

2018-2019

Onaga Junior High & High School Student/Parent Handbook



USD 322

Onaga – Havensville - Wheaton

ONAGA JUNIOR HIGH & HIGH SCHOOL

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ONAGA JUNIOR HIGH & HIGH SCHOOL

WELCOME

Welcome to USD 322 schools. The staff is confident our school will provide the best possible educational opportunities for all students. All staff members at USD 322 are committed to the education and growth of every child.

This handbook and all the provisions in this handbook are adopted and approved by the Board of Education each year for the purposes of defining minimum expectations for student conduct and ensuring that all schools maintain the best possible environment for learning and an atmosphere in which students and teachers may work together in harmony. No student has the right to deny any other student the opportunity to learn or to be in a positive educational environment.

Each new school year brings opportunities; opportunities for academic growth but also opportunities for growth in all areas of development. Although children must be knowledgeable when they graduate, they must also be healthy, engaged, responsible, and caring people.

The Leader in Me provides our school with the vision and language to lead the school in a way that addresses all areas of development. As each child discovers and develops his/her unique gifts and talents, they are given opportunities to lead. As leaders, they become active, engaged partners in their own education and their self-confidence, responsibility, and initiative grows. The children quickly understand the benefits of different gifts and talents; they learn to listen to new ideas, work together to achieve results, and motivate one another to be the best.

USD 322 looks forward to sharing these new opportunities with you. Together, we will watch every child grow throughout the year.



“Building a Tradition of Excellence.”

500 High St., Onaga, KS 66521

Onaga Schools Office: (785) 889-4251

Onaga Schools FAX: (785) 889-4944

USD 322 District Office: (785) 889-4614
USD 322 District Office FAX: (785) 889-4662

www.usd322.org

ONAGA JUNIOR HIGH & HIGH SCHOOL

DAILY SCHEDULE

The school day for students is 8:00 a.m. – 3:30 p.m. All students in grades PreK – 8th grade will enter and exit through the central front doors by the main office. The elementary doors by the previous Elementary office will no longer be utilized. High School students may enter and exit through the North doors by the student parking lot.

Students in PreK – 6th will go to the multi-purpose room upon arrival. Breakfast will be served from 7:35 a.m. – 7:55 a.m. Students in grades 7 – 12 will go to breakfast (if eating), lockers, and directly to class at the first bell.

PreK – 8th grade bus riders will be released first. Students being picked up by parents or walking home will be released after the busses pull out for the safety of all students.

VISITORS

Visitors at Onaga Junior High & High School are certainly welcome. Visitors must sign in/out of the office to receive and wear a visitor's badge. School assemblies during the school day are exceptions. The purpose of this policy is for the safety of the students and to avoid interruptions of learning. Please call the office by 8:30 a.m. if a parent or guest will be coming for lunch. Parents, guardians, and patrons are welcome to visit any time to observe the opportunities given to students after arranging a time in the office. Parents and patrons are encouraged and cordially invited to be involved with our school.

The telephone in the office is a business phone and is to be used for school business or emergency calls only. Student messages of a non-emergency nature will be taken by the office manager and delivered to the student before dismissal. Please call with student messages by 2:30 p.m. to ensure there is time to get messages to the students and drivers.

Reminder: Office hours at Onaga Schools are 7:30 a.m. – 4:00 p.m.

WEATHER

In case of bad weather or other school cancellations or delays, the administration will notify local news stations, as well as send notification via messaging service and social media.



ONAGA JUNIOR HIGH & HIGH SCHOOL

2018-2019 School Instructional and Support Team

ADMINISTRATIVE STAFF	SUPERINTENDENT	Rhonda Trimble
	PREK - 12 PRINCIPAL	Ty Poell
DISTRICT SOCIAL WORK	PreK - 12 Social Worker	Angie Sauvage
DISTRICT PSYCHOLOGY	PreK - 12 Psychologist	John Wehrbein
GUIDANCE	Counselor	Michelle Krause
SUPPORT STAFF	District Clerk/ Business Manager	Carol Minihan
	District Treasurer	Ann Hermreck
	Office Managers	Sherri Brunkow (Elementary)
		Gayla Figge (Secondary)
	Media Specialist	Marsha Bergman
	Technology	Cathy Marten
Crystal Miller		
SPECIAL EDUCATION	Certified Speech	Shae Blanchard
	Grades 7-9	Vacant
	Grades 10-12	Amy Muetting
AGRICULTURE	Instructors	Keith Figge
		Walter Pitts
ART	Instructor	Rebecca Becker
BUSINESS/ COMPUTERS	Instructors	Michelle Cromer
		Crystal Miller
ENGLISH/ LANGUAGE ARTS	Instructors	Jeff Koch
		Catherine Marten
FOREIGN LANGUAGE	Instructor	Crystal Miller

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MATHEMATICS	Instructors	Luke Baxter
		Ann Kocher
MUSIC	Instructor	Leah Fitzjarrald
PHYSICAL EDUCATION	Instructor	Ryan Noel
SCIENCE	Instructors	Marcia Labbe
		Anne Suther
		Walter Pitts
SOCIAL STUDIES	Instructor	Adam Kufahl
PARA-EDUCATORS	Speech Para-Educator	Vacant
	7-9 IRC Para-Educators	Patricia Campbell
		Shirley VanDonge
	9-12 IRC Para-Educator	Roy Duer
		Deborah Kopp
		Stacy Pinick
ATHLETICS/ ACTIVITIES	Director	Anne Suther
HEALTH SERVICES	Nurse	Kristi Hutfles
FACILITIES	Maintenance	Roosevelt Limes
	Custodial	Marjorie Haynie
		Don Pinick
		Judy Tessororf
FOOD SERVICES	Head Cook	Sally Miller
	Cook	Leanne Hochstedler
		Karla Rice

ONAGA JUNIOR HIGH & HIGH SCHOOL

2018-2019 SCHOOL YEAR CALENDAR



2018-2019 School Calendar

JULY 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30	31		

NOVEMBER 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUL	24	Enrollment 7AM-7PM
AUG	1-2	New Teacher Orientation
	9-10	Professional Development Day
	13	1st Practice VB, CC, FB(w/o pads)
	13	Professional Development Day
	14	Teacher Work Day
	15	SCHOOL 8am-12:30pm PM Teacher Work Day
SEPT	03	NO SCHOOL - Labor Day
	12	Professional Development Day
OCT	3	Professional Development Day
	11	End of 1st Quarter
	12	NO SCHOOL-Teacher Work Day
	16	Evening P-T Conf (3:45-7:45PM)
	18	Evening P-T Conf (3:45-7:45 PM)
	19	NO SCHOOL - P/T Comp Day
NOV	05-11	KSHSAA Fall Ath Buffer Week
	07	Professional Development Day
	21-26	NO SCHOOL-Thanksgiving Break
DEC	19	End of 2nd Quarter
	20	Teacher Work Day OR Flex 12/20-1/2
	20-Jan 2	NO SCHOOL Christmas Break
	23-27	KSHSAA Non-Practice Dates
JAN	07	School Resumes
	16	Professional Development Day
FEB	13	Professional Development Day
MAR	07	End of 3rd Quarter
	08	NO SCHOOL-Teacher Work Day
	11-15	NO SCHOOL - Spring Break
	19	Evening P-T Conf (3:45-7:45PM)
	21	Evening P-T Conf (3:45-7:45PM)
	22	NO SCHOOL - P/T Comp Day
APR	10	Professional Development Day
	19	NO SCHOOL - Good Friday
	22	NO SCHOOL - Easter Monday
MAY	11	OHS Alumni Banquet
	13	Seniors Last 1/2 Day - AM Only
	14	Eighth Grade Last Day
	15	LAST DAY End of 4th Quarter
		CLASSES 8-12:30 PM/PM Dist Work Day
	16	Teacher Work Day
	18	Commencement @ 1PM
	19	8th Grade Promotion @ 2PM
	27	Memorial Day

Enrollment, First Day of School and Return from break
Professional Development Day
Teacher Work Day
Holiday/ NO SCHOOL
End of Quarter
PLC Day - 1/2 day
KSHSAA Buffer Week
Parent/Teacher Conferences/ P/T Comp Day

JANUARY 2019						
S	M	T	W	T	F	S
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27	28	29	30	31		

FEBRUARY 2019						
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10	11	12	13	14	15	16
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24	25	26	27	28		

MARCH 2019						
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23	24	25	26	27	28	29
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APRIL 2019						
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20	21	22	23	24	25	26
27	28	29	30			

MAY 2019						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2019						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

ONAGA JUNIOR HIGH & HIGH SCHOOL

BELL SCHEDULE

School Year 2018 - 2019

REGULAR			TWO-HOUR DELAY		
Period	Duration	Interval (Minutes)	Period	Duration	Interval (Minutes)
THE LEADER IN ME	8:00 A.M. - 8:18 A.M.	18	THE LEADER IN ME	10:00 A.M. - 10:18 A.M.	18
PASSING		3	PASSING		3
1 ST HOUR	8:18 A.M. - 9:10 A.M.	52	1 ST HOUR	10:21 A.M. - 10:55 A.M.	34
PASSING		3	PASSING		3
2 ND HOUR	9:13 A.M. - 10:05 A.M.	52	2 ND HOUR	10:58 A.M. - 11:32 A.M.	34
PASSING		3	PASSING		3
3 RD HOUR	10:08 A.M. - 11:00 A.M.	52	3 RD HOUR - A	11:35 A.M. - 11:55 A.M.	20
PASSING		3	LUNCH	11:55 A.M. - 12:19 P.M.	24
4 TH HOUR	11:03 A.M. - 11:55 A.M.	52	PASSING		2
LUNCH	11:55 A.M. - 12:19 P.M.	24	3 RD HOUR - B	12:21 P.M. - 12:35 P.M.	14
PASSING		2	PASSING		3
5 TH HOUR	12:21 P.M. - 1:13 P.M.	52	4 TH HOUR	12:38 P.M. - 1:12 P.M.	34
PASSING		3	PASSING		3
6 TH HOUR	1:16 P.M. - 2:08 P.M.	52	5 TH HOUR	1:15 P.M. - 1:49 P.M.	34
PASSING		3	PASSING		3
7 TH HOUR	2:11 P.M. - 3:03 P.M.	52	6 TH HOUR	1:52 P.M. - 2:26 P.M.	34
PASSING		3	PASSING		3
ACTIVITY PERIOD	3:06 P.M. - 3:30 P.M.	24	7 TH HOUR	2:29 P.M. - 3:03 P.M.	34
			PASSING		3
			ACTIVITY PERIOD	3:06 P.M. - 3:30 P.M.	24

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ACADEMICS

General Graduation Requirements:

USD 322 - Onaga Schools mandates its students complete a minimum of 25 credits in the following areas:

Core Subjects	Credits	Mandatory Courses
English	4.0 credits	English 9, 10, 11, and 12
Math	3.0 credits	Not Specified
Science	3.0 credits	Physical Science; Biology; Science Elective
Social Studies	3.0 credits	U.S. History; U.S. Government; World/ Regional History & Economics
Fine Arts	1.0 credit	Not specified
Physical Education & Health	1.0 credit	Not Specified
Elective Subjects		Not Specified
Total	25 credits	

Activities Eligibility

Grades 7-12 must be eligible under the terms of Rule 13 of the Kansas State High School Activities Association. Additional requirements dictated by USD 322 concerning eligibility are listed below.

Eligibility will be established by the office on Thursday afternoons starting the second week of the semester. This will begin after the second week of each semester. Teachers and coaches will receive an eligibility list effective for the following Sunday through the next Saturday. If ineligible, the student will not be able to play or participate in any school-sponsored activity for grades 7-12 not associated with a grade during their ineligible period. Pertaining to KSHSAA extra-curricular activities, ineligible students will have the same expectation and responsibility of their teammates, except they will not be able to participate at the school-sponsored activity. Ineligible students will travel with their team/group to events only if leaving after school hours. Ineligible students need to stay in the classroom to support their eligibility. Ineligible students can join their team/group after school hours. Ineligibility DOES apply to school sponsored activities during the school day that are not related to a classroom grade. Students will receive 1 warning week per

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semester of ineligibility. Grades 7-8 eligibility is based on the 9- week, quarterly grade. Grades 9-12 eligibility is based on the semester grading period. This difference is because in grades 9-12, credit is awarded on the semester grade rather than the quarterly grade.

Ineligible students will receive one “warning week” of ineligible status. After this time, any student ineligible in any class(es) are required to spend adequate time that next week with the classroom teacher. This can be done during activity period, before school, after school, or during a mutually agreed upon time by the teacher and student. The time may be spent during before and after school sessions or set up at the discretion of the teacher. Each week, ineligible students will be notified by the office of their requirements for obtaining extra academic assistance. It is required that this time be served prior to the following Thursday, when grades are checked for the next eligibility period. Failure to follow this process will result in disciplinary action.

Classroom teachers are responsible for notifying students, athletes and managers if a student reaches ineligible status within their class. Student managers must also be eligible to participate in sports. One F or 2 D’s will eliminate students from participating in all school extra-curricular activities except practices, but including athletics, activities, prom, homecoming, and all school sponsored dances. Activities for a grade will not be affected by eligibility unless determined by principal in cooperation with staff involved. An alternative assignment may be assigned if the principal and staff involved so deem. The principal has the discretion to add students to this list for non-academic reasons, including but not limited to disciplinary or attendance issues.

Students must be enrolled in OHS by the second semester of their junior year to be eligible to be a candidate for Fall Homecoming and Winter Royalty their senior year. Eligibility for both fall homecoming, winter royalty, and prom will be figured the week prior to each event.

Course Load

High School students must enroll for a full schedule of classes. Seniors who have earned the required number of graduation credits by the second semester, may seek administrative approval for early release. These will be granted on a case by case basis only. Applications can be found in the counselor’s office and must be submitted to the counselor by the first day of October to be considered.

High School students wishing to take an Independent Study course must complete the Special Class Contract Form during the enrollment process. Students are responsible for all costs when taking an Independent Study course. The grade received for this course will be entered on the transcript and figured into the student’s cumulative GPA. Students are required to provide the grade for the course within one week of the conclusion of the course, if taught by someone other than an OHS staff member. All Independent Study courses must be approved by the teacher, counselor, and administration.

Students in grades 7-12, may be required to take a final at the end of each semester. Teaching staff can require finals, however may opt out a student with two or less unexcused absences and greater than 92% (A) semester grade.

Course changes may be requested during the first five school days of each semester if an educational need exists. Course changes will only be made upon approval of the counselor and administration.

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Grading Elements (Grades 7 & 8)

1. Grades will be used on report cards for all courses taking roll. The grades will be reported as an alpha grade obtained through a numeric grading scale from 0 to 100.
2. Final numeric grades will be converted to alpha grades. The grades eligible for use on report cards are A, B, C, D, F, I, and P, including plus or minus. Grades on the report card are an indication of a student's progress toward meeting the course objectives and learning targets. Interpretation of letter grades is as follows:
 - A = Excellent progress (90-92% A-, 93-99% A, 100% A+);
 - B = Above Average progress (80-82% B-, 83-87% B, 88-89% B+);
 - C = Average progress (70-72% C-, 73-77% C, 78-79% C+);
 - D = Below Average progress (65% D-, 66-67% D, 68-69% D+);
 - F = Failure (0-64% F);
 - I = Incomplete;
 - P = Pass.
3. Promotion/ Retention:

In 7th and 8th grade, students failing 2 or more classes at the end of the school year may be retained in that same grade for another year, subject to the district retention policy. The following steps will be followed:

 - The student's teacher(s) will meet with the principal. The teacher(s) will discuss the data (academic, social, and any other supporting documents) at this meeting. Any interventions that have been implemented will also be discussed. A plan of study for the remainder of the year will be discussed, if not already in place. The principal will consider all the information from the meeting and other records before deciding on promotion/ retention.
 - If the principal does not agree with the recommendation, then the process for retention stops.
 - If the principal agrees with the recommendation, then a parent meeting will be called.
4. Incompletes may be issued by the classroom teacher for students with extenuating circumstances that may hinder timely completion of assigned work at the completion of the quarter or semester. After 10 days, all incomplete grades will be finalized. Only the principal can extend an incomplete beyond the 10- day limit. A grade of incomplete ("I") will be changed to an automatic recorded grade of F ten days after an incomplete is issued if the student fails to complete the work.

Grading Elements (Grades 9 – 12)

1. Grades will be used on report cards for all courses taken for credit. The grades will be reported in a numeric scale from 0 to 100.
2. Academic Classification for grades 9-12 is as follows:
 - Freshman - completed an accredited elementary school;
 - Sophomore - attended 2 semesters and earned 6+ units of graduation credit;
 - Junior - attended 4 semesters and earned 12+ units of graduation credit;
 - Senior - attended 6 semesters and earned 18+ units of graduation credit.

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3. Final numeric grades will be converted to alpha grades. The grades eligible for use on report cards are A, B, C, D, F, I, and P, including plus or minus. Grades on the report card are an indication of a student's progress toward meeting the course objectives and learning targets. Please see the above listing under Grading Elements (Grades 7 & 8) for the interpretation of letter grades/ grading scale.

Grade Point Average (GPA)

1. Grade Point Average (GPA) and Class Rank are calculated and stated on the official academic transcript based on the 4- point system. Class rank ties are not broken on the transcript. A 12- point system using pluses and minuses will be used to break ties for determination of Valedictorian and Salutatorian, or other such honors that cannot be shared. The tie-breaker rank is not printed on the official academic transcript.
2. Criteria for Valedictorian or Salutatorian is as follows:
 - Complete the Qualified Admissions Curriculum as described in the Course Description Book;
 - Rank first or second in the graduating class based on High School GPA;
 - Complete at least three semesters at Onaga High School;
 - For grade cutoff will be the 3rd Quarter of the senior year.

Honor Roll (Grades 7 & 8)

Students in grades 7 and 8 who achieve exemplary grades will be awarded a medal each year. A student who receives a 4.0 for all four quarters will be awarded a Principal's Honor Roll medal. Students who earn a 3.0 – 3.99 for all four quarters will be awarded a High Honor Roll medal. If a student has received a Principal's Honor Roll medal for their 7th and 8th grade years (Junior High), the student will be awarded an Academic Excellence medal at the 8th grade promotion exercises.

Honor Roll (Grades 9 – 12)

Honor Roll students cannot have any D's or F's. Academic Honor Roll pertaining to students in grades 9 – 12 is as follows:

4.0.....	Principal's Honor Roll
3.99 – 3.25	High Honor Roll

Student Progress Reports

Students will receive one formal warning letter per semester prior to eligibility counting. Formal letters of ineligible status will follow thereafter. Progress Reports will be sent home at the end of the 4th week of each quarter.

Due to the speed at which content material is covered in all classes parents are encouraged to monitor student progress and attendance on PowerSchool, a link can be found on www.usd322.org. You will need your personally assigned password to access grade information, which can be found in enrollment packets or by request from the school office. Additionally, a mobile app is available for PowerSchool. The district code is ZZNL.

In PowerSchool, a grade or score that is blue indicates that a note is attached to that score. Click on the blue score to read the attached note from the teacher. Abbreviations include: () Assignment not complete, (EX) Exempt, or (0) Zero for the assignment.

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Summer School

USD 322, its faculty, and staff are dedicated to academic opportunity and achievement for **all** students. Any student who, for whatever reason (attendance, behavior, grades, assessment scores, etc.) is found to be **academically at-risk** at the end of the school year can be assigned to **mandatory** summer school attendance. Summer School time is not a “punishment”. Rather, it will be used by our summer school teachers to intervene and hopefully improve whatever performance area has caused the student to be classified as academically at-risk. The school reserves the right to consider, approve or not approve on a case-by-case basis any parental excuse from assigned summer school.

ATTENDANCE

The faculty, administration, and the board of education believe that a direct correlation exists between regular school attendance and academic achievement. Attendance is clearly necessary for success in the classroom. A parent/guardian should notify the school office if their child will be absent for any reason. Due to concern for student safety, a parent/guardian of any student will be called by approximately 9 a.m. if their child is not excused from school by written permission or a documented phone call from the parent/guardian of the residence. It is imperative that the building office is kept informed of changing telephone numbers at homes and at places of employment. This can be done through the parental access to PowerSchool.

Absence Classification – Excused

All absences will be placed in one of two categories, excused and unexcused absences. Reasoning for excused absences is as follows:

1. Personal illness;
2. Serious illness or death of a family member;
3. Emergencies calling for the student’s services or presence at home (must be discussed with and approved by principal);
4. Obligatory religious observances;
5. Professional appointments (arranged in advance with the school), with documentation upon the student’s return that the appointment was kept;
6. Participation in a district-approved or school-sponsored activity;
7. Special circumstances with prior arrangements approved by the principal;
8. Approved post-secondary visitations/ career shadowing done by Junior and Senior students with the proper documentation obtained through the counselor’s office.

The building principal will have the discretion to determine if a parent/ guardian phone call will constitute an excused absence.

Absence Classification – Unexcused

As stipulated by Board of Education (BOE) Policy **JBD-R**, reasons a student absence may be classified as unexcused are as follows:

- Not submitted an acceptable absence note from parent/legal guardian;
- Not met the criteria for an excused absence;

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- Not submitting a required note from a physician;
- Missing a significant portion of a class (10+ minutes) without acceptable excuse;
- Leaving the building without administrative permission;
- An organized skip day is not an excused absence;
- Skipping school is not excused.

Extra-Curricular Activities

Students who are absent for any reason will not be allowed to participate in extra-curricular activities on the day of the absence unless arrangements have been made through the office in advance. Students must be in school from 12:00 noon – 3:30 p.m. to participate in that day's activities. The principal reserves the right to rule on extenuating circumstances.

Leaving School Grounds

Under ordinary situations, students will not be permitted to leave the building once they arrive at school for classes. Without administrative permission, the departure from school during school hours will be considered truancy/ skipping (discipline will be assigned, and authorities notified) and an unexcused absence assigned.

As stipulated by BOE Policy **JBH**, a student must sign out at the office if they need to leave the school grounds when the school day is in session. Students must have permission from the office to sign-out for the following: emergency, appointment, parent check-out, verbal or written permission from the parent/ guardian along with administrator permission. Students shall sign in when returning to school in the office. Students will not be allowed to run personal errands for themselves off school premises during the school day. No student may check themselves out from school.

Students departing for school-sponsored activities before the end of the school day may not leave school grounds without parent permission before the activity transportation provided by the district departs.

Missed Classwork

In the case of any absence, it is the student's responsibility to obtain makeup assignments from teacher(s). Students who have absences approved in advance will obtain a Pre-Arranged Absence form from the office. Students absent for any reason will have the number of days absent plus one day to make up missed assignments. Special circumstances may warrant additional make-up time being allowed at the discretion of the teacher and building principal.

Perfect Attendance

Students will be considered to have achieved perfect attendance if they are in school every day that school is in session. A student cannot be tardy to school or miss any portion of a day to be considered.

Tardies

Students will be counted tardy if they are not in class according to the classroom procedure when the final bell rings. Students late to class are expected to have an admit slip (or planner) issued by the office or a teacher.

For students in grades 7-12, consequences for tardies are as follows:

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1. Three unexcused tardies will result in a half-hour detention;
2. Eight unexcused tardies will be referred to the principal for a one- hour detention and parents will be notified;
3. Nine or more tardies, whether excused or unexcused, will result in a meeting with the parent/ guardian, the student, a teacher representative, and/or counselor, and the principal to discuss further consequences.

Truancy

As stipulated by State law and BOE Policy **JBE**, if a student has three unexcused absences in a row, five unexcused absences per semester, or seven unexcused absences in a school year, that student is truant. Any truant child, according to law, must be reported to law enforcement and social services. The building principal is the designated truancy officer and is required to report excessive absences. After three unexcused absences, an Excessive Absence notification will be sent to the parent/ guardian.

Withdrawal

Students must formally withdraw from school by the parent completing paperwork in the office. All fees must be paid, and school property returned before a student's withdrawal will be considered complete. Students and parents not completing a formal withdrawal process, will cause a delay in the formal transfer of records.

GENERAL POLICIES

Animals and Plants in School

As stipulated by USD 322 BOE policy **ING**, animals or plants may be brought to school for instructional purposes, with the prior approval of the principal. If someone is injured by an animal or encounters a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

Book bags, backpacks, and purses

Book bags, backpacks, and large purses are not allowed in classrooms (except in designated areas) by order of the Kansas State Fire Marshal. Bags hanging on the desks and in aisles create a hazard if a room must be evacuated due to an emergency. Small purses will be allowed unless the privilege is abused due to cell phones or other improper activities. A teacher may designate a specific area in the room for purses to be placed if problems arise.

Confidentiality

The school counselor and school social worker recognize that their primary obligation for confidentiality is to the student but balance that obligation with an understanding of the legal and inherent rights of parents/ guardians to be the guiding voice in their children's lives. The school counselor and school social worker informs parents/ guardians or appropriate authorities when the student's condition indicates a clear and imminent danger to the student or others. The school counselor/ school social worker will attempt to minimize any threat to a student and may choose to: 1.) inform the student of actions to be

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taken, 2.) involve the student in a three-way communication with parents/guardians, or 3.) allow the student to have input as to how and to whom the breach will be made.

Deliveries

Anything delivered to the school such as gifts, flowers and balloons must be delivered to the office. These deliveries will not be taken to the classroom. Students may pick up the deliveries at the end of the day. For safety reasons, inflated balloons and glass vases may not be taken on school buses.

Emergency Preparation Drills

Fire, tornado, and intruder drills will be held regularly, according to state regulations. Teachers will inform their classes at the beginning of the year as to the proper procedure to use so that students will pass in a quick and orderly manner to the designated areas. Directions are located near the exit from the classroom.

Financial Obligation

Students are responsible for paying all assigned school obligations in a timely and complete manner. Grade cards can be withheld and/ or a student's participation in extra-curricular activities can be suspended until obligations are met. Payment plans can be made available upon request to any student needing extra time. Failure to meet any such payment plan could result in suspension of participation. Payments to the school will be applied **to the oldest outstanding obligations first**. Students will not be allowed to choose which obligations to meet.

Hall Passes

Students are not permitted in the halls during class periods without a hall pass in their possession from the teacher to whom they are currently assigned.

Lockers

Academic and athletic lockers are assigned to the students at the beginning of the school year and are not to be exchanged. Students are legally liable and responsible for the contents, use and condition of their assigned locker(s). Locks are available to the students. Lost or broken locks will be replaced at a cost of \$7.25 to be paid by the student. The school will not be held responsible for the theft of personal property from a student locker. As stipulated by BOE policy **JCAB-R**, student lockers are property of USD 322 and as such are subject to inspection by administration at any time and the seizure of any illegal materials. A student shall be notified and given an opportunity to be present prior to a search. However, if school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without warning.

Lost and Found

Students are asked to bring any articles they find to the office. Please label clothing and school supplies for identification.

Parking

Parking on school property is a privilege that can be lost if abused. Students driving on school property will do so in a safe manner and park in the designated student parking areas only. Student vehicles are off-limits during the school day. Once parked, a student

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must obtain permission from the office to go to their vehicle at any time prior to the end of the school day. Students who ride the bus to school may not leave the premises.

Personal Property

Students are not to bring personal property such as games, gaming/trading cards, or toys to school. The school is not responsible for personal property that is lost or damaged.

HEALTH AND WELLNESS

• Nut Free Zone •

Breakfast

Breakfast is only served from 7:35 – 7:55 a.m., unless a bus arrives late.

Illness

Please keep your child home until they have been fever-free and have not vomited for 24 hours. If your child is ill and has been prescribed medication, typically they may return to school 24 hours after starting the prescription. A complete list of illness exclusion guidelines can be found in Appendix C. If a doctor has been seen, please bring a doctor's note stating when your child may return to school.

If a student is injured or becomes ill at school, he/ she is to report to the teacher and may be sent to the office. If a student is running a temperature or vomiting, the student cannot stay at school and risk exposing others. If the parent/ guardian is not available, a contact will be made with one of the people listed on the emergency information card completed at enrollment. It is imperative that the school has updated contacts.

Lunch

Students wanting a hot lunch may be given an alternative tray that meets the nutritional guidelines if their lunch account balance is below zero and an attempt has been made to notify parents. If a student from Grades 7-12 does not have their card, they must go to the end of the lunch line for manual entry. If lost, lunch ID cards will be replaced at the cost of \$3.00 per card. These cards will be turned in to the office at the end of each school year.

All students will go to the lunch room regardless of whether they eat school lunch, bring a lunch from home, or choose not to eat. If eating something other than a school lunch, the parent is required to bring the student outside food, if not in a sack lunch prior to school starting. Students may not leave the campus and go to get food during school hours. The parking lot and cars are off-limits during the school day without permission from the office.

Please call the office by 8:30 a.m. if a parent or guest will be coming for lunch. Please see the Wellness Policy for any other regulations.

Medication

As stipulated by BOE Policies **JGFGB** and **JGFGBA**, students needing over-the-counter medication must have a statement of permission from the parent/ guardian. The medication must be in the original container when it is brought to school and will be kept in a locked container. If taking a prescription, the doctor's office must send a note stating the directions for medication disbursement. Staff members cannot furnish students with medications of any kind.

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Outside Food

No outside food or drink may be brought into the building except for student sack lunches or special events approved or organized by the building principal. All food needs to be finished in the lunchroom, or as allowed by staff.

Wellness Policy

USD 322 is required to have and follow the BOE approved School Wellness Policy which is mandatory for all schools in Kansas. In addition, all schools are required to comply with Food Service rules and regulations as defined by the Kansas Department of Education (KSDE) Child Nutrition and Wellness Team. The provisions of the terms of the USD 322 Wellness Policy for all students are as follows:

- The school will encourage each member of the staff (both certified and classified) to serve as a healthy role model for students;
- Only milk, water and juice products containing at least 50% fruit juice should be in the lunchroom, including in sack lunches, during meal serving times;
- Trading or giving away food items shall be discouraged;
- The sale of foods of minimal nutritional value is not allowed on school property during the food service period;
- Water (non-caloric) is sold in vending machines or school stores;
- Only juice products containing at least 50% juice will be sold in vending machines, other than concession stands;
- The vending machines selling foods of minimal value must be turned off during cafeteria serving times;
- No one in the school shall solicit, buy, or have delivered purchased food or drink items on school property during times that would compete with the nonprofit food service program;
- Fund- raising activities involving the sale of food or beverages will not take place until or after 1:30 p.m.;
- Pop and carbonated beverages are not allowed during school hours;
- Competition will not be allowed with the nonprofit food service program.

SCHOOL EVENTS

Educational Field Trips

Students participating in educational trips will need a permission slip signed by a parent/ guardian. Students may not leave the building for field trips without prior approval by a parent/ guardian. No younger siblings may accompany a parent who goes on a field trip as a parent helper.

Student Sport Passes

Each student may use their student pass for sports, courtesy of the members USD 322 Board of Education. The conditions of using the pass are as follows:

- The pass is valid only when presented by the student;
- Students are expected to watch the games and will not be allowed to play in the commons area, end zones or in an empty gym;
- If a student goes outside the entrance of the event, they are not allowed to return to that event without paying admittance;

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- Any student in grade 7-12 who does not abide by these conditions and respond respectfully will be asked to leave the event;
- Passes are not valid for tournaments.

STUDENT CONDUCT

USD 322 students, staff and parents are expected to behave at all times in a manner that displays respect and consideration for themselves, other students, school property and all staff members. Students or parents who choose by their actions to behave in an unacceptable manner will be assigned immediate, fair, and consistent disciplinary consequences appropriate for the choice that he/ she has made. Poor choices by a student will be considered and evaluated on a case by case basis.

The administration reserves the right to review each situation and may deviate from normal disciplinary progression as deemed necessary. Discipline consequences will build concurrently for all infractions and discipline will be assigned on the total infractions, not just for each specific violation of the misbehavior.

Note: Suspension may follow any offense, depending on the circumstances involved. Parents will be notified by phone or mail and informed regarding the questionable behavior of the student. Suspension or expulsion is a part of the disciplinary action, the guidelines as set forth K.S.A. 72-8901, and the above rules and regulations will be followed.

Activities

Students will be expected to display good sportsmanship and appropriate behavior at athletic and activity events and competitions as well as school programs and assemblies. Students who lack courtesy or respect for speakers, performers or school authorities may be removed from the school activity and may be barred from future attendance at any or all school activities for a to be determined length of time and could be assigned disciplinary consequences. Adult modeling of respect for the players and officials as well as good sportsmanship is expected and appreciated.

Bullying

Bullying will not be tolerated. If there is an incident involving bullying behavior, the parent will be contacted and there will be appropriate consequences. Cyberbullying happening after school hours can and will be addressed with school discipline if it affects the school climate. Please contact school personnel if there are concerns or knowledge of unkind behaviors. Further information on this topic can be found in Appendix B.

The Kansas toll free, 24- hour, School Safety Hotline Number is: 1-877-626-8203. The purpose of this hotline, which was established by the Kansas Highway Patrol, is to give students an opportunity to report “impending school violence”. The line will be available 24 hours a day, 365 days a year, to report any information that might threaten the safety of students, staff, or school property.

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Cheating/ Plagiarism

Students are expected to use their best effort in completing academic work, whether that be individual, partner work, or group work as assigned. Academic dishonesty, cheating, and plagiarism are not acceptable.

- Cheating includes copying another student's work such as homework, class work, or test answers, as one's own.
- Plagiarism is the use of another person's original ideas or writing without giving credit to the true author.

Consequences for students engaging in any form of academic dishonesty are as follows:

- 1st Offense: A zero "0" grade will be given on the assignment involved;
- Subsequent Offense: A zero "0" grade will be given on the assignment involved, an office referral will be made, and parent/ guardian contact.

Dance Guidelines

Facility reservations and proper notification must be given. A minimum of two (2) certified personnel must be designated as sponsors. Law enforcement (parking lot) will be alerted. High School dances may allow outside guests, however prior sign- up is required in the office. Only one (1) guest per OHS student is allowed. Students and guests must be in good standing, subject to principal's review. Guests must be of high school age or older. Inappropriate behavior as determined by sponsors will result in student or guest being required to leave the premises. Guests of students that are asked to leave will also be required to leave the premises. Open doors will be allowed during August and September dances only due to the heat. No outside drinks will be permitted. After the first song, any student who leaves the building must leave school property and will not be readmitted. No admittance after 10:00 p.m. All dances must conclude no later than 12:30 a.m. The sponsoring group is responsible for cleaning up.

Detentions

Detentions may be assigned by any teacher or the principal for disciplinary and/ or academic reasons. All detentions will be served before school (7:00 a.m. – 8:00 a.m.) or after school (3:40 p.m. – 4:40 p.m.) at the discretion of the faculty member who assigned the detention. Any teacher assigning a detention to a student is responsible for supervising the detention and making sure the detention time is used in a constructive manner. Students will be allowed one full school day following the day the detention was assigned to arrange to serve the detention. Failure to comply with assigned detentions of any type will result in the detentions being doubled.

Dress Code/ Grooming

As stipulated by BOE policy **JCDB**, neatness, decency and good taste are guidelines of the district dress code. All staff members have the authority to refer violations of these guidelines to the principal for corrective action.

Guidelines suggested for student grooming throughout the school day and at school sponsored events are as follows:

- Shoes will be worn.

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- No offensive wording, slogans, pictures, substance, or drug reference or advertising will be allowed. Additionally, no risqué, immodest, indecent, or obscene advertising will be allowed. If any such reference is on the body, it must be covered at all times.
- Clothing shall not be unreasonably soiled or badly worn (no holes, slits, rips, etc. that expose skin inappropriately). Clothing that excessively and/or indecently exposes any part of a student's body or under garments is not acceptable (regardless of gender). Students will be given more appropriate clothing, and/ or the parent/ guardian will be called to bring appropriate clothing. Student dress and personal hygiene is expected to be neat, clean, and sanitary at all times.
- Hair shall be clean and well groomed. Facial hair shall be trimmed and maintained.
- Wearing of headgear or sunglasses of any type (male or female), except for approved special school activities, is not permitted at any time during the school day unless approved by administration.
 - Barrettes and headbands are typically permitted. Hoods may not be worn during school hours or school sponsored activities.
- See through clothing of any type is not permitted.
- Spandex or skin- tight shorts or shirts shall be accompanied by appropriate outer/ under garments. Shirts must have backs in them and shall cover all skin between the shirt and pants while the student is standing or sitting. (A length that could be tucked in.)
- Tank tops will be allowed provided they are neither sloppy nor revealing. No shirts with open, extra-large arm holes.
- Physical Education clothes shall not be worn to other classes.
- Bulky winter coats or other bulky clothing shall not be worn in class.
- Students whose grooming or attire may be considered in violation of expectations will be given a chance to correct the situation to the principal's satisfaction.
- If a pattern or design of the undergarment is visible under the clothing item (leggings, yoga pants, athletic pants, etc.), it is not acceptable.

Dress Code Violations

1. Student receives a warning and is given the opportunity to correct the situation or wear alternative clothing provided by Principal.
2. Student must change or call a parent/ guardian for a change of clothing, assigned 15- minute detention.
3. Student must change or call a parent/ guardian for a change of clothing, assigned 30- minute detention.
4. A meeting with the parent/ guardian, student, and principal will be held to discuss the dress code violations.

Language

During the school day and at all school activities, students are must use appropriate and respectful language at all times. Profane, obscene, threatening, bullying, taunting, disrespectful, harassing or generally inappropriate language when addressing others is not acceptable and will be addressed.

Stop and think before you speak!

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Public Displays of Affection

Students are expected to give and show respect to themselves and others at all times. USD 322 has a hands-off policy regarding public displays of affection during school, in/ on school transportation, or during any school related activity. Inappropriate or excessive displays of affection will result in disciplinary action.

TECHNOLOGY

Acceptable Use Policy

Please refer to the Technology Handbook.

Cell Phones and Electronic Equipment Policy

Please refer to the Technology Handbook.

TRANSPORTATION

Bicycles and Skateboards

Students may ride bicycles to school. Bicycles will be parked in the designated areas on school grounds. Bicycle chains/ locks are suggested as USD 322 is not responsible for lost or stolen property. Bicycles shall be walked when on school sidewalks. Students may not use skateboards or roller skates on school property at any time.

Bus Guidelines

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be denied to students who are detained after school for disciplinary reasons. Students who use school provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations. Regular route buses are provided to students for both before and after school. Please contact the district office to request transportation. If a student chooses not to ride the buses, the school is not liable for the student(s) and they are the responsibility of their parents.

Please let the bus driver know if your children are not riding the morning bus by calling the bus driver or the USD 322 district office at 785-889-4614. Please notify the building offices by 2:30 PM if students will be deviating from the transportation or destination previously specified. It is very difficult to notify all children and drivers with multiple late calls. Please do not put us in a predicament that may risk your child not getting to the right place after school.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation. As stipulated by BOE policy **JGG-R**, when the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

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BUS RULES

- The driver is in charge of the students and the bus. Students must obey the driver and sponsors promptly when instructions are given.
- The use of food or drink on the bus is prohibited. Animals, balloons, glass containers, tobacco, illicit drugs and alcohol, and weapons are not permitted.
- The driver may assign a seat to each student and students are to remain seated while the bus is in motion.
- Passengers must observe classroom conduct. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language or gestures is not acceptable.
- Keep aisles and steps well clear at all times.
- Passengers should never throw waste paper or other rubbish out the window or on the floor of the bus. Help keep your bus clean and sanitary.

Bus Standards

- Loading: While waiting for the bus, students need to stand in the proper stop area that is well off the roadway and be orderly. Do not attempt to board the bus until it is stopped. When crossing the street or road to load, wait for the driver's signal. Cross 10 feet in front of the bus.
- Unloading: Observe the driver's instructions. Always remain seated until the bus stops. When crossing the street or road to load, wait for the driver's signal. Cross 10 feet in front of the bus.
- Regular schedules must be observed. The bus cannot wait for tardy passengers. Pupils must be on time.
- Students are reminded to never extend their arms or head out of the bus windows at any time.
- If you cause damage to the bus, you or your parents/ guardians must pay for that damage.
- Students who will be getting off at a destination other than the regular drop off point, must have their parent or guardian contact the school or bus driver prior to changing route destinations. The request may be denied if outside the regular bus route.

Disciplinary Procedures

Procedures which will be used for bus disciplinary problems are as follows:

1. If previous verbal warnings have been given by the bus driver or sponsor, the reported first offense to the principal will warrant a written note to go to parents/ guardians that their child will be prohibited from riding the bus for 3-5 days.
2. Upon the second reported offense to the principal, the parents/ guardians are notified, and the student will be prohibited from riding the bus for 1-2 weeks.
3. Upon the third reported offense, the parents are notified, and the student may be prohibited from riding the bus for a length of time to be determined by the superintendent and/ or administration.
4. The building principal and/ or superintendent may suspend or revoke the transportation privileges of a student who violates any rule or regulation in order to maintain safety and order for all students.

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Substance Abuse

As stipulated by BOE Policy **JDDA** (Drug Free Schools), maintaining drug free schools is important to establishing an appropriate learning environment for all students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to any one or more of the following sanctions:

First Offense

A first-time offender shall be subject to the following sanctions:

- A punishment up to and including short-term suspension;
- Suspension from all student activities for a period of not less than one month.

Second Offense

A second-time offender shall be subject to the following sanctions:

- A punishment up to and including long-term suspension;
- Suspension from all student activities for a period of not less than one semester or four months;
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. Name(s) of acceptable programs are on file with the district clerk.

Third and Subsequent Offenses

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

- A punishment up to and including expulsion from school for the remainder of the school year;
- Suspension from participation and attendance at all school activities for the year;
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed an acceptable drug and alcohol and rehabilitation program.

Suspensions

Suspensions may be in- school (ISS) or out-of-school (OSS), as well as short-term or long-term. Students in ISS will not be released early from school to attend extra- curricular events but will be allowed to complete academic assignments and receive full academic credit. Students in ISS are expected to remain on task, fully compliant, and awake at all times. Students who fail to comply with all ISS expectations will be sent home for the rest of the day as an OSS. Students in OSS are not eligible to participate in or attend non-academic school sponsored activities (practice or event) on the day of the OSS or during the weekend following the OSS. Academic events may also be suspended at the discretion of the principal with the student being allowed to make up a similar assignment. Please refer to Appendix B for further information.

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Tobacco

As stipulated by BOE policy **JCDAA**, smoking by students and/ or possession and use of any other tobacco product is prohibited at attendance centers, at school- sponsored events or on school property. Kansas law states that it is illegal for persons under the age of eighteen to purchase or possess tobacco. Suspension and notification of law enforcement will result from the first and second offenses. Long-term suspension and notification of law enforcement will result for the third and all subsequent violations of this policy.

WEAPONS

As stipulated by BOE policy **JCDBB**, a student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school- sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. As used in this policy, the term “weapon” and/ or destructive device shall include but is not limited to:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket using an explosive or incendiary charge of more than ¼ ounce, a mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly called a stun gun.

Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year. The superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see BOE Policy **JDC**, Probation). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or their designee. Students violating this policy shall be reported to the appropriate law enforcement agency (agencies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

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APPENDIX A – STUDENT GRIEVANCE PROCEDURES

KSDE/ OCR – approved, 4/5/07

USD 322 is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Superintendent of USD 322 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

USD 322 recognizes the right of students to express their grievances and to seek a solution to those grievances. The procedure for processing student grievances is as follows:

1. Should a grievant feel that their rights under the USD 322 student handbook policies have been violated, they may originate a grievance. The grievant and/ or the representative shall, within 20 days of the date the grievance occurred (as stipulated by BOE policy **JCE**) present the facts, in writing, 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 report shall be made to the district compliance coordinator. The decision of the appropriate school official shall be made, in writing, to the grievant within ten (10) working days.
2. Should the grievant decide that the appropriate school official is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the chief school officer. The decision of the chief school officer shall be made, in writing, to the grievant or their representative within ten (10) days.

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3. Should the grievant decide that the reply of the chief school officer is unsatisfactory; the matter may be appealed, within ten (10) working days, to a Grievance Committee which shall be established as follows:
 - a. The grievant or the representative may designate one (1) member;
 - b. The chief school officer shall appoint one (1) member;
 - c. The two members appointed, as provided in 1 and 2 above, shall agree upon a third member.
4. In the event the grievant representative and the school representative cannot agree upon a third member of the Grievance Committee within a period of ten (10) working days, the President of the local board shall designate a third member.
5. The Grievance Committee shall meet within a period of ten (10) working days after the appointment of the third member of the Committee and set the matter for hearing and shall render its decision as promptly as possible. A decision of the Grievance Committee may be reached upon the concurrence of any two (2) of the three members.
6. The Grievance Committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the chief school officer and shall be available to the grievant, their representative, or the school representative.
7. In the event the decision of the Grievance Committee is unsatisfactory either the grievant or the chief school officer may, within ten (10) days after receipt of the decision of the Grievance committee, file a written notice of appeal to the local Board of Education.
8. Upon receipt of the notice of appeal, the President of the local board shall cause the transcript of the hearing before the Grievance Committee to be filed with the local Board of Education who shall review such record. The decision of the local Board of Education, upon such review, shall not be final.
9. If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged discrimination may be filed to:

<u>Kansas Commission on Civil Rights</u> Landon State Office Building 900 SW Jackson, Suite 568-S Topeka, Kansas 66612-1258 (888) 793 – 6874	<u>Equal Employment Opportunity</u> Gateway Tower II 4 th and State Ave, 9 th Floor Kansas City, Kansas 66101 (913) 551 – 5655
<u>Department of Health, Education and Welfare</u> Office for Civil Rights 10220 N Executive Hills Blvd. Kansas City, Missouri 64153-1367 (816) 880 – 4000	

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APPENDIX B – STUDENT BEHAVIOR/ DISCIPLINE

Classroom behavior: Misbehavior shall include, but is not limited to, such things as disrespect for authority, disobedience, excessive talking, failure to work, or sleeping in class. The student is to be in the appropriate classroom on time (in class room and seated when the bell rings) and have the necessary basic materials (pencil, paper, texts, etc.) when entering the classroom each day.

School Sponsored Activities: Students, parents, fans, and other guests, regardless of age, are to arrive free of alcohol, drug, tobacco, or other controlled substances. Possession and distribution or sale of these substances or any other materials (facsimiles) that give the appearances of these substances is not permitted. Those who disregard these expectations will be excluded from the event may will be subject to disciplinary actions that may include one or more of the following:

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

Office Referral Process: Once a teacher or staff member determines that a student is unable to gain self- control and work through the process with the teacher, the student is sent to the office for an office referral. The principal and the student will continue to work through the discipline process and the student will participate in finding a solution which displays that the student owns the behavior. The principal will guide the student through the process to solve the problem and to establish closure with the teacher by creating an apology. Effective consequences will follow which relate to the problem and promote learning. If detention is assigned, the student will meet with the teacher to schedule a before or after school time to serve the detention with the teacher who made the referral. Parents will be notified of the scheduled time.

Disciplinary Action Guidelines

Behaviors that will not be tolerated:

- The use of profane, obscene, or inflammatory language at school, at a school activity, on school transportation, or on school property;
- Unauthorized use of a laser pointer;
- Disruptive conduct, including defiance or ignoring authority;
- Misconduct on the bus;
- Hazing or initiations;
- Verbal threat to a teacher, staff member, or other student;
- Possession or use of alcohol or illegal drugs at school, a school activity, or on school property;
- Theft;
- Willful destruction or vandalism of any property;
- Fighting;
- Assault and/ or physical attack of any student or staff member (including spitting and kicking).

Any violations of school regulations, which are of sufficient gravity, justify the removal of the student from class. Building administrators or the Superintendent are authorized to impose these forms of disciplinary action, as designated by this policy, under the guidelines set forth in the regulation of this policy and in accordance with **Article 89, Kansas Statutes Annotated**.

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The following shall be a basis of action under this policy:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
2. Conduct which substantially disrupts, impedes or interferes with the operation of any public school;
3. Conduct which endangers the safety, impinges upon or invades the rights of others;
4. Conduct which constitutes the commission of a felony;
5. Conduct which constitutes the commission of a misdemeanor;
6. Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States;
7. Disobedience of an order of a teacher, peace officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the right of others;
8. Possession of a weapon at school, on school property, or at school- sponsored activities.

Types of Suspension and Expulsion

1. In-School Suspension (ISS)

- a. Special form of detention for students as an alternative to actual out-of-school suspension or expulsion. Such action will be taken in accordance with the regulations established by this policy.
- b. The student will be required to attend school during normal school hours but will be placed in a special supervised setting rather than attend normal classes. The student will remain at this assigned area during the day including lunch. The only exception to this will be specifically authorized absences, all of which will be at the Principal's discretion. The student will be under adult supervision at all times. The Principal is authorized to take such action as may be required to assure adequate supervision of students on in-school suspension.
- c. The 7-12 grade student may be put on the ineligibility list from 1-3 weeks as determined by the principal.
- d. All work assigned by teachers, will be completed during the period of in-school suspension. The Principal, or teachers of classes to which the student is normally assigned, may require additional assignments. All tests will be taken that are normally administered during this time. Student will receive grades for all assigned work. Failure to complete work in a form acceptable to the person making the assignment, may result in additional penalty or placement of the student on out-of-school suspension or expulsion as provided for in this policy.
- e. Student shall be subject to all rules and regulations established for the conduct of students enrolled in the district plus any special conditions imposed as a result of the in-school suspension. Special conditions will include any established for extra- curricular activities and will be in writing and be provided to the student and his/ her parent/ guardian.
- f. Absence from school due to illness or other normally authorized absences will not count toward the term of in-school suspension.

2. Out-of-School Suspension (OSS) and Expulsion

- a. Three types of actions relate to out-of-school suspension and expulsion.
 - i. Short Term Suspension – suspension of five school days or less.
 - ii. Extended Term Suspension – suspension longer than five school days, but no longer than 90 days.
 - iii. Expulsion – removal from school for up to 186 days.

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- b. Written notice will be given to the parent/ guardian within 24 hours of any suspension informing them of the reasons for and duration of the suspension. If an informal hearing was not held, the notice will be sent to inform the concerned parties that an informal hearing will be held as well as provide information regarding the date, time and place of the informal hearing. The hearing should take place as quickly as possible, however must take place no later than 72 hours from the time of the short-term suspension. Written notice should be hand delivered, if possible, with the parent /guardian asked to sign a notice of receipt of the notice. Otherwise, the notice should be sent by certified mail.
3. Additionally, the school official should make a telephone or personal contact with the parent/ guardian advising them of the circumstances of the suspension and providing other appropriate information.
4. Even in the event of parent/ guardian decline of a hearing, school officials may require a conference with parent/ guardian prior to readmission of the student to school. At the hearing or conference, the school official may impose appropriate restrictions or requirements as conditions for re-admission to school, such as a change in class schedule, probation, counseling, and make-up of missed school work.

Disclaimer:

In the event there are, for whatever reason, conflicts between this policy and/ or regulation and Article 89, Kansas Statutes Annotated, the provisions of Article 89 shall prevail. The existence of such conflict shall not render other provisions of this policy null or void.

If students are in violation of school policies which are also possible violations of Kansas criminal statutes, district administrators are required to report these possible violations to appropriate law enforcement agencies for investigation. District administrators shall provide such factual information as may be available, consistent with Kansas law and the Constitution of Kansas and the United States.

KSA 72-89c02 provides for suspension or revocation of driving privileges of students over 13 years who have been long-term suspended or expelled for possession of weapons, use, sale or distribution of drugs or controlled substances, or behavior resulting in or substantially likely to have resulted in serious bodily harm. In such cases, the chief administrator of the school is required to notify the Kansas State Division of Motor Vehicles of all such long-term suspension or expulsion situations, and the Kansas Division of Motor Vehicles staff will take appropriate action as required under KSA 72-89c02.

USD 322 schools will not tolerate bullying or like behavior. School should be a safe and protective setting where students are encouraged to learn and meet their academic goals. As such, bullying interferes with both a student's ability to learn and a school's ability to teach because of its disruptive nature. Positive behavior including respecting others, setting an example, and discouraging bullying is expected of all administrators, faculty, staff, students, parents, and volunteers.

What is Bullying?

A student is bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students (Olweus 1986 and 1991). In order for a behavior to be considered bullying the following elements must be present:

1. **Imbalance of Power** - Older, bigger, stronger, more verbally adept, higher on social ladder, different race, opposite sex, sheer numbers of individuals, etc.
2. **Intent to harm** - Means to inflict emotional, mental, and/ or physical pain; expects the action to hurt and takes pleasure in witnessing the hurt.
3. **Threat of Further Aggression** - Not a one-time event, it is continuous.

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The intent to harm/ negative actions can be carried out by words (name calling, teasing, taunting), physical contact (hitting, pushing, kicking, tripping), through relational aggression (manipulation, isolation, exclusion), and/ or through the use of technology (emails, websites, instant messaging).

Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school sponsored function, or in a school/ parent driven vehicle. "Cyberbullying" means bullying by use of any electronic communication device including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games and websites (KSDE 2008).

DEALING WITH A BULLY

Verbal/ Emotional Bullying – There are three steps that any student who is being verbally bullied should do. Those are in the following order:

- **STOP** – Take a deep breath. Look the bully directly in the eye.
- **TALK** – Say the bullies name, followed by "I am not a _____ (insert whatever name they called you). Do this loudly where everyone in the room will hear you.
- **WALK** – Turn around and walk away from the situation and find the closest adult to report the incident too.

Physical Bullying – If you feel like you are about to be physically bullied by another student, immediately report it to an adult. Walk away from the situation as quickly as possible. Avoid being confrontational. If possible, find a friend nearby because bullies often will not take on more than one person at a time.

Cyber Bullying – Keep a copy of any text, email, etc. in which you feel like you are being bullied. Do not delete it. Show it to an adult as soon as possible.

OBSERVATION OF BULLYING

Any student who observes another student being bullied should immediately act to stop that student from being bullied. Those actions may include:

1. Telling the bully to leave the student alone;
2. Take the bullying victim by the hand and leading them away;
3. Report it immediately to an adult.

Any student who observes a bullying incident and fails to intervene in at least one of the three manners listed above are subject to disciplinary action.

As a student of our School I can:

- Expect to be treated with respect & staff and parents are taking measures to keep me safe from persistent bullying.
- Help someone if I see them being bullied.
- Tell a teacher if I see someone being bullied.
- Be a friend to a person being bullied, to show the bully the behavior is not acceptable.
- Expect that serious action will be taken against me if I bully others.

As a victim of bullying, there are a number of things I can do: (No specific order.)

- Expect help if I am being bullied.
- Tell my friends, to share the burden.
- Speak to my teacher.
- Speak to my counselor.
- Speak to my principal.
- Put a note in a suggestion box.

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If I bully someone, I can expect:

- My teachers to be aware that I am bullying.
- To be spoken to and dealt with by the principal.
- Help towards changing my behavior and attitude so I can stop myself from doing it in the future.
- The incident to be investigated and appropriate action to be taken against me e. g. verbal warning, parents informed, detentions, internal or external exclusion (dependent on the seriousness and length of incident).

Staff are expected to deal with the situation by:

- Intervening as early as possible.
- Recording exactly what was seen or heard, pupils involved, date, and time.
- Using the no blame approach. (Hear both sides, there may be more to this than meets the eye.)
- If necessary, recording the incident on the appropriate form and returning to the office.
- Reporting it to the principal.
- Speaking with the bully so they are aware that teachers know what is happening.

MORE INFORMATION CAN BE FOUND AT:

stopbullying.gov

Factors for Determining Consequences:

- Age, development, and maturity level of the parties involved;
- Degree of harm;
- Surrounding circumstances;
- Nature and severity of the behavior(s);
- Incidences of past or continuing pattern(s) of behavior;
- Relationship between the parties involved;
- Context in which the alleged incident(s) occurred.

Examples of Consequences

- Reprimanded;
- Temporary removal from the classroom;
- Loss of privileges;
- Classroom or administrative detention;
- Referral to principal;
- In-School suspension during the school week or the weekend, for students;
- Out-of-school suspension;
- Legal action;
- Expulsion or termination.

Proactive behaviors shall be designed to: correct the problem behavior, prevent another occurrence of the behavior and protect the victim of the act. Effective discipline should employ a school- wide approach to adopt a rubric of bullying offenses and the associated consequences.

USD 322 prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment or bullying will be in accordance with school policies, procedures, and agreements.

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APPENDIX C – STUDENT ILLNESS EXCLUSION GUIDELINES

Conditions for Exclusion from School	Conditions for Returning to School
Fever: Oral temperature of 100- degree Fahrenheit or axillary (armpit) temperature of 99- degree Fahrenheit.	Free of fever for 24 hours without the use of fever reducer medications.
Vomiting.	Free of vomiting for 24 hours.
Diarrhea, 2 or more watery stools within a 4- hour period.	Free of diarrhea for 24 hours.
Pink or red conjunctiva with white or yellow discharge to one or both eyes. e.g. bacterial conjunctivitis (pink eye).	May return 24 hours AFTER treatment has been initiated.
Severe cough that is disruptive to the students' ability to learn.	Cough is controlled, or student is no longer coughing.
Untreated lip or face sores that have discharge of any kind. (e.g. impetigo)	May return 24 hours after treatment has been initiated. Lesions must be crusted with no visible drainage.
Head lice.	After hair has been treated, including free of live lice.
Known contagious diseases as defined by the Kansas Department of Health and Environment K.A.R. 28-1-6. http://www.kdheks.gov/epi/download/KAR_28.1.6.pdf	Follow KDHE requirements for exclusion.

Parent(s)/Guardian(s) are requested to report physician's diagnosis to the school. As required by law the school nurse will notify the Kansas Department of Health and Environment and Pottawatomie County Health Department of a suspected or confirmed reportable disease case. To see the full list of reportable diseases, go to: http://www.kdheks.gov/epi/disease_reporting.html.

If a student is sick during the day, please consider not sending them to an activity in the evening.

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APPENDIX D – SIT PROCESS

Student Improvement Team (SIT)

The Student Improvement Team is designed to support students who are experiencing academic and/ or behavioral difficulties.

What is SIT?

SIT is a group of caring teachers, staff, and administrators that meet on a regular basis to determine needs, effective interventions, and a course of action on behalf of referred students. The team continuously monitors students' success after they have entered the program.

Who can refer students to the SIT program?

Classroom teachers, school administrators, school counselor, social worker, parents, and/ or students themselves.

Why is the SIT program needed?

Educators, parents, and community leaders have concerns about all students experiencing learning and behavior problems, including students with and without disabilities. Although classroom teachers can meet the needs of many students, there are situations where teachers need assistance. The goal of the Student Improvement Team is to expand the use of various resources and communities to address students' needs.

What services are provided by SIT?

The SIT process is designed to provide prompt, individualized support to students. It allows schools to focus and connect resources for students experiencing academic or behavioral difficulties and seeks to create a meaningful process to connect students with the appropriate resources.

SIT Belief Statement

Educators, community members, parents, and students can generate much higher levels of student achievement and virtually eliminate school failure by connecting with students and coordinating the resources they need to succeed.

Reasons to Implement the Student Improvement Team Process

1. Each student receives all available resources needed to reach his/ her full academic potential.
2. SIT is responsive to the complex problems faced by teachers in today's classroom.
3. SIT uses resources to determine needs and solutions for students that may have problems that impact their academic performance or behavior.
4. The SIT process focuses on creating connections/ solutions.

For more information contact your building principal, guidance counselor, or school social worker at USD 322.