

**2019-2020 Fort Scott High School  
Student and Parent Information Guide  
1005 S. Main Street  
Fort Scott, KS 66701  
620-223-0600**

**USD 234 Mission Statement:** USD 234 will lead in the **SUCCESS** of **EACH** student in becoming **INDEPENDENT**, **RESPONSIBLE**, and **PRODUCTIVE** global citizens.

**Fort Scott High School Mission Statement:** The mission of Fort Scott High School is to develop student potential for success by teaching citizenship and skills for life-long learning.

**Staff Names and Phone Numbers**

Amber Toth, Assistant Principal – 620-330-1995  
TBA, Assistant Principal –  
Jeff DeLaTorre, Activities Director – 620-644-8207

USD 234 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent, 424 S. Main Street, Fort Scott, KS 66701, telephone: 620-223-0800

**Absences/Tardiness**

Parents/guardians are asked to call the office whenever a student is absent (speak only with an adult). If a parent/guardian is unable to call, a signed note should be sent with the student when he/she returns to school. If parents make no contact with the office, the absence is considered unexcused (after 48 hours). Students with unexcused absences will not be allowed into class without an admission slip from the office. In addition, students with unexcused absences are subject to disciplinary action, as well as notification to the county attorney. Students who miss school may be asked to present documentation, i.e., doctor's note, etc.

Excused/Unexcused Absences

The definition of an "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school-sponsored activity or course;
- Absences prearranged by parents and approved by administration; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories may be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Examples of Unexcused Absences

- Car trouble before school or after lunch with no parent confirmation
- Oversleeping without a parent phone call
- Remaining on school grounds and not reporting to assigned class
- Being late to class more than 10 minutes without a documented excuse

Ten-Day Cap on All Absences

Absences documented by doctor notes are not subject to a 10-day cap. After a student misses 10 days in any class, he/she must make up the missed time. Example: If a student misses a full period of time on the eleventh day of absence, the student will need to make up one hour of time, etc. Students may make-up this time in detention.

Extracurricular Attendance Policy

Students who miss any class for any reason without prior approval are ineligible to participate in activities (practices games, programs, banquets, etc.). Activities that require participation for a grade are not subject to this policy.

School Messenger

If a student is reported as unexcused at any time during the day, an automated call will be sent at 9:00 a.m. and 5:00 p.m. to the parent/guardian. Parents should call the school office to clear up any mistake that may have been made or to discuss the unexcused absence.

Disciplinary Procedure for an Unexcused Absence

When it has been determined that an absence is unexcused, the following action may be taken:

- First Offense Unexcused – Detention (one block) or ISS assignment (two or more periods)
- Second Offense Unexcused – 1-3 days ISS
- Third and more Offenses Unexcused – Individual plan set up by administration, student, parent (i.e. detention, ISS, OSS, etc.), parental conference required.

Tardy Policy

Teachers will issue detentions as follows for students recorded as late:

- Three tardies = 30-minutes detention
- Four tardies = 60-minutes detention
- Five tardies = 60-minutes detention, teacher initiated parent contact and an unexcused absence
- Six tardies = Unexcused absence, parent conference with administration, and initiation of board approved truancy policy.
- Seven or more tardies = 1 day ISS. Each tardy above seven (10 tardies = 3 days ISS, etc.)

Student tardies start over at zero at the beginning of each semester. Students who are late by ten minutes or more to class will not be allowed into class without an office pass.

Students involved in extracurricular activities who are ten or more minutes late to any class will not be allowed to practice or participate that day.

**Academics**

Required Courses for All Students:

**FRESHMEN:** English I, Physical Science, Math, Health/PE

**SOPHOMORES:** English II, Biology, Math  
Beginning in 2020-21 required courses: English II, Biology, Math, World Studies

**JUNIORS:** English III, Science, Math, Speech (may choose to take senior year)  
Beginning in 2020-21 required courses: English III, Science, Math, American History II, Speech (may take senior year)

**SENIORS:** English IV, Business/Personal Finance, Speech (if not taken junior year)  
Beginning in 2020-21 required courses: English IV, Constitution, Speech (if not taken junior year)

2019-20: One unit of fine arts must be taken at FSHS.  
Beginning in 2020-21 required courses that must be taken at FSHS:  
One-half unit Business/Personal Finance (sophomore to senior year)  
One unit of fine arts (freshman to senior year)

#### Grades

Students receive a grade card at the end of each nine weeks.

Grading Scale:

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

#### Incomplete Grades

Incomplete grades for unfinished course requirements must be removed within one week after the close of the nine-week grading period. If the material is not handed in, the incomplete grade will be changed to an "F" on school records. Exceptions may be made in case of a severe health problem.

#### Grade/Activity Policy

Students who need to miss school for an activity must have a "C" or better in the class to be missed. Students making below a "C" are ineligible unless permission is given from the teacher or the administration.

#### Honors Banquet

Eligible students must have a cumulative GPA of 3.5 or above at the end of the third quarter. Students receive an academic letter and/or a bar.

#### Plus 5 Celebration

Students are eligible whose third quarter GPA is .5+ above their cumulative GPA. (Example: cumulative GPA 2.5, third quarter GPA 3.2. This student raised the GPA .7 so the student is eligible for the Plus 5.)

### **Acceptable Use Guidelines**

#### Purpose

The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new

concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet.

#### Acceptable Use Guidelines

Users shall adhere to the following guidelines of acceptable use:

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

#### Prohibitions

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

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Education Rights Act or Student Data Privacy Act.
- Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

#### Monitoring

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

#### Internet Safety

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act,

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

**Penalties for Improper Use**

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

**Activities at FSHS**

If you are interested in an activity, you can contact the office or the coach/sponsor listed below:

Art Club	Ellen Kendrick
Baseball	Josh Regan
Basketball (boys)	Jeff DeLaTorre
Basketball (girls)	Pechone Stepps
Cheerleading	Kristin Duffy
Cross Country	Tracey Bogina
Dance Team	Amy Drake
Debate	Angela Curran
Ed Rising	Bert Lewis
FBLA	Morgan Sage
FFA	Kyle Parks
Football	Bo Graham
Forensics	Angela Curran
Global Culture & Diversity	Polly Mayberry
Golf (boys)	Ken Klassen
Golf (girls)	Julie Heatherly
Interact Club	Tami Campbell
Key Club	Bert Lewis
Musical/Play	Angie Bin
National Honor Society	TBD
Physics Club	Mark Spore
PRIDE	Angie Bin
Scholars Bowl	Bert Lewis
Science Club	Julie Heatherly/ Linda Houston
Skills USA	Michelle Laubenstein
Soccer	Gary Floyd
Softball	Danny Renfro
Student Council	Bert Lewis
Tennis (boys)	Lynn Barr
Tennis (girls)	Allison Gorman
Thespians	Angie Bin

Track (boys)	Jeff Armstrong
Track (girls)	Tracey Bogina
Volleyball	Jacy Walker
Wrestling	Alvin Metcalf, Jr.

**Activity Period**

Students enhance classroom instruction and learning in Activity Period by receiving additional assistance from teachers, completing make-up work, studying and researching in the Media Center, participating in enrichment activities, and completing homework assignments. It is also used for assemblies, counseling, conferences, and necessary administrative activities.

To leave during Activity Period, agendas must be signed by both the teacher with whom students have an appointment and their Activity Period teacher. Receiving teachers should not accept any student who failed to get a signature prior to Activity Period. Students who forge signatures or fail to report to their designated teacher will be issued disciplinary consequences, including possible restriction to Activity Period.

Club Schedule (during activity period)

- Group 1: History, Science, NFL
- Group 2: FBLA, FFA, Physics
- Group 3: Interact PRIDE, Ed Rising, Art
- Group 4: NHS, Thespians, Global Diversity, Key

**Activity Trips**

Parental permission slips must be signed in advance of the trip. Students must use school transportation to and from the activity. Students may ride home with a parent/guardian with prior approval or if the parent personally takes responsibility for the student after an activity.

**ACT Test Dates Offered at FSHS**

- Sept. 14, 2019
- Oct. 26, 2019
- Dec. 14, 2019
- Feb. 8, 2020
- April 4, 2020
- June 13, 2020

**ALICE Procedure**

Purpose

An active shooter or armed intruder on school property involves one or more individual's intent on causing physical harm and/or death to students and staff. Such intruders may also possess a gun, a knife, a bomb, or other harmful device. An active shooter or armed intruder will result in law enforcement and other safety and emergency services responding to the scene as quickly as possible.

Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, law enforcement officers. The School Incident Commander/Principal will be relieved by a law enforcement official as soon as possible. The law enforcement official will then be the Incident Commander with complete jurisdiction over the scene. The school is a crime scene and will require a thorough search and processing.

- A – Alert
- L – Lockdown
- I – Inform
- C – Counter
- E – Evacuate

Responsibilities

A. School Incident Commander/Principal

Upon notification of an active shooter or armed intruder on campus, immediately direct staff to call 911 as it is unknown if 911 notification has already taken place. The 911 call should provide the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, actions taken by the school, and whether there are on-site security or law enforcement officers (School Resource Officer). The caller will remain on the line to provide updates.

Initiate **ALERT** protocols. Notification to the building occupants will be made using all available means. Notification shall provide any information regarding the ongoing situation that will assist the building occupants in making a good decision as to their best survival response option. Typically, information that answers the basic questions of “Who? What? Where? When? How?” will provide the necessary details to make an informed decision.

Secure the administration office as a command post and retrieve the critical information and data about the school's emergency systems including communications, staff and student's locations, detailed floor plans, and other important information, documents, items, and supplies that are prepared and readily available for use during the incident. If the incident is occurring at the administration office, designate an alternate command post.

Direct command post staff to maintain contact with teachers reporting pertinent emergency information via intercom, e-mail, and/or text. All information received via eye-witnesses or through the in-house surveillance camera system will be used to **INFORM** the building occupants of the event in as real-time as possible.

Notify the Superintendent's office and request activation of the communications plan for media and parent notification protocols.

Staff and students outside the building will **EVACUATE** to an off-site relocation center /Rally Point.

Direct support staff outside to stop pedestrians and vehicles from entering the school grounds until law enforcement arrives.

Ensure that any buses in route to the school are redirected to a designated relocation site.

B. Teachers and Staff

As soon as it is safe to do so, the first person to note indication of an active shooter or armed intruder should call 911; then notify the School Incident Commander/Principal.

If in close proximity to the danger, assess the situation for the best survival option. **EVACUATE**, if possible. If not, gather assistance and engage in conducting a **LOCKDOWN** of the area. If the active shooter or armed intruder has made contact, immediately begin **COUNTER** strategies and then **EVACUATE** or take control of the intruder.

Individuals who are not in the immediate danger area should gather information about their classroom's immediate situation. Account for all students or other individuals sheltered in their room.

Assess the ability to safely **EVACUATE** the building.

If there is no safe manner to **EVACUATE** the building, have others assist in conducting a **LOCKDOWN** of the room.

Rooms in **LOCKDOWN** shall pay attention to all announcements providing event details. If the circumstances change and **EVACUATION** becomes a viable option, a decision can be made to leave the location and **EVACUATE** to the Rally Point.

Unless evacuating, rooms in **LOCKDOWN** shall remain secured until personally given the all clear by the Incident Commander or a law enforcement officer in uniform.

If an active shooter or armed intruder enters the classroom, individuals are to use whatever **COUNTER** strategies necessary to keep the students safe. This may include any and all forms of resistance to the threat.

If an active shooter or armed intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes making noise, moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to interfere with the ability to shoot accurately, safely exiting out windows, and taking control of the intruder. Anyone not involved in **COUNTER** strategies should get out any way possible and move to another location.

OTHER PROCEDURES

After the active shooter or armed intruder(s) has been subdued, the School Incident Commander/Principal, in consultation with the law enforcement Incident Commander, will announce an all clear and **EVACUATION** and relocation to an alternate site for family reunification.

If staff or students are injured, assist them out of the building to the nearest emergency medical personnel.

The School Incident Commander/Principal will notify officials at the relocation site of the **EVACUATION** and to activate family reunification protocols.

The School Incident Commander/Principal will request bus transportation or alternate transportation to the relocation site.

The School Incident Commander/Principal will activate the communications plan to deal with media and parent notification protocols and direct parents to go to the relocation site.

Those who remain secured in **LOCKDOWN** will **EVACUATE** the building using the designated exit routes and alternate routes to the assigned assembly areas, take attendance, and move to the buses for transport.

The School Incident Commander/Principal will activate the crisis response team and active mental health and healing procedures and/or notify area mental health agencies to provide counseling and mental health services at the relocation site.

The School Incident Commander/Principal will debrief appropriate school personnel.

The Superintendent or designee, in consultation with law enforcement officials, will determine when the school can resume normal activities and communicate the information to parents and the public.

### **Assertive Discipline**

Fort Scott High School operates under the Assertive Discipline Plan. This plan is posted in every classroom.

### **Bullying Policy**

The board prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

72-8256. Bullying, school district policies.

(1) "Bullying" means:

- A. Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student, or by any student, staff member, or parent towards a staff member that is sufficiently severe,

persistent, or pervasive that such gesture, act, or threat creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

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

B. cyberbullying; or

C. any other form of intimidation or harassment prohibited by the Board of Education of USD 234 in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto.

(2) "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

(3) "Parent" includes a guardian, custodian, or other person with authority to act on behalf of the child.

(4) "School district" or "district" means any unified school district organized and operating under the laws of this state.

(5) "School vehicle" means any school bus, school van, other school vehicle, and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

(6) "Staff member" means any person employed by a school district.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school-sponsored activities, programs, and events; and/or district students and or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

### **Bus Transportation**

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

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.

The bus loading zone is on the south side of the building. Parents/guardians should not park in this area.

When a child is to ride a bus to another child's house, a note is required from the parents of both families.

### Bus Conduct Rules

1. The bus driver shall be in charge of all passengers while they are riding, loading, or unloading from the bus.
2. The bus driver shall have the authority to assign a seat to each passenger.
3. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
4. Students shall not extend any part of their body out of the bus windows.
5. Students shall not get on or off the bus or move about while the bus is in motion.
6. Intoxicating liquor or alcohol or illegal drugs shall not be consumed or carried on a bus.
7. Animals shall not be transported on a bus.
8. No weapons of any type, except side arms carried by a law enforcement officer, shall be transported on a bus.
9. No glass containers or aerosol cans can be transported on a bus.
10. Tobacco in any form may not be used on the bus.
11. Rowdiness or scuffling at the pick-up point is not allowed. The driver will not admit anyone on the bus until order is restored.

12. Students may not bring any object on the bus that will block the aisle or obstruct the view of the driver.
13. Students must be seated when the bus is in motion.
14. Obscene language, shouting and loud conversations are not permitted.
15. Scuffling, fighting, jostling, playing "keep away," or throwing any object is not permitted.
16. Students must obey any reasonable request by the driver.
17. No beverages or food of any kind (except lunches) will be allowed on the bus without the driver's permission.
18. Any object (water guns, rubber band, firecrackers, etc.) not allowed in a school building will not be permitted on a bus.
19. Students may not create a hazard, unnecessary delay, or damage to the bus before entering, while on, or after leaving the bus. This includes unnecessary conversation with the driver.

### Bus Discipline Procedure

A student may be immediately suspended for severe disruptions or inappropriate behavior, e.g. physical harm to a student or driver, property damage, any action causing a safety hazard, etc.

1. Bus drivers will keep a daily log of any disciplinary infractions by the students on their buses. If a student does not respond to the bus driver's counseling, a bus conduct report will be made in writing to the administrator, and the bus driver will meet with the administrator for the purpose of correcting the student's conduct. A warning will be given to the student. A copy of this and all reports will be mailed to the parents and a copy sent to the Director of Transportation and the bus driver, by the administrator.
2. If the student's actions on the bus continue to be inappropriate, the bus driver will file another bus conduct report. Appropriate punishment will be issued by the administrator. At this time, a warning will be sent to the parents, alerting them of the possibility of the child being removed from the bus for these violations if the poor behavior continues.
3. If the student continues to violate bus procedures, a third bus conduct report will be written by the bus driver and presented to the administrator. At this time, the administrator may suspend the student from riding the bus for up to five days. The parents will be notified of this action by phone or letter. A written notice to parents will be sent within 24 hours of the date of the bus suspension. The parents of the student receiving a short-term suspension may request a hearing with the administrator, Director of Transportation, or their designee. The hearing must be held within 72 hours of the date of notice to the parents concerning the short-term suspension.
4. If the student continues to be a discipline problem on the bus after the short-term suspension, which is not to exceed five days, the bus driver will take the bus conduct report to the administrator who will notify the student that he/she will be suspended from riding the bus for the remainder of the semester. The parents of the student receiving the long-term suspension may request a hearing with the administrator, Director of Transportation, or

their designee. The hearing will be held within 72 hours of the date that the parents receive the written notice concerning the long-term suspension. If the parents of the student with the short or long-term suspension are not satisfied with the results of the hearing conducted by the administrator, Director of Transportation or their designee, they may appeal to the superintendent for a hearing on the matter.

### **Cell Phones**

If students choose to carry a cell phone, it must remain turned off and remain out of sight at ALL times during class time (including hallways, restrooms, etc.). Cell phones that ring or are visible during class time will be confiscated and sent to the office. If a cell phone is confiscated, it will only be released to a parent.

Disciplinary consequences:

- First offense – 60-minute detention; confiscation; phone released to parent
- Second offense – One day ISS, confiscation; phone released to parent
- Third offense – Three days ISS; confiscation; phone released to parent

Subsequent infractions will be dealt with on an individual basis.

Students are allowed to use cell phones in the building before school, during passing periods, during lunch, and after school.

### **Children's Internet Protection Act (CIPA)**

#### Goals

It is the policy of USD 234 to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

- Install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography and visual depictions or materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school-sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as on cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful online activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include but may not be limited to, personally identifiable information contained in student records; and

- comply with the Children's Internet Protection Act.

#### Access to Inappropriate Material

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students. It is the district's goal to implement and enforce technology protection measures under this plan in such a way as to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

#### Inappropriate Network Usage

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the district's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

#### Education, Supervision and Monitoring

It shall be the responsibility of all members of the district's staff to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this policy and CIPA. If during the course of such monitoring a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

1. Students shall report suspected violation of this policy to any classroom teacher.
2. Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

#### Disciplinary Measures

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

#### **Code of Ethics**

Our school reinforces the important community values of dependability, honesty, participation, respect, self-reliance, trust, and tolerance. Each student has a right to:

- Be treated with respect and courtesy
- Learn without disruption
- Attend each class every day
- Feel safe at his/her school

In addition, we endorse the right of teachers to feel safe in their classrooms and to be able to teach without disruptions. There can be no doubt that the behavior of some students presents teachers and others in their classes from receiving the full benefit of our instructional programs. Well-behaved students should not be penalized by this misbehavior.

Therefore, there is zero tolerance for the following actions:

- Distribution/intent to distribute drugs
- Assaulting a school staff member
- Possession of a weapon
- Making a bomb threat or false fire alarm.

Anyone committing these actions will be suspended immediately and referred to the superintendent with a recommendation for expulsion from school.

In addition, there will be no tolerance for repeated misbehavior. Students who commit any combination of the following offenses will be recommended to the superintendent for expulsion after the third incident, or sooner, at the discretion of the principal:

- Assault of another student (fighting)
- Continued willful disobedience
- Theft or extortion
- Use and/or possession of tobacco and other illegal substances
- Vandalism – including graffiti
- Threats and intimidation

We count on all student to help us emphasize values in our schools.

### **Complaints About Discrimination**

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The superintendent, 424 S. Main, Fort Scott, Kansas 66701, 620-223-0800, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation

to report the complaint and any proposed resolution of the complaint to the building principal who will report to the superintendent. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in policy KN. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

### **Computer and Device Use**

#### Use of District Computers and Devices/Privacy Rights

District-issued computer systems and electronic devices (including but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. Unauthorized access to and/or unauthorized use of the district server or security system (including, but not limited to, surveillance footage) is also prohibited. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

#### Copyright

Software acquired by staff, using either district or personal funds, and installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filed in the district office.

#### Installation

No software, including freeware and shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

#### Hardware

Staff shall not install unapproved hardware on district computers or make changes to software settings that support district hardware.

#### Audits

The administration may conduct periodic audits of software and applications installed on district equipment to verify legitimate use.

#### E-mail Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration.

#### Ownership of Employee Computer and Device Materials



Computer materials, devices, software, or applications created as part of any assigned district responsibility of classroom activity undertaken on school time shall be the property of the board.

#### Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members shall be responsible for reimbursing the district for replacement of, or repair to, district-issued computers or electronic devices which are lost, stolen, or damaged while in the student's or staff members' possession.

Use of the computers for programs, software, e-mail, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures concerning use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

#### Level 1: Warning

Student will lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

#### Level 2: Pattern of Abuse, Repeated Abuse, or Flagrant Violations:

Student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

#### Level 3: Expellable Offense

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

### **Counseling/Guidance Services**

The counseling and guidance program is an integral part of the educational system. Our mission is to provide opportunities which enhance educational, personal, social and career development for all students.

### **Detention**

There will be a room available every school day for students to serve assigned detention. Failure to go to detention when assigned will be considered as failure to comply, and additional consequences will be added. Detention will be supervised by a teacher. The following rules are for the detention room:

- Students must have materials to study for the full length of detention.
- No food or drinks.
- Students are not to talk.

- The supervising teacher will dismiss the students when their time for that day is finished.
- If the supervisor has to ask a student to leave because of failure to obey the rules, the time served will not count.
- Failure to follow instructions while in detention will result in further disciplinary action.
- Students must sign the detention log before leaving.
- Students may serve detention at lunch in the ISS room.
- Students may serve detention in the office before school with administrative approval from 7:20 to 7:50 a.m. Only 30 minutes may be served and does not begin until 7:20, even if the student arrives earlier.

#### Failure to Serve Detention

- Failure to serve 30 minutes = doubles to 60 minutes
- Failure to serve 1 hour or more = 1 day ISS per hour detention

Students who habitually choose not to serve detentions on time may be placed on an individual discipline plan by the administration.

### **Discipline Policies**

#### Attacking Staff (physically)

- 5 to 10 days OSS, police notification, long-term expulsion

#### Bomb Threat/Terroristic Threat

- 5 to 10 days OSS, zero tolerance, expulsion recommended, police notification

#### Classroom Removals

- 1<sup>st</sup> removal in any class – 1-hour detention, 1 to 3 days ISS for that period
- 2<sup>nd</sup> removal (any class) – 1 full day ISS
- 3<sup>rd</sup> removal – 3 full days ISS
- 4<sup>th</sup> removal – 5 full days ISS
- 5<sup>th</sup> removal – short-term suspension from school (3 to 10 days)
- 6<sup>th</sup> removal – short-term suspension from school (5 to 10 days), possible expulsion

#### Computer Misuse

- Consequences depend on severity. 1 day ISS to 10 days OSS, denial of computer use

#### Conduct at activities (disrespect, lewd, loud, boisterous behavior, profanity)

- 1<sup>st</sup> offense – 1 to 5 days ISS, possible loss of privilege of attending school activities
- 2<sup>nd</sup> offense, etc. – 1 to 10 days OSS, parent conference, loss of privilege to attend school activities

#### Drugs/Alcohol/Drug Paraphernalia Possession/Use/Sale or Alcohol on Breath (while on school grounds or at school activities)

- 5 to 10 days OSS, parent notification, police notification, expulsion possible

#### Falsifying Information (lying, false notes, phone calls, forgery, cheating, plagiarism)

- 1<sup>st</sup> offense – 1 to 3 days ISS, parent notification
- 2<sup>nd</sup> offense, etc. – 3 days ISS, parent conference

#### Fighting/Pushing/Shoving

- Consequences depend on severity, zero tolerance, parent notification/parent conference, police notification if assault, possible expulsion

#### Fires (igniting, playing with lighters, incendiary devices)

- 5 to 10 days ISS or OSS, parent conference, possible expulsion, police/fire departments notification

#### Nicotine and Electronic Smoking Devices / Use and/or Possession

- 1<sup>st</sup> offense – 3 days ISS, parent notification, police notification
- 2<sup>nd</sup> offense – 3 days ISS, parent notification, police notification
- 3<sup>rd</sup> offense, etc. – 5 to 10 days ISS or OSS, parent notification, expulsion recommended, police notification

#### Profanity Directed Towards Staff Member

- 1<sup>st</sup> offense – 5 days ISS -10 days OSS, parent notification
- 2<sup>nd</sup> offense – 5 to 10 days OSS, parent conference, possible expulsion
- 3<sup>rd</sup> offense, etc. – 5 to 10 days OSS, recommended expulsion

#### Property (destroying or damaging)

- 1<sup>st</sup> offense – 3 to 5 days ISS, parent notification, pay for damages, possible expulsion
- 2<sup>nd</sup> offense, etc. – 5 to 10 days OSS, parent conference, pay for damages, possible expulsion

#### Reasonable Request – failure to comply

- 1<sup>st</sup> offense – Warning and/or detention
- 2<sup>nd</sup> offense – 1 to 5 days ISS, parent notification
- 3<sup>rd</sup> offense, etc. – 1 to 10 days OSS, parent conference

#### Stealing/Theft

- 1<sup>st</sup> offense – 3 to 5 days ISS, parent notification, police notification, must return or replace property
- 2<sup>nd</sup> offense, etc. – 5 to 10 days OSS, parent conference, police notification, expulsion recommended, must return or replace property

#### Threatening Staff

- Consequences depend on severity, zero tolerance, parent notification/parent conference, police notification, possible expulsion recommendation

#### Threatening Students

- Consequences depend on severity, zero tolerance, parent notification/parent conference, possible expulsion recommendation, police notification

#### Weapons (any type)

- 5-10 days OSS, expulsion proceedings, police notification

### **Dress Code**

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive, promotes violence, illegal activities, drugs, alcohol, and/or tobacco, or is determined to be gang related is prohibited.

Students shall dress in a manner that does not endanger their own safety or the safety of others. If in the professional

opinion of any teacher or administrator a student's attire is disruptive to class, detracts from a positive learning environment, or is clearly inappropriate and in poor taste, that student will be referred to the office.

Examples of dress that are inappropriate:

1. Hats, bandanas, any gang-affiliated dress, any head covering (male or female), unless approved by the administration
2. Bare midriffs, revealing necklines, tube tops, or tops with spaghetti straps
3. Clothing containing sexual references, double meaning or promoting hate
4. Clothing relating to weapons, drugs, alcohol, tobacco, or paraphernalia containing reference of such
5. Wallet chains
6. Sagging pants worn below the hips
7. Short shorts or skirts or clothing with holes or tears that might be distracting to the learning process

### **Drug-Free Schools**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school on or in school property, or at school-sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purpose of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered if administered at all, in accordance with board policy; and
3. Used, if at all, in accordance with label directions.

#### Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to discipline action set forth in student handbooks.

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. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, 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 are notified that compliance with this policy is mandatory.

### **Drug Testing Policy**

#### Testing Eligibility

Random Drug Testing will be an opt-out process. All students will be eligible for testing unless they opt-out within 10 days of the start of the school year. Transfer students will have 10 days to opt-out after enrollment.

Any student who opts out will not be able to attend any function on school property outside of the regular school hours or belong to any club, sport, activity or organization. This includes games, dances, plays, or assemblies. They will be allowed on school property during regular school hours only. Students who opt-out will not be able to park a vehicle on school property.

#### Notification

The school shall provide a drug policy education session for students at the beginning of each year. The session will include a detailed explanation of the "USD 234 Student Drug Testing Policy." In addition, it is recommended that each coach/sponsor conduct a player and parent meeting that will include information about the impact of the drug testing policy on participants. Parental attendance is strongly encouraged at each session.

#### Self-Reporting

A student or parent/guardian may self-report drug usage when chosen for the random pool. The student may avoid eligibility consequences of the first violation by self-reporting as specified below. **Self-reporting may only be used prior to a first violation.** Once a student has self-reported, they will still be tested. A subsequent positive test result will count as a second positive test.

In order to avoid the eligibility consequences when reporting prior to a first violation, students must complete an assessment from a certified addiction counselor at the family's expense, which may be of their choice, or they may utilize the counseling addiction program assessment provider recommended by USD234. Students should also enroll in counseling about their drug use, at the parent's expense. This counseling can be with a provider of the parent's choosing.

#### Testing Procedures

The district selected drug testing facility will test 20 random students per month at Fort Scott High School and 10 random students per month at Fort Scott Middle School using the urine 5 or 10 panel test. The list will be generated by the drug testing facility.

If a student is selected, and refuses to test, it is treated as a positive test, and the policy goes into effect.

If a student tests positive, they may be subjected to future tests, at the discretion of the building principal for a period of up to 12 months. However, they are required to participate in three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 day window expires during the summer break.

If the test is positive, the parent/guardian may request a second test, at their own expense, with an approved drug testing facility. The test must be completed within 24 hours of the original and the original test will stand if the testing window is closed for the particular substance.

#### Consequences

**1st Offense:** The student shall be suspended from participation in all extracurricular and/or co-curricular activities including all performances and competitions for a period of three weeks (20 school days and must include 3 competition dates). Students in co-curricular activities will be provided an alternative assignment. Students must still attend practice. During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of a drug and alcohol assessment from a school-approved substance abuse counselor and consistent appointments with a mental health professional, the suspension will be reduced to ten (10) school days.

**2nd Offense:** The student shall be suspended from participation in all extracurricular and/or co-curricular activities, including all performances and competitions, for a period of eighteen school weeks (90 school days). Students in co-curricular activities will be provided an alternative assignment. During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of a drug and alcohol assessment from a school-approved substance abuse counselor and consistent appointments with a mental health professional, the suspension will be reduced to ten school weeks (50 school days).

**3rd Offense:** The student shall be suspended from participation in all extracurricular and/or co-curricular activities, including all performances and competitions, for thirty-six school weeks (180 school days). Students in co-curricular activities will be provided an alternative assignment.

### **Emergency Drills**

Building principals shall be responsible for scheduling and conducting emergency and safety drills as required by law and for ensuring students are instructed in the procedures to follow during the drills and in an actual emergency.

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Although plans for evacuation are essential, the state fire marshal may grant exemptions to the number or manner of drills required by law with regard to students receiving special education or related services, upon request.

Each principal shall conduct briefings with the staff concerning the emergency plan.

Each teacher shall explain relevant portions of the plan to students under his/her jurisdiction prior to a date established by the principal. Within one week thereafter, the building principal shall conduct a surprise drill. Other drills shall be held at times determined by the building principal.

The four fire drills and three crisis drills required by law may be scheduled at any time during the school year. However, the two tornado drills required shall be conducted in September and March. All these drills must be conducted by each school during school hours and cannot be made part of regular dismissal at the close of the school day.

Each emergency and safety drill plan shall be reviewed and included in the Emergency Operations Plan.

### **Emergency Safety Interventions**

#### Definitions

“Campus police officer” means a school security officer designated by the USD 234 Board of Education pursuant to K.S.A. 72-8222, and amendments thereto.

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

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

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

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“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.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a person who is employed by USD 234 for the purpose of aiding and supplementing state and local law enforcement agencies in

which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are 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 he or she will be prevented from leaving the enclosed area.

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

#### Prohibited Types of Restraint

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

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

#### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior interventions support prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this

subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

#### Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

#### 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 ESI. 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 written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

#### Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) e-mail and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together

when documenting the items in subparagraphs (A), (B), and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by e-mail. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

#### Law Enforcement, School Resource and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention, mechanical restraint includes, but is not limited to, the use of handcuffs.

#### Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, 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 ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a Section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee 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.

#### Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a Section 504 plan, such student's Section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parents, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if each student would benefit from such measures.

#### Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board 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. Once an informal complaint is received, the administrator handling such complaint shall investigate such

matter, as deemed appropriate by the administrator. 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 shall share the informal resolution with the board and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

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 of fact and recommended corrective action, if any, 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 and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

#### **Food Service**

USD 234 provides a school food service program. Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules, and regulations governing this program shall be provided by the administration to students or their parents. The meal prices for the 2018-19 school year are:

- \$1.60 for a full-price breakfast
- \$ .30 for a reduced-price breakfast
- \$2.40 for a full-price lunch
- \$ .40 for a reduced-price lunch

Students may bring their lunches if they prefer. Breakfast is served from 7:15 to 7:45 a.m. each school day. Thirty-minute lunch periods are scheduled for each grade level. Parents are welcome to eat with their children and should check with the office for specific lunch times.

If a student chooses to carry his/her lunch, he/she may elect to have a milk ticket.

If the student maintains a negative balance and the charges are not paid, the student will receive an alternate meal

consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit.

Payments for school meals may be made at the school, district office, or online at <https://usd234.revtrak.net/tek9.asp>. Students, parents, and guardians of students are encouraged to prepay meal costs.

#### Lunch Deliveries

Food may not be delivered by a restaurant establishment during the meal period in competition with the National School Lunch and Breakfast Programs per USDA law. If you wish for your child to have something different than school lunch, please send it with him/her to school or take it to the school for your child.

#### **Hazing**

"Hazing" is recklessly coercing, demanding, or encouraging another person to perform, as a condition of membership in a social, academic, athletic, or other school-sponsored activity or group, any act which could reasonably be expected to result in great bodily harm, disfigurement, or death, or which is done in a manner whereby great bodily harm, disfigurement, or death could be inflicted.

Hazing is prohibited on school property, in school vehicles, and at school-sponsored activities or events. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

No administrator, teacher, or other employee of the district shall encourage, permit, condone, or tolerate any hazing activities. No students, including leaders of student organizations, are permitted to plan, encourage, or engage in any hazing.

Administrators, teachers, and all other district employees shall be particularly alert to possible conditions, circumstances, or events that might include hazing. If any of the prohibited behaviors are planned or discovered, involved students shall be informed by the discovering district employee of the prohibition contained in this policy and shall be required to end all such activities immediately. All hazing incidents are to be reported immediately to the superintendent or building principal, and appropriate discipline shall be administered.

Administrators, teachers, other employees, and students who fail to abide by this policy may be subject to disciplinary

action and may be liable for civil and criminal penalties under state and/or federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding, or hearing regarding a charge of hazing of an individual.

#### **High School Wellness Policy**

Fort Scott USD 234 is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating, nutrition education, physical activity, and integrated school-based wellness.

#### Nutrition – General Guidelines

- Substitutions are provided for students with medical disabilities, identified by a licensed physician, who require meal modifications per the signed Meal Modification Form.
- The food service area is clean, orderly, and has an inviting atmosphere.
- All school food service personnel receive required food safety training at a minimum of every five years. Continuing education training for all food service personnel meets federal and state requirements.
- All student food service personnel receive required food safety training at a minimum of every three years.
- The dining area has seating to accommodate all students during each serving period.
- The dining area has adult supervision.
- The students are allowed to converse with one another at least part of the meal time.
- Reimbursable meals and/or parts of a reimbursable meal are not withheld or denied as a disciplinary action.
- One "Smarter Lunchroom" or a Behavioral Economics technique is used on the serving line to encourage healthy choices by students.
- Two "Smarter Lunchroom" or Behavioral Economics techniques are used on the serving line to encourage healthy choice by students.
- Three "Smarter Lunchroom" or Behavioral Economics techniques are used on the serving line to encourage healthy choice by students.
- Identify Kansas food products that are served as part of the school meals program at the beginning or on the serving line.
- Identify content of reimbursable lunch and breakfast near or at the beginning of the serving line(s).

#### Nutrition – Breakfast

- All school breakfasts comply with USDA regulations and state policies.
- At least three different fruits are offered each week on three different days. At least one fruit per week is served fresh.
- Students have at least 10 minutes "seat time" to eat breakfast (not including time spent walking to and from class or waiting in line).
- Students have at least 15 minutes "seat time" to eat breakfast (not including time spent walking to and from class or waiting in line).
- "Grab n Go" Breakfast, "Breakfast in the Classroom," or "Breakfast After First Period" is available.

#### Nutrition – Lunch

- All school lunches comply with USDA regulations and state policies.
- At least three different fruits are offered each week. Two fruits per week are served fresh.

- Offer one additional half cup vegetable offering weekly from any of three vegetable subgroups (dark-green, red/orange, dry beans and peas).
- At least five different fruits are offered each week. Four fruits per week are served fresh.
- Offer an additional one cup vegetable offering weekly from any of three vegetable subgroups (dark-green, red/orange, dry beans and peas).
- Students have at least 15 minutes “seat time” to eat lunch (not including time spent walking to and from class or waiting in line).

#### Nutrition – All Food Sold in Schools

- All foods and beverages sold in schools are in compliance with the USDA’s “Smart Snacks in School” and “All Foods Sold in Schools” standards from the midnight before to 30 minutes after the end of the official school day.
- No energy drinks are sold on school property from midnight before to 30 minutes after the end of the official school day.

#### Nutrition – During the School Day

- Students have access to free drinking water throughout the school day, including during meal service. Hygiene standards for all methods delivering drinking water will be maintained.
- Students are allowed to have clear/translucent water bottles in the classroom.
- Teachers and parents are provided with information on healthy options for classroom rewards, parties, and celebrations that meet “Smart Snacks in School” and “All Foods Sold in Schools” standards.
- Fundraising within the school day meets “All Foods Sold in Schools” standards (sans the exempted fundraisers).

#### Nutrition Education – Nutrition Promotion

- School promotes participation in the National School Lunch Program (NSLP) and School Breakfast Program (SBP), if applicable, and to choose nutritious foods and beverages throughout the day. Menus are posted on school website and/or distributed to families via another method.

#### Nutrition Education

- All students in grades K-12, including those with disabilities, special health care needs, and in alternate education settings will have the opportunity to participate in culturally relevant participatory activities and a variety of learning experiences that support development of healthful eating habits that are based on the most recent Dietary Guidelines for Americans and evidence-based information.
- School administrators inform teachers and other school personnel about opportunities to attend training on nutrition and encourage them to attend training on teaching nutrition.
- Teachers and other school personnel participate in nutrition training at least once a year.
- Active learning experiences are provided, such as involving students in food preparation or other hands-on activities.
- School uses qualified personnel or organizations from the community to provide nutrition education to students such as the Kansas State Department of Education, K-State Research and Extension, health and agriculture organizations, universities, and consulting registered dietitians or other qualified individuals or organizations. Education should be provided under the direct supervision of a teacher.
- Integrate nutrition education into other core subjects such as math, science, language arts, and social sciences, as well as in non-core and elective subjects.

- Integrate nutrition education into two or more core subjects such as math, science, language arts, and social sciences, as well as in two or more non-core and elective subjects.
- Include nutrition and health posters, signage, or displays in the cafeteria food service and dining areas, classrooms, hallways, gymnasium, and/or bulletin boards that are rotated, updated, or changed quarterly.
- Other information to families at least once per semester that encourages them to teach their children about health and nutrition and assists them in planning nutritious meals for their families.

#### Physical Activity – General Guidelines

- All students in grades K-12, including those with disabilities, special health care needs, and in alternative education settings have the opportunity to participate in moderate to vigorous physical activity at least two times per week during the entire school year.
- All students in grades K-12, including those with disabilities, special health care needs, and in alternative education settings have the opportunity to participate in moderate to vigorous physical activity at least three times per week during the entire school year
- All students in grades K-12, including those with disabilities, special health care needs, and in alternative education settings have the opportunity to participate in moderate to vigorous physical activity every day during the entire school year.
- Physical activity facilities in and on school property are safe with sufficient age-appropriate equipment for all students, including those with disabilities. Adequate adult supervision is provided.
- School prohibits the use of physical activity as a punishment. Schools prohibit withholding physical activity, including recess and physical education as punishment.
- School encourages extra physical activity time as an option for classroom rewards.
- School offers lifetime physical activity that teaches basic motor skills, enhances knowledge of concepts related to movement needed to achieve and maintain health. Students learn the benefits of and an appreciation for regular physical activity.

#### Physical Activity – Throughout the Day

- Structured physical activity opportunities, in addition to physical education and recess (where applicable), are encouraged for all students.
- Structured physical activity opportunities, in addition to physical education and recess (where applicable), are offered to all students at least one time daily. School staff are encouraged to participate.
- Structured physical activities are planned by a licensed physical education teacher and integrated into health education and one or more core subjects, such as math, science, language arts, and social sciences, as well as in non-core and elective subjects.
- Professional development on integrating physical activity into core/non-core subjects is provided to all staff.

#### Physical Activity – Physical Education

- The physical education curriculum is sequential and consistent with Kansas State Board of Education approved physical education teaching standards for pre-kindergarten through grade 12.
- High school students are provided structured physical education in at least one course required for graduation.
- Physical education curriculum encourages a multi-dimensional fitness assessment.



- Physical education curriculum includes fitness assessment of at least 50% of all students enrolled in physical education, and student fitness reports are available to parents.

- Physical education is taught by teachers licensed by the Kansas State Department of Education.

- Physical education teachers participate in physical education and/or physical activity specific professional development every two years.

- Physical education teachers have advanced certification and/or education.

#### Physical Activity – Before and After School

- Extracurricular physical activity programs, such as a physical activity club or intramural programs, are offered.

- Extracurricular physical activity programs, such as a physical activity club or intramural programs, are offered, with input from students, and meet the needs, interest, and abilities of a diverse student body.

- An assessment on walking and/or biking to school has been completed to determine safety and feasibility.

- The school has developed a walk and/or bike-to-school plan and encourages students to walk and/or bike to school.

- The school has implemented a walk and/or bike-to-school plan and has communicated it to the community.

#### Physical Activity – Family and Community – PE

- Community members are provided access to the school's outdoor physical activity facilities.

- Community members are provided access to the school's indoor and outdoor physical activity facilities at specified hours.

- Other information via multiple channels at least once per semester to all families that encourages them to teach their children about physical activity and assists them in planning physical activity for their families.

- Other information via multiple channels and provide opportunities for physical activity at least once per quarter to all families that encourages them to teach their children about physical activity and assists them in planning physical activity for their families.

#### Integrated School-Based Wellness

- Annual staff wellness activities and/or professional development opportunities related to nutrition, physical activity, and abstaining from tobacco are provided to encourage school staff to serve as healthy role models. Staff wellness activities and training may also include additional components of the Whole School, Whole Community, and Whole Child Model.

- Each semester provide staff wellness activities and/or professional development opportunities related to nutrition, physical activity, and abstaining from tobacco are provided to encourage school staff to serve as healthy role models. Staff wellness activities and training may also include additional components of the Whole School, Whole Community, and Whole Child Model.

- Each quarter provide staff wellness activities and/or professional development opportunities related to nutrition, physical activity, and abstaining from tobacco are provided to encourage school staff to serve as healthy role models. Staff wellness activities and training may also include additional components of the Whole School, Whole Community, and Whole Child Model.

- School staff are aware of Team Nutrition and the HealthierUS School Challenge Award opportunity.

- Complete the CDC School Health Index.

- Annually, offer school-sponsored wellness family activities that address one or more components of the Whole School, Whole Community, and Whole Child Model.

- Each semester, offer school-sponsored wellness family activities that address one or more components of the Whole School, Whole Community, and Whole Child Model.

- Quarterly, offer school-sponsored wellness family activities that address one or more components of the Whole School, Whole Community, and Whole Child Model.

- Annually partner with community health agencies/organizations and/or allow community use of school facilities for wellness activities.

- Each semester, partner with community health agencies/organizations and/or allow community use of school facilities for wellness activities.

- Quarterly, partner with community health agencies/organizations and/or allow community use of school facilities for wellness activities.

- Each semester, health education is provided to families via handouts, postings on the school website, newsletters, presentations, and workshops.

- Quarterly, culturally relevant health education is provided to families via handouts, postings on the school website, newsletters, presentations, and workshops.

- The local school wellness policy team meets at least twice per year.

- The local school wellness policy team meets at least once per quarter.

- The local school wellness policy team meets at least once per month during the school year.

#### **Immunizations**

Unless provided otherwise herein, all students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.

Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective district students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. At the beginning of a school year, school boards shall provide information on immunizations applicable to school-age children to parents and guardians of students in grades six through twelve. The information on immunizations shall include:

- (1) a list of sources for additional information; and
- (2) related standards issued by the National Centers for Disease Control and Prevention.

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

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by The Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of inoculations.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.

K.S.A. 72-6261 – Kansas Statutes Related to School Immunizations Requirements and K.A.R. 28-1-20 defines the immunizations required for school and early childhood program attendance published in the July 18, 2019 Kansas Register:

- **Diphtheria, Tetanus, Pertussis (DTaP):** Five doses required. Doses given at 2 months, 4 months, 6 months, 15-18 months, and 4-6 years (prior to kindergarten entry). The fourth dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The fifth dose is not necessary if the fourth dose was administered at age 4 years or older. A single dose of Tdap is required at entry to 7<sup>th</sup> grade.
- **Hepatitis A:** Two doses required. Doses should be given at 12 months with a minimum interval of 6 months between the first and second dose. (Effective August 2, 2019)
- **Hepatitis B:** Three doses required. Doses should be given at birth, 1-2 months, and 6-18 months. Minimum age for the final dose is 6 months.
- **Measles, Mumps, and Rubella:** Two doses required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). Minimum age is 12 months of age and interval between doses may be as short as 28 days.
- **Meningococcal (Serogroup A,C,W,Y):** Two doses required. Doses should be given at entry to 7<sup>th</sup> grade (11-12 years) and 11<sup>th</sup> grade (16-18 years). For children 16-18 years, only one dose is required. ((Effective August 2, 2019)
- **Poliomyelitis (IPV/OPV):** Four doses required. Doses should be given at 2 months, 4 months, 6-18 months, and 4-6 years (prior to kindergarten entry). Three doses are acceptable if third dose was given after 4 years of age and at least 6 months have elapsed since dose 2.
- **Varicella (chickenpox):** Two doses are required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). The second dose may be administered as early as 3 months after the first dose; however, a dose administered after a 4-week interval is considered valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternative to school vaccination requirements is found in K.S.A. 72-6262.

In addition to the immunizations required for school entry, the following vaccines are recommended to protect students:

- **Human Papillomavirus (HPV):** Two doses *recommended* at 11 years of age or three doses if the series is started after 15 years.
- **Influenza:** Annual vaccination recommended for all ages > 6 months of age. Number of doses is dependent on age and number of doses given in previous years.

#### **Inclement Weather**

The following stations will provide school dismissal announcements at 6:00 a.m. on the inclement weather day:

Radio:

KMDO (AM 1600)

KOMB (FM 103.9)

KNEW (AM 1240)

KKOW (FM 96.9)

Television:

KOAM (channel 7)

KSN (channel 16)

#### **In-School Suspension**

Students who commit habitual or serious infractions will be assigned in-school suspension (ISS) for 1 to 10 days. School work and tests missed when assigned to ISS may be made up. Students may be assigned ISS for one hour out of a class up to full days. Students may not attend or participate in any activities while assigned ISS.

The purpose of the ISS is to allow students to do their class work while being away from peers as a consequence for their actions. ISS will be held from 7:55 a.m. to 3:35 p.m.

#### **Interrogations and Investigations**

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

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

#### Coordination with Law Enforcement

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

#### Investigations Conducted by Law Enforcement Officers

When law enforcement officers question a student on a topic unrelated to a report of child abuse during school hours or school resource officers question a student concerning an

alleged violation of criminal law, the principal or designee shall make a reasonable attempt to contact a parent, guardian, or representative of the student(s) prior to questioning. Notification or attempted notification of parents, a guardian, or representative shall be documented by the administrator involved. If a student's parents, guardian, or representative is not present during such questioning of a student, the principal may be present.

#### Law Enforcement Initiated Investigations at School

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

#### Violations of Criminal Law

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

#### Taking Students into Custody

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

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

#### Disturbance of School Environment

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

### **Kansas Qualified Admissions Regents Curriculum**

(High School Graduates Academic Year 2015-16 and After)  
Five of the six state universities in Kansas, including Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, and Wichita State

University, use the standards below to review applicants for undergraduate admission. The University of Kansas has different admission standards from those listed below, visit [admissions.ku.edu](http://admissions.ku.edu) for more information. Standards are set by the Kansas Board of Regents.

#### Accredited High School

If you are a Kansas resident who will graduate from an accredited high school during the 2015-16 academic year or later, you can guarantee admission to five of the state's universities by completing the Qualified Admissions or Kansas Scholars curriculum with a 2.0 GPA and by meeting one of the following requirements:

- ACT score of at least 21; OR
- SAT score of at least 980; OR
- Graduate in the top one-third of your class

If you enroll in college courses while you are in high school, it is also required that you achieve a 2.0 GPA or higher in those courses.

#### Qualified Admissions Precollege Curriculum

Kansas Course Codes are used to identify courses that fulfill Qualified Admissions curriculum requirements. A complete list of courses is available at the Kansas Board of Regents website: [kansasregents.org/qualified admissions](http://kansasregents.org/qualified_admissions). Additionally, your high school counselor has a list of courses at your high school that fulfills these requirements.

One unit is equivalent to one year, or two semesters. Dual enrollment, concurrent enrollment, and online courses may be used to fulfill the Qualified Admissions curriculum requirements. All courses must appear on your high school transcript, and courses completed in middle school or junior high do not fulfill the Qualified Admissions math requirements.

English – 4 approved units, ½ unit may be Speech

Math – Must complete either: Option A – 3 approved units and meet the ACT college readiness math benchmark of 22; Option B – 4 approved units, one of which must be taken in the graduating year

Social Science – 3 approved units

Natural Science – 3 approved units, one of which must be a full unit of Chemistry or Physics

Electives – 3 approved units

### **Kansas Scholars Curriculum**

Completion of the Kansas Scholars Curriculum is one of the requirements Kansas residents must meet to receive State Scholar designation and to be listed as a FSHS Outstanding Student.

- Students must have taken the ACT between April of the sophomore year and December of the senior year.
- Students must be a Kansas resident.
- Students must have their curriculum and 7<sup>th</sup> semester GPA certified on the official roster by the high school counselor, registrar, or similar official.

### English – 4 years

One unit to be taken each year. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening.

### Mathematics – 4 years

Algebra I, Algebra II, Geometry, and one unit of advanced mathematics -- suggested courses include: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions, or Calculus. Completion of Algebra I in 8<sup>th</sup> grade is acceptable for the Kansas Scholars Curriculum, but not for Qualified Admissions.

### Science – 3 years

One year each in Biology, Chemistry, and Physics, each of which includes an average of one laboratory period a week. Applied/technical courses may not substitute for a unit of natural science credit.

### Social Studies – 3 years

One unit of U.S. History; minimum of one-half unit of U.S. Government and minimum of one-half unit selected from: World History, World Geography or International Relations; and one unit selected from: Psychology, Economics. U.S. Government, U.S. History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations. Half unit courses may be combined to make a whole unit.

### Foreign Language

Two years of one language. Latin and Sign Language are accepted.

### **Kansas School Safety Hotline**

A hotline has been set up to give students an opportunity to report “impending school violence.” The hotline is staffed by the Kansas Highway Patrol. The safety hotline number is **1-877-626-8203**. Parents, please talk to your children about the importance of reporting information that may put them or others in danger.

### **Leaving the School Building**

If a student needs to leave the building during school hours, a parent should call to arrange a “Permit to Leave the Building.” Students are not allowed to leave (even with parental permission) unless they have checked out in the office. This requires notifying an adult office worker or administrator and signing out after receiving permission to leave. There are no exceptions to this rule. Any student who leaves the building without signing out is subject to the following discipline policy:

- First violation – 60-minute detention
- Second violation – 1 day ISS
- Third violation – 3 days ISS

Students returning to school should sign in at the office.

Parking lots and student vehicles are off limits during school hours.

### **Locker Policy**

Lockers are the property of USD 234 and may be searched at the discretion of the administration. Students are to only

use their assigned lockers and are not to share lockers. Each student is responsible for the contents of his/her locker. Detentions may be issued if students are discovered using lockers other than their own.

### **Make-Up Work**

When students miss work because of an absence, full credit will be allowed for work made up within the time limit given by the instructor, generally one day for each day missed.

### **Media Center/Library**

The Media Center/Library is open 7:30 a.m. to 4:00 p.m. each school day and contains over 18,000 catalogued items in its automated catalog. All high school students and faculty have access to books, pamphlets, newspapers, magazines, filmstrips, recordings, tapes, slides, videotapes, computer CD's, and software. Numerous computers may be used for research and word processing.

The Media Center is a borrowing member of Southeast Kansas Education Service Center and the Southeast Kansas Library System for items unavailable locally. A librarian, teacher aide, and various student assistants are available to assist students and faculty during the school day.

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child’s or their education record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

### **Open Lunch Policy**

Sophomores, juniors, and seniors may leave the campus daily for lunch, if desired. This privilege may be revoked at any time for individuals who abuse the open lunch policy. Habitually returning late from lunch or other disciplinary problems during the lunch hour will result in the loss of this privilege. Freshmen may only leave the campus at lunch if a parent/guardian comes into the office and checks them out.

### **Out-of-School Suspension**

When a student is assigned out-of-school suspension (OSS), he/she is not to be on school grounds at any time. Violations of this rule will result in an extension of the OSS and/or police notification. At no time will an OSS assignment replace an ISS assignment without administration permission. Example: If a student in ISS breaks rules to obtain OSS, the ISS time must still be completed after serving the OSS time.

### **Public Conduct on School Property**

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

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

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

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

### **Racial and Disability Harassment**

The board is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of

the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

No student, employee, or third party is to racially harass any student, employee, or other individual associated with the school. No school employee should discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under provision of this policy.

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

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

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

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in the meeting, the student may initiate a formal

complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation to take appropriate corrective action or to provide due process to the accused. The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

**Reporting Certain Students to Administrators and Staff**  
Administrative, professional or classified employees of a school who have information that any of the following has occurred shall report the information and the identity of the student responsible to the superintendent.

#### Security and Safety

Reportable events include:

- A student being expelled for conduct which endangers the safety of others;
- A student being expelled for commission of felony-type offenses;

- A student being expelled for possession of a weapon;
- A student being adjudged to be a juvenile offender for an offense, which if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- A student being tried and convicted as an adult for any felony, except theft involving no direct threat to human life.

The superintendent shall investigate the matter and, if it is confirmed, the superintendent shall provide appropriate information and the identity of the student responsible to all employees who are involved in, or likely to be directly involved in, teaching or providing related services to the student.

### **Reporting to Law Enforcement**

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school-supervised activity and/or has been found 1) in possession of a weapon, 2) in possession of a controlled substance or illegal drug, or 3) to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in serious bodily injury to others, the principal and/or superintendent shall report such act to the appropriate law enforcement agency.

### **School Assemblies**

Students should report to class before an assembly. The teacher will dismiss students to all assemblies. Students are to represent FSHS in a manner to encourage school pride at all assemblies.

### **School Dances**

All school dances, with the possible exception of junior/senior prom, will be held in school facilities. Students are not allowed to leave and reenter the dance. No loitering is allowed around the outside of the building in which the activity is held. School dances will terminate no later than 11:30 p.m. (unless approved by administration).

Only current FSHS students in good standing and their dates will be allowed to attend. No middle school students or adults over 21 may attend high school dances. Students must have been in school the day of the dance to attend unless administrative approval has been obtained.

All students may be subject to a breathalyzer before entry into any dance. Should students fail the locally administered breathalyzer test, law enforcement will be contacted as well as parents.

FSHS students are responsible for their guests. Students at the activity who do not conduct themselves in a proper manner, as interpreted by the chaperones, will be asked to leave and the conduct will be reported to the administration. All school rules are in effect.

### **School-Sponsored Activities**

School-sponsored activities are an extension of the school day. All school rules are in effect. Unsportsmanlike or rude behavior will not be tolerated.

### **Searches of Property**

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

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

### Searches of Property

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

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

Prohibited items found during the search shall remain in the custody of either the administrator or the law enforcement officer. If any items are turned over to law enforcement officials, the administrator shall receive a receipt for the items.

### Use of Trained Dogs in Conducting Sweeps

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

### **Searches of Students**

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

The student shall be told why a search is being conducted. The student shall be requested to empty items, such as, but not limited to, pockets, purses, shoulder bags, book bags, and briefcases. The principal shall attempt to call the student's parent(s) and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the

items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

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

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

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

### **Sexual Harassment**

The USD 234 Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable, but do not constitute harassment, may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building principal or district compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.



The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

### **Special Education Services**

In accordance with the provisions of federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

#### Child Find, Identification, and Eligibility

The district shall coordinate and maintain a system which schedules available services for students who are referred to determine eligibility for special education services in accordance with procedural processes established in federal and state law.

#### Actions and Due Process for Students

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

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

### **Staff-Student Relations**

Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not submit students to bullying, harassment, or discrimination prohibited by board policy. Staff members shall not have any interaction of a romantic and/or sexual nature with any student at any time regardless of the student's age or consent.

### **Student Fees and Charges**

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged, or destroyed by a student.

#### Credit Card Payments

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. A fee may be collected to cover costs of accepting credit or debit cards.

### Fee Schedules

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of fees; and
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

### Debt Collection

Building principals shall attempt to collect unpaid fees and the justifiable value owed by a student or school property lost, damaged, or destroyed by a student. If after the attempt to collect the amount remains unpaid, the principal shall report the matter to the superintendent who shall recommend a course of action to collect the debt.

### Forwarding Pupil Records

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

A current list of student fees and charges is available on the district website, [www.usd234.org](http://www.usd234.org).

### **Student Parking**

All students driving to school must purchase a parking permit (\$5.00). Students may park in marked parking spots on campus with the exception of:

- Spaces marked blue (handicapped)
- Spaces marked red (emergency)
- Spaces marked yellow (USD 234 parking)
- Any numbered or lettered parking spot

Failure to comply with safety rules in the parking lot will result in the loss of this privilege. Illegally parked vehicles will be assessed a 60-minute detention or a fine. Chronic offenders may have fines doubled. Illegally parked vehicles could also be subject to sanctions by law enforcement.

### **Student Permanent Files**

Educational records are maintained at the four district schools as follows:

Fort Scott High School 1005 S. Main Fort Scott, KS 66701	Fort Scott Middle School 1105 E. 12 <sup>th</sup> Fort Scott, KS 66701
Winfield Scott Elementary School 316 W. Tenth Fort Scott, KS 66701	Eugene Ware Elementary School 900 E. Third Fort Scott, KS 66701

### **Student Planners**

Students are encouraged to use planners in every class. Replacement planners cost \$5.00 and may be purchased in the office. Students must use their own planners.

### **Student Privacy Policy**

The superintendent, the board, and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

#### Student Data Restrictions

Any student data submitted to and maintained by a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed b

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian's signature; and 2) shall state student data submitted to and maintained by a statewide longitudinal data system only be disclosed as follows:

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state Board of Regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

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

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

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

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or

private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

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

#### Student Data Security Breach

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

#### Biometric Data

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

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

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

#### Select Student Surveys

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

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

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

Students may be questioned:

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

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

### **Student Self-Administration of Medications**

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider or written parental authorization on file in the school office for over-the-counter medications. Self-administration of medication at a dosage or rate exceeding product label instructions may result in denial of privilege to self-administer medications and/or disciplinary action as appropriate.

As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Student Eligibility – An eligible student shall meet all the following requirements:

- Have a written statement from the student's health care provider stating the name and purpose of any prescription medication/s or written authorization from the student's parent for use of over-the-counter medication/s;
- Know the prescribed or recommended dosage;
- Know the time the medication is to be regularly administered;
- Be able to articulate any additional special circumstances under which the medication is to be administered;
- Know the length of time for which the medication is prescribed;
- The student shall also demonstrate to the health care provider or the provider's designee, and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication. In

the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

### Authorization Required

With regard to prescription medications which are not administered on a regular schedule, the student's health care provider shall prepare a written treatment plan for managing the student's condition, such as asthma attacks or anaphylaxis episodes, and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment.

### Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district and its officers, employees, and agents are not liable for damage, injury, or death resulting directly or indirectly from the self-administration of medication.

### Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

### Additional Requirements for Students Prone to Specified Emergencies

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision or the school district, its officers, employees or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

### **Supervision of Medications**

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by

district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools, are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain 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. However, the medical person authorized to prescribe medication or the parent, if it is a non-prescription medication, must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

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

The medication shall be examined by the school employee administering it to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of a licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

Any changes in type of drugs, dosage, and/or time of administration should be accompanied by updated physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to the parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering, and section for comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

## **Suspension and Expulsion Procedures**

Except as limited by Section 504 or IDEA, a student may be suspended or expelled for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the student is enrolled, or by any other hearing officer appointed by the board.

### Reasons for Suspension or Expulsion:

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

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

### Short-Term Suspension

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

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and to be notified of the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

### Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days or one calendar year for certain weapon and/or destructive device violations), a hearing shall be conducted by a hearing officer who has been authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date, and place of the hearing.

- The notice shall include copies of the suspension/expulsion law and appropriate board policies, regulations, and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardian according to Kansas law.
- Written notice of the result of the hearing shall be given to the student and to parents and guardians within 24 hours after determination of such result.

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

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

A student over the age of 18 or the parent or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

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

#### Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

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

#### Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

#### **Textbook Rental**

Students rent their textbooks from the school. Textbooks are not to be written in or defaced. Damaged or lost books must be paid for by the student.

#### **Tobacco-Free Schools**

Use and/or possession of any tobacco product or nicotine delivery device by any person is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school-owned or operated property.

Students and staff who violate this policy will be subject to disciplinary measures. Administrators may report students who are in violation of this policy to law enforcement, as appropriate.

Visitors who violate this policy will be asked to leave such district property and may be referred to school security personnel or local law enforcement if continued refusal occurs.

For the purpose of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall

include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

### **Truancy**

The 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 the Department for Children and Families (if the student is under 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.

#### Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

#### 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.

A child is inexcusably absent from school if the child is absent during all or a significant part of a school day without a valid excuse acceptable to the designated attendance officer.

Arriving at school without a valid excuse more than two hours after classes begin shall be deemed an absence for a significant part of a school day and shall count as an entire absent day.

### **Use of Surveillance Cameras**

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

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

considered a student record and shall be subject to current law for the release of student record information.

### **Visitors**

The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

Children of preschool age and visiting friends are not permitted to visit unless accompanied by an adult. Special periods of visitation may be planned by the school in order for all parents to visit by special invitation.

#### Lunchroom Visitors at School

Providing a safe environment during the school day for our students is a priority. Therefore, non-employee visitors in the schools during breakfast and lunch periods will be limited. A parent, grandparent, immediate adult family member or guardian may eat with his/her student if prior arrangements are made with the building administrator.

Other visitors who have a direct school-related reason for eating at one of the schools must be approved on a case-by-case basis by the building administrator.

### **Water Bottles**

Students may have clear/translucent individual water bottles in the classroom where appropriate. There are water filling stations at the high school.

### **Weapons**

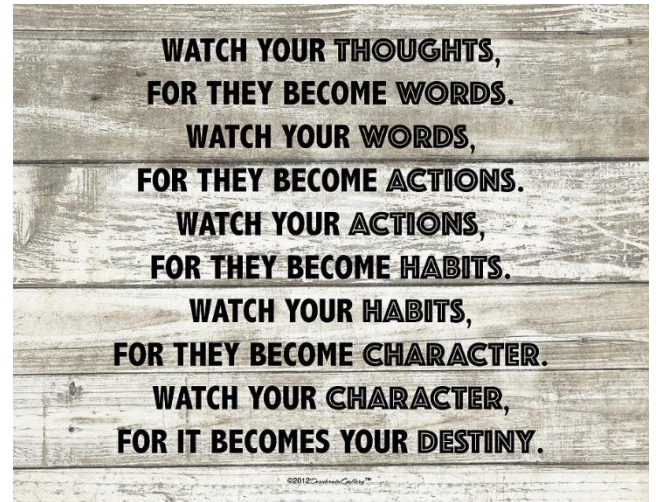
A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

#### Weapons and Destructive Devices

As used in this policy, the term "weapon and/or destructive device" shall include, but shall not be limited to:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;

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



Penalties for Weapon Violations

Possession of a weapon and/or destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school-supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.