

**LAKIN  
MIDDLE  
SCHOOL  
STUDENT  
HANDBOOK**

**2023-  
2024**

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**Vision Statements:**

- a. District: Provide a positive culture to develop independent thinkers through community interactions and real-world experiences.
- b. High School: Provide personalized learning and real-world experiences for future success.
- c. Middle School: Reach and inspire every student by providing real-world experiences, developing self-thinkers and promoting a positive team culture.
- d. Grade School: Positive interactions at school and in the community that nurture students' minds.

## **“Dreams Don’t Work Unless You Do”**

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## **GENERAL INFORMATION**

The information that follows in this handbook serves as a resource for students and parents in regards to school and district policies & procedures. Teachers and administrators use this information as a reference as well to help with consistency and effectiveness in working through problems and concerns that arise during the school year. Parents are encouraged to contact their teacher with questions. If the concern is not addressed the next person to contact is the building principal, then superintendent, then board of education clerk to address the board of education.

### **Animals and plants in school-ksa 21-4310**

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. Under no circumstances are animals to be transported on school buses. Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animals to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals. Teachers must be aware of federal and state laws regulating the handling of animals. (Cf.KSA 21-4310). If animals are to be kept in the classroom on days when classes are not in session, the teachers must make arrangements for their feeding, care, & safety. All experiments using live animals must have prior approval of the principal. If a staff member or student has been bitten by an animal, the incident must be reported

immediately to the school office by the supervising teacher. Principals are to assume responsibility to notify authorities to have the animal impounded for observation. Principals will attempt to notify the parents.

## **Assembly behavior expectations**

Students will sit with their homeroom during assemblies.

1. All students should practice good citizenship during assemblies and show their appreciation for the program in the proper manner.
2. Whistling or applauding too long is discourteous and unacceptable.

## **Backpacks/book bags**

Students carrying backpacks or book bags to school will leave those in their lockers after arriving to school in the morning. At the end of the school day, backpacks and bookbags may be removed from lockers to carry home assignments and textbooks.

## **Bicycles**

Students riding bicycles to school are to follow these safety rules:

1. Walk the bicycle on the school grounds and park it in the bicycle rack.
2. Walk the bicycle off the school grounds looking both directions for cars before riding off.
3. Do not ride double.
4. Follow the traffic rules on the street the same as one does driving a car. This includes walking bicycles through crosswalks.

## **Civil rights comprehensive notification for USD 215**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Lakin Schools shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Lakin USD 215 of Lakin, Kansas to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations.

Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

TITLE IX COORDINATOR	SECTION 504 COORDINATOR
Julie Crum	Julie Crum
Superintendent	Superintendent

Lakin USD 215	Lakin USD 215
1003 West Kingman	1003 West Kingman
Lakin, KS 67860	Lakin, KS 67860
620-355-6761	620-355-6761

Title VI, Title IX and Section 504 Complaints can also be filed with the Regional Office for Civil Right.  
Address correspondence to:

U.S. Department of Education, Region VII  
Office for Civil Rights  
10220 North Executive Hills Boulevard  
Kansas City, MO 64153

### **Computer usage guidelines—USD #215**

USD #215 recognizes that there is potential for both illegal and disruptive behaviors associated with unauthorized and unsupervised computer usage. For the purpose of implementing these guidelines, the following infractions will apply:

- Using any other person's file with or without their permission
- Installing unauthorized programs using authorized directories and/or computer

Consequences: in the event that the school district's computer network is damaged as a result of unauthorized computer use, costs may be assessed to the student responsibility.

- First offense: Unauthorized materials unrelated to curriculum will be confiscated until the end of the school year. Loss of computer privileges in all classes for 2 weeks.
- Second offense: loss of computer privileges in all classes for 4 weeks. ISS for one (1) day
- Third offense: loss of computer privileges for the rest of the school year.

### **Emergency Safety Interventions (GAAF)**

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.

The 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.

## **Emergency safety interventions (GAAF-2)**

### **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 communications;
- 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
  - Seatbelts 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 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.

## **Emergency safety interventions (GAAF-3)**

### **Notification and 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.

### **Emergency safety interventions (GAAF-3)**

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 investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings 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 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate

corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

Approved: KASB Recommendation – 3/13; 11/13

## EMERGENCY SAFETY INTERVENTION DOCUMENTATION

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

The purpose of this letter is to inform you that on \_\_\_\_\_, at \_\_\_\_\_ (a.m./p.m.)  
(date) (time)

the need for the use of an Emergency Safety Intervention was required for \_\_\_\_\_.  
(name of student)

***K.A.R. 91-42-1(c) defines Emergency Safety Interventions (ESI) as “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 ESI.” Whenever an ESI is used, the parent(s)/guardian(s) must be informed within (2) school days.***

Type of Emergency Safety Intervention Used: Seclusion \_\_\_\_\_ Restraint \_\_\_\_\_

Duration of Seclusion/Restraint: \_\_\_\_\_ (minutes) Location: \_\_\_\_\_

Name of Staff Member: \_\_\_\_\_ Witnesses: \_\_\_\_\_  
\_\_\_\_\_

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact the building principal if you have any questions regarding this use of ESI.

\_\_\_\_\_  
(Signature of person completing report) (Date)

\*Parent(s)/guardian(s) notified of this incident on \_\_\_\_\_ by \_\_\_\_\_.  
(Date) (Name of staff member)

\*Original provided to Building Principal

\*Copy provided to (Parents/Guardians, Administrative Office)

## Equal employment/educational opportunity Agency

Lakin Unified School District No. 215 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment, its programs or activities. Any questions regarding Lakin USD 215's compliance with Title VI, Title IX, ADA, or

Section 504 may be directed to the Coordinator, who is Superintendent of Schools, Larry Lyder. He can be reached at (620)355-6761, or at 1003 W. Kingman, Lakin, KS 67860. The Assistant Secretary of Civil Rights, U.S. Department of Education is also available.

**OCR VOC/ED Guidelines  
Civil Right Comprehensive Notification  
for Lakin USD 215**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Lakin Schools shall not discriminate on the basis of sex, race, color, national origin, or handicap in the education programs or activities which it operates.

It is the intent of Lakin USD 215 of Lakin, Kansas to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to Julie Crum, Superintendent, Lakin Unified School District [215, 1003 West Kingman, Lakin, KS 67860](#), Telephone 620-355-6761.

Title VI, Title IX, and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address correspondence to U.S. Dept. of Education, Region VII, Office of Civil Rights, [10220 North Executive Hills Boulevard, Kansas City, MO 64153](#).

## **Gift policy**

The giving and receiving of gifts between school personnel and students on school premises or at school-sponsored events is prohibited. A gift is defined as any donation, present, or endowment in the form of cash or merchandise that has a value of more than \$1.00. Class treats, such as soft drinks, candy, gum, cake, cookies, and popcorn, are not included in the definition of a gift. School personnel shall not be permitted to accept gifts from pupils or classes of pupils in class situations. Individual students are not to present gifts to school personnel and are not to collect money in class situations for the purpose of purchasing gifts for school personnel. School personnel are prohibited from giving gifts to individual students or to classes of students in a school situation.

## **Injuries and illnesses**

Parents will be notified in case of injury or illness. First aid will be given for minor cuts, scratches, burns, and abrasions. In case of emergency and when parents cannot be reached, the student will be taken to the nearest doctor or emergency room. Medicine (including over-the-counter medicines

such as Tylenol) will be given only with written consent of the parents and written doctor's order. Medication must be brought in the original container and will be kept in the school office. If dosage change is made, another written doctor's order is required. Parents will provide all medications. Parents should not permit a child to attend school who is afflicted with an untreated infectious, contagious, or communicable disease. It is the parents' responsibility to consult a physician concerning a child's illness and to keep at home any child having a sore throat, fever, skin eruption, or any other sign of contagious illness.

## **Interruption of classes**

Classes will not be interrupted for delivery of messages to students except in case of an emergency. If possible, students should be informed of all appointments and schedule changes before they come to school.

## **Library**

The middle school library is available for use by middle school students. A student agenda is required. Improper behavior may result in denial of library privileges.

## **Lockers**

The school will provide both Academic Hallway lockers and PE lockers for student use. These lockers are school property. Students are encouraged to provide locks for their Academic Hallway lockers, as the school does not provide them. The school will attempt to provide locks for the PE lockers, however, should these locks not be available, students are to provide their own. The loss of a PE lock will result in reimbursement. Students supplying their own locks are encouraged to provide an extra key or combination to their teacher or school office in case of loss or forgetfulness. The principal shall have the authority to search a student's locker at any given time.

## **Lost and found**

Items found or reports of missing items may be turned in to the middle school office. Articles not claimed at the end of the school year are donated to a charitable organization, where appropriate.

## **Lunch and breakfast program**

**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 \$15.00 balance or below will receive a daily notice by email or a paper statement. As per KDHE and Wellness programs, 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. Lakin Middle School observes a closed lunch period. Students, who choose to eat at home, must be picked up by a parent.

## **Mark your belongings**

Each student's belongings, including school supplies, physical education clothes, and athletic clothes should be plainly marked with the student's name.

## **Medication**

The Nurse Practice Act KSA 65-113 et seq., as amended, makes it illegal for school nurses to administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medicine. The law under this statute also prohibits any acts of diagnosis. It is the policy of the Board of Education that the public school should not provide students with aspirin or any other medication. The decision as to whether aspirin is needed is a form of diagnosis, and the dispensing of this medication is a form of treatment. Any school personnel shall not practice unauthorized administration of aspirin or other non-prescription medications.

In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use; but the medical person authorized to prescribe medication must send a written order and the parents must submit a written request requesting the school's cooperation in such supervision and releasing the school and personnel from liability. The medication shall be examined by the school nurse or school employee by the nurse administering the medication to determine in his/her judgment that it appears to be in the original, to be properly labeled, and to be properly authorized by the written order of a licensed medical person. Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless a written doctor's order is provided along with written parent permission to administer. In the administration of medication, the school employee shall not be deemed to have assumed to himself/herself any other legal responsibility other than acting as a duly authorized employee of the school district.

## **School hours**

School hours are from 8:00a.m. To 3:30 p.m. Hallway and classroom doors will be open for pupils at 7:55 a.m. Commons doors will be open earlier during inclement weather. School buses will depart promptly after school dismissal. All bus students are expected to go directly to the buses. All students are expected to leave the school immediately after dismissal unless prior arrangements have been made.

## **School nurse**

The school nurse will visit our school upon request to examine and counsel students with health problems or to administer first aid. Illnesses or injury should be reported to the Principal's office.

## **School visitation**

Parents are encouraged to visit the classrooms. It would be appreciated if visitations would begin after school gets well underway and before the last few weeks of school. At no time are children allowed to visit unless accompanied by their parents. Please arrange appointments through the school office before visiting the classrooms. Upon entering LMS, please stop by the office to check in and pick up a visitor badge.

## **Student health**

Students will be excluded from school when they have any one of the following symptoms: severe cold; severe nosebleed; upset stomach, vomiting, etc.; abnormal menstrual cramps; general malaise (a tired, listless child); suspicion of contagious illness; sudden appearance of unidentified rash; earache; untreated discharge of inflammation of the eyes; pediculosis (infestation with lice); inflammation of the eyes. Office will notify parents if a student is sick.

## **Student health assessments**

The state statutes require those pupils under age nine (9) who are entering a Kansas school for the first time to present the results of a health assessment upon entrance to school. The health assessment must have been conducted within the previous 12 months and conducted by a licensed physician, a person acting under the license of a physician, or by a nurse who has completed the Department of Health & Environment training and certification. The health assessments will be made a part of the student's records and kept confidential.

If proof of current health assessment is not received within two (2) weeks after notification, the student will not be allowed to attend school and may be considered truant until records or proof that student is in the process of receiving the required health assessment have been given to the administrator. All new students to the district, regardless of age or prior attendance in a Kansas school, must supply proof of a current (not over 6 months) negative tuberculin skin test within 7 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 no more than 30 days. Written permission from the student's attending physician will be required for school attendance for positive test results.

### **A Note from the School Nurse**

**We love our students in sickness and in health, but... "is my child healthy enough to go to school today?" Here is a quick reminder of the policy for keeping your child at home.**

## **Student immunizations**

Immunizations set forth by the Kansas Department of Health & Environment are required for each child before attending school.

## Student illness

Please keep your child at home if they have any of the following symptoms:

- Fever greater than 100F. Your child must be fever free without medication for 24 hours before returning to school.
- Diarrhea within the last 24 hours
- Nausea or vomiting within the last 24 hours
- Stomach or abdominal pain
- Sore throat that makes it difficult to talk or swallow
- Frequent or persistent cough
- Appearance/behavior-unusually tired or fatigued, pale, loss of appetite, difficult to awaken, confused and/or irritable
- Eyes-white or yellow drainage from one or both eyes, matted eyes upon awakening, pink or red coloring to the white part of the eye, and eye pain or itching. If your child is diagnosed with pink eye, they must have 24 hours of antibiotic eye drops before returning to school.
- Rash-rash on one or more areas of the body especially if accompanied by itching
- Strep throat-children must have received antibiotics and be fever free for 24 hours before returning to school
- Antibiotics-children on antibiotics prescribed by a doctor must receive the antibiotic for 24 hours before returning to school
- Lice/scabies-children may not return to school until they have been treated and are free of lice and/or nits
- Chicken Pox-children must stay home for 5 days following the onset of blisters or until all pox are scabbed over and dry

\*Please always call our office when keeping your child home sick for the day. This policy also applies to programs, rehearsals, and sports. For attendance purposes, any child missing more than **three** days due to illness will need a doctor's note upon returning to school. Per semester each student is allowed 10 excused absences.

\*Please remember that bringing a child to school with symptoms of a potentially infectious illness puts other children and staff at risk for becoming ill.

Please feel free to call if you have any questions- 355-6191. Thank you for keeping USD 215's Schools' healthy and safe.

Jessica Lohman-Fuller RN/USD 215 School Nurse.

## School insurance

The school will not carry school accident insurance. If insurance is desired, check with the respective school office.

## **Stormy weather**

Parents are encouraged to listen to the radio and television stations for any announcement concerning school activities during stormy weather. If school is dismissed during the school day, it is important that children know what they are to do and where they are to go in the event parents are not home. If individual parent contact cannot be made, the emergency contact stated on enrollment form will be notified. For parents of rural children, a form is to be completed regarding a place in town where the child may stay during stormy weather. Announcements will be made on radio stations, KBUF, KIUL, KJIL, KSKL, KULY, KWKR, and on TV stations, KSNG, channel 11, KBSD, channel 6, and KUPK, channel 13 and on the Lakin Broncs app.

## **Student agendas**

When the school provides student agendas, students are expected to keep it in their possession when the academic portions of the day are in session. Lost agendas must be replaced at the office for \$5.00 for the first replacement and \$10.00 for each one thereafter.

## **STUDENT Identification badges**

The school will provide an identification badge for all students to wear on a lanyard around their neck. The first identification badge will be free. If a student loses theirs they will be charged \$5.00 for the first replacement and \$10.00 for each one thereafter.

## **Student health**

Students will be excluded from school when they have any one of the following symptoms: severe cold; severe nosebleed; upset stomach, vomiting, etc.; abnormal menstrual cramps; general malaise (a tired, listless child); suspicion of contagious illness; sudden appearance of unidentified rash; earache; untreated discharge of inflammation of the eyes; pediculosis (infestation with lice); inflammation of the eyes. Office will notify parents if a student is sick.

## **Student health assessments**

The state statutes require those pupils under age nine (9) who are entering a Kansas school for the first time to present the results of a health assessment upon entrance to school. The health assessment must have been conducted within the previous 12 months and conducted by a licensed physician, a person acting under the license of a physician, or by a nurse who has completed the Department of Health & Environment training and certification. The health assessments will be made a part of the student's records and kept confidential.

If proof of current health assessment is not received within two (2) weeks after notification, the student will not be allowed to attend school and may be considered truant until records or proof that student is in the process of receiving the required health assessment have been given to the administrator. All new students to the district, regardless of age or prior attendance in a Kansas school, must supply proof of a current (not over 6 months) negative tuberculin skin test within 7 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 no more than 30 days. Written permission from the student's attending physician will be required for school attendance for positive test results.

## **Student immunizations**

Immunizations set forth by the Kansas Department of Health & Environment are required for each child before attending school.

## **Technology Policy**

### **Lakin School District Student Technology Handbook Updated: 5/9/2018**

#### **Valid for 2019/2020 School Year**

The Technology Vision of Lakin USD #215 incorporates technology as an integral part of education in order to prepare all students to be confident, effective, and responsible users of technology. As a district, our teachers integrate technology to support many models of teaching and learning, allowing our students to prepare for academics and in career related endeavors for the 21st century to live, learn and work in an international society. This challenge creates technology literate students who adapt to new technologies that are continually developing.

Accommodating students with an individual iPad in a 1:1 environment provides an opportunity to enhance each student's overall learning experience. Utilizing the iPads at Lakin USD #215 gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1:1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever changing technologies.

All iPads remain property of Lakin USD #215 until the student has graduated and are subject to the same acceptable use guidelines as all other Lakin USD #215 School District provided electronic devices. All applications (apps), files and documents stored on the iPad are the property of Lakin USD #215 School District. Lakin USD #215 School District reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy. Students in violation of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, repossession, overnight confiscation, removal of content. In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. Lakin USD #215 School District is not responsible for the financial loss of any personal files that are deleted.

The use of the Lakin #215 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Lakin USD #215 School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Lakin USD #215 School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Lakin USD #215 School District's Student Code of Conduct shall be applied to student infractions.

## **Terms and Conditions**

### **School Responsibilities**

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas.
- Provide Managed Apple ID (not a regular Apple ID) with 200GB of iCloud storage.
- These will be treated similar to school lockers. Lakin USD #215 School District reserves the right to review, monitor, and restrict information stored on or transmitted via Lakin USD #215 School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

## **Parents/Guardians**

### **Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of having an iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).
- Setting up Apple ID if you wish for your child to be able to freely download non-school related apps. This is not a requirement, and left completely up to the parents/guardians.
- Purchasing iPad insurance to protect both the student and school devices (not required but recommended).

## **Student Acceptable Use Policy**

### **Students Responsibilities**

- Using computers/devices in a responsible and ethical manner.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- **Music is allowed on the iPad. However, earbuds/headphones are NOT allowed except with teacher approval.**
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Lakin USD #215 School District’s designated Internet System is at your own risk. Lakin USD #215 School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Lakin USD #215 School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.

- If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to notify the office, and provide the message either via the device or in printed form.
- Returning their iPad to the Tech Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Lakin #215 for any other reason must return their individual school iPad computer on the date of termination.
- Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed.

### **Caring For The iPad**

- Student iPads come with a District case. If a student chooses to replace the cover with a personal case, the case must be pre-approved and meet the necessary requirements and the District case returned to the Technology Department.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad's screen. No harsh chemicals are to be used on the screen as it will deteriorate the screen.
- Defacing of the iPad, including the Lakin USD #215 tag, in any way, are prohibited (stickers, markers, etc). Only labels or stickers approved by the USD #215 School District may be applied to the iPad.
- iPad batteries must be charged and ready for school each day.
- If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad.
- To extend battery life, students should always turn off and secure their iPad after work is completed.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Do not subject the iPad to extreme heat or cold (do not store in vehicles).
- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- iPads that malfunction or are damaged must be reported to the office or Tech Department. The school district will be responsible for repairing iPads that malfunction.
- iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- iPad damage: Students are responsible for any and all damage to the iPads, cords, and covers.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Passcodes are to be used on the devices at all times.
- iPads that are stolen must be reported immediately to the Office and the Police Department.

### **Student Activities Strictly Prohibited**

- **Students CANNOT sync their iPad to a computer!**
- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc
- Internet/Computer Games
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- **Deleting Profiles Installed for School Management**
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Lakin USD #215 web filter through a web proxy.
- Connecting their iPad to a mobile hotspot while in school.
- Purposefully turning off or changing settings to disrupt any communication between a teachers device and a student device (Apple Classroom).
- Cyber-bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment.
- Taking photos, videos or recording with an intent to harass or bully a student or teacher.

### **Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- Plagiarism is a violation of the Lakin USD #215 Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Lakin USD #215 Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### **Student Discipline**

- If a student violates any part of the above policy, he/she will be subject to disciplinary action at the discretion of the principal.

## **PROTECTING & STORING YOUR iPad**

### **iPad Identification**

- Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:
- Record of serial number
- USD #215 Label
- iPad Name

### **Storing Your iPad**

- When students are not using their iPads, they should be stored in a secure location.
- Nothing should be placed on top of the iPad at any time.
- Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed.
- iPads should not be stored in a student's vehicle at school or at home.
- If a student needs a secure place to store their iPad, they may check it in for storage with the office or technology department.

### **iPads Left in Unsupervised Areas**

- Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office or technology department. A student may be charged \$5.00 to retrieve their iPad that has been turned into the office or technology department due to not being supervised.

## **REPAIRING OR REPLACING YOUR iPad**

### **COST OF REPAIRS**

- Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc.
- Insurance is available for purchase through the school with Worth Ave. Group serving as the underwriter of the policy. Premiums are based on which device the student has and what level of deductible is chosen. (See the attached documents for more information.)
- Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost (unless insured).
- To replace lost, damaged or broken chargers it will cost: a.) \$15 for the 30-pin or b.) \$25 for the lightning.
- Lost, damaged or broken cases will cost \$25 to replace.
- Students will have the option to purchase their iPad at the end of their Senior year. The iPads will be prorated according to the duration of time enrolled at USD #215 while leasing the iPad.
- o If a student iPad is broken to the point of replacing the entire device during the USD #215 leasing period, the prorated amount restarts with the new iPad replacement for the student.

### **Blacklisted Apps**

- The technology department will keep a list of apps students are not allowed to have on their devices. At the current time, “Snapchat”, “Wickr”, and “ask.fm” are the only apps not allowed on the devices. As more apps are added to the list, students will be notified via email.
- Facebook, Twitter, Instagram, and Fortnite are among the list of blacklisted app during school hours. Student iPads will automatically hide/show apps during school and out of school.

## **Technology/cell phone violation**

Lakin Middle School will be a cell-phone detox building. Please turn off or put your phone on “airplane” or “do not disturb” mode. Many studies have found a cell phone to be an impediment to learning in class. Cell phone use is a distraction to all members of the class—especially yourself. In addition, cognitive and behavioral scientists have found that electronic devices can erode the ability to concentrate. Notably, the ability to focus is highly correlated with educational and occupational success. Consider this class to be an oasis from your device. USD 215 is not responsible for lost or stolen cell phones, nor do we have the resources to investigate if one is stolen. Students may only use wireless communication devices outside the building before and after school. They may not be used during passing periods or in class, without written administrative permission. If a cell phone/electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if you are caught using it on campus during class time, a staff member may confiscate the device.

All cellphones will be placed in the appropriate assigned sleeve during first hour or remain in the students locker and will remain there throughout the day. Students will be able to get their device back at the end of the day. Failure to do so will result in the following consequences.

Use of a wireless device containing a camera to invade the privacy of, or cause embarrassment to, another person is considered an illegal act. iPods, MP3, CD players may be used at the teachers’ discretion in the classroom only.

Consequences:

- 1<sup>st</sup> offense: Warning
- 2<sup>nd</sup> offense: 3 Days ISS
- Additional offense: 3 Days OSS/3 Days Reverse Suspension

## **Valuables**

Students should not bring large sums of money to school. Items of value should not be brought to school. These items include; cell phones, iPods, skateboards, radios, etc. Lakin Middle School isn’t responsible for lost or stolen items during the school day and during all school activities.

## **Voc/ed guidelines-family education rights and privacy act**

On November 19, 1974, the Family Educational Rights and Privacy Act of 1974, as amended, became law. Under this law, the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the educational records of their children. The following information is being provided in accordance with the Act:

**Types of Education Records Maintained:** The types of education records regularly maintained and directly related to each student includes the following: (a)personal data and family background information, (b)medical and health information, (c)date of school entry, (d)school grades, academic work completed and attendance, (e)transcripts from previous schools attended, (f)school-wide test results, (g)clinical findings from the High Plains Educational Cooperative (if your child has ever been referred to the co-op), (h)school activities, (i)cumulative folders, and (j)suspension and expulsion from school. (Not all of the above records are kept at each attendance center in the district.)

**Parent or Eligible Student\* Access to Records:** You are entitled to have access to the educational records for your inspection & review. The appropriate form for requesting access to the educational records may be obtained from the building principal.

**Right to Copy:** Parents and eligible may have copies of the desired record at a cost charged to the parent or eligible student at 25 cents a page.

**Right of interpretation:** Parents or students have the right to appropriate interpretations of the content of their educational record.

**Directory Information:** The following information is defined as “Directory Information”: name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, sex, honor rolls, name of parent(s) or guardian, people who have had driver education for purposes of insurance discounts, and the most recent previous educational agency or institution attended by the student. This is the kind of information which is released to the public routinely through school publications, school news in the paper, athletic programs, tournaments, and activities and events by the Kansas State High School Activities Association. If you believe that any or all of the above directory information should not be released without prior consent, please respond to the building principal (record custodian) or the superintendent in writing within then (10) days after enrollment of your child.

**Right to a hearing:** You are entitled to a hearing to challenge the content of your child’s educational records. The records may be challenged on the following grounds: (a)the records are inaccurate, (b)misleading, (c)in violation of the privacy and other rights of students, and/or (d)contains inappropriate data. You will be provided an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation of your objection to the contents of such records.

\*Eligible student means a student who has attained eighteen years of age, or is attending an institution of post-secondary education.

## **Attendance**

### **Absences and excuses**

Absence from a class for any reason results in a loss to the student that is irretrievable. It shall be the responsibility of the school principal to guard against absenteeism. The principal will make the final decision in determining all excused and unexcused absences.

Kansas law (KSA 72-1113) states that a child is inexcusably absent from school if absent from all or a significant part of a day without a valid excuse acceptable to the school employee designed by the board of education to have the responsibility for the attendance of such child.

Excused absences include illness, death in the family, medical or dental appointments, prearranged absences by parents, and severe weather. For excused absence make-up work, the student will be given one day for each day missed plus one. Example: three days missed plus one, or four days, will be allowed for make-up work. **For any school activity, if a student is absent the day an assignment is due, the assignment will be handed in when the student returns to class.**

**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 teacher. 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 plus one” rule 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 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.

## **Excessive absence**

Students will be limited to 10 excused absences per semester. Each day your child is absent from school, it does count toward the 10 day limit. If your child does reach 10 days of absence, in order for any further absences to be excused, the absence must be verified by your physician or approved in advance by the administration. 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 as chicken pox, measles, head lice, swine flu, etc.

## **Procedure for excessive absences**

When a student has a total of 7 days of absence, a written communication will be sent to the home stating the number of days missed and the consequences for continued absenteeism. Should the student reach 10 days of absence, a parent/guardian conference may be scheduled to discuss the attendance requirements for the remainder of the semester. Excessive unexcused absences will be reported to appropriate authorities.

## **Truancy**

The building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either D.C.F. (if the student is under the age of 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

A parent will have one of two options to select from when dealing with Truancy, 1.) School will turn over to the County Attorney, or 2.) parent and school will enter into a Truancy Diversion Contract. If the terms of the contract are broken by the parent/student the truancy will be turned over to the county attorney at that point.

### **Involvement of Law Enforcement**

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

### **Reporting to Parents**

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

### **Doctor and dental appointments**

To be excused, all doctor and dental appointments after the 10 day limit, must be verified by an appointment card or a doctor's excuse. 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 ½ day for these appointments.

### **Significant part of the school day**

A significant part of a day will be interpreted to mean one scheduled period. **The school will determine what an excused absence is.** Each student is expected to attend all classes in which enrolled unless the absences are excused by a parent. (All absences will be considered unexcused unless the parent prior to or on the day of the absence, has notified the school that the student's absence is excusable, or upon return to school, the student brings a note signed by the parents explaining the absence.) Notification for pre arranged absence should be given the school as early as possible. A student who leaves school without the parents' permission after attendance is taken will be counted absent/unexcused for the period(is) missed.

In the case of an unexcused absence, the student will be permitted to make up work missed each nine-week grading period on an hour-for-hour basis. Both time and work must be made up.

On days of middle school activities, students must be in attendance FOUR class periods, immediately preceding the dismissal time. Students with a verifiable physician's appointment, court appointment, or funeral attendance may have the four periods waived, provided the student is in attendance immediately after the aforementioned excuse.

Students sent home with head lice will be excused that day plus the following day.

### **Tardies**

Students will be considered tardy, regardless of parent call, unless there is an emergency or medical reason. The individual teacher will handle all other tardies for the remainder of the school day after first hour. Teachers reserve the right to use their own discretion in deciding discipline measures. Failure by students to serve teachers discipline measures will result in automatic ASAP for the following week. Tardies will be cumulative throughout the entire year, not on a quarterly or semester basis. If a chronic absence or tardy situation develops: (1) the teacher, student, principal, and parents will meet to determine what action to take and (2) the situation will be reported to other cooperating agencies.

***First Hour Unexcused Tardies:*** All students tardy to first hour will check their phone in to the office

- 1st - Warning and explanation of expectations
- 2 or more -30-minute Campus beautification/detention for each tardy- That day or the next day- Check your phone into the office

### ***To Class Unexcused Tardies:***

A student is tardy when he or she is not in the classroom or in the teacher's assigned instructional area when the class begins. Tardies are cumulative for each semester and start over at the beginning of the next semester. Students will accumulate consequences for tardies to school (not in class by 8:00 am) and to each class period as follows:

- 1st - Teacher Consequence
- 2nd - Teacher consequence
- 3rd-5th- 30 Minute Detention/Campus Beautification increasing incrementally for each tardy
- 6th- ISS
- Any additional tardies, discipline will be subject to principal discretion

The teacher will notify the office when a tardy occurs. It is the responsibility of the student to obtain the necessary information from teachers with respect to making up the schoolwork missed during absences. To-class tardies are totaled at the end of each week and notices will be sent out to parents at that time letting them know if their child has detention time. Parents can check their child's number of tardies on PowerSchool at any time.

### **Steps to follow when a student is absent**

- Bring a note from a parent or guardian, signed and dated, stating the days of absence and the reason for the absence. Or, parents may telephone the principal or secretary to explain the absence by 9:00 am the day of or the absence will be counted as unexcused. If the office does not receive communication regarding the absence, it will be considered an unexcused absence.

- Doctors notes will be accepted up until 48 hours-2 school days- after the initial absence to be excused. If there is not a doctor's note presented within that time period the absence will be unexcused.
- Complete the assignments missed promptly. Students are responsible for acquiring and completing makeup work.
- Students who have not completed makeup work may be asked to stay after school to complete the work.

For excused absences other than a suspension, students will be afforded two (2) days for the first day absent and one additional day for each subsequent day absent to make up work. When an absence is planned in advance, the student should bring a note from the parent/guardian at least twenty-four hours in advance. The student will be expected to use their agendas to record makeup work assignments. When a student has accumulated three consecutive unexcused, five non consecutive unexcused absences during a given semester, seven unexcused absences in a year or ten total absences in a year the student will be considered truant. Truancy infractions will be reported to the county attorney. All attendance considerations will be left subject to principal discretion.

## Truancy Diversion Contract

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID# \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

### Student:

1. I will report to school every day school is in session from 8:00 AM to 3:30 PM
2. I will meet with the Truancy Officer or person designated by the principal as determined by such person. All appointments will be scheduled in advance.
3. I will maintain passing grades in all of my classes and will attend academic checks with the truancy officer or person designated by the principal as required.
4. I will abide by all school behavioral conditions as set by USD 215 Board of Education.
5. I will successfully complete the "Why Try" program as required.

**Parent:**

1. I/We will ensure that   (student)   meets all requirements of the school.
2. I/We will have weekly contact with the Truancy Officer or person designated by the principal. Meeting may be held in person or via electronic means.
3. I/We may be referred to a parenting class that I/We must complete.

I understand that I have the right to consult with an attorney before signing this diversion contract. I have the right to request a formal hearing and have attorney present. I understand that the school has the authority to submit a truancy case to the County Attorney's Office when it is determined that I am not in compliance with the program requirements. I have reviewed the above and agree to fulfill the requirements of the program.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kearny County Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Truancy Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

**Permit to leave building**

If a student must be absent during any part of the school day and must leave the building, he/she is not to leave the building without first notifying the office.

**Academics****Schedule changes**

7<sup>th</sup> and 8<sup>th</sup> grade students desiring a schedule change must consult with the principal for approval. All changes must have approval by the principal and teachers involved.

**Grade cards**

The first and third 9-weeks grade cards will be picked up by the parents at the Parent/Teacher Conferences. Students whose parents do not attend P/T Conferences may pick up their grade cards on the Monday following conferences. Second 9-weeks grade cards will be distributed to students for home delivery at the beginning of the 3<sup>rd</sup> 9-weeks. Fourth 9-weeks grade cards will be given to students or mailed home.

## **Progress reports**

A paper copy of the mid-term progress report will be given to students or mailed home. It is the students' responsibility to share their progress report with their parents.

## **Achievement recognition**

### **QUARTERLY RECOGNITION**

Principal's Honor Roll-Student must receive all "A's".

Teacher's Honor Roll-Student must have a "B" average.

### **ANNUAL RECOGNITION**

#### **Overall Academic Achievement Award**

This award is for students in the 8<sup>th</sup> grade who have received all A's each semester for the past 4 years.

#### **Academic Achievement Award**

This is an award for students who receive an A for each 9 weeks in a given class. A student may receive more than one "Academic Achievement Award" per year.

## **Academic eligibility-**

**If a student becomes ineligible they will have to check their phone into the office before school each day or until they become eligible.**





LMS students must pass seven courses in order to be eligible to participate in extracurricular activities each nine weeks. However, it is the policy that student athletes keep their grades up as LMS will be enforcing the weekly eligibility policy with one week probation. Any **student**/athlete who is failing (has a 69% or below), will be placed on probation. The second week if the student receives a "D" or "F" in any class (including the probationary subject) that student will be ineligible. Eligibility runs Monday 9:00 a.m. through Monday 9:00 a.m. It is permissible for ineligible students to practice with teams, after ASAP, but they may not dress/participate/travel for games or meets/activities. Additionally, if a student finds themselves on the ineligible list for any three weeks during the sports season they are currently in, they will be removed from that team or sport. All ineligible students, athletes or not, will not be allowed to attend any home or out of town competitions. They also cannot attend pep rallies, assemblies or dances while they are ineligible.

Character Eligibility- This will also run Monday through Monday: In addition to academic eligibility students will be held accountable in regards to their daily character to be eligible to participate in extracurricular activities.

- Students who have acquired three or more tardies throughout the week up to the point of the activity will not be eligible for participation in that event that week. If the third tardy occurs after the event, they will be ineligible for the next week's activity.
- Any student who has an unexcused absence that week will be ineligible to participate. If the unexcused absence occurs after an event, they will be ineligible for the next week's activity.

- Students who have acquired two or more office referrals in regards to classroom behavior will be ineligible to participate in that week's activity/activities..
- A student who is absent during any part of any period on the following day after an away event will not be allowed to participate in the next event. The only exceptions to the above regulations are written doctor and dentist excuses, teacher-verified involvement in other school activities, court-ordered appearances or a death in the family.

## STUDENT PERFORMANCE EXPECTATIONS

STUDENT EXPECTATIONS	Exemplary (4)	Meets Expectations (3)	Needs Improvement (2)	Unsatisfactory (1)
<b>ASSUMES RESPONSIBILITY FOR LEARNING</b> 	Student is always prepared and eager to learn	Student is usually prepared and eager to learn	Student is frequently unprepared for class and not ready to learn	Student is usually unprepared for class and not ready to learn
<b>PAYS ATTENTION IN CLASS</b> 	Student always follows directions and engages in curricular instruction	Student usually follows directions and engages in curricular instruction	Student frequently does not follow directions and does not engage in curricular instruction	Student usually does not follow directions and does not engage in curricular instruction
<b>USES TIME WISELY</b> 	Student always stays on task and works to learn	Student usually stays on task and works to learn	Student frequently does not stay on task and does not work to learn	Student is usually off task and does not work to learn
<b>ASSUMES RESPONSIBILITY FOR BEHAVIOR</b> 	Student is a role model for others to follow for learning	Student usually displays behavior that is conducive to learning	Student frequently displays behaviors that are disruptive to learning	Student usually displays behaviors that are disruptive to learning

If a student finds themselves ineligible, after the probation week, they will have a mandatory one hour After School Academic Probation (ASAP) (3:30-4:30) on **the Tuesday and** Wednesday of that

week. In addition students who are ineligible will have a closed lunch during flex lunch and report to the appropriate ASAP room for the entirety of the week. Students will have 1 probation week per nine weeks. Parents will be responsible for transportation of their students if they are in ASAP. If a student does not show up on their own accord they will be reported as truant and their time will be doubled (they will serve the following Tuesday/Wednesday as well, regardless of activity involved in). If a student finds themselves on the list, they will have a Student Plan of Improvement assigned to them, which outlines the steps necessary to become eligible for the next week.

**PARENTS:** Please rest assured that it is our (coaching, staff, administration, USD 215) intent to develop the total student-athlete. We expect all athletes to conduct themselves with the utmost respect in and out of the classroom. Academics must come first!! The administration and coaching staff will use our best judgment in dealing with individual situations as they arise.

## **Academic dishonesty**

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

## **Promotion policy**

It is our desire at LMS that all students succeed. We also recognize that student success is measured by a variety of both objective and subjective factors. To that end, students at LMS will be eligible for promotion to the next grade level when they successfully meet the following criteria:

Students have demonstrated they are DEVELOPMENTALLY ready for the next grade level in areas such as Organizational Skills, Maturity, Study Skills, and Motivation.

Students have demonstrated they are ACADEMICALLY ready for the next grade level. This will be determined by an examination of Classroom Grades, State Assessment Scores, and National Norm referenced assessments. Students not demonstrating the appropriate level of achievement will be ineligible for promotion to the next grade level.

Student not demonstrating adequate/appropriate levels of achievement in any of the above may:

- Be promoted with specific, mandatory remediation interventions in place for the following year
- Be required to pass computer based coursework in core subject areas where credit was not earned.
- Be retained

The final decision will be based on teacher/principal documentation and teacher/principal recommendations.

## **Withdrawal from school**

In order for all necessary records to be completed, parents or legal guardians must 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 turn in all books, pay all bills and complete a student withdrawal form signed by all teachers on the last day of attendance before leaving school. The completed withdrawal form must be turned into office personnel before leaving school.

## **Activities**

### **Kansas state high school activities association eligibility**

K.S.H.S.A.A. requires that any student who does not pass at least six (6) classes in a semester is automatically ineligible to participate in any activity governed by the Activity Association for the entire proceeding semester.

### **Non-academic eligibility**

#### **Conduct of athletes during the season**

The head coach of each sport is responsible for determining and announcing the official start and end of the sport season as determined by KSHSAA regulations.

The coaches of each sport shall handle all incidents within that particular sport in accordance with team rules and school activity policies. All suspensions shall be discussed by the principal and athletic director.

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.

If a student is "cut" from one sport, eligibility to participate in another sport during that season will be at the discretion of the coaches of that particular sport. An athlete who quits a sport will not be allowed to take part in another sport until the termination of the former sport. Termination of the sport would include postseason play.

### **Athletic and activity drug and alcohol policy**

First offense: student loses ten percent of scheduled season in the activity

Second offense: Student will not be allowed to participate in current activities for the remainder of the sports season

Third offense: Students will not be allowed to participate in activities for the rest of the year. If a student of his or her own volition and expense becomes a participant in a chemical dependency treatment program, student may be certified for reinstatement in KSHSAA activities after a minimum period of six weeks suspension from activities.

### **Activity transportation**

LMS students participating in off-campus activities will ride the transportation provided by the district to the event. Students will be released to parents or direct family members only, for

transportation from the event when the district Liability Waiver has been processed with the sponsor.

## **Cheerleading**

LMS Cheer Squads shall consist of no more than 8 cheerleaders. The principal and cheer coach shall provide specific tryout procedures in the spring prior to a new school year. If a student is unavailable to cheer upon the start of a new school year, the principal shall have discretion to either leave that spot empty and/or fill that spot with a student that tried out and was next on the cut list.

## **Student expectations**

**All of the policies are per principal discretion, based on the severity of the infraction.**

### **Positive behavior support**

The focus on enforcing expectations through modeling positive values is at the core of a climate that is welcoming and safe for all students. The following values are visible through every action at LMS.

- Be respectful
- Demonstrate integrity
- Be safe
- Be responsible
- Be involved

In addition to the above qualities, each month students will be guided through discussions on a “word of the month,” such as loyalty, compassion, cooperation, etc. Each month students will be encouraged to grow themselves

### **Dress and appearance guidelines**

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 general atmosphere of the school must be conducive to learning. Outdoor apparel such as headgear, sunglasses, gloves, coats, etc. are to be removed upon entering the building and stored in the locker or other designated areas. Gang apparel or any apparel that signifies gang affiliation may not be worn in school. Wearing any clothing or apparel in a manner that signifies gang affiliation may not be worn in school. Wearing any clothing or apparel in a manner that signifies gang affiliation is not permitted, including all home and away school activities.

The basic guidelines are neatness, cleanliness, and good taste based on the principles of common sense, such as the following:

1. A belt must be worn with loose fitting long pants or shorts.
2. A shirt must be worn over or under sleeveless shirts with loose fitting arms, this includes spaghetti strap styles. (2-3” or three fingers wide)
3. Shirts must touch the waistband at all times of long pants, shorts, or skirts.
4. Shorts, dresses, or skirts will be at the discretion of school personnel.

5. Hair should be neat, clean and of natural color. Highlights are permitted with good taste and common sense. Hair dyes deemed to be of an extreme nature shall be dealt with on an individual basis.
6. Tattoos that are visible and deemed offensive in nature or promoting anything illegal shall be covered during school hours.
7. Body piercings that interfere with the educational process shall be prohibited.
8. Shoes shall be worn at all times with common sense. No house shoes or slippers.
9. Undergarments should not be visible

The dress and appearance guidelines will serve in helping students and parents determine what is appropriate for school. Inappropriate dress includes, but is not limited to, the following: clothing, jewelry, or appearance that presents a physical danger to the health or safety of him/herself or others; evidence of obscenity and/or indecent or immoral appearance; appearance that presents a distraction to the educational process; evidence of commercial advertisement of alcohol, drug, or tobacco related products; hats or other headwear-this includes bandanas-worn inside the building, during the school day, except in conjunction with approved 'Spirit Week' activities; clothing which displays undergarments or parts thereof, shorts that are not visible when standing due to shirts or jackets that are of an oversized nature; clothing which displays evidence of gang related style, symbols, race superiority, bedtime/sleepwear attire including slippers. School district employees shall make the final determination regarding the appropriateness of a student's appearance. Clothes cannot be taped, stapled or pinned in order to meet the guidelines. The principal will have appropriate attire for students to wear if they choose to break school policies.

### **Code of student behavior**

Students at Lakin Middle School have a responsibility to maintain a standard of behavior that fosters respect for each person. Students will be held responsible for understanding and complying with the following code of student behavior:

1. Attend school on a regular basis.
2. Make every possible effort to complete work assigned and makeup work missed due to absences in order to complete the required course of study.
3. Report to class on time every day unless ill or excused.
4. Respect themselves and others at all times, whether in the classroom, hallway, on school grounds, at school sponsored activities (home or away), and on the way to and from school activities. This includes:
  5. Threatening or bullying behavior, either verbal or physical
  6. The use of profane or vulgar language or the making of obscene or suggestive behavior
  7. The possession, use, or distribution of tobacco, narcotics, alcohol, knives, weapons, pornography, or other contraband
8. Understand and respect the role and authority of the principal and teachers.
9. Comply with building and classroom rules and regulations as they have been established.
10. Respect and treat appropriately all school property. This includes, but is not limited to: actions which deface, damage, destroy (inclusive of possession/use of fireworks on school grounds), possession of matches/lighters and sunflower seeds within the MS building.

The teacher will deal with infractions of classroom rules. More severe or repeated behavior problems will be referred to the principal and the appropriate consequences will be determined.

### **After school detention rules**

1. Students will bring something to work on or something to read.
2. Student will be **REQUIRED** to stay busy!!
3. Detention will be from 3:30 to 4:00pm. and/or from 7:30 to 8:00 a.m.
4. There will be **NO TALKING** during detention time!!
5. If detention rules are broken, the teacher in charge may extend the detention time that particular day or issue an additional day of detention.

### **Consequences for missing a detention**

Students who intentionally skip detention shall serve a 1 hour detention in the principal office or designated place.

### **In-school suspension procedures**

1. Students will gather their own class work from each teacher prior to serving the I.S.S.
  2. Students may work on homework or read.
  3. Students may not leave the I.S.S. room during a passing period.
  4. Lunch will be brought to the I.S.S. room.
  5. If a student is caught sleeping, another day of I.S.S. will be added.
- When a student is in I.S.S they may not attend any and all USD 215 activities to include practice, home or away activities.

### **Bullying, harassment, intimidation, and threats**

Lakin USD #215, in its desire to provide a safe environment for all students, will not allow students to bully, harass, intimidate, or threaten other students with any actions that may cause physical and/or emotional stress that interferes with the students and the district's learning environment. Bullying, harassment, intimidation, and threats may include, but are not limited to, the following: any expression written, verbal, graphic or physical (including electronically transmitted acts) that can reasonably be perceived as being motivated by race, color, religion, gender, sexual orientation, or physical/mental/sensory disability; disturbing or tormenting either singularly or in a group (slurs, rumors, jokes, innuendo's, pranks, gestures), overt or implied threats to cause physical/emotional harm; or any action that cause the other person(s) to fear or be afraid for his/her person while at school or attending school activities.

Since bystander support of bullying, harassment, intimidation and threats can encourage these behaviors, the district prohibits both active and passive support for these actions.

If a student is found guilty of bullying, harassment, intimidation and/or threats the following consequences will be followed:

1. First Offense-the student will be warned, the parents will be notified.
2. Second Offense-the student may be suspended from school from 1-5 days and placed on probation for 30 days.

3. Third Offense-the student may be suspended from school from 5-10 days and placed on probation for the rest of the nine weeks or semester whichever is longer.
4. Fourth Offense-the student may be suspended or expelled from school for the remainder of the semester or school year. Assurances by the student and his/her parents must be made before the student will be allowed to re-enroll in the school system following completion of the suspension/expulsion.
5. Any or all of the steps may be skipped depending on the severity of the incident. Law enforcement may be notified at any step.
6. Students should be aware that legal action may be initiated by the person offended. False reports, reprisal, or retaliation will constitute a violation of this policy.

The school district may incorporate information regarding this policy into all district handbooks, along with student handbooks. The district will develop a process for discussing this policy with staff and students on an annual basis.

### **Reporting procedures for bullying**

Below are several ways to report bullying:

1. Verbally tell an adult at school.
2. Write it down on a note and pass to an adult.
3. Send an email or text message (outside the school day) to an adult.

### **Suspension and expulsion**

The board of education extends its authority to suspend and expel any student 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-house or out-of-school suspension. A pupil or student may be expelled or suspended if guilty of one or more of the following:

- a. Willful violation of any published regulation for student conduct adopted or approved by the board of education,
- b. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school,
- c. Conduct which substantially impinges upon or invades the rights of others, or
- d. 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, or
- e. Disobedience of an order, teacher, peace officer, school security 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 rights of others.

**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 class-work 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.

### **Hearing**

No suspension shall extend beyond the current school semester to 90 school days and no expulsion shall extend beyond the current school year to 186 school days. A suspension may be for a short term not exceeding five days, or for an extended term exceeding five school days.

Except as hereinafter authorized, no suspension for short term shall be imposed upon a student without giving the student notice of the charges and affording the student a hearing thereon. The notice may be oral or written and the hearing may be held immediately thereafter. The hearing may be conducted informally but shall include the following procedural due process requirements: (1) the right of the student or pupil to be present at the hearing, (2) the right of the student or pupil to be informed of the charges, (3) the right of the student or pupil to be informed of the basis for the accusation, and (4) the right of the student or pupil to make statements in defense or mitigation of the charges or accusations.

A short-term suspension may be imposed upon a pupil or student forthwith, and without affording the pupil or student or the parents or guardians, thereof a hearing if the presence of the pupil or student endangers other persons or property or substantially disrupts, impedes, or interferes with the operation of the school. A written notice of any short term suspension and the reason therefore shall be given to the pupil or student involved and to the parents or guardians thereof within 24 hours after the suspension has been imposed and, in the event the pupil or student has not been afforded a hearing prior to any short term suspension, an informal hearing shall be provided as soon thereafter as practicable but no later than 72 hours after such short term suspension has been imposed.

No suspension for an extended term and no expulsion shall be imposed upon a pupil or student until an opportunity for a formal hearing on the suspension or expulsion shall be afforded to the pupil or student. A written notice of any proposal to suspend for an extended term or to expel and the charges upon which the same is based shall be given to the pupil or student proposed to be suspended or expelled and to the parents or guardians thereof. Any notice of a proposal to suspend for an extended term or to expel shall state the time, date, and place that the pupil or student will be afforded an opportunity for a formal hearing, and the hearing shall be held not later than ten (10) days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under KSA 72-8903.

Upon the conclusion of any formal hearing which results in a suspension for an extended term or an expulsion, the person or committee who conducts the hearing shall make a written report of the findings and results of the hearing. The report shall be directed to the board of education of the school district and shall be open to the inspection of the pupil or student who is suspended or expelled and if the pupil or student has not attained 18 years of age, to the parents or guardians and counsel or other advisor of the pupil or student. If the pupil or student has attained 18 years of age, the report shall be open to the inspection of the parents or guardians and counsel or other advisor of the pupil or student only with written consent of the pupil or student.

Whenever any formal hearing results in suspension for an extended term or expulsion, the person or committee conducting the hearing may make a finding that a return to classes by the student or pupil, pending any appeal or during the period allowed for notice of appeal, is not reasonably anticipated to cause continuing repeated material disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others, in which case the student or pupil may return to regular classes until the period for filing a notice of appeal has expired with no notice filed, or until the determination of any appeal if a notice of appeal is filed. Whenever the person or committee conducting a hearing fails to make the findings specified, the report of the hearing shall provide that the suspension shall continue until appeal therefore is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

Whenever any written notice is required under this act to be given to parents or guardians of any student or pupil, it shall be sufficient if the same is mailed to the residence of the parents or guardians at the address on file in the school records of the student or pupil. In lieu of mailing the written notice, the same may be personally delivered.

## **Due process**

In the event of suspension or expulsion, the student has the right to a formal hearing as described in the current board policy.

## **Reporting to department of motor vehicles**

Whenever a pupil 13 years or older is expelled from school or long-term suspension for:

- Possession of a weapon at school, on school property, or at a school activity; or
- Possession, use, sale or distribution of an illegal drug or controlled substance at school, or on school property or at a school activity; or
- Behavior at school, on school property, or at a school activity, which resulted in, or was substantially likely to have resulted in, serious injury to others.

The principal or superintendent shall give written notice of the explanation of the expulsion or suspension to the division of vehicles of the department of revenue. The report shall include the pupil's name, address, date of birth, and driver's license number (if available).

## **Weapons and dangerous instruments**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. This policy also includes any type of laser pointer.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

As used in this policy, the term “firearm” means any weapon (including a starter gun) 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, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

## **Sexual harassment**

District employees shall not sexually harass, or knowingly permit sexual harassment of a student by another employee, student, non-employee, or non-student on school premises or at school-sponsored activities. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action, including but not limited to, possible termination of an employee or disciplinary action against the violator(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board of education. Retaliation against anyone who participates in an investigation shall not be knowingly permitted.

Sexual harassment may include, but not limited to the following:

- Unwelcome sexually oriented communication;
- Subtle pressure or requests for sexual activity, persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship creating a hostile school environment;
- The use of innuendo or overt or implied threats, unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student’s grades or status in any activity;
- It may include but is not limited to the following: any expression written, verbal, graphic or physical (including electronically transmitted acts) that can be perceived as sexual harassment
- Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should immediately discuss the problem with his/her principal or another certified staff member. Initiation of sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student’s complaint shall not adversely affect the status of any student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

Students who have been accused of sexual harassment will remain in school until the investigation has been completed if there are no extenuating circumstances such as a fight.

If a student is found to be guilty of sexually harassing another student or faculty member, the following procedure will be followed:

1. **First offense:** The student will be warned and the parents will be notified. The incident will be documented and filed in the principal's office.
2. **Second offense:** The second offense will result in a 1 to 3 day in or out-of-school suspension and the parents will be notified. A parent/principal meeting may be appropriate.
3. **Third offense:** The third offense will result in a 3 to 5 day in or out-of-school suspension and a conference with the parents.
4. **Fourth offense:** Expulsion proceedings will be initiated.

Any or all of the steps may be skipped depending on the severity of the incident. Students should be aware that legal action may be initiated by the person offended.

## **Drug and alcohol abuse policy**

### **Drug free schools**

Maintaining drug free schools is important in establishing an appropriate learning environment for the districts' students. The unlawful possession, use, or distribution of illicit drugs, drug paraphernalia, and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

### **Student conduct**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illegal drugs, controlled substances, drug paraphernalia, 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 the following sanctions:

**First offense-**A first time violator shall be subject to the following sanctions;

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

**Second offense-**A second time violator shall be subject to the following sanctions:

- c) A punishment up to and including long-term suspension;
- d) Suspension from all district activities for a period of not less than one semester or four months;
- e) Students 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 board clerk.

**Third and Subsequent Offenses**-A student who violates the terms of the policy for a third time, and any subsequent violations, shall be subject to the following sanctions:

- f) A punishment up to and including expulsion from school for the remainder of the school year;
- g) Suspension from participation and attendance at all school activities for the year;
- h) 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 a drug and alcohol education and rehabilitation program at an acceptable program.\*

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. *\*In the event a student agrees to enter into and complete a drug education and rehabilitation program, the cost of such program will be borne by the students and his or her parents.*

A list of available programs along with names and addresses of contact persons for each program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance is mandatory.

## **Tobacco**

The use and/or possession of tobacco products, including electronic cigarettes, by students K-12 is prohibited at all times on school property. A student shall not knowingly possess or use tobacco in any form, including electronic cigarettes, in or on school property during and immediately before or immediately after school hours, at any time when the school is being used by any school group, or off school property when such student is a participant in a school activity, function, or event.

A student who violates the policy will be subject to the following:

**First offense:** 0-3 days in or out-of-school suspension, parent notification, and parental assistance requested.

**Second offense:** 3-5 days in or out-of-school suspension, conference with parents and suggested that the student attends and completes a tobacco use cessation clinic, at the student's/parent's expense.

**Third offense:** 5-10 day in or out-of-school suspension and conference with parents and required that the student attends and completes a tobacco use cessation clinic, at the student's/parent's expense.

**Fourth offense:** 5-10 day out-of-school suspension and possible hearing for a long-term suspension.

## **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), employ a full time SRO (School Resource Officer) to provide law enforcement assistance to the 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 to 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 students and staff. The SRO is also granted the authority to speak with students on matters to include but are 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 the 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 legal 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 anyway 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.

## **Search of property and students**

### **Application of policy**

Students are entitled to the guarantees of the fourth amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of student and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol, and other material (contraband) in violation of school policy or state law. Students who bring contraband on school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effect stemming from the contraband. School property shall remain under the control of school officials and shall be subject to search. The administration may utilize canines and metal detectors (magnetometers) as provided in the administrative procedures.

### **Definitions**

For purposes of policy and these administrative procedures, the following definitions are applicable: “Contraband” is all substances or material, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons, and incendiary devices.

“Reasonable cause” is the standard for a search on school property or at school-related events which is based on a the school official’s specific reasonable inferences which he/she is entitled to draw from the facts in light of the school official’s experience. Specific reasonable inferences may be drawn from instances including but not limited to a tip from a reliable student, suspicious behavior which suggests that contraband is present, a smell indicating the presence of the contraband or a bulge in a pocket, etc. Reasonable cause should not be based on mere hunch.

### **School property**

Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

### **Personal searches**

A student’s person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present when feasible. If extreme emergency conditions require a more intrusive search of a student’s person, such a search may only be conducted in private by a school official of the same sex, with an adult

witness of the same sex present, and only upon the prior approval of the superintendent, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

### **School property search procedures**

If a school official has reasonable cause to believe that contraband is present, he or she may institute a search. Although the following procedures for a search are suggested, they are not mandated because the circumstances for each search may vary. The student should ordinarily be required to be present and asked to consent to the search. If after being informed of the basis for the school official's reason to search the student does not consent and the circumstances permit, the student's parents or guardian should be called and informed of the circumstances. If the parent or guardian will not consent to the search, the school official may proceed with the search, contact security, or if necessary, call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his/her effects should be conducted out of the presence of other students.

### **Use of canines**

The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is probable cause to believe the student possesses contraband on his/her person. The canine must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for a further search by school officials.

### **Use of metal detectors (magnetometers)**

Weapons of any nature on school property or at school functions are prohibited by school policy and state law. The presence of weapons is inherently dangerous to all persons in the school setting. When the administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at a school, the administration is authorized to use stationary or mobile metal detectors.

If a metal detector is to be used in a particular school, the students will be notified via the loudspeaker, at an assembly, or by similar means of its use. On the day of its use signs will be posted to warn students that each student will be required to submit to a screening for metal as a condition of entering or continuing attendance at school. When a metal detector is being used students will be allowed to use only the entries or continuing attendance at school. When a metal detector is being used students will be allowed to use only the entries designated. If a metal detector activates on a student, the student should be asked to remove metal objects from his/her person and walk through or be scanned again. If, after the removal of other metal objects and a third activation by

the metal detector on the student, the student should be taken to a room out of view from the other students where the procedures suggested for a search would be applicable.