

CUHS Student Handbook 2020-2021



COLUMBUS UNIFIED HIGH SCHOOL STAFF

<u>Name:</u>	<u>Classes:</u>	<u>Room</u>
Mr. Battitori	World History/Govt	113
Mr. Boeckman	Business	203
Ms. Clay	English I	107
Mr. Davied	Assistant Principal/AD	Office
Mr. Derfelt	Biology/Health Sci	206
Ms. Epler	Alg II/Business Math	211
Ms. Findahl	Visual Arts/Library	109
Mr. Funk	US History/Govt	114
Ms. Goode	Gifted	Gifted
Mr. Grundy	Principal	Office
Mr. Henke	Mathematics	209
Ms. Langerot	English IV	115
Ms. Lovell	Instrumental Band	Band
Mr. Major	Resource Math & Sci	104
Ms. Maxton	Spanish	116
Mr. Overton	School Psychologist	Office
Ms. Parsons	Physical Education	Gym
Ms. Phillips	Instrumental Band	Band
Ms. Pierce	FACS	102
Mr. Murdock	ALC Supervisor	ALC
Mr. Rider	English II	112
Ms. Robinson	English III	108
Mr. Ross	Wood Tech	Wood Lab
Ms. Saporito	Chemistry/Physics	202
Mr. Sauerwein	Business	201
Mr. Sharbutt	Resource Eng/Soc	103
Mr. Sills	Physical Education	Gym
Mr. Smiley	Physical Science	207
Ms. Smiley	Art/FACS	101
Ms. Smith	Counselor	Coun. Off
Ms. Strickland	Counselor	Coun. Off
Mr. Vaughn	Mathematics	208
Ms. Vogrin	Vocal Music	Choir Room
Mr. Youngblood	Ag Education	Ag Lab

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ACADEMICS

Classification:

After a student is admitted to the ninth (9) grade, classification will be determined by the number of years the student is in high school. However, for a student to be proceeding towards graduation, the student should have seven (7) credits after his/her **freshman** year, fourteen (14) credits after his/her **sophomore** year, and twenty (21) credits after his/her **junior** year.

Credit:

One half credit will be earned for successful completion of a semester course.

Final Exemption - Second Semester:

Students may qualify to be exempt from second semester finals. A student will not have to take the second semester final in a class if he/she meets the following criteria.

1. No unexcused absences to any class including seminar.
2. No alternative learning center placement.
3. No more than 8 total tardies.
4. No money owed to the Library/Media Center or the office.
5. If you are making a C with 0 absences to that class, if you are making a B with 2 or less absence to that class, or if you are making an A with 3 or less absences to that class.
6. Juniors and Seniors will be allowed 1 verified college visit each year that will not count toward the final exemption policy.
7. No other absences will be exempted for any circumstance.
8. Any student that meets standard or above on the state assessment test will be exempt in that subject.
9. All students must have the following years Technology paperwork turned in to the office to be exempt from finals.

Grade Reports:

Progress Reports will be available through Powerschool at the 6th and 12th week of the semester. Please contact the office for your students Powerschool information.

Grading Scale:

The Columbus Unified Schools use the following grading scale. Teachers should always take into consideration individual circumstances and differences when issuing grades.

Grade: %:	Point:	Description:
A 100-90	4	Superior
B 89-80	3	Above Average
C 79-70	2	Average
D 69-60	1	Below Average
F < 60	0	Failing
I		Incomplete
NC		No Credit
P		Passing (not included in GPA)

Graduation Requirements:

American Government	1 credit
American History	1 credit
English	4 credits
Math	3 credits
Physical Education	1 credit

Science	3 credits
World History	1 credit
Fine Arts	1 credit
Personal Finance	.5 credit
Electives	10.5 credits

To qualify for graduation, a student must attend high school four years, maintain regular attendance, be a student in good standing, earn a quarter credit of Independent Reading for each semester in attendance at CUHS, and successfully complete **26 credits**. The Independent Reading credit will count toward a student's electives credit. Students must meet all graduation requirements in order to participate in the graduation ceremonies.

Guardian Contact:

Teachers shall contact guardians when the student's attitude has substantially changed, the student's achievement has fallen, and/or the student is continually receiving below average grades.

Honor Roll:

Students having a GPA of 4.00 will be named to the Principals Honor Roll. Students having a GPA 3.50 – 3.99 with all A's and B's will be named to the Teachers Honor Roll. The Honor Rolls are published at the end of each semester grading period.

Honors Diploma Program:

CUHS provides students the opportunity to earn an Honors Diploma. The following criteria must be met:

1. Complete the Kansas Regents Scholars Curriculum.
2. Complete the Honors Program guidelines their junior and senior year.
3. Attend high school for eight semesters.
4. Have a GPA of 3.6

The Honors Program will provide the students with outside class activities to complete. Those activities will include community services, attending dramatic productions, attending museums, attending political activities, reviewing books, reading circles, and other activities that will enhance the students learning and give them a broader view of the world. The teachers of American History, American Government, English III, and English IV will monitor the program. It will be noted on the student's transcript that the student's junior and senior social science and English classes were for honors.

* A class may be replaced if an IEP team for a gifted student determines a class covering the same material is more rigorous.

Incomplete:

A student who receives an incomplete (I) for a grading period MUST complete all make-up work within four (4) weeks of the close of the grading period. Students who fail to do so will receive a grade based upon the work previously recorded, as well as zero (0) for any incomplete work.

Independent Reading/Learning:

CUHS students are provided with 55 minutes of reading time per week during seminar. This is a highly important activity and should be taken seriously. Reading is the key to all learning and it has been proven that if you read for more than 30 minutes, your reading will improve. Students are required to bring a reading book to seminar and will not be allowed to read on an electronic device. Not reading or not having reading materials will be considered disruptive behavior. Teacher directed activities will also occur during these times. Students will have a grade based on their reading participation.

Individual Education Program:

When an exceptional student, receiving full or part time special education and related services, needs a modification of graduation requirements because of his/her exception, the modification to be made should be according to the student's I.E.P.(Individual Education Program). Thus, the I.E.P. team for the secondary student should consider whether the student needs changes in required courses or credits to attain a regular diploma or a modification of curriculum, method, materials, or time to enable him/her to meet the state's or district's graduation requirements.

Kansas Regents Recommended Curriculum:

The Kansas Regents is the organization that governs the State universities. They have a recommended curriculum that they believe will help students be successful when they go to college. This curriculum is required for students who are applying for the State Scholarship Program, the Minority Scholarship Program, and the Kansas Teachers Scholarships. A student's ACT score is also used in determining these scholarships.

Curriculum:

1. English – 4 approved units required. At least one unit of English or language arts must be taken each year of high school.
2. Natural Science – 3 units required. Biology, Chemistry, Physics.
3. Math – 4 approved units must be taken in high school. Algebra 1, Geometry, Algebra II, Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions, and Calculus.
4. Social Sciences – 3 units required. World History, American History, American Government.
5. Foreign Language – 2 units required. The two years must be in the same language.

Make-up work:

The following guidelines should be followed for students making up work:

If a student is absent, it is his/her responsibility to check with each teacher regarding work or assignments that may have been missed. THIS IS NOT THE TEACHER'S RESPONSIBILITY; IT IS THE STUDENT'S. Make-up work will be expected of the student whether the absence is excused or unexcused.

1. Full credit will be given for excused make-up work.
2. Teachers can determine what they will give a student for unexcused make-up work. They should at least receive 59% of the work completed.
3. If a student is absent two or more days, the student may request lesson assignments by contacting the office. A day will be needed to collect the assignments.
4. If a student has a planned absence, he/she should collect his/her work before he/she leaves.
5. The student has the number of days to make up work that he/she was absent. Note the policy says days and not blocks. If a student is absence 1 day, the next day he/she will need to get the work he/she missed and then have it complete for the next day.
6. A grade of "0" will be given for all work not made up by the end of the allotted time.
7. Homework must be turned in on time when students are on activity trips. If a student misses a class due to an activity trip, the assignments are due the next time that class meets.

Release of Student Records

Individual student files are not available for public inspection. Except as provided in IDAE with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in this policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning their rights with regard to student records. In addition, the custodian of the educational records shall give annual public

notice of the class of records the institution has designated as directory information and of the right of the parent or eligible student to opt-out of the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice and allowing a reasonable period of time for parents or eligible students to inform the district that any or all of the directory information should not be released without prior written consent, the custodian of records may make directory information available without parental or eligible student's consent.

The custodian of records shall make student recruiting information (including student name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students provide a written request to the district providing that the specified information not be released without prior written consent. Notice of the option to opt-out of the release of recruitment information shall be provided to parents and eligible students in the district's annual notice of rights under the Family Educational Rights and Privacy Act.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for

income tax purposes;

- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law;
- In compliance with a lawfully issued subpoena or judicial order. Access will be granted to any third party upon written authorization of the eligible student, parent or guardian. No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:
 - the order or subpoena specifically forbids such disclosure; or
 - the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs.

The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration.

Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records

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

any reason.

Remediation

Students will be placed in the remedial program as decided by CUHS. The time for remediation may be during seminar or it may be a class period.

Valedictorian/Salutatorian

The purpose of identifying valedictorians at CUHS is to recognize the top academic graduating senior student(s). Student(s) that meet the following criteria will be considered to be valedictorians at CUHS:

1. Having the highest GPA at the end of seven semesters.
2. Having attended CUHS the previous three semesters
3. Completing the Kansas Regents Scholars Curriculum

A salutatorian award will be presented to the student having the second highest GPA based on the above criteria.

Virtual Prescriptive Learning (VPL)

VPL is going to be used in the following ways at Columbus Unified High School during the school year.

1. Students that have failed a core class in previous years or semesters will use VPL to repeat that class. We use Edgenuity as our platform.
2. VPL will be used in the Extended School Program in the 1st four weeks of second semester and for summer school. To qualify for the Extended School Program a student must have earned at least a 50% in a class.
3. Students that enter CUHS during a semester with grades from courses not offered will be placed on VPL for that class.
4. A Pass/Inc. grade will be given.

ATTENDANCE

Purpose for Attendance Policies: Success in school or success in the world of work often is based on a foundation of good attendance. If Columbus High School is to prepare students for successful living, then it must require good attendance of its students and provide the opportunity to develop the attendance habits for successful future endeavors.

Absences - 3 types:

1. Unexcused absence - an absence the administrator has not excused.
2. Excused absence - an absence the administrator has excused due to proper notification from the student's guardian.
3. Exempted absence - an excused absence that has been determined not to apply towards the loss of credit policy. To get an absence exempt a student must have an attendance hearing after the semester is complete.

Enrollment (Updated: July 2017)

Resident Students

A "resident student" is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are "homeless" as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, "parent" means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, "person acting as a parent" means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal

custody of the child.

Non-Resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy.

Non-Resident Students-Continued Enrollment

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems.

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident student applications no later than the day before students start school.

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public.

Part-time students may enroll with the (board's/administration's) permission if they complete all paperwork in a timely fashion and are in attendance no later than September 1. Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available and the students follow the district's student conduct policies and rules.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

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 enrollment documentation.

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

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Assignment to a School Building, Grade Level, or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area.

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In junior high and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Extracurricular Activities

In order to participate in any extracurricular activity (game, dance, play, cheerleading, etc.), a student must be in school by 10:00am and remain in school the rest of the day on which the activity is scheduled. Exceptions include funerals, emergencies, and any other absence that the principal has excused prior to the student's being absent. Homecoming candidates may not leave school until 12:00 p.m. to prepare for homecoming assembly and/or coronation. Escorts will be expected to come to school dressed or bring clothes with them to change. Students enrolled in college classes must attend seminar and all CUHS classes after 10:00 a.m.

Homeless Students

The district, in accordance with state and federal law and the Kansas state plan will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. For the purposes of this policy, a student awaiting foster care placement shall not be considered homeless. The board shall designate a homeless coordinator for the district.

Homeless Student Regulations Required by Federal and State Law (Updated: July 2017)

Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or

transitional shelters; or are abandoned in hospitals.

2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Migratory children who meet one of the above-described circumstances. Enrollment/Placement

The district, according to the child's or youth's best interest, shall either continue the child's or youth's education in the school of origin for the duration of homelessness in any case in which: 1) a family becomes homeless between academic years or during an academic year; and 2) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

School Stability In determining the best interest of the child or youth, the district homeless student liaison shall:

- presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth;
- if, after conducting the best interest determination based on consideration of the presumption in clause (1) and the student-centered factors in clause (2), it is determined
- that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal such determination; and
- in the case of an unaccompanied youth, ensure that the district homeless student liaison assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

Immediate Enrollment

- The school selected shall immediately enroll the homeless child or youth, even if the child or youth:
- is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation; or

- has missed application or enrollment deadlines during any period of homelessness.
Relevant Academic Records The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.
Relevant Health Records If the child or youth needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent or guardian of the child or youth, or (in the case of an unaccompanied youth) the youth, to the district homeless student liaison, who shall assist in obtaining necessary immunizations or screenings, or immunization or other required health records. **Records**
Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained so that the records involved are available, in a timely fashion, when a child or youth enters a new school or school district and in a manner consistent with the Family Educational Rights and Privacy Act.

Enrollment Disputes If a dispute arises over eligibility, school selection, or enrollment in a school:

- the child or youth shall be immediately enrolled in the school in which enrollment is sought (whether sought by the parent, guardian, or unaccompanied youth), pending final resolution of the dispute, including all available appeals;
- the parent or guardian of the child or youth or (in the case of an unaccompanied youth) the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions; and
- the parent, guardian, or unaccompanied youth shall be referred to the district homeless student liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. **Placement Choice** The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere. **Privacy** Information about a homeless child's or youth's living situation shall be treated as a student education record, and shall not be deemed to be directory information. **Contact Information** Nothing shall prohibit the district from requiring a parent or guardian of a homeless child or youth to submit contact information. **Definition** The term "school of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool. When the child or youth completes the final grade level served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.
Comparable Services Each homeless child or youth shall be provided services comparable to services offered to other students in the school selected, including:
 - Transportation services;
 - Educational services for which the child or youth meets the eligibility criteria, such as services provided under title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for English learners;
 - Programs in career and technical education;
 - Programs for gifted and talented students; and

- School nutrition programs. Coordination The district shall coordinate the provision of services under these regulations with the Department for Children and Families and other agencies or entities providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.), and transportation, transfer of school records, and other interdistrict activities, with other local educational agencies. Housing Assistance If applicable, the district shall coordinate with state and local housing agencies responsible for developing the comprehensive housing affordability strategy to minimize educational disruption for children and youths who become homeless. The coordination required shall be designed to:
 - ensure that all homeless children and youths are promptly identified;
 - ensure that all homeless children and youths have access to, and are in reasonable proximity to, available education and related support services; and
 - raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Homeless Children and Youths With Disabilities For children and youths who are both homeless and eligible for services under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the district shall coordinate the provision of services under these regulations with the provision of programs for children with disabilities served by the district and other involved local educational agencies. District Homeless Student Liaison The board designates the following individual to act as the district's homeless student liaison: USD 493 Columbus Board Office, 802 S High School, 620-429-3661. The district shall inform school personnel, service providers, and advocates working with homeless families of the duties of this liaison.

The district homeless student liaison shall ensure:

- homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
- homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, district schools;
- homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act (42 U.S.C. 9831 et seq.), early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.), and other preschool programs administered by the local educational agency;
- homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
- the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and

unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;

- enrollment disputes are mediated in accordance with these regulations;
- the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school that is selected;
- school personnel providing services under these regulations receive professional development and other support; and
- unaccompanied youths are enrolled in school;
- have opportunities to meet the same challenging state academic standards as Kansas establishes for other children and youth; and
- are informed of their status as independent students under federal law regarding student financial assistance for higher education acquisition and that the youths may obtain assistance from the district homeless student liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid. The liaison shall also work with the state coordinator for education of homeless children and youth to request and receive needed technical assistance and monitoring to ensure the district complies with federal and state law regarding homeless students. Similarly, the liaison will coordinate with the state coordinator in order to provide professional development opportunities for district personnel to aid them in identifying and meeting the needs of homeless children and youths and will respond to inquiries from parents, guardians, and homeless children and youths to ensure they are provided with the full protection of the law and services they are due.

Notice

The district shall inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the district homeless student liaison, and publish annually updated contact information for the liaison on the district's website.

Local and State Coordination

The district homeless student liaison, as a part of assigned duties, shall coordinate and collaborate with state coordinators, the community, and school personnel responsible for the provision of education and related services to homeless children and youths. Such coordination shall include collecting and providing to the state coordinator the reliable, valid, and comprehensive data.

Homeless Status

The district homeless student liaison may affirm, without further agency action by the Department of Housing and Urban Development, that a child or youth who is eligible for and participating in a program provided by the district, or the immediate family of such a child or youth, who meets the eligibility requirements, is eligible for such program or service.

Dispute Resolution Process

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless student liaison. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the

homeless student liaison. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved, and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the liaison shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the liaison will inform the superintendent of the formal complaint and the disposition.

Transportation

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Foster Care Students

The district, in accordance with state and federal law and the Kansas state plan, will ensure that students placed in foster care within the school district have access to a public education in a stable educational environment. For the purposes of this policy and its applicable regulations, "foster care" means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties.

Point of Contact

The board shall designate an employee to serve as a point of contact for child welfare agencies on behalf of the district.

Loss of Credit Policy

After accumulating six absences from any one class during a semester, the student may lose credit for the course. The loss of credit is serious and can ultimately affect graduation. Any student wishing to appeal the loss of credit due to extenuating circumstances may do so only at the end of the semester.

Lunch:

CUHS has a closed lunch. During a student's lunch period, he/she may go to the **Titan Café, the outside courtyard or remain in the cafeteria.** If a student is not in these areas, consequences will occur, unless he/she had permission. For a student to sign out of school during lunch, he/she will need to talk to an administrator. Leaving during lunch will be closely monitored. Students will be allowed to leave during lunch only with a specific purpose approved by an administrator.

Unpaid Meal Charge Policy

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced priced meals will be established with the district. Students may charge no more than \$25.00 to this account. Charging of ala carte or extra items to this account will not be permitted if the account has a negative balance.

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 have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter & jelly sandwich or ham & cheese sandwich and milk. The student may pick up the alternate meal from the school office.

Parents and/or guardians of students will be notified by our automated system when their student's account reaches \$5.00 or less. Also, at least a 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. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or food service director for collection in accordance with board policy.

Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charge policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

Notification

Student's guardians are expected to notify the office as soon as they are aware their student has a need to be absent. Personal contact, a phone call, or a written note can excuse absences. Absences should be excused upon the student's return. Any student who has an absence that was not excused from the day before will be put on the "Do Not Admit" list. The student will have to report to the office before they are allowed to go to class. The absence will be dealt with at that time. Students who do not have a note will be asked to contact their parents to get the absence excused. The administration will make the final determination if an absence is excused or unexcused.

Seminar

Seminar is part of the school day and students are required to attend and be engaged in school activities. Leaving during seminar will be monitored closely to insure that seminar is being used properly. Administrators will allow students to sign out only for extenuating circumstances.

Tardiness

Tardiness is defined as any student who is not in his/her seat after the scheduled time a class begins. Tardiness of more than 25 minutes to a class will be considered an absence. Students who are late to class and do not have a note from the office or teacher will be asked to report to the office before going to class.

Truancy

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made. The building principal (or assistant 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.

Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, or vocational educational school.

Columbus Alternative School

C.A.S. provides an opportunity for students who are behind in credits and/or not fitting into the normal public school setting a chance to complete their education. However, students with an IEP cannot attend C. A. S. Below is the following instances students will attend C. A. S.:

1. A student requests to attend Columbus Alternative School and the administration agrees it will be the best situation.
2. A student who is behind in credits and a plan cannot be created to allow the student to graduate from CUHS in the normal four years will be required to go to Columbus Alternative School.
3. A student who approaches the administration about dropping out of school will not be signed out of school until attempting Columbus Alternative School for at least one week.

DISCIPLINE

Purpose for Discipline Policies: When a student enrolls in Columbus School High School, he/she agrees to abide by a code of conduct established by the institution--just as a citizen of a community, state, or nation assumes the responsibility of conduct when he/she accepts citizenship or just as an employee agrees to the rules of conduct at his/her place of employment when the employee accepts a job. The student's conduct must not interfere with the business of education: His/Her conduct must not interfere with his/her responsibility to learn or the rights of others to learn, to teach, to administer, or to provide support services. His/Her conduct must not deface, harm, or endanger the learning environment, school property, facilities, or grounds. His/Her conduct must demonstrate respect for an atmosphere of mutual acceptance and regard for others and their philosophical and cultural differences. Teachers and other staff members also have a responsibility to monitor student behavior outside the classroom. Students are expected to obey the request of teachers concerning hallway discipline.

Administrative Judgment:

Not every situation can be defined in this handbook. It is the school administrations duty to maintain a safe and orderly learning environment. If the administration determines a student's action interferes with the school environment, then they have the obligation to discipline that student. Also, the consequences that are written in this handbook are the guidelines for normal situations. Each individual situation will be judged on its' severity. The administration reserves the right to alter the consequence given for extreme and/or excessive cases.

Articles Disruptive to the Learning Environment:

Tablets, iWatches, Smartphones, Headphones, iPods, cellular phones, or other items that may interrupt the learning environment will not be used during the school day without permission of the administration.

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/superintendent} shall report such act to the appropriate law enforcement agency.

USD 493 Columbus Anti-Bullying Policy

Policy Statement

USD 493 Columbus prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school sponsored activity or event. For the purpose of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

Expected Behavior

Students who have bullied others in violation of this policy may be subject at the discretion of the administration and Board of Education, to disciplinary action, up to and including suspension and expulsion. If appropriate, any student who violates the bullying policy shall be reported by the administration to local law enforcement.

Bullying Definition

“Bullying” is defined as any intentional gesture or any intentional written, verbal, electronic (cyberbullying), or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the 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.

“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.

Bullying is an intentional, aggressive and repeated behavior that involves an imbalance of power or strength. The various forms include: physical, verbal, emotional, sexual, racial, Cyber and hazing.

Bullying is not a one-time incident with hurt feelings, students not getting along, a disagreement with a peer, or mutual escalation.

Student Handbook

In the student handbook administrators are given various options to address bullying behavior and harassment in our schools. Not every situation can be defined. Administrators will work to keep the environment safe for all students.

Response to Bullying

Staff

- Take all reports seriously.
- Closely supervise all students.

- Take immediate action if bullying is observed or suspected.
- Provide information to bully, bystander, and victim.
- Report to administration.

Students

- Report bullying to a staff member.
- Refuse to participate in bullying.
- Make it socially unacceptable to bully.

Families

- Talk with and monitor your child.
- Let your child know that you take bullying seriously.
- Develop clear and consistent rules for your child's behavior.
- Build on your child's positive attributes.
- Work with the school or report, stop, and prevent bullying.
- If you have questions or concerns please contact your child's school.

Retaliation

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A person 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.

Staff Members

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Parent Bullying

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 Rules

All bus rules and procedures can be located on the USD 493 website as well as the CUHS website.

Cell Phone Policy

Cell phones and smart phones have become more distracting and addictive in recent years. It is very important that students learn to be responsible with the use of technology and smart phones. At CUHS we want to provide a time of total disconnection from smart phones during all class time. Students will be allowed to use smart phones during passing period and at lunch. During class time all cell phones, smart phones, iWatches, tablets, headphones, ear buds, game devices and any other non-school issued form of technology will be banned from use. No student may use any of these devices in the hallway or in the classroom during class time.

All messages for students should be delivered to the office. Any messages sent to a student will only be checked during passing period or at lunch. While convenient, sending them text messages during class time is distracting and promotes violating the rules. School personnel will confiscate any cell phone that is heard or seen during class time.

1. Cell phones are only allowed to be on and/or visible during passing period and lunch.
2. Cell phones are to be off and not visible during class time. This includes time that students are in the hallway, library, or other school location.

3. 1st Offense-Cell phone is brought to the office and will be returned at the end of the day.
4. 2nd Offense-Cell phone is brought to the office and will not be returned until a detention is served. Most detentions will be served 3-3:30.
5. Subsequent offenses will result in detentions, ALC assignment, removal of all privileges, or suspension.
6. Each classroom will have cell phone holders for all students' cell phones. A student who keeps their cell phone will automatically have an offense.

Cheating

Cheating has become an increasing national problem. CUHS is not isolated from this problem. CUHS students must understand that cheating is unethical. Cheating keeps the student from learning and interferes with others learning. It is the goal of CUHS to make sure the students understand that developing a habit of cheating could lead to more severe situations in their adult life. If a student is caught cheating, the teacher will notify the office by completing discipline report explaining the situation. A student caught cheating will (1) receive a grade of zero on the test or assignment and (2) have his/her parents notified by the teacher and/or the office.

Computer Security and Internet Acceptable Use Policy

The Columbus School District is proud of the technology we have to offer our teachers, students and staff members. This document contains the Acceptable Use Policy for your use of the Columbus Schools Computer Systems, Local Area Network, Internet Access and other technology devices. We believe that all students, teachers and administrators must take responsibility for appropriate and lawful use of this access. While the schools' teachers and staff will make reasonable efforts to supervise students' use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Below is the Computer, Local and Wide Area Network (LAN and WAN) and Internet Acceptable Use Policy of the Columbus School District.

For the purposes of this document, the Columbus School's LAN (local Area Network) and WAN (Wide Area Network), Internet Access and computer systems shall be referred to as the "Network" or the "System".

1. Applicability

- a. Users-These rules and procedures shall apply to all Students and Guests of USD #493 who use the Network and other technology items.
- b. Equipment-These rules and procedures shall apply to all forms of technology and media that exists at Unified School District #493 (e.g. computers, network, internet, iPhones, video cameras, digital cameras, etc.)

2. Training and Compliance

- a. Netiquette- All students will be trained in and will comply with all policies and guidelines adopted by Columbus Schools for the accessing of the Network and Internet. All such users will be trained in "Netiquette", electronic communication ethics, and user responsibilities.

3. Educational Purpose

- a. Limited Educational Purpose- The Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and other limited high-quality activities. Columbus School District has the right to place reasonable restrictions on the material you access or post through the network.
- b. Access- Access to Internet World Wide Web information resources shall be available through student classrooms, library, or school computer labs.

4. CIPA Compliance and Content Blocking Technologies

- a. Filtering Technologies- Columbus School District shall employ any means necessary to maintain compliance with the Children's Internet Protect Act (CIPA), through the use of Internet Filters either maintained on the Network, or through the use of a third party provider.
- b. Spam Blocking- Columbus School District may also use Spam E-mail Filtering Technologies to prevent unwanted e-mail from arriving at our users e-mail accounts. It should be understood that the use of Spam Filtering Technologies might cause interruptions or loss of legitimate e-mail.

5. Student and Staff Guidelines

- a. Chat- Students may NOT use any publicly accessible Chat Software or BBS (Bulletin Board Systems), or any personal communication software/website (e.g. Skype, FaceTime, etc) except as specifically directed for class assignments/projects. These include but are not limited to: AIM – AOL Instant Messenger, Yahoo Instant Messenger, ICQ, Excite Messenger, JabberIM, Odigo Messenger, Netscape Instant Messenger, Etc.
- b. Peer to Peer – Peer to Peer files sharing programs are STRICTLY forbidden. Examples of these programs are Kazaa, Napster, Morpheus, Limewire, Bearshare, any bittorrent software or website, etc.
- c. Gaming Sites- Students or staff may NOT use any publicly accessible gaming web site that provides chatting software, unless teacher sponsored and monitored. (e.g. Runescape)
- d. Allowed E-mail- Students or staff may be provided an e-mail account through Columbus Schools. Accounts will only be provided for a legitimate educational purpose and accounts can and will be monitored by the teacher and/or computer administrator.
- e. Personal Safety
 - 1. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone number, school address, work address, etc.
 - 2. Computers may not be used to make audio and/or video recordings without the consent of all those who are being recorded.
 - 3. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
- f. Privacy - You should expect only limited privacy in the contents of your personal files on the District's Network or the contents of mobile devices. The situation is similar to the rights you have in the privacy of your locker.
- g. Illegal Activities
 - 1. Hacking - You will not attempt to gain unauthorized access to the Network or to any other computer system through the Columbus Schools Internet Access or the Network or go beyond your authorized access. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
 - 2. You will not make deliberate attempts to disrupt the computer Network or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - 3. You will not use the Columbus Schools Internet Access or the Network to engage in any other illegal act such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of any person, bullying, etc.

h. System Security

1. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under **NO** conditions should you provide your password to another person.
2. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not search for security problems, because this may be construed as an illegal attempt to gain access.
3. Because strange software can contain viruses or other damaging code, which could cause a security risk, you may not load any personal software onto a district computer without the approval of the Computer Administrator/Technology Facilitator.

i. Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, email messages and material posted on web pages.
2. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
5. You will not knowingly or recklessly post false or defamatory information about a person or organization.

j. Plagiarism and Copyright Infringement

1. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
2. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.
3. Downloading music, movies or other copyrighted materials is **STRICTLY** forbidden.

k. Inappropriate access to Material

1. You will not use the Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. If you mistakenly access inappropriate information, you should immediately tell your teacher or another district employee. This will protect you against a claim that you have intentionally violated this policy.
3. Your parents should instruct you if there is additional materials that they think would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.
4. The following are examples of inappropriate Internet uses (but it is not limited to those listed): cheating, seduction, commercial fraud, intellectual property theft, computer fraud, stolen passwords, computer viruses, pornography, software piracy, sedition and treason, computer vandalism, credit card fraud, plagiarism, gambling, sexually explicit materials, harassment, copyright violations, fraudulent misrepresentation, how to make and use weapons
 - a. Commercial Use- You may not use the Columbus School Districts Internet Access for commercial purposes. This means you may not offer, provide, or purchase products or services through the Network or it's Internet Access.
 - b. Political Lobbying- You may not use the Network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

b. Circumvention – Students are prohibited from bypassing or attempting to bypass Columbus School Districts Internet Web Filters by any means, including the use of public proxy servers, anonymizers, or any software or service designed to circumvent our web filtering technology.

6. Exceptions

a. System Administrator/Technology Facilitator

1. In rare circumstances, it may be necessary for the System Administrator / Technology Coordinator to override or supersede some aspect of this policy, for a user or a classroom. He/She shall only override this policy where it is determined that the policy is inhibiting a valid educational use or experience.

7. Equipment Vandalism

a. General- Vandalism of any kind is strictly forbidden. Vandalism is any malicious attempt to harm or destroy property of the district, another user, or the property of any agencies that are connected to the system through the Network and Internet connection. Vandalism includes, but is not limited to the uploading, downloading, creation, or installing of computer viruses, scratching or writing on computer equipment.

8. Miscellaneous

a. Violation / Discovery -Routine maintenance and monitoring of the Network may lead to discovery that you have violated this policy. If there is suspicion that you have done so, an individual search may be conducted. The investigation will be related to the suspected violation.

b. Due process

1. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network.
2. Any deliberate misuse of the Network or violation of this policy may result in loss of privileges in using the Network and/or other disciplinary actions as determined by the district.

c. Limitation of Liability- The district makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The district will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

Consequences

When a student has knowingly broken the code of behavior established by Columbus High School, the school advocates the use of punishment as an instructional strategy for teaching the student socially acceptable behavior.

1. Alternative Learning Center (ALC)

During ALC the student will report to the alternative school building across Maple Street from the high school in a designated area separated from the classroom. The student will receive all assignments given in class during the ALC time and be given credit for work completed while in ALC. Under some conditions, students may be assigned ALC for an extended time period.

2. Conference

A conference will be used for minor offenses. The student will discuss the behavior with an administrator in the office.

3. Detention-Office

The office will assign detentions for behaviors. The time for office detentions will be 7:25-7:55 in the office. If a student cannot serve a detention before school he/she may serve an afternoon detention. However, to do this, they must report to the office at 3:00-3:35 p.m.

4. Detention-Teacher

Teachers may assign detentions for behavior problems in their classrooms. The teacher will set the date and time and the student will serve the detention with the teacher.

5. Expulsion

Expulsion is removal from school and activities for an extended time passed the end of a semester. A due process hearing is required to expel a student.

6. Loss of Privileges

A student can lose class and school privileges due to misbehavior.

7. Suspension-Short

This is the removal from school and activities for one to ten days not past a semester.

8. Suspension-Long

This is the removal from school and activities for more than ten days not past a semester. A due process hearing is required to long-term suspend a student.

Discipline Contract

If a student receives excessive referrals, a discipline contract may be signed. The contract is used to make the student aware of his predicament and the possible consequences that may occur if the misbehavior continues. These are usually used when suspension is the only effective discipline option for the student.

Dress Code

School is the student's job. As in all jobs, there is appropriate attire that is required. Students need to understand school is a more structured environment and they should dress differently than they do on their free time. Appropriate dress helps establish a more conducive learning environment. During the academic day no hats, or hoodies will be worn and sleeves must be worn at all times. **Shirts must also cover the mid section.** Reasonable, respectful, and appropriate dress and hygiene are expected at all times. Appropriateness and moderation in all attire and grooming, concern for the health and safety of students, and the avoidance of distractions to the educational process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot, therefore, be completely covered by specific rules and regulations. The task of evaluating what is proper in the way of dress and grooming is highly controversial and opinions differ among various persons. The school administration shall assume the authority for specific items of clothing and general appearance for reasons of administering this regulation with regard to safety and health and/or for the order, well being, and welfare of students and the educational environment.

Law

Any action that is considered illegal is also considered a disruption to the learning environment. The school will give a consequence and the proper law authority may be contacted.

Offenses

If a student is to be a contributing citizen in an ever-changing, global society, the individual must value self, others, and the environment in which he/she lives and works. Demonstrating this is no less important than any other academic or affective skill that a student might learn. It is the responsibility of Columbus High School to create an environment in which the student is ultimately responsible for his/her own actions. The following is a list of offenses that Columbus High School has deemed disruptive to the learning environment.

1. Alcohol

The use or possession of alcohol on the school campus or on a school activity is prohibited, and a violation will result in the following consequence:

First offense..... five-day suspension and placed on proper step of Drug/Alcohol Policy.

Subsequent offense.....long-term suspension and placed on proper step of Drug/Alcohol Policy.

Any alcohol offense will also result in the student being ticketed for minor in possession of alcohol. Any student that is suspected of being under the influence of alcohol will be administered a breathalyzer by the School Resource Officer or designee.

2. Computer Misuse

When a student is using the internet inappropriately in class they will lose computer access for a period of time according to the violation and number of violations.

3. Defiant Behavior

When a student refuses to follow a reasonable request of a school employee a consequence will occur. The level will determine the consequence.

4. Detention Failure - When a student misses a teacher or office assigned detention. If this occurs the detention will be doubled. If student misses a doubled detention, he/she will be given an ALC.

5. Disrespectful Behavior

When a student fails to show the appropriate respect for a school employee a consequence will occur. The level will determine the consequence.

6. Disruptive Behavior

When a student's actions become disruptive to the learning environment a consequence will occur. The level will determine the consequence.

7. Dress Code Violation

When a student violates the dress code they will be asked to correct it as soon as possible. If a student continues to violate the dress code, progressive consequences will be given. On the instance of a length of short or skirt violation, the following will be applied.

First offense.....warning/wardrobe change

Second offense.....loss of privilege to wear shorts and/or skirts

8. Drugs

The use or possession of illicit drugs on the school campus or on a school activity is prohibited, and a violation will result in the following consequence:

First offense.....ten day suspension and placed on proper step of Drug/Alcohol Policy.

Subsequent offense.....long-term suspension and placed on proper step of Drug/Alcohol Policy.

Any drug offense will also result in the student being ticketed for possession of drugs.

9. Driving Violation

Since CUHS is a closed campus, students are to park their cars on the parking lot in a designated parking space and not return to them during the day unless authorized. Reckless or unsafe driving on the parking lot or around the school will not be tolerated, and violators will be subject to being reported to police officials. Violations may also result in a detention or ALC assignment.

10. Fire and Fireworks

If a student starts a fire or ignites any fireworks on school property or while riding student transportation the following consequences will apply:

First Offense.....ten day suspension

Second Offense.....long-term suspension

11. Harassment

Harassment of students will not be permitted at CUHS. Initiation and bullying is a form of harassment. Students who violate this policy will receive a consequence. Suspension will be considered for severe or multiple offenses.

12. Physical Violence against Staff

If a student attacks a staff member in anyway, a long-term suspension will be sought.

13. Physical Violence against Students

If it is determined that a student caused physical harm to another person, suspension will occur. No level of fighting will be tolerated at school.

14. Profanity

The use of curse words or other language deemed socially unacceptable for the learning environment will not be allowed. Profanity in the classroom will result in a consequence based on the severity. If the profanity is directed at a staff member, it will result in an ALC assignment or suspension.

15. Student Conflict

When conflicts occur at school between students, it is disruptive to the learning environment. A consequence will occur depending on the severity of the disruption and the possibility of another disruption.

16. Tardiness-excessive

Student tardies are tracked using the attendance portion of PowerSchool. The total number of tardies will be tracked with consequences beginning at 5. Following the original 5 tardies consequences will occur after two more tardies are accumulated. More severe measures may need to take place for students with chronic tardy problems.

17. Theft

If something is stolen at school, it will be investigated to the best of the school's authority. Local law enforcement may also be contacted. If a student is caught stealing, he/she will be suspended.

18. Tobacco/Electronic Cigarettes

The use or possession of tobacco/electronic cigarettes on the school campus or on a school activity is prohibited, and a violation will result in the following consequence:

First offense.....three-day suspension and placed on proper step of Drug/Alcohol Policy.

Second offense.....ten-day suspension and placed on proper step of Drug/Alcohol Policy.

Subsequent offense.....long-term suspension and placed on proper step of Drug/Alcohol Policy.

All tobacco offenses will result in a ticket for being a minor in possession if the student is under the age of 18.

Use of Tobacco Products and Electronic Cigarettes:

The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned or operated by the district and in school vehicles.

Smoking by students and/or the possession or use of any other tobacco product or electronic cigarette is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events, and on school owned or operated property.

Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

19. Transportation Violation

Bus drivers, after consultation with the high-school principal, and with his permission, have the authority to suspend students from riding the bus for misbehavior. Suspension from bus also includes activity trips.

20. Unexcused Absence

If an absence is determined to be unexcused, the student will receive a consequence.

21. Vandalism

Anyone who damages or defaces school property will be required to repair or replace the damage. Other consequences may be involved depending on the severity. Also, the local law enforcement may be contacted.

22. Weapons (Updated: July 2015)

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.

Weapon

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 1/4 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 1/2 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, 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.

Possession of a Firearm

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property, within any district owned or operated building or facility; in a school vehicle or an employee’s personal vehicle being used to transport students, or at any school sponsored activity, program, or event. This prohibition includes possession of concealed weapons even if the person has a valid concealed carry license in this state.

Racial and Disability Harassment (Updated: July 2015)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by

board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to 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 of the student to participate in or benefit from the services, activities or programs of the school; Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

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

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated. 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.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

Searches of Property (Updated: July 2015)

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

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

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

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

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

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

Use of Trained Dogs in Conducting Sweeps

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

Sexual Harassment (Updated: July 2015)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. 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 coordinator or district 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. A summary of this policy and related materials shall be posted in each student handbook and on the USD 493 Web Site.

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's 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 pupil 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 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 guardians according to Kansas law.

Written notice of the result of the hearing shall be given to the pupil 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 parents 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.

Security and Safety

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusions or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law and by this policy, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

Reporting Crimes at School to Law Enforcement

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, any district employee who knows or has reason to believe any of the following has occurred at school; on school property; or at a school-sponsored activity, program, or event shall immediately report this information to local law enforcement.

Reportable events would include:

- any act which constitutes the commission of a felony or a misdemeanor; or
- any act which involves the possession, use, or disposal of explosives, firearms, or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

Administrative, professional, or paraprofessional 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.

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.

Annual Reports

The principal of each building shall prepare all reports required by law and present them to the board and the state board of education annually. Reports shall not include any personally identifiable information about students. These reports and this policy may be made available upon request to parents, patrons, students, employees, and others.

Staff Immunity

No board of education, board member, superintendent of schools, or school employee shall be liable for damages in a civil action resulting from a person's good faith acts or omission in complying with the requirements or provisions of the Kansas school safety and security act.

Teachers

Teachers are the ones who are ultimately responsible for the learning environment in their classroom. They are granted the ability to give detentions and to take away classroom privileges. If the teacher's consequences do not change the student's behavior, the teacher is to report the student to the office.

EXTRACURRICULAR ACTIVITIES

USD 493 is dedicated to the concept that extracurricular activities are an important and vital component of the total education. These activities are a positive learning experience for our students, offering opportunities for competition, integrity, and self-discipline. Students have no absolute rights to participate in extracurricular student activities. Such participation is a privilege accorded students and encouraged by the Board of Education. Selection to a team, organization, or club is both an honor and a privilege. As such, this selection carries responsibilities commensurate with leadership roles. As leaders, and as visible representatives of the USD 493, these students accept an obligation to represent themselves in an exemplary manner.

Extra/Co Curricular Substance Abuse Policy

Any student wishing to participate in any extracurricular activities, including dances, must sign up for a random drug testing pool and the substance abuse policy in the first week of his/her attendance. The policy will be presented to each student and explained. The policy may be found on the district website.

Student Insurance

USD 493 Columbus district does not provide student accident insurance other than the KSHSAA Catastrophic coverage provided for KSHSAA activity participants. Information on KSHSAA coverage is available at www.kshsaa.org, Medical expenses are the responsibility of the parents.

Activity Trips

1. All activity trips which take a student out of school, evening hours and possibly overnight will be scheduled well in advance, and parents will be notified.
2. Activity trips taken during the school day shall be carefully planned, shall take into account the needs of the learner, and shall have an educational objective.
3. All activities trips shall be made by school transportation unless approval is acquired from the superintendent of schools for special arrangements.
4. Students participating in school activities shall not be allowed to drive their own vehicles to and from any school activity where school transportation is provided.
5. Students may ride home from activities with their parents/guardians or other parents when the student's parents/guardians have personally contacted the head sponsor or administrator. Contact is to be made in person or by telephone along with a written note. When a student is riding home with parents/guardian other than his/her own, the person providing transportation must contact the head coach or administrator--Parent contact, written note, and personal contact at activity are all required. All school rules of conduct are in effect on school-related trips.
6. All students participating in a field trip outside the school district, shall provide a form signed by a parent or guardian indicating approval for participation in the activity.

Dances

School dances are for the benefit of CUHS students. The following regulation will be strictly enforced:

1. Only students in the ninth grade or above will be allowed to attend.
2. Students who bring outside guest to school-sponsored dances will be expected to clear this in the office and fill out and return the outside guest form to the office before the dance.
3. Any student who leaves the dance before it is over will not be allowed to return.
4. Students under the influence of alcohol or drugs will be subject to stringent disciplinary consequences.

5. Only students who have signed up for the random drug-testing pool will be allowed to attend school dances.
6. I.D cards must be shown at dances with the exception of the prom. Students without a card will be charged an additional \$5.00. This money will go towards the purchase of a replacement card.

Eligibility

Activity Eligibility rules for interscholastic athletics and activities are those established by the Kansas State High School Activities Association. If there is a question about eligibility, a student should contact the building principal. However, the following are general guidelines:

1. You must be a legitimate student in good standing at Columbus High School.
2. You must have passed at least 5 new subjects of unit weight last semester.
3. You must be enrolled in at least 5 new subjects of unit weight the present semester.
4. You must have attended this school or a feeder school in the district last semester.

Other eligibility requirements:

1. For athletics, a current physical and concussion form must be on file.
2. The student must have signed up for the drug testing pool within his/her first week of attendance.
3. The student must sign a handbook form.

National Honor Society

Guidelines for induction into NHS can be found on the USD 493 website.

Sportsmanship

KSHSAA CITIZENSHIP/SPORTSMANSHIP PROGRAM

Introduction:

The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist--they must be integrated and support each other in "different" arenas. The concept of "Sportsmanship" must be taught, modeled, expected, and reinforced in the classroom and in the competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

Philosophy:

Activities are an important aspect of the total education process in the American schools. They provide an area for the participant to grow, to excel, to understand, and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. **SPORTSMANSHIP IS GOOD CITIZENSHIP IN ACTION!**
ALL ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE OR DISRESPECTFUL!

Policy:

SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below:

1. Be courteous to everyone.
2. Know the rules, abide by and respect the official's decision.
3. Win with character and lose with dignity.
4. Display appreciation for good performance.
5. Exercise self-control.
6. Permit only positive behavior.

Student Council

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration. Candidates and Council members shall be students with a scholastic average of 3.0 or above.

GENERAL

Assemblies

CUHS students are a source of community pride because of their friendly and courteous behavior. Students should recognize that there are two types of assemblies: general assemblies and pep assemblies. During general assemblies, students will be provided with information or entertainment. Seating will be assigned, and students will treat the presenters as guests in our building. Pep Assemblies are for full student participation as directed by the cheerleaders.

Bell Schedule

At CUHS we are on the modified block schedule. Monday and Thursday are Red Days all year. Tuesday and Fridays are Gold Days. Wednesday is an 8 period day with all classes except seminar meeting. All other days fall under the block schedule.

Monday, Tuesday, Thursday, and Friday:

Block 1	8:00 – 8:57
Block 2	9:00 – 9:57
Seminar.....	10:00 – 10:35
Block 3.....	10:38 – 12:00
1st Lunch.....	10:50 - 11:15
2nd Lunch.....	11:35 - 12:00
Block 4.....	12:05 - 1:00
Block 5.....	1:05 - 2:00
Block 6.....	2:05 – 3:00

Wednesday Schedule

Flex Time.....	8:00-9:35
Wednesday Class.....	9:40 – 12:00
20 minute lunch during this class	
Flex Time.....	12:05 – 3:00

Cafeteria

There is no place students reveal their manners or reflect the training they have received at home more conspicuously than in the cafeteria. All students are urged to use the cafeteria as a place of pleasant relaxation, conversation, and leisurely dining. All students are required to be in the cafeteria or courtyard during their scheduled lunch period and are to remain there until the bell rings. Students are expected to leave the table area where they have eaten clean and orderly. Food and beverages are not permitted outside the cafeteria at any time without permission. Cafeteria meals will be charged from the school IDs. Students may put money on their cards in the office or at breakfast or lunch. A student cannot charge a meal. Students will not be permitted to take deliveries at school from fast food restaurants. Students may select from either the complete lunch menu or the “offer” menu. Breakfast is available each morning in the cafeteria from 7:35 to 7:50. Students are not allowed to purchase any items from the cafeteria except during the breakfast or lunchtime.

Cameras

Surveillance cameras are located throughout the school buildings, on school grounds, and in school buses. Anyone on school property may be videotaped. The district may use 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. Records 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.

Class Dues

The Junior Class will have a major fundraiser in the first semester. If a student does not raise \$50.00 in this fundraiser they will be expected to pay class dues of \$50.00. A student will not be allowed to go to Prom their junior or senior year if the dues are not paid. They will also not be allowed to go on the senior trip.

Complaints and Grievances Procedure (Updated: July 2015)

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. David Carriger, Superintendent, USD 493, 802 S High School, 620-429-3661, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Drug Dogs

Periodically and unannounced, drug dogs may be used to search for drugs anywhere on campus. This includes lockers, hallways, and parking lots.

FERPA

The Family Educational 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. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal 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 or misleading. Parents or eligible students may ask Alpha school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them 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 consent to disclosures of personally identifiable information contained in 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 is a person employed by the district as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
US Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

Fire Drills

Fire drills will be conducted monthly without warning, and teachers are responsible for making students aware of how to exit the building from that particular classroom.

Guidance Services:

Columbus High School has counselors available to students, parents, and teachers. Services include individual and personal counseling; academic enrollment and scheduling; and vocational and educational counseling, orientation, and testing. Students, parents and/or teachers may contact the counselor for information and help at any time.

Health Assessments and Physicals

Unless otherwise provided herein, all students under the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

The above requirement is not to serve as a barrier 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 health assessments.

All students engaged in athletic activities covered by KSHSAA rules shall provide the building principal with proof of a physical examination and clearance to participate.

Principals shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of health assessments.

Inoculations

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 12.

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.

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, as applicable, 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 shall provide written notification to the parent or guardian of a student that 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 of 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.

Library

Use of the library by students and teachers is encouraged as individuals and in class groups. A maximum of two students are to come from each class unless accompanied by the teacher. The teacher and librarian will plan ahead for groups using the resource center. The normal checkout time for library books will be two weeks, with no limit to the number of renewals when the book is returned to the library for restamping. There is a fine for overdue materials. Non-book materials (periodicals, records, tapes, filmstrips and audio-visual equipment) may be checked out for shorter specialized times. Reference books are marked DO NOT REMOVE FROM THE LIBRARY; however, if a special need for that volume in the classroom exists, students or teachers may check with the librarian.

1. The library will be open from 7:45 A.M to 3:15 P.M. each school day. Students may come in to read library materials, study, or work on group projects in the classroom.
2. Classes using the library will plan and schedule with the librarian ahead of time.
3. Students who misbehave will be returned to the classroom.
4. Students and teachers are encouraged to give the names of recommended books to the librarian for consideration.

Lockers

Each student is assigned a separate locker, and students are not to use other lockers. Students should keep their lockers locked. Lockers are the property of CUHS. The school reserves the right to search lockers at any time and may remove any items that have the potential to disrupt the learning process and apply appropriate discipline. Students are cautioned not to bring large amounts of money or valuable items to school. Students, not the school, are responsible for their personal property.

Nondiscrimination Statement

Columbus Unified High School in Columbus, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admissions or access to or treatment employment in its programs or activities. If you have any questions regarding the above, please contact Mr. David Carriger, Superintendent of Columbus Unified School District: USD 493(Title IX Coordinator) and (Section 504 Coordinator).

Opt Out Policy for Directory Information

The following information maybe released unless the parent or guardian request in writing that such information be withheld: school pictures, name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees, awards, honors received, and the most recent or previous educational agency or institution attended by the student. Release includes but is not limited to yearbook, newspapers, and school websites.

Out of District Enrollment

Students who do not live in the USD 493 District must fill out an out-of-district application. Consideration for enrollment will be on an individual basis by the building administrator.

Passes:

No student will leave the classroom without a written pass from the sending teacher.

School Closings

Severe weather conditions that could possibly cause school to be closed will be closely watched by the administration. There also may arise other situations that would cause the school to close. In the event school will not be in session, the superintendent or designate will notify the local media by 6:15 A.M.

School Resource Officer

The school resource officer is a shared employee of USD 493 and a local law enforcement agency. He is a certified police officer and will be the local contact for law enforcement. However, that is not his only responsibilities. The SRO will help with supervision of the school and will work on educational and awareness programs for the students. As an employee of the school, the SRO may be present for any of the searches conducted by the administration. The SRO or designee will administer breathalyzer test when requested by the administration.

Student ID's

Each student will be provided with a picture ID. This will admit them to all home school activities except tournaments or dances. The ID will also function as a lunch and library card. If a student does not have their ID they will have to go to the end of the lunch line. Students who cannot show an I.D. card at the door will be charged the regular student admission at games and an additional \$3.00 at dances. This money will go towards a replacement card. The replacement cost for a lost ID is \$3.00.

Temporarily Disabled Students

Students who are temporarily disabled by illness, operation, or accident authenticated by a health care provider's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program.

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a health care provider's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of an evaluation under Section 504.

Textbooks

Books will be checked out to students at the beginning of each term and returned at the end of the term.

1. Textbook rental will be covered in the enrollment fee.
2. Students are to write their names in ink in the front of the book along with the year the book is being used.
3. Students are not to write in the books in any other place.
4. Students are responsible for returning the books in the same condition in which they received them minus reasonable wear.
5. Students will be charged for lost/damaged books at the replacement cost.

Tornado Drills

Tornado drills will be held periodically throughout the school year. Students in the building will proceed to designated areas.

USD 493 Protection of Pupil Rights Amendment: Regulation (Updated: July 2015)

Surveys: Parental Inspection Rights

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical

appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written Permission Required

If such survey is funded in whole or in part by federal funds or if the survey concerns the student's or student's parents' or guardians' beliefs or practices on sex, family life, morality, or religion, it shall not be administered without providing notice to and the express written consent of a parent or guardian. If the survey is not federally funded and does not cover the aforementioned topics, parents must be given direct notification of the survey and be provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

Parental Rights: Marketing Information

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

- College or other postsecondary education recruitment or military recruitment.
- Book clubs, magazines, and programs providing access to low-cost literary products.
- Curriculum and instructional materials used by elementary schools and secondary schools.
- Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
- The sale by students of products or services to raise funds for school-related or education-related activities. Student recognition programs.

Release of Information – FERPA Rights

Unless the information collected from students is designated as directory information and is maintained outside of a statewide longitudinal student data system, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student.

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 by the Family Educational Rights and Privacy Act ("FERPA").

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 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 examination 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, tablets, 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.

Emergency Safety Interventions (Updated: JULY 1, 2016)

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

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions:

- "Campus police officer" means a school security officer designated by the board of education of any school district 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 law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.
- “School security officer” means a person who is employed by a board of education of any school district 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 restraints 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 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) email 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 email. 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. For purposes of this subsection, 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 parent, 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 such 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 of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. 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 will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent 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 30th 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.

USD 493 EMERGENCY SAFETY INTERVENTION DOCUMENTATION

Date: _____

Dear: _____

The purpose of this letter is to inform you that on _____, at _____ (a.m./p.m.) the need for the use of an Emergency Safety Intervention was required for _____.
(name of student)

K.A.R. 91-42-1(c) defines Emergency Safety Interventions (ESI) as “the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an ESI.” Whenever an ESI is used, the parent(s)/guardian(s) must be informed within (2) school days.

Type of Emergency Safety Intervention Used:

Seclusion _____ Restraint _____

Duration of Seclusion/Restraint: _____ (minutes)

Location: _____

Name of Staff Member: _____

Witnesses: _____

Description of Incident:

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

(Signature of person completing report)

(Date)

*Parent(s)/guardian(s) notified of this incident on _____ by _____.

*Original provided to Building Principal

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

USD 493 ESI Acknowledgement Form

Kansas regulations now require that we provide all parents with notice of our written policies regarding Emergency Safety Interventions (“ESI”). Our district policy is available on our website at www.usd493.com and in our **student handbooks**. In addition, we will provide a copy of the policy at any time upon request.

Please select one of the following options:

I have been informed of the district’s policy, and I do not want a copy of the policy.

I have been informed of the district’s policy, and I do want a copy of the policy. By my signature below, I acknowledge that I have received a copy of the policy.

PARENT SIGNATURE: _____

DATE: _____