

**ELC/NLC Elementary  
School  
2023-24  
Student Handbook**



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# ELC/NLC Elementary 2023-2024 Student Handbook

## NLC Early Learning Center

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PO Box 498  
Americus, KS 66835  
Phone: (620) 481-2049  
Fax: (620) 481-2046

## NLC Elementary School

804 Sixth Street  
PO Box 497  
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[www.usd251.org](http://www.usd251.org)

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**Transportation Director**

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**Bus Drivers**

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John Price  
Mark Robinson  
Carl Terp

**NLC ELEMENTARY SCHOOL REDESIGN GOAL:**

NLC is dedicated to engaging our students academically and socially, so they develop into resilient, responsible, and functioning citizens of our ever-changing society.

**NONDISCRIMINATION POLICY:**

It is the policy of USD 251 North Lyon County not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), and socioeconomic status (for programs) in its educational programs, including career and technical education programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Title IX Compliance Coordinator, Section 504, Title II Compliance Coordinator, Robert W. Blair, Superintendent, 614 Main Street, Americus, KS 66835 (620) 481-2085, blairb@usd251.org

**NOTICE:**

This handbook has been set forth to reflect board policy and district operating procedures at the time it was adopted and approved by the Board of Education. It should be noted, however, that policy and procedures change from time to time to reflect the changing needs of USD 251. Every attempt will be made to keep patrons, students, and staff aware of these changes. In all cases, board adopted policy changes and revised operating procedures take precedence. If in doubt, please ask.

**E-MAIL/COMPUTER APPLICATION:**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

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

**REGISTRATION:**

New student registrations are handled in the school office. Proof of birth (copy of birth certificate, certified copy of a court order placing the child in custody of the Secretary of DCF, or other documentation which the board determines to be satisfactory) and a Kansas Certificate of Immunization for kindergarten and new first year students must be presented at the school office before enrollment is complete and your child is permitted to attend classes.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify law enforcement officials as required by law and shall not notify any person claiming custody of the child.

**TEXTBOOK FEES:**

\$50

Textbook fees include all consumable items supplied by the school. These fees are due at enrollment. Applications for free textbooks will be distributed at enrollment. All items on the form must be completed before the application can be submitted for approval.



Replacement for Lost or Damaged books:

If a book or workbook is lost or damaged beyond normal wear and tear by the student, replacement costs will have to be paid by the student responsible for the book. The law provides that a system of fines and penalties may be established for lost or damaged books. The cost to the student for a lost or damaged textbook will be assessed based on the following and a letter to parents will be issued.

1-2 year old textbook	80% of Replacement cost
3-4 year old textbook	60% of Replacement cost
4+ year old textbook	50% of Replacement cost

(Books include workbook, textbook, reference book, library book, or special skill book issued to a student by the school for his/her use either at school or to be taken home.)

**K-12 TECHNOLOGY FEE:**

\$35

Technology fees include all technology-related items/services supplied by the school that are necessary to give students the opportunities and skills of a 21<sup>st</sup> Century learner.



**MUSIC INSTRUMENT RENTAL FEE:**

\$10

This fee covers normal wear and tear. Any damage or excessive wear costs would be the responsibility of the parent/guardian. The fee does not include or cover any supplies (reeds) needed throughout the year. These items will be at the parent's expense.

**TESTING**

**MEASURES OF ACADEMIC PROGRESS (MAP):**

MAP is a computerized adaptive assessment that provides educators with information they need to improve teaching and learning. MAP provides a measurement of a student's individual achievement and growth in the core areas of Reading, Mathematics, and Language Usage. These tests are aligned with the state standards and will give teachers immediate results on each student.

During the school year, MAP will be administered 2x to grades 6th-8th in the areas of Reading, Language Usage and Mathematics and in grades 3-5 Mathematics.

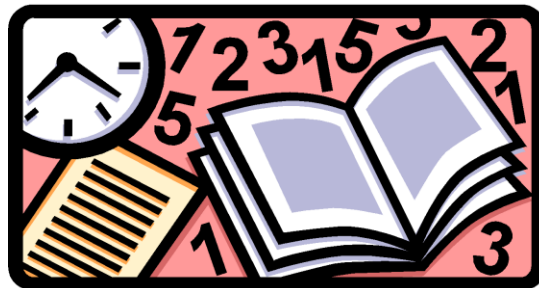
**AIMSweb:**

AIMSweb is a web-based assessment, data management, and reporting system that provides the framework for Response to Intervention (RTI) and multi-tiered instruction. Designed specifically to universally screen and progress monitor, AIMSweb uses brief, valid, and reliable General Outcome Measures of reading and math performance for Grades K-8 that can be used with any curriculum.

**STATE OF KANSAS ASSESSMENT TESTS:**

During the school year, State of Kansas Assessment Tests will be given in the following subjects and grades:

- Mathematics .....Grades 3-8**
- Reading .....Grades 3-8**
- Science..... Grades 5, 8**



**HEALTH/MEDICAL:**

**IMMUNIZATIONS:**

Students must have on file at the school a record of the following immunizations per state of Kansas:

## Immunization Requirements for the 2023 - 2024 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school. Below are the requirements for the indicated school year. Please carefully review the requirements. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or local health department.

**Proof of receiving the required immunizations must be provided to the school prior to the student attending the first day of school.**



### Early Childhood Program Operated by a School Ages 4 Years and Under

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	4 doses**
Prevnar (pneumococcal conjugate)	4 doses**

### KDG - Grade 6

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A	2 doses
Hepatitis B	3 doses

### Grade 7

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A	2 doses
Hepatitis B	3 doses
Meningococcal (MenACWY)	1 dose

### Grades 8-9

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A <b>NEW FOR GRADES 8 &amp; 9</b>	2 doses
Hepatitis B	3 doses
Meningococcal (MenACWY)	1 dose

### Grade 10

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses
Meningococcal (MenACWY)	1 dose

### Grades 11-12

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses
Meningococcal (MenACWY)	1-2 doses <i>See below:</i>

*Students entering 11th and 12th grade having received no previous dose of MenACWY: One dose is required for school entry and this completes the series. Those having received one previous dose of MenACWY, **and** it has been at least 8 weeks since the first dose: A second dose is required and this completes the series.*

### Notes

- \* Varicella (chickenpox) vaccine is not required if child has had disease **and** disease is documented by physician signature. Without a physician signature, vaccine is still required even if you believe your child has had chickenpox disease.
- \*\* Total doses needed depend on vaccine type and child's age when doses were administered.
- \*\*\* Three doses are acceptable if the 3rd dose was given after 4 years of age and there are at least 6 months between the second and third doses.
- ~ All students in grades 7-12 must have one dose of Tdap regardless of the interval since the last dose of DTaP or Td.

### Additional ACIP RECOMMENDED Vaccines Not Required for School Entry

- Influenza (Flu):** Annual vaccine recommended for everyone 6 months of age and older.
- HPV (Human Papillomavirus) Vaccine:**  
2 doses recommended at age 11 years *See below:*  
2 doses needed if series started at 11-14 years  
3 doses needed if series started at 15 years or older

*Provided by the Jefferson County Health Department*



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

**DENTAL, HEARING, AND VISION SCREENINGS:**

Students should see a dentist at least once every school year. Your dentist will supply you with a card to return to the school and be filed in your child's health record. NLC will offer hearing, dental, and vision screenings for the 2021-2022 school year. These will be completed, free for students, in the Fall of 2021 for all grade levels. More information will be sent out in regards to screenings closer to the date. If you have had a screening within the last year completed by your family physician, please provide that information to the school nurse for your child's medical record.

**PHYSICALS:**

A physical exam conducted by a physician is required each year of students in grades 6-8 participating in interscholastic sports or cheerleading. This physical must be on file in the school office before the student is allowed to participate in any practice.

A physical is also required at the time of enrollment for Kindergarten students and any new students to this district. Physicals that are included in school records when a student transfers are acceptable.

**PROOF OF IDENTITY:**

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of DCF, or other documentation which the board determines to be satisfactory.

**ILLNESS AT SCHOOL:**

If a student becomes ill or has an accident at school, the school nurse and principal will be notified and will determine if the child should stay at the school. The school nurse will notify parents or guardians responsible for the student's welfare. If the student is to go home because of illness or accident, the parent must make arrangements as soon as possible for transportation. No elementary student will be issued a pass to go home unaccompanied. Students will not be allowed to return to school until they are free from illness including: fever greater than 100.4, vomiting, diarrhea, etc. for 24 hours without the use of medication.

**ADMINISTRATION OF MEDICATION:**

When students are required to take medication at school, the school may cooperate with parents in the supervision of medication that the student will use. The following rules apply:

1. Prescription medicine must be in the original container and be prescribed by a doctor. Two containers, one for home and one for school, may be requested from the pharmacist. The "Permission for Medication" form must either accompany the medicine or be faxed to the school before any medication is taken. (FAX # 620-481-2054).
2. Over-the-counter medications should not be maintained on any USD 251 school premises, including athletic areas, unless a document is provided along with written parent permission to administer. (BOE Policy Handbook, JGFGBA-2 & JGFGB-2) The supervision of oral medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. 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. The medical person authorized to prescribe medication or the parent, if it is a non-prescription medication, must send a written order to the school to accompany the medication.
3. All medicines and forms must be turned into the school nurse office and will be provided at enrollment. Only oral medication shall be administered except in emergency situations. The school nurse or the delegated trained school employee will examine the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the completed "Permission for Medication" for prescriptions or written permission for non-prescription medication.
4. Parents or legal guardians may come to the school to administer the medications if they choose. The school nurse or her designee shall be informed of all new prescriptions. The school nurse may choose to discontinue the administration of medication provided that she has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefore.

**PARENTAL INVOLVEMENT POLICY STATEMENT:**

NLC Elementary School / NLC Jr. High School recognizes the necessity and value of parent involvement to support student success and achievement. In order to assure partnerships between parents and the school, the staff and faculty are committed to:

- (a) Establishing effective two-way communication with all parents.
- (b) Developing strategies to encourage and enable parents to participate actively in their children's education.
- (c) Supporting and coordinating parent involvement from kindergarten through grade eight.

**NLC ELEMENTARY PTO:**

The Parent Teacher Organization (PTO) is a vital part of our school program. We encourage support of PTO by parents and teachers becoming active in PTO. Monthly meetings (dates and times) are listed in the district calendar. Meetings are limited to one hour once a month and free daycare is provided.

**SITE COUNCIL:**

The Site Council is an advisory council working closely with the school and is made up of patrons in the community to help advise school personnel of educational needs. Meeting dates are listed in the district calendar. Everyone is welcome to attend.

**PARENT-TEACHER CONFERENCES:**

Parent-teacher conferences are held at the end of the first and third nine weeks as noted on the district calendar. Parents are encouraged to take advantage of this opportunity to visit with their child's teacher about his/her progress. The teachers work many hours preparing for fall and spring conferences. We strive for 100% attendance.



**SCHOOL DAY**

**SCHOOL HOURS:**

Class times for Pre-Kindergarten –8<sup>th</sup> grades are from 8:10-3:30 p.m. Parents are encouraged to visit the school and to become acquainted with the teachers. Doors will open at 7:30am. Please do not drop students off prior to 7:30am. For the protection of our students, doors will be locked at 8:10 a.m. Parents must enter through the east Jr. High doorway. We require that you sign in at the office whenever you enter the building during school hours. Parents wishing to discuss any matter with the teacher should feel free to do so. This can be arranged by calling the school between 7:30 a.m. and 4:00 p.m. The teacher will be notified and will return your call to set up an appointment as soon as possible.

**ATTENDANCE:**

It is important for students to attend school every day. Irregularity in attendance is the greatest contributing cause of failure. One day's absence cost two days of school work, the day of absence and the lack of preparation for the day of return. Parents can render no greater help to their children than to see that they are in school every day. Recognizing the importance of regular school attendance, the State of Kansas has a compulsory attendance law requiring parents of children (that have not reached the age of 16) to have regular attendance. Currently the law states that a child is truant if: 7 unexcused absences occur during the school year OR 5 unexcused absences occur during a semester OR 3 consecutive school days of unexcused absences occur.

There are two types of absences: excused absences and unexcused absences. An excused absence must meet one of the following criteria:

- An absence that is for the general welfare of the student (dental or medical appointments and illness).
- An absence to be with relatives because of a serious illness or death of an immediate member of the family.
- An absence, in the opinion of the principal, that was in the best interest of the student's family.

An unexcused absence is simply an absence not covered by any of the previously described excused absences. When a student is ill or unable to attend school, parents or guardians are asked to call the office before 8:10 a.m. If we do not hear from the parent before 9 a.m., an automated call will be made to remind the parents to call the school to communicate the reason for the absence. If by 1pm, the parent has not called in, another automated call will be made asking for the parent to contact the office to communicate the reason for the absence. If by the morning of the following school day the parent has not yet contacted the office, the secretary will attempt to get in contact with the parent. Ultimately, however, it is the responsibility of the parent to contact the office to communicate the reason for absence within 24 hours of the absence occurring in order to prevent truancy from occurring.

Truancy or parental neglect is assumed if the school is not notified promptly of a student absence. By state law the authorities must be notified of this neglect.

When an absence is planned in advance, the student should bring a note from the parent explaining the reason for the anticipated absence. Assignments for makeup work can be made at this time. Students missing school because of school activities must have assignments ready for the next class period. It is the student's responsibility to request missed assignments.

School work missed for any reason should be made up; otherwise, the student will not only receive a lower grade than necessary, but will very likely not understand the work which will follow.

**Parents or emergency contacts 21 years or older with parent permission, must sign students out at the office when leaving school for any reason. You must also sign them in at the office when returning to school from an appointment.**

**Excessive Absenteeism – Excessive absenteeism is defined as ten (10) or more absences (excused or unexcused) in a specific class in a semester.** The purpose of the ten (10) absences in a specific class in a semester is to allow for:

- a. Illness
- b. Serious personal or family problems
- c. Medical appointments
- d. Other issues that may have been pre-arranged with principal

After 10 days of excused absences in a semester, all further absences are considered unexcused unless documented proof accompanies the absence. Acceptable documentation includes doctors verification, court, dental, counseling or other type of service. If a parent believes that an unexcused absence should be excused, an appeal may be made to the Rob Hampton (Principal). Excused absences are defined as those absences necessary due to events that cannot be made on Saturday or after school hours. A verified placement is required on all doctor or dentist appointments. This can be a note from the office at which the appointment occurred. Any illness that requires a student to be absent for three consecutive days should be verified by a doctor's note. The truant officer will decide if absences are excused or unexcused.

**Truancy** – Students who are truant and meet the following conditions will be reported to the appropriate authorities in Lyon County as required by state statute.

1. Students are absent all or a significant part of three consecutive days unexcused.
2. Students are absent all or a significant part of five cumulative days within a semester unexcused.
3. Students are absent all or a significant part of seven cumulative days within a school year unexcused.

#### **TARDINESS:**

Being on time to class is very important for the student and to the class he/she is attending. Lateness not only penalizes the individual but also is a disruption to the class and teacher. In order to encourage students to be on time, it is necessary to have procedures for handling tardiness.

1. A student is tardy if not in the classroom and at the location designated by the teacher when the tardy bell rings.
2. Tardy slips for the first hour must be filled out in the office. All tardies at the beginning of the day will be unexcused unless a note or telephone call is provided before the end of the school day by the parent giving the reason.

If it is then considered an excusable reason, the tardy will be excused.

#### **REMOVING STUDENTS FOR APPOINTMENTS:**

Parents will be required to report to the office and sign out the student before removing students for appointments or illness.



#### **PERMITS AND PASSES:**

To leave the building during any regular school day, it is necessary to obtain permission from the teacher and the principal. Parents need to contact the school to make arrangements for the student to leave.

## CHAMP'ing:

NLC Elementary and NLC Jr High staff (teachers and support staff) implement the CHAMP approach in our school building. CHAMP is an acronym that stands for:

- C – Conversation – How can students talk to each other?
- H – Help – How do students get your attention/questions answered?
- A – Activity – What is the task/learning objective?
- M – Movement – Can students move about?
- P – Participation – What does student participation look and sound like?

The purpose of the CHAMP approach is simple. CHAMP'ing answers the questions that students have for each activity they are participating in throughout the school day. There are also many adults that work with students throughout the day and we feel it is important to have a common language when we talk to our students about expectations. We feel it is important to constantly and consistently explain CHAMP for each activity. This is done by verbalizing it and by visually posting it throughout our school to help students. Voice levels (Zero-5) are also a large part of CHAMP'ing with zero (0) being no talking, 1 being whisper level talking, 2 being inside voice such as talking with another person right beside you, and so on. Below is an example of what that looks like visually. Each NLC teacher uses CHAMP in their classroom and each makes it age appropriate for their grade level as this will look different at the Kindergarten level vs the 8<sup>th</sup> grade level.

<b>C</b> CONVERSATION	0 No talking	
<b>H</b> HELP	Raise your hand	
<b>A</b> ACTIVITY	Walking in hallway	
<b>M</b> MOVEMENT	Stay in line	
<b>P</b> PARTICIPATION	Walk in a straight line, hands to yourself	

## ELEMENTARY GRADES K-5

### PHILOSOPHY:

NLC Elementary School will provide a positive environment for all students to acquire the knowledge and skills necessary to be productive, responsible citizens with respect for self and others. Character education is taught at school, but the school respects the role of the home as the primary provider of morals and character development.

### STUDENT EXPECTATIONS:

Students are expected to conduct themselves in a manner that respects the rights of others and is in accordance with safety rules and regulations. School personnel have both the authority and obligation to insist upon appropriate conduct in the school building, on the school grounds, and at school activities. To this end the staff at NLC Elementary pledge themselves to making every opportunity available for students to be successful each day and to the development of behaviors that are good for themselves and others.

The following are the general rules of conduct for all students at NLC:

- Students have primary responsibility for their actions. We encourage self-control. (Keep hands, feet, and other objects to self).
- Students must observe the safety rules of the school for their own security and that of others.
- Students shall respect others and property.
- Students must show respect for the truth.
- Students shall follow classroom rules established by the teacher(s).

By following these expectations our school can honor and promote character development such as honesty, respect, and maximum effort.

## **Student Discipline: Pre-K- 5**

Natural and logical consequences will be assigned according to the age of the student, frequency of infractions, to ensure that our school has a positive and safe learning environment for all students.

Examples:

Disruptive in class - after school detention or loss of recess time

Rude/disrespectful - office time out

Cafeteria or bus violations - loss of privileges

Pushing/shoving/fighting ISS or OSS

## **GRADING SCALE:**

### **KEY FOR GRADES K-2**

The grading scale for students in grades Kindergarten through 2<sup>nd</sup> grade will be done on a mastery of standards checklist.

### **KEY FOR GRADES 3-5**

A - Excellent	90-100%
B - Above average	80-89%
C - Average	70-79%
D - Below average	60-69%
F - Failure	59% & below
I - Incomplete	

### **LATE WORK:**

The staff at NLC Elementary School feels it is imperative that students learn to be punctual and responsible for their schoolwork, including homework. Elementary teachers will each set their own policies for accepting late work.

### **MAKE-UP WORK:**

The pupil is responsible for making up work missed due to a valid excused absence. Students have two days for every one day missed to make up work for the excused absences.

Students need to get an **advanced assignment sheet** from the office for the purpose of collecting assignments from each teacher prior to the planned absence. Advanced assignment sheets are only needed for students who will miss one or more full days of school. Students should make every effort to have the work completed upon returning back to school.

Students who are assigned out of school suspension (OSS) should make arrangements for their work to be picked up for them from the office. All work will be due upon returning unless specified differently by the principal.

## **NLC JUNIOR HIGH SCHOOL 6-8<sup>th</sup> GRADE**

### **PHILOSOPHY:**

The purpose of NLC Jr. High School is to meet the following basic needs of early adolescents.

1. Emphasize academics through a variety of teaching methods and a balanced curriculum of basic and elective subjects.
2. Encourage positive parental involvement and support through home/school communication, home study activities, and parental supervision of homework.
3. Provide structure through clear rules and consistent consequences.
4. Provide physical activity through competitive sports and non-competitive physical education with an emphasis on lifetime leisure activities.
5. Assist students in exploring and developing skills and attitudes about self and relationships with others.
6. Provide positive social interaction with adults and peers.
7. Provide opportunities for creative expression through special activities.

### **BASIC RULES FOR A POSITIVE SCHOOL CLIMATE:**

1. Students are here to learn and shall not interfere with the learning of others.
2. Students are to come to class on time, be prepared to work, and have all materials, including completed homework.
3. Students are to be polite, not infringing on others physically or emotionally.
4. Students are to respect the property of the school, other students, teachers and themselves.
5. Students are to maintain appropriate noise levels in all areas of the school.
6. Students shall follow classroom rules established by the teacher(s).

### Grading Key for Jr. High School:

A+ - Excellent	98-100%	D+ - Below Average	67-69%
A - Excellent	93-97%	D - Below Average	63-66%
A- - Excellent	90-92%	D- - Below Average	60-62%
B+ - Above Average	87-89%	F - Failure	59% & below
B - Above Average	83-86%	I - Incomplete	
B- - Above Average	80-82%		
C+ - Average	77-79%		
C - Average	73-76%		
C- - Average	70-72%		

Weekly grade reports will be sent home on Fridays or the last school day of the week.

### HONOR ROLL:

An Honor Roll will be compiled each nine weeks. The “B” Honor Roll consists of those students who have a 3.00 GPA for that period. The “A” Honor Roll consists of those students who have a 3.670 average for that period. The “Straight A” Honor Roll consists of those students who had all A’s. No student is listed on any Honor Roll if he/she has a grade of D+ or below in any class.

The following table indicates the numerical value assigned to the letter grades, which are reported on the report cards, and on the student’s permanent record.

A = 4.00      B = 3.00      C = 2.00      D = 1.00      F = 0.00



### ELIGIBILITY REQUIREMENTS FOR ACTIVITIES:

Students of grades 6-8 of USD 251 North Lyon County must meet all eligibility requirements as set forth by the KSHSAA and by USD 251.

### KSHSAA ELIGIBILITY REQUIREMENTS:

1. **PPE (Current year Pre-Participation Physical Evaluation Form)** completed fully by an MD and not taken earlier than May 1 preceding the school year for which it is applicable.
2. **Rule 14 Bona Fide Student**—Eligible students shall be a bona fide undergraduate member of his/her school in good standing. (See 251 Requirements for Good Standing Definition)
3. **Rule 15 Enrollment/Attendance**—Students must be regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which they participate.
4. **Rule 16 Semester Requirements**—A student shall not have more than two semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall not have more than eight consecutive semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or in a senior high school. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.
5. **Rule 17 Age Requirements**—Students are eligible if they are not 19 years of age (16, 15 or 14 for junior high or middle school student) on or before August 1 of the school year in which they compete.
6. **Rule 19 Undue Influence**—The use of undue influence by any person to secure or retain a student shall cause ineligibility. If tuition is charged or reduced, it shall meet the requirements of the KSHSAA.
7. **Rules 20/21 Amateur and Awards Rules**—Students are eligible if they have not competed under a false name or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.
8. **Rule 22 Outside Competition**—Students may not engage in outside competition in the same sport during a season in which they are representing their school. NOTE: Consult the coach, athletic director or principal before participating individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.
9. **Rule 25 Anti-Fraternity**—Students are eligible if they are not members of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
10. **Rule 26 Anti-Tryout and Private Instruction**—Students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.

## **USD 251 ELIGIBILITY REQUIREMENTS:**

1. **No failing grades** - USD 251 requirements state that all students participating in KSHSAA sponsored activities and school events, must be passing all units of their class work with at least a D. Any student who has a failing grade on the eligibility report for two consecutive weeks is ineligible for extra-curricular activities and school activities. The eligibility report will be ran at 1pm and e-mailed to all 6-8 teachers and coaches on the final school day of the week. A week of ineligibility is defined as Monday through the following week and would conclude on Sunday. Those students declared ineligible may be allowed to practice, but would not be allowed to suit up or participate in any contest. If the practice/competition is during the school day, ineligible students will remain in the classroom. The student can become eligible as soon as they give to the Principal, a signed note from the teacher stating they are passing. It is the student's responsibility to initiate this process. Once that process is completed, the Principal will e-mail the appropriate parties that the student is officially passing all classes and may participate immediately.
2. **School day attendance** - A Student participating in extracurricular activities, athletic events, dances, etc. must attend school at least one-half day the day of the event to be eligible to participate. In the event of a Saturday activity, the student must be in school at least one-half day on the Friday before the event.
3. **Semester Eligibility** -Semester and final grades will be used at the end of the second and fourth nine weeks to determine semester eligibility. If a student fails to earn five (5) credits from the previous semester, they will be ineligible for 18 weeks.

## **STUDENTS IN GOOD STANDING:**

A student in good standing at NLC Elementary is defined as:

1. All disciplinary actions have been served (detentions/ ISS/OSS, etc.)
2. Meeting all administrative requirements

## **8th GRADE CELEBRATION:**

Only 8<sup>th</sup> graders in good standing, as defined above, will be allowed to attend/participate in Jr High Awards Night/8<sup>th</sup> Grade Celebration.

## **USD 251 PROMOTION POLICY:**

Students of grades 6-8 of USD 251 will follow this criterion for promotion to the next grade level.

1. The student is expected to pass each core subject.
2. Core subjects for all students are: Language Arts, Science, Math and Social Studies.
3. The student will be retained if he/she fails three (3) or more core subjects.
  - Kansas State Assessments- “Meets Standard (Score of 2)” average of reading and math Assessment Performance Levels
  - Total Grade point average of 2.5 or above
  - Teacher recommendation
  - Principal recommendation

\*\* School administration may sanction social promotion based upon individual circumstances.

## **PLAGIARISM/CHEATING:**

Plagiarism is using another’s work or idea and passing it off as one’s own. If a student uses another’s work, he/she must give credit to the person or to the source. If the student does not give credit, the student is attempting to pass the work off as his/her own. Depending on the severity of the plagiarism, a teacher may reduce the grade given for the assignment, give no credit for the assignment, ask the student to rewrite or redo the assignment, or give a reduced grade for the entire course. Plagiarism includes the use of on-line support systems such as Chegg, ChatGPT or other AI types of educational assistance programs.

## **JR HIGH LATE WORK:**

The staff at NLC Junior High School feels it is imperative that students learn to be punctual and responsible for their schoolwork, including homework.

## **JR HIGH LATE WORK POLICY:**

Homework is an integral part of learning. It reinforces concepts taught and vocabulary introduced. It allows insight into a student’s understanding. Teachers will have a late policy in their syllabus.

\*\*It is important that students take ownership in their grades and continually communicate with their teachers.\*\*

## **LETTERING POLICY:**

### **Academics:**

Students will receive an academic letter if they are on the honor roll at least three quarters during the year. Students who have been on the honor roll twice at awards time, then make the honor roll the last quarter, will receive their pins in the summer from the principal.

### **USD 251 JR. HIGH SCHOOL MUSIC POLICY:**

The district Music Lettering Policy is the minimum requirement for students to show extra dedication above and beyond the music program requirements.

#### **Participation:**

1. No unexcused absences
2. Students may not forget instruments/equipment more than twice in a school year.
3. Students must practice twenty hours during the school year, which will be documented by parent/guardian, and must be turned in by May 1 to their music director.

#### **Performance:**

A music letter will be awarded to those students that participate in 100% of the year's performances. Excused absences will be at the discretion of the director. Band and chorus are considered a yearlong commitment.

## **ATHLETIC AND NON-ATHLETIC SPORTS:**

Each coach will have in place a written policy and guidelines for student athletes to letter for each sport. These policies as well as team rules will be communicated both to parents and athletes at a pre-season meeting or in written form handed out to student athletes at the beginning of each season. Student athletes can earn any one of the following achievements:

- Varsity letter (the athlete met all team requirements)
- Letter of participation (for athletes who do not meet the criteria of a letter)

## **DETENTION SESSIONS:**

Teachers assigning the detentions will enforce detention in their classrooms. Students in detention are expected to be quiet and do school work. It will be the student's responsibility to notify parents of their detention and arrange for their own transportation home.

Detentions will be held periodically throughout the week for elementary, middle school, and high school students. Detention sessions may be assigned by the administration as a means to enforce school regulations. Students will be required to show their class work to the session supervisor at the end of the session. Students not attending their first assigned date will be assigned the next school session and will be considered a "student not in good standing", which will result in the student losing all extracurricular activity privileges, field trips, etc. until the detention assignment is made up. Students failing to attend the second time will be assessed an ISS.

## **HARASSMENT Racial and Disability Harassment: (JGECA):**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Prohibited conduct under this policy includes racially or disability-motivated conduct which:

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



- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school. Racial or disability harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated. An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or Department for Children and Families (DCF) authorities. To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant. A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

### **SEXUAL HARASSMENT: (JGEC):**

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

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

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

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication;

unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

The Superintendent, 614 Main Street, PO Box 527, Americus, KS 66835, Phone: 620-481-2085 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

**Response to Harassment Complaints:**

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believes that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

Note: The entire JGEC policy is posted on the school district webpage.

**DISCIPLINE AND OFFICE REFERRALS:**

Students are expected to share the responsibility for maintaining an atmosphere conducive to teaching-learning situations in all classes and activities. Acts of behavior, which interferes with the maintenance of a good learning environment or is antagonistic to the welfare of others, are not acceptable.

Office referrals will be handed to students for unacceptable behavior. The student will be given a copy of the referral and a copy will be sent to the student's parent to inform them of the situation and the consequences for the behavior.

The following infractions are listed along with the consequences for each behavior. The consequences accompanying the infractions listed are to be used as a general guideline. Many factors will be considered including the age of the offender, the frequency of previous incidents, and the severity of the behavior. **The final determination will be left up to the administration.**

**STUDENT DISCIPLINE POLICY:**

**Philosophy:**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency and is the key to good conduct and proper consideration for other people.

**Teacher Authority:**

Teachers are expected to maintain a proper school atmosphere. This responsibility extends beyond their classroom and their particular assignment of pupils. Pupils who refuse to comply with reasonable requests of any teacher discharging this responsibility will be subject to appropriate disciplinary action. Teachers may assign after school detention to students to be served in their classrooms or the after school detention hall.

**Policy:**

Short-term suspension will constitute one to ten school days. Long-term suspension will be longer than ten days. Expulsion means removal of a student for the remainder of the entire school year.

The Board of Education of USD 251 has authorized the administration and/or its designee to suspend any student guilty of any of the following:

- 1) Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
- 2) Conduct which disrupts, impedes, or interferes with the educational mission of the public schools.
- 3) Conduct that impinges upon or invades the rights of others.
- 4) Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 and Chapter 65, article 41 of the Kansas Statute annotated or any criminal statutes of the United States or the State of Kansas.
- 5) Disobedience of an order by a teacher, peace officer, school security officer, or other authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the public school's educational mission and/or impingement upon or invasion of the rights of others.

All suspensions will initially be short-term unless otherwise stated (not to exceed ten days), with written notice of the short-term suspension and the reason for the suspension furnished to the student involved, to the student's parent or guardian and to the superintendent within 24 hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date, and place that the student will be afforded a hearing. Such date shall not be later than the last day of the short-term suspension of such pupil(s) or student(s). Such notice of the extended suspension shall be accompanied by a copy of K.S.A. 72-8901 et seq. as amended and a copy of the regulations of the Board of Education.

Any hearing held in compliance with K.S.A. 72-8901 at seq. as amended will be conducted by an administrator in accordance with the due process outlined in Kansas Statute.

Absences resulting from out-of-school suspensions are excused. Make-up work due to suspension will be allowed for short term suspension. This work is due no later than the day after a student is readmitted to school. Students who have been suspended out of school or expelled are not allowed to attend school activities or be on school property during the period of suspension or expulsion.

#### **Point System:**

Each behavioral referral will be given a point rating. These points will be accumulated and totaled with each referral by the administrator. The number of points is based on the severity of the infraction. A list of infractions and the respective points follows. This list is designed to assist with consistency in administering the consequences for disciplinary infractions; however, the severity of the offense will be individually evaluated and administered at the discretion of the administration.

#### **1 Point (30-60 minute detention)**

- Cafeteria or bus violation (1<sup>st</sup>)
- Continually not following directions
- Defacing handbook/agenda
- Lack of class materials
- Hall violation (loud, disruptive)
- Profanity (not directed at a person)
- Cheating/plagiarism (1<sup>st</sup>)
- Failure to serve teacher assigned detention
- Dress code violations
- Failure to carry planner
- Horseplay outside classroom
- Inappropriate behavior
- Inappropriate language or gesture
- Public display of affection
- Parking violations
- Tardies over 5 per semester
- Cell phone, pager, cameras (1<sup>st</sup>)
- Bullying Policy – Level 1 violation
- Throwing snowballs on school property

Wearing Heelys at school  
Other violations identified by the principal or teachers

**2 Points (60 minute detention or ISS depending on circumstances)**

In part of building without permission  
Cafeteria or bus violation (2<sup>nd</sup>)  
Leaving class without permission  
Misuse of planner  
Skipping class  
Profanity in class  
Failure to serve assigned office detention  
Damage to school property  
Disruptive in class  
Refusing a reasonable request  
Misuse of school property  
Unacceptable behavior at a school activity home or away  
Detention violations  
Report of misbehavior from substitute teacher  
Possession of electronic devices not for academic use  
Profanity, obscenity, gestures to others – (not staff)  
Throwing of dangerous object  
Cell phone, pager, cameras (2<sup>nd</sup>)  
Other violations determined by the principal or teachers

**3 Points (1-3 days ISS or OSS depending on the circumstances)**

Tobacco possession/use  
Harassment (sexual/racial/bullying)  
ISS room violation  
Hazing/intimidation  
Rude/disrespectful to staff  
Profanity directed to staff  
Pornography possession  
Pushing/shoving  
Slapping/kicking  
Skipping school, truancy  
Leaving campus without permission  
Cheating (2<sup>nd</sup>)  
Computer network violation  
Cyber bullying  
Conflict with another student  
Inciting others to fight  
False note or form  
Failure to follow a teacher, staff directive  
Open defiance of authority  
Extortion of any type and/or amount  
Conduct which disrupts the school's activities and mission  
Theft (1<sup>st</sup>)  
Willful damage to school, staff, or student property  
Insubordination (1<sup>st</sup>)  
Cell phone, pager, cameras (3<sup>rd</sup>) (each subsequent violation)  
Bullying Policy – Level 2 offense  
Other violations determined by the principal or teachers

**5 Points (1-5 days OSS)**

Threats/intimidation/bullying

Vandalism, destruction of school property  
Tobacco (2<sup>nd</sup>)  
Harassment (sexual/racial/bullying) (2<sup>nd</sup>)  
Theft (2<sup>nd</sup>)  
Hazing (2<sup>nd</sup>)  
Open defiance  
Insubordination (2<sup>nd</sup>)  
Threats, obscenity, profanity, gestures to a staff member  
Weapons – dangerous  
Threat of assault  
Verbal abuse to staff in or out of school  
Bullying Policy – Level 3 offense  
Other violations determined by the principal or teachers

**8 Points (1-5 days OSS)**

Fighting and/or provoking a fight  
Violent act against student or staff  
Physical assault  
2<sup>nd</sup> threat or intimidation  
Alcohol (1<sup>st</sup>), (suspension from all student activities for at least one month, and reported to law enforcement)  
Other violations determined by the principal or teachers

**Automatic 5 days OSS with recommendation for long-term suspension or expulsion:**

Alcohol (2<sup>nd</sup>), (may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program, suspension from all school activities of not less than one semester or four months, and reported to law enforcement)  
Illegal drugs  
False alarms  
Fighting (2<sup>nd</sup>)  
Threats (3<sup>rd</sup>)  
Bomb threat  
Criminal statutes  
Arson  
Weapons – deadly  
Other violations determined by the principal or teachers

**Ways to Get Points Off of Your Record:**

Any student that has been assessed discipline points will have a chance to have their points reduced by:

- 1) Show model citizenship/behavior for 3 weeks in a row (no office discipline consequences) = 1 point off

**Possession of Weapons:**

Any student in possession of a weapon (as defined by state law) at school, on school property, or at a school supervised activity will be suspended/expelled from school for a period of not less than one calendar year. In addition, students in possession of weapons will be referred to appropriate state and local law enforcement agencies. **See policy JCDBB.**

**Disciplinary Point System Procedures (6-8):**

The administrator will assign points and consequences behavior and a note will be sent home to the parents/guardian:  
When a 6th-8th grader reaches 9 points they will receive at least one day OSS. After a student has been given 1 day of OSS, then when they return they may have a meeting with a parent and administration to fill out a behavior intervention plan. When a 6th-8th grader reaches 12 points it will be at least three days OSS, when they return they may have a meeting with a parent and administration to review and modify the behavior intervention plan if needed. When a 6th-8th grader reaches 15 points it is at least 5 days OSS with recommendation for long term suspension/expulsion.

Points are cumulative for the year. A student may be given probationary status after 15 points as a “last chance”. Any disciplinary action taken against the student on probation will result in OSS and suspension/expulsion proceedings.

**Search and Seizure:**

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. **See policies JCAB-JCABB**

**Search of Lockers:**

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any 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. **See policies JCAB-JCABB**

**Search of Property:**

Any person other than the principal who wishes to search a student’s locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student’s locker or property without the principal’s consent unless the person has a valid search warrant authorizing a search. If a law enforcement officer desiring to search a student’s locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal. In the event that the principal or law enforcement has reasonable suspicion that a student is in possession of contraband that violates school policy, law, or in emergency situations where there is a potential danger, a search warrant is not required. Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials, the principal shall receive a receipt for the items. A student may willingly waive his or her rights of privacy under the Fourth Amendment.

**Use of Trained Dogs to Search:**

At the request of administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees. (When the principal is mentioned in this rule, it shall be construed so to include the superintendent “or designated representative.”)

**BULLYING POLICY ACTION PLAN:**

**Bullying:**

USD 251 Schools are committed to providing a safe, positive, productive, and safe educational environment for all of its students. Our school encourages the promotion of positive interpersonal relationships between members of the school community. Aggressive behavior toward a student or staff member, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The school will not tolerate any comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This applies to all activities in the District, including activities on school property or while traveling on school transportation en route to or from school and those occurring off school property if the student or employee is at any school-sponsored activity, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business.

Bullying is defined as any intentional gesture or any written, verbal, 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 effects of:

- a) Harming a student or staff member, whether physically or mentally;
- b) Damaging a student’s or staff member’s property;
- c) Placing a student or staff member in reasonable fear of harm to the student or staff member;
- d) Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property;
- e) Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of KSA 72-8205 and amendments thereto.

**Conduct which is not bullying policy:**

For the purpose of this policy, bullying does not mean mere teasing, put-downs, “talking trash”, trading insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or

does not interfere with students ability to learn, the instructional program, or the operations of the school. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

**Bullying determination:**

The determination whether a particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

**Reporting of bullying:**

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. Reports shall be made to any faculty member or the principal. All reports will be investigated by the principal.

**Bullying sanctions:**

Level 1 Offense:

- Ø First offense-verbal apology, promise not to repeat and/or behavior contract, detention-1 discipline point if applicable.
- Ø Second Offense-1-5 days in school suspension-3 discipline points if applicable

Level 2 Offense:

- Ø First offense-1-5 days out of school suspension-3 to 5 discipline points depending on the infraction

Level 3 Offense:

- Ø First offense-3 days up to one calendar year out of school suspension-5 to 8 discipline points depending on the infraction

The building administrator will make a determination regarding the level of offense based on the severity of the infraction.

**Examples of Level One Offense:**

Threatening gestures, defacing property, insulting remarks, calling names, insulting gestures, spreading rumors, teasing publicly about clothes, gossiping, looks, etc.

**Examples of Level Two Offenses:**

Threatening physical harm, damaging property, harassing with cell phone at school, insulting your physical characteristics, race, color, religion, ethnicity, gender, disability, degrading notes, degrading electronic messages, posting slander in public places, extortion.

**Examples of Level Three Offenses:**

Practicing extortion (such as taking money), graphic threats, threatening to keep someone silent, destroying property, setting fires, physical cruelty, assault with a weapon, repeated harassment because of bias against your race, religion, ethnicity, gender, disability, or sexual orientation, and arranging public humiliation.

**Legal Consequences:**

Many of the above-mentioned behaviors are against the law, therefore, in addition to school discipline consequences, all violations of the law will be reported to the appropriate law enforcement agencies.

**Cyber Bullying:**

Cyber bullying is defined as the use of e-mails, cell phones, pagers, text messages, instant messaging, defamatory websites, defamatory online personal polling websites, and chat rooms to intimidate or to cause harm to student or staff member. Cyber bullying will not be tolerated and will be treated as a Level II offense. This includes, both on campus and off campus cyber bullying that causes a substantial and material disruption of the school environment.

**Peer Conflict is not bullying.**

## CELL PHONES:

Students must keep their cell phones turned off and in their lockers. Students may not keep their phone on their person to text message, etc. If you are caught in possession of a phone during the school day, you will be required to turn the phone over to the teacher or administrator. Refusal to turn the phone over will result in a second violation for insubordination. First time offenders will get 1 point and a 60 minute detention. Second time offenders will get 2 points and 1 day of ISS. Third time offenders will get 3 points and 2 days of ISS. Fourth time offenders will get 4 points and 1 day of OSS. After 4 cell phone violations the student will lose cell phone privileges for the remainder of the school year.

Cell phones may be used in the classroom if that teacher has given permission to do so on that day only. Classroom cell phone use, even with teacher permission, is limited to educational use only. **At no time are social media apps to be used at school. Photos and videos are also not to be taken on cell phones unless specific permission is given by the teacher for school project use only.** 6<sup>th</sup>-8<sup>th</sup> graders may check their phones during the passing period. Students not abiding by the above cell phone policy can have their cell phone taken away, to be picked up by parents.

## DRUGS/ALCOHOL:

While on school property or school sponsored activities, the possession or use of alcohol, drugs or other controlled substance by a student, or a student who admits the same, shall be in violation of school policy. Also, conduct which appears to be altered by the use of alcohol, drugs or a controlled substance is a violation of school policy. A Breathalyzer test may be used by the administration, or their designee(s) at their discretion for suspected consumption of alcohol. If the student refuses to take the test or if the test results are positive, the student will be subjected to the sanctions specified below. Medication specifically prescribed for a student by an authorized health care professional will be exempt from this policy.

- 1) Any student who is selling or trafficking drugs, drug paraphernalia and/or other controlled substances at school, on school property, or at a school supervised activity shall receive a mandatory expulsion for 186 school days.
- 2) Any student who is in possession of, uses, or is under the influence of alcoholic beverages, drugs (except as medically prescribed), drug paraphernalia and/or other controlled substances at school, on school property, or at a school supervised activity will receive one of the following disciplinary actions:

### Use or Possession:

- 1) First Offense: Law enforcement and parents will be contacted immediately upon verification of the violation. The student will receive, at a minimum, a short-term suspension not to exceed 10 school days. The administration will determine whether a long-term suspension or expulsion shall be recommended and notify students for a due process hearing. At the time of the hearing, administration may recommend that the student be afforded the option to have the suspended student meet with a community resource (which may include mental health agency counseling program, an alcohol and drug service agency, or a physician) to discuss the student's problem with drugs/alcohol. Upon receipt of written documentation that the student is complying with the recommendation of a licensed substance abuse treatment provider's recommended action, the suspension shall be deferred and the student will be allowed back in school; however, should the student violate the terms of the agreement upon which the student was allowed to return to school, the balance of the suspension shall be reinstated. In addition, the student will be automatically suspended from all student activities for not less than one semester or four months.
- 2) Subsequent Offenses: Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be recommended for expulsion from school for NO LESS THAN 186 SCHOOL DAYS.
- 3) Prescription medication or over the counter medication can and will be given by the school RN or designated person after the Request to Administer Medication at School form has been completed. Prescription medication and over the counter medication not following medication policy will be subject to the same restriction as illegal drugs.

## INSURANCE:

USD 251 does not provide "school time" insurance. Parents always have the option of purchasing this same type of supplemental insurance beyond their primary insurance. The school will make purchasing options available to parents at the beginning of each school year, as it is provided by private insurance companies. Students who participate in interscholastic activities are covered by catastrophic insurance coverage through the Kansas State High School Activities Association (KSHSAA). The school district does not insure the personal property of students, employees, or visitors. Students who bring valuables to school do so at their own risk



and they are advised to keep them locked up. The school district does not insure the personal property of students, employees, or visitors. Students who bring valuables to school do so at their own risk and they are advised to keep them locked up.

**INTERROGATIONS AND INVESTIGATIONS:**

Building administrators may conduct investigations and question students about infractions of school rules of the student behavior code. If there is a 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 violations.

Parents do not have a right to be present during school investigations and do not have a right to be present when school administration is questioning their child. In the event that a parent instructs their child not to comply with the discipline decisions of the principal, the student will be expected to comply and failure to do so will result in suspension from school for insubordination.

**DRESS CODE:**

The NLC Jr. High School is committed to providing a safe and friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. No article of clothing will be worn that distracts from the education process. The NLC Jr. High School views the dress code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final decision as to the appropriateness of all clothing and attire. Following are the guidelines for the students:

Vulgar, illegal (including alcohol, drugs, tobacco), and/or sexually explicit statements or suggestions on clothing are not permitted. Any statement which causes, intends to cause, or is likely to cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment is prohibited.

Shirts and tops shall overlap the top of jeans (no midriffs), slacks, or skirts. Spaghetti straps, thin strap tank tops (including low-cut under the arms, front or back, halter type, see-through, off the shoulder tops, backless tops), or revealing clothing is not allowed (no cleavage – front or back). In addition, no clothing made to be worn as undergarments shall be showing (including sports bras). Hats, bandanas, (or other head coverings), hoods, hoodies with hoods covering the head and sunglasses are not permitted to be worn inside the school building unless approved by a principal, physician, and/or the school nurse. (Exceptions will be made during spirit weeks if these accessories go with the theme.)

Pants, jeans, shorts, etc. must be worn at waist level and cover all undergarments, no sagging, and be of appropriate fit (not too tight for example). Shorts are to be of appropriate length to more than cover private areas. Pants lower than the bottom of the heels are safety issues and will not be permitted. Ripped shirts and pants shall not be worn that expose undergarments or private areas. Uniforms issued by the school should be worn for that sport only and are not to become daily wear of students.

**ENROLLMENT:**

**In-District Students:**

Students and or parents may be required to provide proof of residency as determined by the administration. Some proof of residency examples are the following but not limited to: rental agreement, proof of house payment, utility bill, Kansas driver’s license, Kansas tax return, vehicle registration, Kansas voter registration, and property tax receipt. If the principal needs additional documentation, the parent or guardian may be asked to sign an affidavit under oath attesting to residency within the boundaries of the school district and/or the state of Kansas.

**Out-of-District Students:**

USD 251 North Lyon County holds all students accountable for their behavior and attitude. Out-of-District students are held to an even higher standard because USD 251 is not legally obligated to enroll Out-of-District students. We believe it is a privilege to be enrolled in this school district and that Out-of-District students need to behave and perform in a manner that respects that very privilege.

**Admission of Out-of-District Students:**

All Out-of-District students must complete an out-of-district application and supply the following information to the building principal for examination before admission is made:

- 1) Transcripts from previous schools attended that show grades, discipline referrals, and attendance.
- 2) Assessment scores.
- 3) Current address.

After reviewing the records and testing data, the building principal shall make the enrollment decision.

### **Maintaining Out-of-District Status:**

Out-of-District students are expected to pass all of their classes. Out-of-District students are expected to behave and follow our school Discipline Policy. Any out of district student who does not remain in good standing with regard to behavior, attendance, or grades, will have their enrollment privileges revoked for the remainder of the school year. The building principal will have the responsibility of deciding if and when an Out-of-District student's enrollment privileges are to be revoked.

### **PLAYGROUND RULES:**

A playground supervisor will be on duty promptly for recess duty. Playground rules are to be consistently enforced by all. All students are to obey the playground rules regardless of age, grade, school position or academic standing.

There will be situations that will occur on the playground that will not be covered in this policy. Supervisors in this position are to use their own judgment in dealing with the situation at hand. The supervisor in charge of recess has full charge over all children.

1. Obey all teachers or playground supervisors on the playground.
2. Play safely and courteously.
3. No snowball throwing.
4. No fighting.
5. No personal toys shall be brought to school.
6. Do not go back in the building until time to go in, unless permission is granted for a special reason.
7. No food, gum, or candy on the playground.
8. Kick only kick balls, soccer balls or footballs. Playground balls and frisbees are the only things to be thrown or caught on the playground. No rocks, sand, sticks, snowballs, etc. are to be thrown.
9. Stay in sight at all times.
10. Do not crawl up swing set poles.
11. Swing straight on swings - no twisting, holding hands, standing, or swinging sideways. Do not save swings.
12. Do not walk or run up the slide. Only one person may be on the steps or coming down at a time. There is to be no interference with a person while he/she is making his/her slide.

### **SECURITY CAMERAS:**

Inside and outside school premises are protected and recorded 24 hours a day by closed circuit video equipment. Recordings may be used as evidence in investigations of school rule violations and/or criminal acts.

### **SCHOOL PROPERTY:**

A student is responsible for the full replacement cost of lost or damaged school property assigned to them. School property lost or damaged by a student will be assessed under the following categories:

1. Vandalism: payment of all charges, including labor, plus possible suspension.
2. Damage or destruction unintentional but due to student violation of a rule, regulation, policy or direction of one in authority: payment of all charges, including labor, plus possible discipline consequences.

### **TOBACCO AND ELECTRONIC CIGARETTES:**

The use of tobacco products by students in any form and/or any nicotine delivery device is prohibited in any school district facility, in school vehicles, at school sponsored activities, and on school owned or operated property. A nicotine delivery device means any device that can be used to deliver nicotine to the person inhaling from the device. This includes, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer. Students in violation of this policy will be assigned discipline consequences and be reported to the appropriate law enforcement agency.

### **GRIEVANCE PROCEDURE:**

**PARENTS – PLEASE FOLLOW THE CHAIN OF COMMAND.** If there is a problem please see your child's teacher first. If you still have a problem, then talk to the principal.

### **Complaint Procedure (KN)**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a 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. The District Superintendent, 1409 Vermont, Elwood, KS, 66024, (Telephone: 913-365-5632), has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964,

Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2007 and the Age Discrimination Act. The grievance procedure is applicable to complaints alleging discrimination on the bases of sex, disability, race, color, national origin, and age, including allegations of harassment. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

#### Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. The identity of the individual filing a complaint will be kept confidential to the extent possible without compromising a thorough investigation. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

#### Informal Procedures

**The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level.**

Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable; the individual may initiate a formal complaint. Use of the informal complaint procedure is not a prerequisite to filing a formal complaint or using the formal complaint procedure.

#### Formal Complaint Procedures

- **A formal complaint should be filed in writing and contain the name and address of the person filing the complaint.** The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office. The forms are also included at the end of this policy.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than **180 days** after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. Individuals who conduct the investigation shall be impartial. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- **A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.**

If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- **The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board.** The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

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

Complaints About Policy <sup>{1}</sup><sub>{SEP}</sub>

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting. <sup>{1}</sup><sub>{SEP}</sub>

Complaints About Curriculum <sup>{1}</sup><sub>{SEP}</sub>

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials <sup>{1}</sup><sub>{SEP}</sub>

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services <sup>{1}</sup><sub>{SEP}</sub>

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting. <sup>{1}</sup><sub>{SEP}</sub>

Complaints About Personnel <sup>{1}</sup><sub>{SEP}</sub>

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

**BUS CONDUCT RULES/CONSEQUENCES:**

1. The first bus conduct report will be a warning. Applicable discipline consequences will be applied to any school rule violations. Therefore, it is possible for the student to be given the warning with regard to riding the bus and assigned discipline consequences for the applicable school rule violation at the same time.
2. The second bus conduct report will result in a three to five day suspension from riding any school transportation. Applicable discipline consequences will be applied to any school rule violations.
3. The third bus conduct report will result in a ten-day suspension from riding any school transportation. Applicable discipline consequences will be applied to any school rule violations.
4. The fourth bus conduct report will result in a suspension from riding school transportation of the remainder of the school year. Applicable discipline consequences will be applied to any school rule violations.
5. In the event that any bus violations that occur prior to the fourth bus violation are deemed dangerous or severe by the administrator, the student may be either given a longer bus suspension or suspended from riding the bus for the remainder of the school year.
6. During the suspension period, it is the responsibility of the parent/guardian to arrange/provide transportation for the student. Absences during the suspension period will be unexcused. If the student bus conduct is severe, they can be suspended from riding the bus for a longer period of time than those listed above.
7. USD 251 will only transport students who live within the school district boundaries who meet the board approved transportation criteria. Out of district students will not be transported by USD 251.

**INSTRUCTIONS TO STUDENTS WHO RIDE THE BUS:**

Profanity of any kind is unacceptable on school transportation. Students engaging in the use of profanity will be written up for a bus conduct violation each and every time with the above consequences applied.

The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and respectfully.

The driver may assign a seat to each student, and each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened and when the bus is not in motion.

Pupils must be on time. The bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to the bus stop.

Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.

Students are not allowed to take pictures or videos with their cell phones or any other electronic device while riding the school bus under any circumstances.

Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in his hands. No yelling or screaming will be permitted on the buses.

Outside of ordinary conversation, classroom conduct is to be observed.

Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.

Pupils must not at any time extend arms or head out of bus windows.

Pupils must not try to get on or off the bus or move about within the bus while it is in motion.  
 When leaving the bus, pupils must observe the directions of the driver. If you cross the road, do so in front of the bus after making sure the road is clear.  
 Any damage to the bus is to be reported to the driver at once.  
 Students are not allowed to take toys on the bus.  
 Students are not allowed to carry glass containers on the bus.  
 The transportation provided is for your convenience. However, we realize that not all get on and off at convenient times. Your cooperation and understanding is greatly appreciated.  
 Students are not to eat food or drink liquids on the school bus unless the sponsor and bus driver gives permission. Permission may be given on long activity trips.  
 Students who do not comply with the bus rules may be denied the right to ride the school bus to and from school.

**TRANSPORTATION TO SPONSORED EVENTS:**

The district furnishes transportation to athletic events for members, participants and cheerleaders. Members of the athletic squads are expected to ride the school bus. Permission to ride home from an event with parents or an adult designated by parents will be granted only on written application to the building principal or his designated representative. The teacher riding and sponsoring a bus on activity trips is the authority of the school on the bus. A bus sign-off sheet will be available at each event for parents to sign.



**BREAKFAST & LUNCH PROGRAMS:**

	<u>Student Regular Prices</u>	<u>Student Reduced Prices</u>	<u>Adult Prices</u>
Breakfast	\$2.15 per meal	\$ .30 per meal	\$3.00
Lunch-Grades PreK-5	\$3.20 per meal	\$ .40 per meal	\$5.00
Lunch-Grades 6-8	\$3.30 per meal	\$ .40 per meal	
Milk	\$ .50 per milk		

**BREAKFAST, LUNCH AND MILK ACCOUNTS:**

All accounts are expected to remain current. Parents will be notified when an account has gone below \$5 of positive balance. When an account is more than two lunches overdue, students will not be allowed to charge another hot lunch.

**LUNCHROOM RULES:**

1. Enter the lunchroom quietly; stand in line, hands & feet to yourself.
2. Use quiet indoors talking voices, talk only to people close to you.
3. Use polite and courteous manners.
4. Keep hands on your own tray and food. No sharing of food – (health precaution).
5. Sit in the order you come into the lunchroom (unless told differently).
6. Raise your hand when you have a question or need help.
7. No throwing food, etc. - Pick up anything you drop. (food, trash, etc.)
8. Only three people in the restroom at a time.
9. Lights out means = QUIET - NO TALKING
10. When dismissed, leave the lunchroom orderly, (No running, pushing, crowding, etc.) Middle School students - dismissed through the south airlock doors.
11. Parents may eat lunch with their child. Please contact the office by 8:30 that morning to order your lunch. Visitors must check in/sign in upon arrival in the office.
12. In accordance with Kansas School Wellness Policy Guidelines, fast food wrapped items may not be consumed in the cafeteria.

## **SPORTS EVENTS:**

Students are encouraged to support their teams by attending events. However, they should remain in their seats and be spectators. There should be no running or rough housing. Good sportsmanship is very important. The teams from visiting schools, their followers, and the officials are our guests. Treat them with due honor and respect.

## **THE SPORTSMAN'S CREED**

### **THE PLAYERS...**

- Live clean and play hard. They play for the love of the game.
- Win without boasting, lose without excuse and they never quit.
- Respect officials and accept their decisions without question.
- Never forget that they represent their school.

### **THE COACHES...**

- Inspire in their boys/girls a love for the game and the desire to win.
- Teach them that it is better to lose fairly than to win unfairly.
- Lead players and spectators to respect officials by setting a good example.
- Are the type of people they want their players to be.

### **THE SPECTATORS...**

- Never boo a player or official.
- Appreciate a good play, no matter who makes it.
- Know the school gets the blame or the praise for their conduct.
- Recognize the need for more sportsmen and fewer "poor sports."



## **FACILITY USAGE AGREEMENT:**

USD 251 encourages the proper usage of the school buildings by 251 community groups. The following facility agreement rules were developed for the secure and orderly usage of the building.

### **RULES FOR USE**

1. Use of the building must not interfere with regular school programs or use.
2. Must be under the direct supervision of a responsible adult person. Responsible adult defined as: Person over 21 years of age who will give close supervision to those in the building and be responsible for the action of those under his/her supervision. Person signing out the key must be in attendance during the time the building is unlocked.
3. Persons interested in using the building must contact the office for approval and to check out a key. Keys for weekend events will be checked out before 3:30 p.m. on Friday and returned by 9:00 a.m. on the following Monday. Keys for weekday use will be checked out before 3:30 p.m. the day of the event and returned by 9:00 a.m. the following morning.
4. Custodial services must be furnished by the group or charges will be made by the district. The building is to be left as found.
5. Groups are to provide their own equipment.
6. Activities are to be confined to the gym area unless prior arrangements are made.
7. Any damage to property will be the responsibility of the person signing the key out.
8. No telephone service will be available.
9. No alcohol or tobacco products, weapons or firearms are allowed in the building or on school grounds.



## **MISCELLANEOUS INFORMATION:**

### **SCHOOL SAFETY HOTLINE: 1-877-626-8203**

A statewide school safety hotline staffed by the Kansas Highway patrol has been established. The hotline allows students to anonymously (you don't have to give your name) report possible impending violent acts in schools. The Highway Patrol person will call the information to local law enforcement who will relay information to the local school administrator.

### **WEATHER NOTICES:**

In case of severe weather, school closings will be broadcast over radio stations WIBW in Topeka, KVOE in Emporia. Notices will also be announced over the 251 automated school phone messaging system, posted on North Lyon County 251 Facebook page, USD 251 and KVOE websites, TV channels 13 and 27 in Topeka. It is important that parents/guardians communicate current contact information to the school so that we can reach you. Contact the school office to report any changes to your contact/emergency information.

**FIRE DRILLS:**

Fire Drills will be conducted four times per school year. In order to clear the building, pupils are instructed in each room as to the correct procedure in leaving the building **QUICKLY, QUIETLY AND ORDERLY**.

1. Follow the route as prescribed by your teachers, or if in the hall or bathroom, locate the nearest exit and calmly locate your teacher once safely outside.
2. Walk rapidly – don't run.
3. Do not talk.
4. Return to class on notice from your teacher.
5. Learn what to do when the fire horn rings.

**TORNADO DRILLS:**

Tornado drills will be held two times a year. Students need to follow the directions given by their teachers quickly, quietly, and orderly. Escape plans are posted in classrooms.

**CRISIS DRILLS:**

Crisis drills will be held three times a year. Students need to follow the directions given by their teacher quickly, quietly, and orderly.

**RELOCATION DRILLS:**

Relocation, a safe separate place to relocate to, will be held at least once per school year. Students need to follow the directions given by their teacher quickly, quietly, and orderly.

**STUDENTS ARRIVING AND LEAVING SCHOOL:**

Students are to enter the building as soon as they arrive in the morning. They are not to be waiting outside for a friend before entering the building. Students are expected to leave the property as soon as they are dismissed.

**ENTERING THE BUILDING AFTER 8:10 AM:**

For the safety of our students, outside doors will be locked at 8:10 AM. The main door that will remain open will be the east doors entering into the Jr. High hallway. All visitors are required to check in at the office upon entering the building.

**USE OF CROSSWALKS AND SIDEWALKS:**

Students arriving in the morning and leaving at night are to use the sidewalks and cross only at the designated crosswalks. Teachers will be on duty after school to facilitate student safety.

**BICYCLE SAFETY:**

Students are not to ride their bicycles on the sidewalks surrounding the school. Students riding their bikes to school will be expected to walk their bike whenever on school property. Bicycles are to be placed in the racks and bicycle locks are strongly suggested.

**FUNDRAISING:**

Fundraising projects are necessary since school organizations need funds to operate. There are several traditional fundraisers including: PTO, Eighth Grade class, and the cheerleading squad.

All fundraising items must be screened and approved by the administration. Solicitors of fundraising items must be screened and approved by the administration. Organized house-to-house campaigns will be limited to special projects during any one school year.

**TELEPHONE:**

The school phone is a business phone and children are not to use it except in an emergency. Students must have permission from a teacher before using the phone. Except in the case of an emergency, pupils will not be called out of the classroom to take a call.

**ITEMS NOT ALLOWED AT SCHOOL:**

Students should not bring unnecessary money, toys, or laptops. If it is necessary for a student to bring such items to school, it should be kept in the office or locker for safekeeping. The teachers and the principal reserve the right to collect all such items and release them only to the parents. The school/district is not responsible for loss/damage of personal items and devices. **Social media, whether on personal or school devices, is not permitted.**

**LOST AND FOUND:**

Any article that is found should be turned in to the office. To keep such large amounts of items from accumulating, it is suggested that all items be marked with the child's name. Periodically the lost articles will be discarded or donated.

**PARTIES:**

Parties at the elementary level will be held at each teacher’s discretion. These parties will be held the last part of the day when possible. Parties end at the classroom door.

Students or parents will not be allowed to distribute invitations of any kind on school property, unless distributed to everyone in the student’s class.

**PUBLIC DISPLAY OF AFFECTION:**

Public display of affection during school hours or at school functions is not permitted in the school building or on the school grounds.

**MOVIES:**

Commercial rated G movies may be shown without parental permission K - 8. PG movies are permitted at the Jr High level (6<sup>th</sup>- 8<sup>th</sup> grades). Parental permission slips will be sent home before PG 13 movies are shown. No R rated movies are allowed, unless a short, school appropriate excerpt is used for educational purposes and parental permission is granted.



**CANDY AND GUM:**

Gum is allowed only in the classroom with permission from that classroom’s teacher. Gum is not allowed on school busses; candy can be on the school property during school hours for parties or special activities only.

**GYM SHOES:**

All students must have gym shoes for participation in physical education class. Socks, bare feet or sandals do not provide the safety needed on a finished wood floor. Students will not be allowed to participate in class if gym shoes are not worn.

**BACKPACKS OR SPORTS BAGS:**

All backpacks or sports bags must be of size to fit in the students’ wall lockers in the Jr. High hallway. All backpacks and sports bags are to remain in the student’s wall lockers in the Jr. High hallway during school hours.

**LOCKERS IN THE GYM:**

The lockers in the gym will be used by students participating in a sport and only during that season. They are to be used only for uniforms or sports equipment and not as an overflow for the lockers in the hallway. If enough lockers are available, each Jr. High students will be assigned a locker to keep gym clothes and shoes for physical education. Students need to provide a combination lock for their P.E. locker. No key locks are allowed.

**LOCKERS:**

All student lockers belong to the school. All student lockers shall be locked when not in use. Each Jr. High student will be issued a combination school lock to keep on their hall locker. If the student chooses NOT to use their assigned school lock, then the lock is to be placed inside the locker and NOT locked to the locker handle as this causes damage to the outside of the locker. If your assigned school lock is not returned and in working order (due to misuse), you will be charged the cost of a replacement. Personal locks may NOT be used on academic school lockers.

**HANDBOOK POLICIES – STUDENT ACCOUNTABILITY:**

This student Policy Handbook is an important tool to help protect and provide for students and all those involved in the educational activities of NLC Elementary School and the NLC Jr. High School. While it is the desire of the entire staff to help the students learn our school’s guidelines and rules, it is the student’s and parent’s responsibility to know and abide by these regulations.



**NOTICE TO PARENTS:**

**REGARDING FOODS & BEVERAGES FOR CLASSROOM REWARDS, PARTIES & CELEBRATIONS:**

Please be advised that all food & beverage items brought into the school for classroom rewards, parties, & celebrations shall be limited to:

Fruits and/or vegetables

Pre-packaged items that meet the following nutritional guidelines per serving:

\*Fat – except for nuts, seeds and nut butters, 35% or less of the total calories from fat (or less than 4 g. per 100 calories)

\*Sugar – Except for fruit without added sugar, 35% or less of weight from total sugar (or less than 9 g. per 100 calories)

This requirement is as a result of the Federal Mandated Wellness Policy adopted by the Board of Education on June 13, 2006. Thank you for your cooperation and assistance in this matter.

A suggested list of items that meet requirements can be picked up at your school office.



**RANDOM DRUG TESTING:**

The mission of the USD 251 Random Drug Testing Policy is to provide a safe and drug free educational setting where all students can achieve their full potential. The purpose of the Random Drug Testing Policy is to help students manage social pressure that may lead to the use of illegal drugs. The goal of the policy is to help and guide students to make good choices and refrain from the use of illegal drugs. Random Drug Testing is a proactive “Helping Policy” that assists students and their parents in identifying the use of illegal substances. Early identification of drug usage helps families address addiction and other issues that may result from drug use.

In order to provide a drug free environment and assist in the prevention of drug use, wellness promotion, and treatment of students who have engaged in drug use, “Extra-Curricular Activities” shall be defined as any activity not falling within the scope of the regular curriculum. This policy applies to USD 251 students in grades 6-12 who participate in KSHSAA sponsored activities, school clubs, or school sponsored extracurricular activities will be subject to random drug testing. Extracurricular activities would include, but not limited to participation in or spectator at athletic events, school dances, school clubs, and all other school activities.

**The random drug screening process is outlined below:**

**Drug Testing Process:**

1. Students will be randomly selected to be tested from the eligible pool of students mentioned above for testing throughout the school year. Parents/Guardians will be notified in advance by the Principal or Principal’s designee of students who have been selected for testing and have the option to be present when test samples are taken.
2. The Principal or designee will clip a sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number, and verify or “vouch for” accuracy by initializing the envelope.
3. The collected samples will be sent to the drug testing facility selected by the board of education for analysis. No other lab may be used.
4. Parents/Guardians will be contacted by the Principal or designee and given the results of each test within two to four weeks of the submission of the hair sample. Contact by phone, email, and/or mail will be made for negative test results. Contact by phone or certified mail will be made for positive test results.

5. Students whose test has a positive result will meet with their parents/guardians and the Principal or designee to review consequences.
6. Positive test results are considered cumulative during a student's junior high and high school years.
7. Positive/negative test results will be available only to the student, the parents/guardians, and only to school officials who have a legitimate educational need to know.
8. Once a student has been tested and the results have been returned, his/her number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their years at NLC Junior High School or Northern Heights High School.
9. If parents/guardians question the validity of the test results they may request a second test be conducted on the same hair specimen, if sufficient hair remains at the lab from the first sample, at their own expense. A test result may be challenged within five (5) calendar days of the results being shared with the parent and must be in writing. It is important to note that any positive results will have had two completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test prior to the notification of a positive result.
10. The Testing Facility uses a liquefying method to process hair samples. Positive results or prescription medication will be made negative after valid copies of the prescription are received by the school. To help ensure valid test results, students taking prescription medications and/or any supplements will write the names of any and all medications or supplements they are taking on the envelope that will be sent to the lab.
11. Any student who refuses to submit to a drug test after being randomly selected and is currently participating, has participated in, or plans to participate in any of the school activities offered will have participation suspended until a test is taken.
12. The student and/or the student's parents will be advised of nearby drug assessment program(s) available to the student. If the student participates in an evaluation and is enrolled in a qualified, ongoing treatment program, he or she may be eligible for a reduced suspension from school activities.
13. Use, consumption of, and/or possession of any drug and/or alcohol on school property is prohibited and students are subject to the disciplinary actions outlined in the student handbook.
14. The board reserves the right to have its staff randomly use a Breathalyzer (or other instant tests such as saliva tests) for students participating in school activities, including, but not limited to, school dances.
15. In order for a student to be eligible to participate in or be a spectator at any extra-curricular activities as outlined in this policy, the student must have a completed and signed consent for random drug testing opt in form on file in the school office.

### **PROCEDURES IN THE EVENT OF A POSITIVE TEST RESULT:**

Whenever a student(s) test result indicates the presence of an illegal drug or banned substance, the provision set forth will apply:

#### **Self-Reporting of Drug Usage**

A student or parent/guardian may self-report a student's drug usage at any time before the random drug test selection. Consequences will be avoided by self-reporting to the Principal or Superintendent, prior to the random drawing. A subsequent positive test result will count as a second positive test. Self-referral can only be used **once** by a student throughout junior high and high school attendance. Students must self-report prior to the random drawing or they will be treated the same as any other student who is selected for testing.

Self-referral can only be used prior to a first offense under this policy. The student will be expected to complete follow-up test(s) that will be scheduled in 90-100 day increments. A positive test will count as a second positive test.

#### **A. 1<sup>st</sup> Violation of a USD 251 Student:**

- If a student tests positive, the student will miss (14) calendar days as a participant or spectator. The student is expected to continue to practice with the team/organization but will not attend competitions/activities outside of practice during the suspended time period.
- The student will be required to complete an initial Chemical Dependency Assessment done by a Certified Chemical Dependency Professional. Proof of completion is required. Because the USD 251 Random Drug Testing Policy is a proactive "Helping Policy" that assists students and their parents in identifying the use of illegal substances, USD 251 will cover the cost of an initial Assessment (up to \$150) for any student who tests positive and also cover the cost of an (ADIS) Alcohol/Drug Information Session with a provider designated by the district **OR** cover the cost of one treatment session with a district designated provider depending on the recommendation made by the Assessment.
- The student will be placed into the random drug testing pool for three (3) consecutive tests.
- The student will be expected to complete follow-up drug test(s) that will be scheduled in 90-100 day increments.
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy.

**B. 2<sup>nd</sup> Violation of a USD 251 Student (Two Positive Test Results):**

- A forty-five (45) calendar day suspension from activities as a participant or spectator. With administrative approval and the coaches/sponsors consent the student may practice with the team/organization but will not attend competitions/activities outside of practice during this time period.
- The student will be required to complete an initial Chemical Dependency Assessment done by a Certified Chemical Dependency Professional. Any incurred expense for drug assessment and/or treatment will be the responsibility of the student/parent.
- Proof of completion is required before a student will be allowed to participate or be a spectator.
- The student will be placed into the random drug testing pool for three (3) consecutive tests.
- The student will be expected to complete follow-up drug test(s) that will be scheduled in 90-100 day increments.
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy.

**C. 3<sup>rd</sup> Violation of a USD 251 Student (Three Positive Test Results):**

- A three hundred sixty five (365) calendar day suspension from activities as a participant or spectator. The student will not be permitted to participate in practices during the banned period.
- The suspension may be reduced to one hundred eighty (180) days if the student completes either a Certified Inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such program.
- Proof of completion is required before a student will be allowed to participate or be a spectator.
- The student will be placed into the random drug testing pool for three (3) consecutive tests.
- The student will be expected to complete follow-up test(s) that will be scheduled in 90-100 day increments.
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy.

**RELEASE OF A STUDENT DURING THE SCHOOL DAY:**

Building principals shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent. Before releasing a student during the school day, the building principal shall be responsible for verifying 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.

**AFTER SCHOOL POLICY:**

Any student in the building after school must be directly supervised by a staff member for a valid reason or they must exit the building within 5 minutes of school dismissal. Students staying after school for a valid reason must report to the main entrance to wait for their ride and be picked within 15 minutes of the end of their activity. Students who are found to be loitering in other parts of the building after school hours will be subject to disciplinary action.

**CARE OF PROPERTY:**

In the event that a student is responsible for willfully defacing or destroying school property the student will be reprimanded in accordance with school discipline policy. The student will also be required to pay the dollar amount including labor costs for repairing the damages. Show your pride and help protect your school. Report any vandalism to the proper authority.

**MANDATORY REPORTING:**

According to Kansas reporting law (K.S.A. 38-2223) mandated reporters are required to report child abuse or neglect. If teachers, school administrators, or other employees of an educational institution which the child is attending and persons licensed by the secretary of health and environment to provide child care services or the employees of persons so licensed at the place where the child care services are being provided to the child have reason to suspect that a child has been harmed as a result of physical, mental, or emotional abuse or neglect or sexual abuse, the person shall report the matter promptly.

Birthday invitations may only be distributed at school if there is an invitation for each child in the class.

\*Computer bags-are to be used for computers only! They are not to house textbooks, AR books, colored pencils, glue, homework, returned papers, food, etc.

Water bottles will not be allowed in Middle School classrooms. Middle school students may bring their own water bottles and leave them in their lockers.

NO food or snacks or drinks can be stored in lockers unless they are prepackaged and are consumed after school.

**STUDENT DIRECTORY INFORMATION:**

USD251 has designated certain information contained in educational records as student directory information which may be disclosed for any purpose without your consent.

Student directory information categories may include the following: the student’s name, address, telephone number, email address, picture, parent or guardian, date and place of birth; weight, height, dates of attendance or grade placement; honors and awards received; activities which the student is participating in; and the most recent educational agency or school attended by the student.

The purpose of directory information is to allow the district to include this information in media releases (newspaper, radio, television, web site) and school publications such as athletic programs, special event programs, yearbooks, honor rolls, school directories.

No student addresses, phone numbers, email addresses or ID numbers will be published on web pages. The authors must honor Directory Information “opt out” requests of parents/guardians when including photography on websites.

Parents who do not want the USD251 to disclose directory information must notify their building principal in writing by September 1.

