

STUDENT HANDBOOK

2023-2024



LAKIN HIGH SCHOOL

“Home of the Broncos”

Nate Schmitt, Principal
Jennifer Bachman, Academic Advisor
Holly Meyers, Counselor
Jacy Holloway, Activities Director
Kay Riedl, Secretary
Roelfina VanDerKnaap, Secretary

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USD 215 STUDENT HANDBOOK

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LAKIN HIGH SCHOOL STAFF ADMINISTRATION

Julie Crum
Nate Schmitt
Jacy Holloway

Superintendent
Principal
Activities Director/History

FACULTY

Kalen Anderson
Jennifer Bachman
Chris Bamberger
Morayma Cruz
Danielle Fercking
Tonya Medrano & Diane Garvey
Kaci Bell
Kari Blattner
Jarrod Groth
Keira Guevara
Wendy Hill
Travis Johnson
Leah King
Hunter Kirby
Trevor Leeper & Vanessa Esquibel
Taylor Lovelady
Ricki Mead
Catelyn Manly
Charity Medill
Holly Meyers
Juan Neri
Chris Pollart
Carly Smith
Mitchell Watson
Jennifer Wright

Band
Academic Advisor/Science/Trainer-Trainee
Weight Training
ESL Para
Language Arts
Interrelated
Family and Consumer Sciences
Media Center Coordinator/At-Risk
Welding/Shop
Foreign Language
Instructional Coach/Consumer Math
Social Studies
Art
JAG
Technology
Mathematics
Biology/Chemistry
Mathematics/Physics
Business/Computer Applications
Counselor
Media Tech/Graphic Design
Woods/Drafting
Vocal
Language Arts/Video Productions
Agriculture

CLASSIFIED STAFF

Kay Riedl, Secretary
Adele Waugh, Food Service Director
Randy Richter, Maintenance/Transportation

Roelfina VanDerKnaap, Secretary
Michael Hendricks, Custodial Supervisor

LAKIN HIGH SCHOOL SONG

*To Lakin High we sing
Let her praises be told.
We love her colors royal—
The purple and the gold.
To her, we will loyal be
In victory or defeat.
Yes, we will cheer for Lakin
The school that can't be beat.*

ACADEMIC INFORMATION

ACADEMIC HONESTY AND RESPONSIBILITY

Students are expected to maintain academic honesty and integrity at all times throughout their high school career. Forms of academic dishonesty include cheating in any form, plagiarism, using the work of others without giving proper recognition, and misrepresentation of any work done in the classroom or preparation for a class. **Students caught cheating or plagiarizing will lose credit for that work turned in.** Repeated occurrences could result in the student losing credit for that class.

ATTENDANCE POLICY

As required by Kansas Statute, students must attend school until 18 years of age. Furthermore, schools have the legal right to set attendance standards. A student will be considered “truant” from school if the student is inexcusably absent the major portion of either three consecutive school days, five or more school days in a semester, or seven school days in a school year. A student is considered inexcusably absent from school if the student is absent for all or a significant part of a school day without a valid excuse. As required by Kansas Statute, the administration is authorized to report students not attending school to the appropriate authorities (County District Attorney). A letter will be sent home to the parents/guardians of the student notifying them that the failure of that student to attend school without a valid excuse is in violation of the Kansas Compulsory School Attendance laws. Students wishing to drop out of school are required to have a conference with the principal. The principal must obtain required signatures from both the student and the parent/guardian.

ATTENDANCE PROCEDURES

If the student is absent, we ask a parent/guardian to call the high school office at 355-6411. Please do so as early as possible on the day of the absence. Someone will answer the office phones by 7:30 a.m. each day, or you may leave a message. Parents have until 9:00 AM that day to call the office and excuse their child. **Students who are absent from school due to illness will not be allowed to participate or attend school activities the day of the absence. “Morning after game/activity” policy: If a student misses AM classes for an unexcused absence, and returns to school in the afternoon, the student may not practice or participate in any scheduled activity that day.** The principal will make the final determination of whether an absence is excused or unexcused.

ABSENCES: EXCUSED VS UNEXCUSED

Excused absences include illness, death in the family, medical or dental appointments, pre-arranged absences by parents, and severe weather. For an excused absence, the student will be given one day for each day missed plus one to make up assignments. day.

Unexcused absences occur when a student is absent without a valid excuse for the absence. When school is in session, leaving without receiving permission from the office will be counted as unexcused. Examples of unexcused absences (this is not intended to be an all-inclusive list): senior pictures, hair appointments, over-sleeping, missing the bus, working, car trouble without verification from the parents, running errands or personal business, job interviews, working on homework, and skipping school. **Failure to check out when leaving school for any reason and failure to check in upon arrival at the main office may also result in an unexcused absence.**

ABSENCE POLICY and LOSS OF CREDIT

Students will be limited to 15 absences TOTAL per semester (Excused or Unexcused). Once a student reaches 11 or more absences in a class, in a semester, they will lose a letter grade for that class. Once a student reaches 16 or more absences in a class, in a semester, they will lose credit for that class. A notice will be sent home after 7 absences. Each day you are absent from school, it does count toward the 10 day limit.

Exceptions:

- 1) students who are hospitalized;
- 2) students who are suffering from a long-term illness while under the care of a licensed physician (long-term illness is defined as an illness which keeps a student out of school for at least 4 consecutive days);
- 3) students who contract normal childhood health problems for which the state requires exemption from school such as chicken pox, measles, head lice, swine flu, etc.
- 4) prior approval from the building Principal.

CHECKING OUT OF SCHOOL FOR APPOINTMENTS ETC.

Students must check in and out through the office if they are leaving campus for an appointment, or any other purpose. Parents must call the school office to grant permission prior to the student leaving.

CLASS CHANGES

Students will have only three (3) days to change classes at the beginning of each semester. Exceptions may arise after a parent, student, counselor, teacher and principal conference takes place. Class changes will be allowed only with the approval of the principal and counselor.

COLLEGE VISITS

Junior and Senior students are allowed to visit colleges during the normal school day. Parents must communicate with the office prior to the student missing. **Juniors will be allowed 2 college visits and Seniors will be allowed 3 college visits.** These absences will be excused, and will not count toward the attendance policy. In order for these to be official visits the student must bring back proof of attendance from the college. If no proof of attendance is provided then the absences will count toward the attendance requirement set forth by the school.

DOCTOR AND DENTAL APPOINTMENTS

To be excused, all doctor and dental appointments must be verified by an appointment card or a doctor's note. Every effort should be made to ensure that the student does not continue to miss the same class period for these appointments. In most cases, students will be excused for a maximum of 1/2 day for these appointments. Students have 48 hours from the day of the appointment to bring a doctor's note. Failure to do so will result in an unexcused absence.

ELIGIBILITY

All students must meet the requirements of the weekly eligibility procedure. ***Eligibility check will be by 8:00 am on Monday beginning the third full week of each semester.*** A list of students reported with one or more grades lower than 60% will be compiled. ***Students, coaches, and sponsors will be notified Monday morning regarding students on the Failing list and the Ineligible list.*** Students will receive one probation week per semester. ***If, at any time during the same semester, a student is on the list after the probation week, he/she will be ineligible regardless of the class they are failing. The ineligibility/probation period will begin at 12:00 pm (Noon) Monday and last until 12:00 pm (Noon) the following Monday. It is important to note that if you are on the list when it comes out on Monday you are ineligible until the following Monday (Unless it's your probation week).***

Students who are participating in a school activity/sport may continue to practice with their team with coach's permission but cannot suit up for competitions or travel with the team while ineligible. Coaches/sponsors reserve the right to remove a student from an activity for repeated ineligibility. This policy will be enforced for all school-sponsored activities that are not part of a curricular grade including (but not limited to) athletics, cheerleading, vocal and band performances, forensics and scholars bowl competitions, plays or musicals, and dances (including homecoming and prom).

Students who are failing a class will be required to attend the Focus room on Flex Mod days and they will have closed lunch on Friday's.

GRADING SCALE

"A" – Superior (90% and above);	4 GPA Points
"B" – Above Average (80-89.9%);	3 GPA Points
"C" – Average (70-79.9%);	2 GPA Points
"D" – Below Average (60-69.9%)	1 GPA Points
"F – Not Passing (59.9% and below)	0 GPA Points

GRADUATION REQUIREMENTS

A senior must meet all of the following requirements to receive one of the following diplomas and participate in the graduation exercises.

GENERAL DIPLOMA

Language Arts (three of which must be English I, II, & III)	4 credits
Science (Biology is required starting with the Class of 2025)	3 credits

Mathematics	3 credits
Social Science (1 credit Am History, ½ credit Govt. & ½ Economics required)	3 credits
Physical Education/Weights (1/2 credit must be Health)	1 credit
Computer Applications ***Freshman level*** (starting with the Class of 2025)	1 credit
Fine Arts (chosen from: Art, Band, Adv. Band, Music Appreciation, or Vocal)	1 credit
Elective Credits	<u>8 credits</u>
TOTAL CREDITS	24 credits

REGENCY DIPLOMA

Language Arts (English I, II & III required. Other may be either English IV, College Composition 1 & 2, Literature & Creative Writing)	4 credits
Laboratory Science (Biology, Chemistry & Physics required)	3 credits
Mathematics (Algebra I or higher)	4 credits
Social Science 1 credit Am History, ½ credit Govt. & ½ Economics required)	3 credits
Physical Education & Health	1 credit
Foreign Language (two years of the same language-i.e. Spanish I & II)	2 credits
Fine Arts (chosen from: Art, Band, Adv. Band Music Appreciation or Vocal)	1 credit
Elective Credits	<u>6 credits</u>
TOTAL CREDITS	24 credits

Regency College admission requirements include completion of the Regency Diploma curriculum with the exception of the Foreign Language, three math instead of four and Anatomy and Physiology may be substituted for either chemistry or physics. You must also graduate with a 2.0 GPA. Other admission options include an ACT score of 21 or above or ranking in the top 1/3 of your class. To qualify for the State Scholarship program, a student must meet the Regency Diploma requirements listed above and have taken the ACT.

EARLY GRADUATION

Early graduation is an option for Seniors as long as they meet the following requirements. The student must meet with the academic advisor to verify that they are eligible for early graduation in regards to credits toward graduation. The student must also submit two letters prior to final approval. One of the letters will be from the student and a second letter will be from the parent/guardian. The letter must be addressed to the District Superintendent and the High School Principal. In the letters there must be a formal request for early graduation as well as stating a valid reason for early graduation which must be approved by the superintendent and building principal. Students who graduate early will not be able to attend prom, dances, etc unless they are asked by a current student and the form is filled out in the office and approved by the principal.

HONOR ROLL

The high school honor roll is published at the end of each semester in two lists—"A" Honor Roll and "A" "B" Honorable Roll. If a student receives Straight "A's" for the semester then they will be on the "A" honor roll. If a student receives a combination of "A's" or "B's" for the semester they will be on the "AB" honor roll. If a student receives any grade of "C" or lower they will be eliminated from consideration for the Honor Roll

MAKE UP WORK POLICY

For an excused absence, students will be given one day for each day missed. Example: three days missed would mean a student gets 3 days to complete their make-up work. **For any school activity, if a student is absent the day an assignment is due, the assignment will be handed before the absence. Students who know that they will be absent from class due to school activities should make arrangements with their teachers prior to leaving or face possible consequences from their teachers. Students who are absent from school for reasons other than school related activities will be required to turn in any assignment or take any missed test/quiz (that was assigned before they left) the day they return. The "one day" does not apply in this case. (A primary example of this would be a term paper that was assigned months in advance). Teachers have the right to work with the student to turn in some work early or extend the deadline if they choose.** If work is not made up in that length of time and no other arrangement has been made, a failing grade will be recorded.

NATIONAL HONOR SOCIETY

The National Honor Society has been established to recognize academic achievement of students while developing other

characteristics essential to citizens in a democracy. Scholarship, character, service and leadership are the characteristics used to determine membership in this society. To gain membership, the student must display outstanding achievement in all of the areas. Membership is outlined by the NHS constitution. It provides eligibility for sophomores, juniors and seniors. Those students with a cumulative grade point average of 3.0 will become prospective candidates. Qualified students are selected for NHS membership by a majority vote of the faculty council on the basis of scholarship, character, leadership and service. Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty. Students who question the fact that they were not selected do not have legal right to a hearing, but they and their parents will be given an opportunity to present their complaints to the principal or chapter advisor.

VACATIONS

All vacations must be pre arranged with the office prior to the student leaving. The vacation will be excused only insofar as it falls within the 10 day and 15 day absence limit. If the vacation causes a student to exceed the 10 day or 15 day absence limit then it will result in them losing credit in their classes. Any days which exceed the 10 day or 15 day limit will be counted as unexcused. The student will be responsible for notifying each teacher. It is the responsibility of the student to complete all assigned/missed work.

TARDIES

Students who are ten or fewer minutes late to class will be recorded as tardy. Three Tardies to a class will result in an absence in that class period. See discipline chart for results of tardiness. Tardies to 1st and 6th hour will be kept separately by the office. However, the same rule will apply.

WITHDRAWAL FROM SCHOOL

In order for all necessary records to be completed, parents or legal guardians should notify the principal's office stating their intention to withdraw their son or daughter from school. **This notice should be given at least two days before leaving.** Students are required to check out of each class the last day they are in attendance, turn in all textbooks and pay all outstanding bills.

SEMESTER FINALS

All students will be required to take finals at the end of each semester. Final tests will be comprehensive and will test the knowledge of the student over each semester. Finals will be conducted over the last three days of each semester. Order of hours tested may be determined based on school activities, core classes or events.

CONDUCT AND DISCIPLINE

BEHAVIOR EXPECTATIONS

Students are expected to assume responsibility for maintaining an atmosphere conducive to learning in all classes and activities in which they participate. Unacceptable behavior will be dealt with through campus beautification, closed lunch, detentions, suspension or expulsion

BULLYING, HARASSMENT, INTIMIDATION, THREATS

Lakin High School is committed to providing a positive learning and working environment for its students and will not tolerate sexual harassment, intimidation, or bullying. Discipline up to long term suspension could occur for continual occurrences. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

CELL PHONES, SMART WATCHES, AIR PODS, Other Electronic devices)

Any electronic devices that cause a disruption to the educational setting will be confiscated and returned to either the student or a parent/guardian after school hours. Cell phones (Including smart watches) will be allowed during passing periods and lunch. No phones or air pods from bell to bell without prior approval from the building principal. **Students must be given PRIOR approval to use cell phones in the classroom. The only way cell phones, etc will be allowed in the classroom is with approval of the classroom teacher.** Posting on social media, etc. on any electronic device is not allowed during regular class time. The school will not be held responsible for any of these items being lost or stolen.

DISTURBANCES OF SCHOOL

Law enforcement officers may be requested to assist in controlling disturbances at school and, if necessary, to take students or other persons into custody.

DRESS AND APPEARANCE (This includes students representing the school in extra curricular activities as well)

Students are expected to dress in a manner that will present a positive image for themselves as individuals as well as the school they represent. The dress and appearance guidelines will serve in helping students and parents determine what is appropriate school dress and appearance. The following guidelines must be followed.

- Short tops or short shorts that show too much bare skin or undergarments will not be allowed.
- Cheer uniforms are allowed but must follow normal school dress code requirements.
- Clothing, jewelry, or appearance that presents a physical danger to the health or safety of students is not allowed.
- Clothing that presents a clear and present danger or distraction to the educational process; evidence of commercial advertisement of alcohol-drug-, or tobacco-related products are not allowed.
- Clothing which displays evidence of gang-related style, symbols, or race superiority are not allowed.
- Blankets are not allowed in school unless approved as part of spirit days.
- Hats are allowed to be worn during the school day as long as they are worn correctly and school appropriate. Hats must be removed during the morning pledge of allegiance and removed if an individual teacher requests it in their classroom.
 Hoodies are not considered hats, but are not allowed to be worn in buildings

When students are not in compliance with the guidelines, parents will be notified and will be expected to provide appropriate clothing. The administration reserves the right to determine if clothing worn by students is appropriate. Students will be asked to change clothes or will be provided with appropriate clothing for the day.

DISCIPLINE CHART

All Items subject to change depending on Circumstances*

Offense	1st	2nd	3rd	4th
Cell Phone	Student pick up end of day in the office	Parent pick up end of day in the office	Student will have a choice 1) Office holds phone for 3 days 2) ISS or OSS for 3 days	Parent meeting and formal plan will be put into place
Vape, Tobacco or Alcohol	3-5 days OSS	5 Days OSS	Long Term Suspension with Hearing	
Distribution of Over The Counter Drugs	3 days ISS	3 Days OSS	Long term suspension with Hearing	
Distribution of Illegal Drugs	10 Days OSS. Police called. Informal Hearing for Suspension	Formal Hearing Long Term Suspension		
Fighting	3-5 Days OSS	5 Days OSS	Long Term Suspension with Hearing	
Profanity	Teacher assigned Detention			
Theft	3-5 days OSS. Police called	10 Days OSS. Police Called with informal Hearing		
Skipping School	Turn in phone for the day or closed lunch if student doesn't have a phone	Turn in phone for the day or closed lunch if student doesn't have a phone	2 Days of Focus Room / ISS	2 Days of Focus Room / ISS
Threats to Staff	3-5 Days OSS	5 Days OSS	Long Term Suspension with Hearing	
Vandalism	Student Pays for Damage 3 Days ISS	Student Pays for Damage 3 Days OSS	Long Term Suspension with Hearing	

Possession of an Open Flame	3 Days ISS	3 Days OSS	Long Term Suspension with Hearing	
Insubordination/Disrespect	Teacher Assigned Detention	3 Days ISS	3 Days OSS	
Bullying/Harassment	Warning or ISS	1 Day OSS	3 Days OSS	Long Term Suspension with Hearing
Sexual/Racial Harassment	3-5 Days OSS	10 Days OSS	Long Term Suspension with Hearing	
Beginning of school and lunch tardies	Turn in phone for the day or closed lunch if student doesn't have a phone	Turn in phone for the day or closed lunch if student doesn't have a phone	Turn in phone for the day or closed lunch if student doesn't have a phone	Turn in phone for the day or closed lunch if student doesn't have a phone

*****Administrator's discretion can be used at any time, on any step.**

LANGUAGE

Language should always be that which is becoming of a lady or gentleman. The school is a good place to develop clean, proper use of the English language **whether the student is in the classroom, on the athletic field, on campus, or in any school building.**

LONG-TERM SUSPENSION/EXPULSION

The Board of Education extends its authority to suspend and expel any students as authorized by law to the superintendent of schools and the building principals. Building principals have the authority to determine whether they will enforce in-school or out-of-school suspension.

It should be noted that this list is not all-inclusive. Other acts--which disrupt the normal educational environment--will be dealt with according to individual merit. **Any step may be skipped depending on the severity of the incident.** Additional consequences may be recommended by the administration for any of the above infractions. **Students that have been given an out-of-school suspension will not be eligible for participation in or attendance at any school function during the entire duration of the suspension.** Students will be given the opportunity to do missed classwork during the suspension and take any missed tests immediately upon return to school for full credit. Students will not be afforded extra days to make up the class-work

PUBLIC DISPLAY OF AFFECTION

Public display of affection is not appropriate on school property and will not be permitted. Violations of the policy will result in a verbal warning on the first incident. Any further problems will result in other consequences being assigned.

SMOKING AND TOBACCO PRODUCTS

A student shall not knowingly possess or use tobacco in any form (including electronic cigarettes, or vaping devices). Use of these devices on school property, during a school sponsored event, or anytime during the school day is strictly prohibited. See discipline matrix for consequences.

GENERAL INFORMATION

BOOK/CLASS FEES

The purpose of this fee is to cover textbooks and most supplementary materials. Books will be checked out to students by number and will be checked back in at the end of the year. **Students will be expected to reimburse the school for lost or damaged books.** The book rental fee does not include materials used in some classes like vocational education and art classes. Students will be expected to pay for such materials.

COMMUNITY SERVICE (One Day a Year)

It is our belief that Community Service is a vital piece of being a productive member of the community, and a productive student at Lakin High School. Due to this we will expect all students to participate in a community wide service day during the school year. On this date, selected by administration, students will attend school and be given their community service task for that day. The entire building will participate in this day. The organization of this day will be completed through advisory classes. This service day will

replace the prior Community service hours requirement. **If a student misses the community service day then they are responsible for completing 8 hours of community service, on their own, and submitting their hours to the counselor.**

DIRECTORY INFORMATION

Certain directory information will be published about students attending our school. Should you or your parents wish to have this information withheld from publication, you should contact the office. The following information is defined as directory information: name, address, telephone listing, date and place of birth, athletic programs, honors and awards, honor rolls, names of parent(s) or guardian(s). This kind of information is released to the public routinely through school publications, and school news in the local newspaper.

EMERGENCY SCHOOL CLOSING

Notifications will be made via the District's electronic notification system by text, email and/or phone message.

CRISIS, FIRE AND TORNADO DRILLS

The school conducts monthly fire drills and periodic fire, tornado and crisis drills for the purpose of preparing the students and staff to respond safely to such a hazard. Procedures will be discussed by your teachers and posted in all rooms.

GRADUATION CAP AND GOWN REQUIREMENT

Seniors will graduate in school colors only – purple gowns and caps. The principal will meet with the seniors in May to go over specific expectations for their final weeks of school, finals and graduation information.

GUIDANCE AND COUNSELING

The academic advisor and counselor is available each day for consultation concerning class selection, schedule changes, educational and vocational planning, and personal problems.

Juniors and seniors who plan to enter college or a vocational school upon graduation need to begin early in their Junior year to use the counselor for support in gathering information concerning college and vocational school information, scholarship applications, and registration for the ACT test. The earlier students plan, the greater their chances are for scholarships and admission to college or vocational schools.

HEALTH SERVICES

FIRST AID: First aid will be given for minor injuries at school. Injuries that are more serious will result in the parents or guardians being notified for treatment to be obtained from the family health care provider or hospital.

HEALTH SCREENINGS: Health screenings for vision, hearing, and dental will be conducted each year by the school and/or county nurse.

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS: Students entering school in Kansas for the first time must present a certificate from a licensed physician stating the student has been immunized except, wherein legal alternatives are exercised. Legal alternatives require annual documentation (KSA 72-5909 and KSH 72-5211a).

TB SKIN TEST: All students new to the district regardless of age or prior attendance in a Kansas school must supply proof of a current (not over six month) negative tuberculin skin test within seven days of admission; or in the case of a positive tuberculin skin test suitable proof of follow up referral and treatment must be received within 30 days. Written permission from the student's attending physician will be required for school attendance for positive test results.

MEDICATIONS: The nurse practice act KSA 65-113 et seq., as amended makes it illegal for school authorities to administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The law under this statute also prohibits any acts of diagnosis. School personnel will not even dispense aspirin to students unless we receive written permission from a doctor and the parents or guardians.

ILLNESS: A student who becomes ill during school hours is required to check with the office before leaving the campus.

LOCKERS

Lockers without locks are offered for all students. **Lockers will only be checked out by request.** A student may put a combination or keyed padlock on the locker if he/she desires. Valuables, such as money, calculators, purses, etc. should not be left in an unlocked locker. **The school cannot be held responsible for lost items taken from ANY locker.**

LUNCH/BREAKFAST TICKETS – “No Negative Balance” Policy

USD 215 lunch and breakfast program has a no negative balance policy. This means that no student or adult may eat a meal, get

seconds or get extra milk without adequate funds in their lunch account prior to eating. A meal may also be purchased with cash in the meal line. A food service account with a \$10.00 balance or below will receive a daily notice by e-mail or paper statement. As per KDHE and Wellness program, students are not allowed to bring nor have meals delivered that have been purchased from a fast food or other restaurant during breakfast or lunch periods. Personal sack lunches from home are allowed. In addition, no carbonated beverages can be sold or consumed during school meal periods.

TELEPHONE & MESSAGES

There is a telephone in the main office that students may use to make local calls. Only emergency calls and messages will be delivered to students during classes, all other telephone calls or messages will be delivered to students at the end of class periods. Students should be informed of all appointments and schedule changes before they come to school. **Cell phone policy will be enforced.**

SCHOOL HOURS

School hours are from 8:00 a.m. to 3:30 p.m. Doors to the main building and the office will be open at 7:30 a.m. Lunch break is from 12:13 p.m. to 12:48 p.m.

SCHOOL PARKING LOT USE

Students' cars are to be parked in the student parking lot in front of the building or in the parking area behind the building. Students who abuse the driving privilege by driving recklessly will be dealt with by the school administration. Students exiting the parking lot at noontime MUST exit by the south drives. **Students are not allowed to drive between buildings during the regular school day. If a student abuses these privileges then parking lot privileges could be taken away by administration**

USE OF SURVEILLANCE CAMERAS

The district may use surveillance cameras to monitor student activity. Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

EXTRA CURRICULAR ACTIVITIES

ATHLETE OF THE YEAR

The "Athlete of the Year" award will be given annually to a senior male and female of Lakin High School who has attended LHS for at least two years. The award is based upon a system of points acquired by the athlete during his/her high school career, and upon the point rating of their head coaches regarding attitude, leadership, ability to be coached, and contributions to Lakin High School athletics.

To be eligible for the Athlete of the Year award, students must participate in an average of at least two interscholastic sports per year.

Point System

Points will be given for participation in competitive sports only. The athletic director will compile the points each year.

- 10 points – Participation
- 5 points – Letter Winner

Points will be awarded yearly for scholastic grade point average. The guidance counselor will compile these points each year.

- 5 points – GPA 3.6 to 4.0
- 3 points – GPA 2.5 to 2.99
- 4 points – GPA 3.0 to 3.59
- 2 points – GPA 2.0 to 2.49

All head coaches will receive a ballot by the first Friday of May marked with the following rating scale. Each coach will complete a form for each senior athlete under his/her tutorship. The forms will be turned in to the athletic director by the second Friday of May. Each athlete will receive a point total equal to his/her average score.

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	Excellent 10-9	Good 8-6	Fair 5-1	Poor 0
Attitude				
Leadership				
Coachability				
Contributions				

The athletic director will compile the scores for each senior athlete and add them to his/her total accumulation. The senior (male and female) with the highest number of points will be the recipient of this award. The athletic director will announce the winners at the Activities Banquet.

AWAY ACTIVITIES

Students who attend away activities are considered representatives of the school. While at the activity, all Lakin students are under the supervision of the Lakin school personnel present as well as bound by the rules and regulations set forth by school policies. USD 215 students going on activity trips are required to ride in school vehicles unless prior arrangement is approved by Administration. **Any student attending a school activity and not wishing to come back on school transportation must have communication/documentation with school or coaches prior to approval.**

BUS BEHAVIOR

Students riding the activity bus to away activities are expected to behave in a respectful manner. Any behavior that would be considered a distraction will be handled with appropriate discipline. If the transportation director deems the behavior unacceptable...then the athlete will be suspended from riding the bus to the next scheduled away activity...thus making them ineligible to participate. If the next away activity is in a different season then the discipline will be carried over to the next. If a second instance occurs, during the same school year, the student will be suspended from all bus activities for the remainder of the school year.

CHEERLEADERS

Cheerleaders are elected on a year-to-year basis. The cheering squads will be called the football cheering squad and the basketball cheering squad and will be elected in the spring prior to the next school year. Eligible students may try out for positions on both squads. A panel of qualified judges will select the cheerleaders with final approval coming from the coaching staff.

CODE OF CONDUCT

A student's self-discipline and abiding by all law enforcement and school rules and regulations are integral parts of the athletic/activities program. Student athletes should keep in mind that their character is always on display whether they are representing LHS in an activity, athletic event, in the classroom, or outside of the educational environment.

If a student wants to participate in Lakin High School athletics and activities and represent LHS and the community of Lakin, our school has standards that he/she must meet that are non-negotiable:

1. Meet all academic requirements (addressed in weekly and semester eligibility).
2. Must not display behavior that brings discredit to a student athlete involved in an activity or sport at LHS. Such behaviors will be monitored not only during school hours and activity hours, but include behaviors outside the educational setting during the school year.
3. No social media "bullying" tactics on Facebook, Twitter, Snapchat, or other social media/internet sites.
4. Any student may drop a sport if reasons are stated to the coach personally, all equipment is returned, and all financial responsibilities cleared with the school.
5. If an athlete would like to change from one sport to another during a season, it MUST: 1.) occur before the first competition in either activity, and 2.) The head coaches of both sports must agree.

TOBACCO, DRUG & ALCOHOL POLICY

*****Proof must exist before consequences are issued*****

First Offense:

-Student loses ten percent of scheduled competitions **in the current or upcoming season.**

Second Offense:

-Student will not be allowed to participate **in current or upcoming competitions** for the remainder of the sports season.

Third Offense:

-Student will not be allowed to participate in activities for the rest of the school year.

***If a student of his or her own volition and expense becomes a participant in a chemical dependency treatment program, the student may be certified for reinstatement in KSHSAA activities after a minimum period of six weeks suspension from activities.

DRUG TESTING POLICY (Random)

Approved by USD 215 Board of Education on June 13, 2022

STATEMENT OF INTENT AND PURPOSE

The mission of the USD 215 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. USD 215's Random Testing Policy is a "**Supportive 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 215 students in grades 7-12 who are interested in attending or participating in:

1. KSHSAA (Kansas State High School Activities Association) sponsored activities such as:
 - Baseball
 - Basketball
 - Cross Country
 - Football
 - Golf
 - Softball
 - Track and Field
 - Volleyball
 - Wrestling
 - *Band*
 - *Choir*
 - Cheerleading
 - Student Council
 - Forensics
 - Scholars Bowl

*Alternative assignment will be offered for any graded activity

2. School Clubs such as, but not limited to: FFA, FCCLA, Art, School Leadership, Pep Band, etc.
3. Attendance as a spectator or participant at school sponsored events such as, but not limited to: Athletic events, Theatrical events or STUCO sponsored events, etc.
4. Attendance at school dances including Prom.
5. Use of school owned parking lots.

THE RANDOM DRUG SCREENING PROCESS IS OUTLINED BELOW:

Drug Testing Process:

- 1) The testing facility, selected by the Board of Education, will randomly select students to be tested from a pool of students mentioned previously for testing throughout the school year.
- 2) The professional laboratory will be required to have a detailed written specification to assure chain of custody of the specimens, proper laboratory control and scientific testing.
- 3) The process of collecting specimens will be conducted in a manner to safeguard the personal and privacy rights of students to the maximum degree possible. Students will be given an appropriate amount of time to complete the test. Students who fail to comply will result in a positive test.
- 4) Sports Safe will randomly select a certain number of high school and middle school students each month.
- 5) Parents/Guardians will be contacted immediately following the test by the high school or middle school office if their son or daughter was selected to be tested.
- 6) Parents/Guardians will only be contacted by the lab designee within 1-2 weeks if the test results are positive.
- 7) Students whose test has a positive result will meet with their parents/guardians and the Principal or designee to review consequences.
- 8) If parents/guardians question the validity of the test results they may request a second separate test be conducted. A test result may be challenged within three calendar days of the results being shared with the parent. It is important to note that any positive test will have at least two separate tests performed on the same specimen.
- 9) Positive test results are considered cumulative during a student's middle and high school years.
- 10) Test results will be made available only to the student, the parents/guardians, and only to school officials who have a legitimate education need to know
- 11) Once a student has been tested and the results have been returned, his/her number will be 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 Lakin Middle and High Schools.
- 12) Any student who refuses to submit to a drug test will be considered in violation of this policy and subject to suspension of activities per agreement to the policy.
- 13) A violation of this policy will carry **NO ACADEMIC SANCTION** for the students of USD 215 **except to the extent that a violation of this policy would ALSO constitute a violation of the schools discipline policy.** If participation in an activity carries with it a school grade, then an alternative activity will be offered. The use of, consumption, 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) In order for a student to be eligible to participate in or be a spectator at any extra-curricular activities as outlined in the policy, the student must have a completed and signed consent for random testing opt in form on file in the school office within one calendar week of enrolling in either Lakin Middle or Lakin High School. ***Athletes must have an opt in form on file in the office PRIOR TO THE FIRST PRACTICE.*** Failure to have a completed and signed consent for random drug testing opt in form on file in the school office within one week of enrolling will result in the student being ineligible for the entire semester that follows.

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 following 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 may 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 may be used only **ONCE** by a student throughout middle school 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 the first offense under this policy. If a student self refers then the student will be expected to complete follow-up test(s) thus placing them in the random pool for three (3) consecutive tests. A positive test will count as a second positive test.

1st Violation of a USD 215 Student:

- If a student tests positive and/or proof exists, the student will miss **25** school days as a participant or spectator. The student is expected to continue practice with the team/organization but will not attend competitions/activities outside of practice during the suspended time period.

- The student will also be expected to complete follow-up drug tests thus placing them in the random drug-testing pool for three (3) consecutive tests
- The suspension may be reduced to fifteen (15) calendar days if the student completes either a Certified inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such a program. Proof of completion will be required before a student will be allowed to participate or be a spectator.
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy.

2nd Violation of a USD 215 Student (Two Positive Test Results):

- A **50** school 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 also be expected to complete follow-up drug tests thus placing them in the random drug-testing pool for three (3) consecutive tests.
- The suspension may be reduced to twenty-five (25) calendar days if the student completes either a Certified inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such a program. Proof of completion will be required before a student will be allowed to participate or be a spectator.
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy.

3rd Violation of a USD 215 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) calendar days if the student completes either a Certified inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such a program. Proof of completion will be required before a student will be allowed to participate or be a spectator.
- The student will be placed in the random drug-testing pool for three (3) consecutive tests.
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy.

**CONSENT TO PERFORM
RANDOM DRUG TESTING
USD 215 Lakin Middle and Lakin High School
OPT IN FORM**

As a Student:

I understand and agree that participation in the following privileges may be withdrawn for any violation of the Random Drug Testing Policy at USD 215:

1. Participation in KSHSAA activities
2. Participation in KSHSAA athletics
3. Participation in all school clubs and extracurricular activities
4. Parking in all School owned parking facilities
5. Attendance at any school sponsored activity including prom and graduation

I understand the consequences that I will face if I am selected for a random drug test and have a positive test result.

I understand that to be eligible for the privileges outlined above, I will be subject to random drug testing, and if I refuse, I will not be allowed to participate in or be a spectator at KSHSAA activities/athletics, school clubs, extra curricular-activities, or use school owned parking lots for a period of time specified in policy.

I understand this agreement is binding while a student at USD 215 Middle or High School. Parents may choose to rescind their consent at any time by submitting a signed "decline random drug testing" form to their student's current school.

Student Name	Grade	Date of Birth
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Student Signature	Date
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As a Parent/Guardian/Custodian:

I have read the policy for Random drug Testing of USD 215 students and understand the responsibilities. I have discussed this policy with my son/daughter/ward as a participant in or spectator at extra-curricular activities as well as the privilege of using school owned parking lots. My child will participate in random drug testing, and if he/she refuses, will not be allowed to participate. I have read and AGREE to the terms of the policy. I understand this is a binding agreement while my son/daughter/ward is a student at Lakin Middle School and/or Lakin High School.

Parent/Guardian/Custodian	Cell/Home Phone	Work Phone
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Parent/Guardian/Custodian signature	Date
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**CONSENT TO PERFORM
RANDOM DRUG TESTING
USD 215 Lakin Middle and Lakin High School
OPT OUT FORM**

As a Student:

I have read the policy for Random Drug Testing of USD 215 students and have decided to DECLINE involvement. Declining to participate in random drug testing will prevent you as a student from participating in, or attending, any school-sponsored activities as well as parking in school owned parking lots.

Student Name

Grade

Date of Birth

Student Signature

Date

As A Parent/Guardian/Custodian:

I have read the policy for Random Drug Testing of USD 215 students and have decided to DECLINE involvement:

Parent/Guardian/Custodian

Cell/Home Phone

Work Phone

Parent/Guardian/Custodian signature

Date

DUAL PARTICIPATION

Students of Lakin High School may participate in more than one KSHSAA-sponsored athletic sport and/or activity in the same season of play. For example (but not limited to), a student may participate in football and cross country or volleyball and cheerleading during the fall season.

The student must meet weekly eligibility requirements. Before allowing dual participation and before the season practices begin, the student must set up a meeting with a committee which will include the head coaches and/or sponsors and the activities/athletic director. At said meeting, the student must designate a primary sport/activity. If both activities have an event on the same date, the student must participate in the primary activity. If said meeting mutual agreements between the coaches regarding practices and event days cannot be reached due to the number of conflicts between the two activities, then the student must choose only one activity or sport for that particular season.

EJECTION/DISMISSAL FROM AN ACTIVITY

Good sportsmanship and favorable representation of the school is a requirement of all Lakin USD #215 student participants. If an athlete is ejected from a game/contest by a referee or umpire, the coach, athletic council, and/or administration will determine additional discipline if necessary, which could include missing the next game/contest. This also includes any activity in which a student displays unfavorable behavior that results in any official dismissing a participant from that activity that is sponsored by Lakin High School and/or K.S.H.S.A.A. including (but not limited to) scholar's bowl, forensics, music contest, etc.

EQUIPMENT: LOSS AND DAMAGE OF

The athlete is responsible for the care of assigned equipment. Loss or damage of equipment that belongs to the school means that the athlete will pay for the equipment. The athletic director and the coach of the sport will determine the amount to be paid.

INSURANCE

The school does not provide student accident insurance. Students participating in athletics take on an assumption of risk in competing. Parents and guardians are responsible for any medical costs incurred from competing in a sport at LHS. It should be noted students are covered under the KSHSAA Catastrophic Insurance plan.

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY

K.S.H.S.A.A. requires that any student who does not pass at least five (5) classes in a semester is automatically ineligible to participate in any activity governed by the Activity Association for the entire proceeding semester.

LETTERING AWARDS

All awards will be in accordance with the requirements set down by the coach/sponsor of the activity in which the student participates.

- A. First-year varsity letter winners will receive the official letter "L". This letter will be awarded at the end of the year. A certificate of participation will also be awarded.
- B. Any participant who received a provisional letter will receive a varsity letter if he/she letters the next year. They will then have lettered two years in that sport.
- C. Managers, trainers, filmers, and statisticians will receive appropriate awards.

PHYSICAL EXAMINATIONS and CONCUSSION FORMS

KSHSAA rules state a student may not practice until that student has a completed physical on file with the activity director. The parent and the doctor must have signed the school release form. Students must also complete the required KSHSAA Concussion form which must be signed by Student Athlete and Parent.

STUDENT COUNCIL

The Student Council assumes an active role in school plans and affairs. Members of the council plan student parties and dances and homecoming celebrations. Special days and spring fling activities are also the responsibility of the council. Members of student council must maintain academic eligibility.

OTHER POLICIES

CONCEALED OBSERVATIONS (RECORDINGS)

Individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with the use of surveillance cameras; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

INTERROGATIONS AND INVESTIGATIONS

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency as necessary and may request further investigation of the alleged violation.

Coordination with Law Enforcement

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

Investigations Conducted by Law Enforcement Officers

When law enforcement officers question a student on a topic unrelated to a report of child abuse during school hours the building principal shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during such questioning of a student, the principal may be present.

Child Abuse Investigations Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. For any investigations concerning known or suspected child abuse, school staff shall follow the procedures outlined in board policy instead of the requirements of this policy.

LAKIN HIGH SCHOOL DANCE POLICIES

It is the goal of USD 215 to provide dances for the students of USD 215 as a fun and social activity in which they can come together as a student body. It is a joint responsibility of the administration, dance sponsors, and the students to provide a safe, alcohol- and drug-free environment for students and their guests.

As with all extra-curricular school activities, student attendance at a school dance is voluntary. Students must meet eligibility requirements in order to attend any LHS dance (including Prom). Upon entering the dance, all students and guests, in order to gain attendance, shall agree to following USD 215 and Lakin High School policies and guidelines or otherwise be denied access to the dance.

1. All students and guests wishing to gain admittance to the dance must follow the Lakin High School rules in the student handbook. (This includes, but is not limited to dress code, eligibility, behavior, etc.). Law enforcement can be called for any infraction.
2. Students wishing to bring an outside guest to any dance must submit a guest admission sheet that will provide information about the guest. Administration or sponsor approval is necessary before a guest will be allowed to attend. Students wishing to bring guests must understand that their guest may be denied up to the day of the dance. No guest will be allowed into the dance without filling out an admission sheet. All guests must be under 21 years of age.

The student is totally responsible for getting the admission sheet done and turned in on time so a decision by the administration or dance sponsor can be made in a timely manner.

A. Students who bring guests are responsible for that guest. Any concerns with the guest will result in removal of the person and the student who brought the guest to the dance.

3. No middle school students will be admitted to any dance.

4. All students and guests may be submitted to a random alcohol and drug test. The random process will be determined prior to the dance.

A. Any student or guest who acts suspiciously will be tested immediately no matter what the random process is.

B. Any student or guest who tests positive will be subject to observation and additional testing. If any student or guest continues to test positive, their parents/guardian will be notified and must be picked up. They will not be allowed to drive.

C. Students who continue to test positive will be subjected to the school's drug and alcohol policy.

D. If, at any time, the student or guest becomes disruptive or refuses to be tested, the Kearny County Sheriff's Department will escort the student and/or guest to the sheriff's office for further disciplinary action. Parent(s) or legal guardian(s) will be notified at that time.

5. Students and guests will sign in for all dances. No student or guest will be admitted to the dance one hour after the dance has started unless prior arrangements have been made.

6. Any student/guest that leaves the dance will not be re-admitted unless prior arrangements have been made. Once a student or guest leaves, they must sign out indicating the time that they left the dance.

7. Prom is a very special event and as a result guest restrictions are amended as stated below:

A. Prom is for any junior and senior student and their date/guest. Sophomore servers will also be allowed to attend prom with their date/guest. No other underclass student will be allowed to attend the junior-senior prom unless they are attending as a date of guest of a senior, a junior, or a sophomore server.

It should be noted that these rules are not all-inclusive. Other acts that could disrupt any activities of the dance will be dealt with by the administration or dance sponsor. These rules are a result of a student and faculty committee.

LAW ENFORCEMENT INTERACTION WITH STUDENTS

It is the desire of the school district to cooperate with federal, state, county, and municipal agencies in the enforcement of laws and regulations pertaining to all matters that affect education and the welfare of children. It is paramount that the rights of the school, home, legal authorities, and individuals be clearly understood and protected.

The Kearny County Sheriff's Department, in cooperation with the Kearny County Schools (USD 215 Lakin and USD 216 Deerfield), employs a full time SRO (School Resource Officer) to provide law enforcement assistance to schools. The SRO's first duty is that of a sworn law enforcement officer. The SRO strives to promote a positive interaction with students, parents, faculty, and administrators.

The SRO takes a proactive approach with students to identify those at risk and, if necessary, intervene with appropriate action to build healthy and trusting relationships.

The SRO is granted the authority to assist the principal at the principal's discretion.

The SRO, with school personnel approval, is granted the authority to speak with students in the performance of prevention programs such as DARE and any other prevention program that the School District deems necessary to foster a safe atmosphere for the students and staff. The SRO is also granted the authority to speak with students on matters to include (but not limited to) bullying, hazing, threats, or general safety issues that would not be considered a criminal investigation or result in a student being charged with a crime.

When students become involved with law enforcement at the request of school personnel pertaining to an incident that occurred at school or a school-sponsored activity or pertaining to an incident that could adversely affect the safety of students at school, the SRO will be granted the authority to speak with witnesses and victims of crimes. If a student is being questioned as an alleged suspect in a criminal matter, the following conditions will be met:

1. The SRO or other law enforcement officer must be properly identified.
2. Permission must be given by the principal or designee.
3. A reasonable effort should be made to contact the parents or lawful guardian and give them the opportunity to be present during the interview.
4. The student is to be removed from the classroom by school personnel.
5. The discussion must be conducted in private with the principal or designee present.
6. The student shall be afforded the same rights he/she has outside the school, including the right to be informed of his/her rights, the right to protection from coercion and constraint, and the right to remain silent. The school principal will maintain a record of time, place, persons, and summary of the interview.

Law enforcement will not be allowed to speak with students regarding incidents that occurred off school grounds or does not pertain to the school in any way unless an emergency can be demonstrated. Arrest will be made in accordance with state and federal law and only when a warrant or probable cause exists. State law does grant law enforcement and the State Department of Social Rehabilitation Services (SRS) the authority to speak with students regarding child abuse without parent notification and may be conducted without school personnel present.

LAW ENFORCEMENT INVESTIGATIONS AT SCHOOL

In cases not involving the investigation of known or suspected child abuse, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the principal for such purpose, or in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

Information on criminal conduct shall be turned over to law enforcement officials.

Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason. Parents shall not be notified by school officials when their child is taken into custody by DCF and/or law enforcement as a result of allegations of abuse or neglect. Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible and shall themselves contact the principal with any information they have regarding the child being taken into custody.

SEARCH OF PROPERTY/STUDENTS

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

Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent “or designated representative.”

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.

Someone other than Principal

Any person other than the principal who wishes to search a student’s locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student’s locker or property without the principal’s consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student’s locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited Items

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.

Use of Trained Dogs in Conducting Sweeps

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweep.

Searches of Students

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student’s parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

Documentation

Written documentation of each search shall be maintained by the principal.

(Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent “or designated representative.”)

EMERGENCY SAFETY INTERVENTION BOE POLICY (ESI)

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

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

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

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

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

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

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

Prohibited Types of Restraint

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

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

Training

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

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

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

Reporting Data

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

Local Dispute Resolution Process

The Board of Education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the Board of Education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the Board of Education by providing a copy of the complaint to the clerk of the board and the superintendent.

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.