBRARY (BOE Policy IF) The media specialist supplements the reading program with expert help and professional advice. A wide assortment of books will be made available to each student.

LOCKERS (BOE Policy JCAB) Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing.

The combinations and/or keys to all locker locks shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. High school lockers are protected by combination locks. Middle school students are given combination locks for their lockers. If a student uses a personal lock, a copy of the key or combination should be left with the principal's office.

LOST AND FOUND Each student should assume the responsibility for taking care of his/her own possessions. There should be a minimum of lost and misplaced articles. The following suggestions are made to help prevent losses and to aid in recovery of lost items:

- Place your name in or on all of your books, purses, wearing apparel, etc., so that articles may be identified and returned when found.
- Do not bring unnecessary items to school.
- Take care of your books and other possessions.
- If you must bring a large sum of money, you may check it in at the office. Bring no more money to school than necessary.
- If you lose something, check daily at the office. If a valuable item is lost, report it to the office or the teacher immediately.

MAKE-UP WORK Students must meet with teachers upon returning to school from an absence to gather assignments and arrange for time to make-up work. Missed work due to pre-arranged absences and absences due to school activities must be arranged for prior to the absences.

MENTAL HEALTH INTERVENTION PROGRAM (MHIP) The Mental Health Intervention Program (MHIP) is a partnership between Stafford Schools USD 349 and The Center for Counseling out of Great Bend, KS. This program enables the school and The Center to work together to bring a therapist and case managers to the school to provide school-based mental health services to students in need. Through this program, students may be able to receive a combination of on-site and off-site mental health services including therapy, case management, psychosocial skills groups, attendant care, family support, and crisis intervention. For more information or to make referrals, please contact your school Mental Health Liaison.

NON-RESIDENT STUDENTS (BOE Policy JBC) Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance m

Non-resident students may be admitted only to the extent staff, facilities, equipment and supplies are available. Any student who resides out of the district may apply for admission to the superintendent for approval by the board. This should be done on an annual basis.

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Non-district students are permitted to attend any of the Stafford Public Schools with the approval of the Board of Education. School buses from Stafford USD No. 349 will not leave the school district boundaries to transport non-district pupils for attendance purposes. However, students residing outside USD 349 boundaries who choose to attend our school may meet the bus at the closest established stop within district boundaries upon approval from the transportation supervisor or superintendent.

PARENT INVOLVEMENT (IMPORTANCE OF) The staff and administration believe that parent involvement in their child's education is essential for student success. Teachers, parents, and students working together will make Stafford Schools a positive, productive place from which to receive an education.

PARTIES/SOCIAL EVENTS All classroom parties and other school social events must be approved in advance by the principal. Invitations to student parties will not be passed out at school unless the entire class is included or the principal has granted permission. We want all of our students to be part of our "school family". Please do not exclude any students when passing out invitations at school.

PERSONAL PROPERTY The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

PERSONAL VEHICLE RESPONSIBILITIES (BOE Policy JGFF) Students who drive to school shall park in the designated parking areas. Students may not go to their vehicles during the school day without permission from the principal.

A student who is observed driving recklessly on or near school property shall be reported to the building principal. The principal shall review the violation with the student at the first opportunity and sanctions including but not limited to the following may be applied:

- the student may be prohibited from parking or driving on school property;
- a letter may be sent to the student's parents; and
- the student may be disciplined according to the disciplinary code.
- Law enforcement will be notified.

PEST CONTROL The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the district office.

PHYSICALS Students participating in athletics and cheerleading must have a physical on file before participating. **The physical must be taken after May 1 and prior to being allowed to practice.**

PICTURES School photographs will be taken of all students in August or September. Retakes will be in November. These photos will be included in the school yearbook. In the spring, the Stafford Parent-Teacher Organization will sponsor another picture taking session as a fundraiser. Purchase of all pictures is voluntary.

POSTERS Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

PROBATIONARY STATUS (BOE Policy JDC) Any punishment, suspension or expulsion, may be deferred by the principal. The student involved may be placed on probation for a set period of time. See "Suspension/Expulsion," The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

Any probation arrangements resulting from violations of the weapons policy shall be handled by the superintendent.

PROMOTION-RETENTION POLICY Students may be promoted when they have demonstrated mastery of the grade learning objectives. The school holds the philosophy that "social promotion" does not necessarily achieve as much for a child as does retention. Each promotion or retention is considered on an individual basis. Whenever retention is considered, a conference will be held with the parents. Research indicates that retention is more beneficial to the child when all interested parties are in agreement. The principal will make the final decision after listening to all parties involved.

RECOGNITION PROGRAMS Every Spring an awards banquet may be held for elementary/middle/high school students. Other awards ceremonies may be convened by the principal as needed.

RELEASE OF STUDENT DURING SCHOOL (BOE Policy: JBH) Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. Students shall not be allowed to run personal errands for school employees off school premises during the school day.

SCHEDULING STUDENT ACTIVITIES All student activities under the sponsorship of the school must be scheduled with the principal and be placed on the master calendar. All student activities must have a faculty sponsor and the approval of the sponsor before they can be placed on the school calendar. Except in unavoidable situations, all activities must be reported to the principal by **noon on Thursday** in order to be held during the following week.

SCHOOL HOURS Regular school hours are 8:00 a.m. - 3:15 p.m. for PK-5 students; 8:00 a.m. – 3:20 p.m. for middle/high school students. Students should not arrive more than 10 minutes before school starts unless they are eating a school breakfast. Breakfast begins at 7:40 a.m. All students, parents, and other visitors will use the south elementary doors to enter the school. All other doors will be locked to improve the safety of our school.

SCHOOL PLAYGROUND GUIDELINES

- Respect others and consider safety.
- Use the equipment as it is intended to be used.
- Obtain permission from the playground supervisor before leaving the playground area.
- Follow directions at all times
- When playing in the gym, proper shoes must be worn at all times.

SCHOOL PROPERTY School property is public property and as such should receive proper care. School administrators and teachers protect school property and attempt to teach students responsibility in this area. Students are expected to be responsible for all school equipment that is checked out to them such as band instruments, uniforms, athletic gear, library books, and textbooks. This includes equipment used during the school day such as desks and chairs.

Damage to property caused by unavoidable accidents or normal use will not be charged; however, damage or loss resulting from unnecessary accidents or willful acts will be charged. A healthy attitude of good citizenship toward property, on the part of students, is the ideal for which we strive.

SCHOOL SITE COUNCILS (BOE Policy: IB) A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council shall include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

{Each principal shall submit, for the board's consideration, names of individuals to be considered for appointment to the site council. The board shall appoint site council members.}

Each site council shall establish meeting schedules that shall be subject to board approval. Each council shall report to the board at least one time a year. As required, the superintendent shall submit reports to the State Board of Education evaluating the effectiveness of each school site council. Reports shall be reviewed by the board of education before submission to the state.

STUDENT PRIVACY POLICY (BOE Policy IDAE; BCBK, ICA, ICAA, II, and JR et seq.) The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions Any student data submitted to or maintained in a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student

data or student record information maintained is governed by the Family Educational Rights and Privacy Act ("FERPA").

Annual written notice presented to parents and legal guardians of district students shall:

- 1) require parent or guardian's signature; and
- 2) shall state student data submitted to or maintained in a statewide longitudinal data system only be disclosed as follows:
 - Student data may be disclosed to:
 - The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
 - The student and the parent or legal guardian of the student, provided the data pertains solely to the student.
 - Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:
 - purpose, scope, and duration of the data-sharing agreement;
 - recipient of student data use such information solely for the purposes specified in agreement;
 - recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
 - student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

Biometric Data The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Select Student Surveys No test, questionnaire, survey, or examination containing any questions about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

- A. the parent or guardian is notified in writing; and
- B. the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

Students may be questioned:

- in the provision of psychological services,
- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

Student Data Security Breach If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

PROTECTION OF PRIVACY RIGHTS (BOE Policy KCA) The superintendent, the board of education, and district staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act as required by law.

PUBLIC CONDUCT ON SCHOOL PROPERTY (BOE Policy KGDA) The superintendent or the superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of Board and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. {Visitors must secure and wear a visitor's pass to enter school buildings during the school day.}

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility, or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

SEARCHES (BOE Policies JCAB, JCBBA)

Lockers Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker. The combinations and/or keys to all locker locks shall be in the

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

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property

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

SPORTSMANSHIP Middle/High School athletic and activity participation and attendance are a part of Stafford Middle School's curriculum that encourages competition, development of skills, promotes teamwork and provides a healthy atmosphere for participation. As a member of the Kansas State High School Activity Association we encourage and promote positive sportsmanship and enforce KSHSAA's rules and regulation including Rule 52 which deals with positive sportsmanship and behavior at school activities.

STAFF-STUDENT RELATIONS (BOE Policy GAF) Staff members shall maintain professional relationships with students which are conducive to an effective educational environment.

STUDENT IMPROVEMENT TEAM Stafford Schools have Student Improvement Teams to assist with student success. The SIT approach is a comprehensive systematic process that connects students with appropriate services to help them achieve their greatest academic, social, personal and wellbeing. If a student is displaying significant academic or behavioral problems, they may be referred to the team by parents, community members, school staff or themselves. The building principal may be contacted for further information or referral purposes.

STUDENT PUBLICATIONS (BOE Policy JHCA) School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

No student shall distribute any publication which:

1. Is obscene according to current legal definitions;
2. Is libelous according to current legal definitions; or
3. Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

STUDENT RECORDS (BOE Policies JR, BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA) All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Access to student records, excluding student data submitted to or maintained in a statewide longitudinal data system in accordance with board policy IDAE, shall be permitted as set forth in board policies JR and JRB.

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or a parent/guardian at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

SUMMER SCHOOL/ CREDIT RECOVERY Administrators and the Stafford USD 349 Board of Education will determine on a year-to-year basis if summer school will be offered for middle school students. If summer school is offered to students and a student fails a core class (math, social studies, English, or science, computer applications) he/she is to attend summer school. If they do not, they will take that class again during the next school year. All summer school sessions will be at the family's expense.

STUDENT SUPPORT AND SERVICES

Actions and Due Process for Students Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural Safeguards in Parent Rights in Special Education" published by the Kansas State Department of Education.

In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules, and regulations.

Child Find, Identification, and Eligibility The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and state law.

Hearing Procedures for Exceptional Students A hearing procedure shall be available to parents or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures and applicable laws. A hearing shall be held for the purpose of ascertaining whether a staffing/placement committee's recommendations for assignment, reassignment, exclusion, transfer or withdrawal of a student are warranted.

Section 504 Accommodations for Students (BOE Policy IDACB) In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

Special Education The South Central Kansas Special Education Cooperative also maintains other special education services for students who will profit more from specialized instruction than from regular classroom instruction. Some of these classes are held in adjoining towns with transportation being furnished by the district for those students selected to attend. Selection is based on psychological evaluation, recommendations of the teacher, and parental consent.

Special Education Services (BOE Policy IDACA) In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as

defined by K.S.A. 72-962) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Title I Program (BOE Policy IDAD) The district provides a Title 1 program which operates in accordance with federal laws and conditions. The educational needs of all students are assessed and the program provides assistance to educationally disadvantaged students. Appropriate communication channels between all parties are developed, along with in-service training and appropriate evaluation procedures for parents and staff.

SUSPENSION/EXPULSION (BOE Policy JDD)

Suspension and Expulsion Procedures A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent and principal. A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other licensed employee or committee of licensed employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

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

1. Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
2. Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
3. A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
4. A student who has been suspended or expelled shall be notified of the day the student can return to school.
5. If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
6. If the expulsion is related to a weapons violation, the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
7. The days a student is suspended or expelled are not subject to the compulsory attendance law.
8. During the time a student is suspended or expelled from school, the student may not:
 - a. Be on school property or in any school building without the permission of the principal.
 - b. Attend any school activity as a spectator, participant or observer.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

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

Short-term Suspension Procedures

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the

suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall be:

1. Notified of the right to be present;
2. Informed of the charges;
3. Informed of the basis for the accusation; and
4. Allowed to make statements in his/her defense.

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

Long-Term Suspension or Expulsion Procedures

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

1. The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
2. The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
3. The hearing may be conducted by either a licensed employee or committee of licensed employees.
4. Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
5. Findings required by law shall be prepared by the person or committee conducting the hearing.
6. Records of the hearing shall be available to students and parents or guardians according to Kansas law.
7. Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

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

Appeal to the Board

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

1. Written notice of the appeal shall be filed with the clerk within ten (10) calendar days of the hearing.
2. The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
3. The student and the student's parent/guardian shall be notified in writing of the time and place of the appeal at least five (5) calendar days before the hearing.
4. The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
5. The board shall provide a recording device to accurately record the hearing.
6. The board shall render a final decision within five (5) calendar days after the conclusion of the appeal hearing.

TEACHER QUALIFICATIONS As the parent of a student attending a school that receives federal funds under the Every Student Succeeds Act of 2015, you have the right to know the professional qualifications of each of your child's teachers. You have the right to ask for the following information about each of your child's teachers:

- Whether the teacher is certified by the state of Kansas to teach the grades and subjects he or she teaches;
- Whether the teacher is teaching under an emergency or other provisional certificate;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of those degrees;
- Whether aides or paraprofessionals provide services to your child and, if so, the qualifications of the aide or paraprofessional.

You may ask whether your child receives help from a paraprofessional and, if your child receives this assistance, we will provide you with information about the paraprofessional's qualifications. Title I schools are also required to notify every parent when a student is to be taught for four or more consecutive weeks by a classroom teacher who is not highly qualified.

As part of our commitment to keep you informed you may also request information at any time on your child's achievement on district and State assessments as well as your school's performance as reflected on Kansas State Department of Education building report cards and Kansas State Assessment results. Here is a link: http://ksreportcard.ksde.org/assessment_results.aspx?org_no=D0349&bldg_no=4158&rptType=1

If you would like to receive any or all of this information, please contact the principal at the elementary school office.

TELEPHONE CALLS District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Students will not be called to the telephone except for emergencies. Messages may be relayed to them later. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal.

TESTING PROGRAM (BOE Policy II) The district educational testing program shall consist of multiple assessments.

The testing program is carried out under the direction of the counselor. A variety of tests are administered for various purposes. It is advisable for parents and students to confer with the counselor from time to time regarding abilities, accommodations, and modifications made. Anyone seeking more information can contact the school.

TOBACCO (BOE Policy JCDA) Possession and/or use of any tobacco product or lighter by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds.

TRANSFERS FROM NON-ACCREDITED SCHOOLS The principal will place students transferring from non-accredited schools. The principal will make initial placement after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

TRANSPORTATION It is the policy of USD No. 349 to provide transportation to all rural students at school district expense subject to state laws and local regulations. No one except regular students and sponsors shall be transported on school buses without a permit from the superintendent. No student will be refused a permit to ride a bus if he/she has good reason to do so. It is important, however, that the elementary office be notified either by phone or in writing, so that the bus driver can be alerted. Except in emergencies, no school bus shall stop and pick up or let off passengers except at regularly designated stops without the permission of the parents of the student. Students on regular routes are to be let out as near to their homes as is safe and practical.

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations. See "Behavior/Conduct,"

The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

Upon approval by both boards, students wishing to attend school across district lines may be provided transportation or mileage payments in lieu of transportation. All requests for out-of-district transportation shall require annual approval by both boards and shall be considered on a case-by-case basis. You must make a written application by July 1 preceding the start of the school year in which you desire transportation.

Questions can be answered and application forms obtained in the superintendent's office.

Athletic Transportation No student contestant or participant is allowed to ride in a car to out of district activities unless there is also in his/her car an authorized adult chaperone or sponsor.

For Extra-Curricular Activities Students representing Stafford Schools at out-of-town activities will be required to ride school transportation unless other arrangements have been made by the parent/guardian in writing with the principal, and the sponsor has been informed. Such permission shall be granted only at the request of the parents/guardian. **The student will be released only to the parent/guardian.**

The procedure to follow when requesting a transportation form:

1. Parents must notify the sponsor or coach, in advance, of any changes they desire in the transportation plans.
2. A student will be released to their parent/guardian after a contest if a transportation release form is signed by a parent/guardian and returned prior to departing for the event.
3. Transportation release forms can be obtained in the high school office or from activity sponsors.

VANDALISM (BOE Policy EBCA) The board shall seek restitution according to law for loss and damage sustained by the district.

When a juvenile is involved in vandalism to district property, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

VIOLENCE FREE POLICY The accomplishment of our first priority, "Teaching and learning of the intended curriculum for all students," cannot be accomplished without a safe environment. All staff members of Stafford USD No. 349 are dedicated to maintaining a safe environment for all. The following policy will be enforced district-wide, at all grade levels and with all students.

A. The Possession of a Weapon

Definition: Weapon means a firearm, loaded or unloaded, a replica firearm, brass knuckles, knife (any knife), chains, clubs, throwing star, incendiary or exploding device or any other article that is commonly used, or is designed, to inflict bodily harm. A firearm is further defined as 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 such weapon, or any firearm muffler or silencer; or any destructive device.

Consequences: Suspension with the possibility of a five (5) day suspension with a due process hearing for possible expulsion and possible notification of the police.

Possession of a firearm will result in a five (5) day suspension and a due process hearing for the purpose of expulsion for 186 school days, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis, and notification of the police.

B. The Use of a Weapon or Other Objects Used as a Weapon

Definition: Use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm is prohibited at all times on school premises before, during or after school or at any school-sponsored activity, regardless of where held. Examples include belts, combs, pens, pencils, files, compasses, scissors and bats.

Consequences: Five (5) days out-of-school suspension with a due process hearing for possible expulsion and notification of the police.

C. Involvement in a Fight

Definition: Two or more individuals engaged in any physical contact that expresses anger and which may cause physical harm.

Consequences: Out-of-school suspension for at least one (1) day with the possibility of five (5) days suspension with a due process hearing for possible expulsion and possible notification of the police.

D. Battery of Individual(s)

Definition: Intentionally causing physical contact with another person when done in a rude, insulting or angry manner.

Consequences: Out-of-school suspension for at least one (1) day with the possibility of a five (5) day suspension with a due process hearing for possible expulsion and possible notification of the police.

E. Assault or Intimidation of an Individual(s)

Definition: Any physical attack or threat of a physical attack on another individual(s) to extort items or favors, induce fear, or for any other reason.

Consequences: Out-of-school suspension for at least one (1) day with the possibility of a five (5) day suspension with a due process hearing for possible expulsion and possible notification of the police.

VISITORS IN THE SCHOOL (BOE Policy KM) Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal. To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds.

Students are not allowed to bring visitors to school without prior permission of the principal.

VOLUNTEER OPPORTUNITIES (PARENT/COMMUNITY) The faculty, administration, and staff of Stafford Schools believe that the parents and members of the community are a valuable resource in our students' education. The Stafford /Middle staff encourages parents and community members to become actively involved in the school. Becoming involved in the school benefits the child, school, and the community. In addition, supporters will benefit from knowing they've done something important. If you are interested in becoming a school volunteer, please call the school for more information. The goals of the volunteer program are the following:

1. To help parents and community members feel comfortable in the school setting.
2. To build a positive team atmosphere among parents, community and school.
3. To provide awareness of what's happening in the school through classroom visitation.
4. To increase student self-concept through community interest and involvement.
5. To establish appreciation for staff.

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

Possession of a Firearm Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Expulsion hearings shall be conducted by the superintendent or another certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS.

Definition of Firearms and Destructive Devices As defined in district policy, the term "firearm" means 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 such weapon, or any firearm muffler or silencer, or any destructive device.

The term “destructive device” means 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 one-quarter ounce, mine, or other device similar to any of these devices.

WEATHER EMERGENCIES (BOE Policy EBBB)

When weather conditions threaten the safe operation of our schools and school buses resulting in the need to cancel classes, delay starting time, or dismiss early, patrons should check one of the following:

Television Stations

KSN	Channel 2	Great Bend
KWCH	Channel 12	Wichita
KAKE	Channel 10	Wichita

Other:

Facebook
Stafford USD 349 Web Page
EZ Message

Every effort will be made to notify staff and patrons at the earliest possible time.

In those incidents when storms move into our area during the school day, necessitating early dismissal, contact either by phone or in person, will be made with the parent/guardian of all students PK-12 to assure that someone is at home before students are dismissed to their house. In these conditions, only if you are not at your routine location(s) should you attempt to contact the school as we will need all available lines for calling out. If the parents are unavailable, other safe and reasonable measures will be arranged.

Some conditions may merit a delayed starting time for improved conditions and/or daylight for improved vision. Decisions of this nature will be announced by the same means as a cancellation.

Parents are asked not to telephone the school during severe weather conditions. The safety of the students may be dependent upon telephone lines being kept open to transmit warnings and directions to the school by civil defense and school officials.

On days of cancellation or early dismissal because of inclement weather, no athletic practices or contests will be held. Rare exceptions will be made only by the superintendent’s approval.

Parents of children in school are encouraged to leave their children in school during severe weather warnings rather than attempt to pick them up. Since extensive planning had gone into precautionary and emergency planning, it is the belief of the administrative staff that confusion would likely result if parents attempted to pick up their children in such emergencies. Such confusion would likely lead to more injury and damage than if all students participated in the planned safety measures to be followed within the school.

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day. See “Release of Students During the School Day.”

LOCAL WELLNESS POLICY (BOE Policy JGCA)

The board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this end, the board shall promote and monitor a local wellness program. The program shall:

- Include goals for providing proper student nutrition at school, nutrition education, physical activity, and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
- Include nutrition guidelines for all foods available in each school during the school day, with ; the objectives of the guidelines to shall be to promote student health and reducing to reduce childhood obesity;

- Ensure foods and beverages sold at breakfast and lunch meet the nutrition guidelines for the School Breakfast Program and National School Lunch Program;
- Provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- Provide opportunities, support, and encouragement for students in grades K-12 to be physically active on a regular basis;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than Federal and state statutes, regulations, and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools;
- Involve parents, students, representatives of the school food authority, district physical education teachers, school health professionals, the school board, administrators, and the public in the development, implementation, and periodic review of the school wellness policy; and
- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced, is periodically measured, and that assessment of the implementation of the local school wellness policy available to the public.; and Such assessments shall measure the extent to which schools in the district are in compliance with this policy, shall compare the district's wellness policy with other model local school wellness policies, and shall describe the progress made in attaining the goals of this policy.
- Involve parents, students, representatives of the school food authority, the school board, administrators and the public in the development of the school wellness policy.

Nutritional Snacks We have developed a Wellness Policy for our school that includes treats brought for holiday and birthday parties and other classroom occasions. In this time of rampant obesity in our nation, we hope you will make wise choices of snacks for our students. Some suggestions include: natural fruit juices, fruits, yogurt, nuts, sunflower seeds, vegetables, some snack bars, etc.

Total fat must be 35% or less of calories except nuts, seeds, and nut butters. Sugar must be 35% or less of calories except fruit without added sugar.

Children should not bring candy to school for their personal use or to give to others.

ZAP Policy "Zeroes Aren't Permitted" (Middle/High School) In order to improve student achievement and instill responsibility, Stafford Middle/High School students will be held to the following late work policy. All classroom assignments will have a due date at the beginning of the class period unless otherwise stated by the teacher. If a student does not have the assignment done by the due date, the assignment will be recorded as late. Poor quality assignments will not be accepted and will be counted as a late assignment. For example, a randomly completed word-matching worksheet, incomplete math problems, or quickly scribbled sentences rather than a well-developed paragraph are not acceptable and will be counted as late. The classroom teacher will be responsible for the determination of work that is unacceptable.

Students who have late assignments will be assigned a ZAP with staff or the assignment teacher and will be required to stay after school for 30 minutes in the SMS room with staff or with the teacher who assigned it. The ZAP will start promptly at 3:25. **Students who have practice after school will need to notify their coach.** If a student had planned on going home after school, the student will be sent to the office to call and notify a parent that he/she will be staying after school that day. If the assigned ZAP conflicts with a student's participation in a scheduled school competition, the student may stay after school the following day. In the event that a student is assigned more than one ZAP in a day, the student will need to coordinate with the teachers when the ZAPs will be served.

Time in ZAP is to be used to finish the late assignment(s) and work on current assignments. Attendance and effort for ZAP is very important. If a student is repeatedly unable to complete late work during ZAP or fails to attend ZAP, a conference with the parents and student will be scheduled by the teacher. The goal of the conference will be to determine what supports are needed to ensure the success of the student.

Assignments missed due to absences will not be counted as late until a due date has been given to the student after his/her return to school.

Annual Notice of Authorized Student Data Disclosures

In accordance with the Student Data Privacy Act and board policy IDAE, student data submitted to or maintained in a statewide longitudinal data system may only be disclosed as follows.

Such data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and

- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

As the parent or legal guardian of [name of student(s)], I acknowledge that I have been provided with notice of authorized student data disclosures under the Student Data Privacy Act.

Parent Signature

Date