



Gardner Edgerton High School 2020-2021

ALMA MATER

Our strong band can ne'er be broken, formed at GE High – Far surpassing wealth
unspoken, sealed by friendship's tie. We will ever sing thy praises, Loyal, proud and true.
Hail we now our Alma Mater Hail the White and Blue.

GEHS FIGHT SONG

Fight, fight, fight, We're gonna win tonight. Blue and White, We're gonna win with might.
We're gonna win, win, win And that is why we sing and shout our praises to the sky High,
High, High, Roll, roll, roll, We're gonna roll some more. Roll, roll, roll, Up the score.
V-I-C-T-O-R-Y We're gonna win this game tonight!

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GARDNER EDGERTON HIGH SCHOOL

425 N. Waverly
Gardner, Kansas 66030
School Phone: (913) 856-2600
Student Activities: (913) 856-2775
Attendance Office Phone: (913) 856-2610
Counseling Office: (913) 856-2617
SRO: (913) 856-2615
Fax: (913) 856-2699
www.usd231.com

ADMINISTRATION

Frank Bell, Principal
Melissa Veatch, Associate Principal (9th)
Scott Peavey, Athletic Director / Associate Principal
(10/11/12- A-G)
Tony Taylor, Associate Principal (10/11/12- H-O)
Kelsey Bakalar, Activities Director / Associate Principal
(10/11/12- P-Z)
Tanner Rainbolt, Administrative Intern

STUDENT SUPPORT

Melissa McIntire, Lead Counselor
Jan Bechard, Counselor (9)
Stephanie Church, Counselor (10/11/12- A-G)
Jason Porter, Counselor (10/11/12-H-O)
Chris Hansen, Counselor (10/11/12 / P-Z)
Emily Horner, Social Worker
Alyce Dickerson, Social Worker

OFFICE STAFF

Pam Gartner – Activities Secretary
Barb Wright – Registrar
Megan Cibulski– Attendance Clerk
Bobbie Smith – Administration Secretary
Louise Adamson – Bookkeeper
Becky Pyle – Counseling Secretary
Jennifer Miller – Office Aide

GEHS MISSION STATEMENT

Gardner Edgerton High School is a community based on vision, trust, and communication which engages and inspires students to meet their full potential now and in the future.

WE, THE GEHS STAFF BELIEVE:

- * all students can learn
- * a student's regular attendance in the classroom is an essential ingredient of academic achievement
- * every person should behave in a reasonable, responsible and respectful manner
- * education is a never-ending process * in a safe and orderly environment
- * in providing learning situations designed to motivate and challenge students and to encourage them to pursue lifelong learning

GENERAL INFORMATION

ARRIVAL AND DEPARTURE

Students arriving at GEHS are to enter the building by way of the main student entrance. Except for students arriving on early buses, students are asked not to arrive at school before 7:30 a.m. unless they have a special appointment. The classroom section of the building will be open to all students at 7:45 a.m. High school students are not to arrive at

the Edgerton Campus to catch the bus before 7:35 a.m. Those desiring to enter the classroom section before 7:45 a.m. for the purpose of using the library, studying in other rooms or for special activities may secure a pass from their teacher or sponsor that will admit them to the classroom section. Students are to leave the school building by 3:10 p.m. unless under the direct supervision of a staff member. Bus students are to report to the designated area to wait for the buses. A staff member will be on duty to supervise the students.

CAFETERIA AND LUNCH POLICIES

GEHS has a closed lunch policy. Students are required to stay in the commons and eat at the lunch tables for lunch. Students are not allowed to order lunch from any area business and have it delivered. Only a parent/relative can bring lunch for a student, which is to be taken to the office. Students violating the cafeteria rules will be subject to disciplinary action as determined by an administrator or supervising teacher.

LUNCH PURCHASES

Students must have their *keypad* number and a positive balance in their lunch account to purchase meals from their account. Cash will *also* be accepted *at the register*. Money may be deposited during breakfast and lunch periods. Charges will not be permitted. Cashiers will make every effort to notify the students of their account balances. Extra milk and ala carte items must be purchased with cash if the account balance is below \$0.00. If a student is below \$0.00 and is in need of a meal, food service will provide a meal consisting of a *cold sandwich*, fruit or vegetable and a white milk. In the event that a student receives an alternate meal provided by food services for five consecutive days, the school counselor and/or Social Services will be notified to offer assistance to the family.

FOOD AND SOFT DRINKS

Food or drinks may not be consumed in the math lab, computer lab, writing lab, auditorium or library. Food or drink in individual classrooms will be left to the discretion of the teacher. If food or drink containers are not disposed of properly, the privilege of having food in classrooms may be taken away. Students may store sack lunches in their lockers.

STUDENT INSURANCE

- **USD 231 is pleased to offer student accident insurance coverage at no cost to all K-12 students. This group insurance covers both athletic related injuries and student related injuries for the following:**
 - attending regular school sessions,
 - participating in or attending school-sponsored and supervised extracurricular activities,
 - participating in school-sponsored and supervised KSHSAA interscholastic sports and activities, and
 - traveling by way of biking or walking directly to and from school for regular school sessions; and while traveling in school provided transportation to or from any school sponsored and supervised activity. Excludes non-school provided motorized transportation of any kind.

Medical benefits under the student accident insurance policy helps cover out of pocket medical costs up to \$10,000 per injury (typically 80 percent of usual and customary charges). Please refer to the medical benefits summary for coverage explanation. <http://www.usd231.com/District/1255-Student-Insurance.html>.

MEDICATION / HEALTH SERVICES

Over-The-Counter medicines are not available from the nurse's office.

A student may carry a day's dose of non-prescription medication in its original container. Abuse in dispensing such medications will result in disciplinary action.

Controlled medications must be taken to the nurse's office. Medicine must be well-labeled from the doctor or pharmacy with the student's name, name of medication, dosage time and must be in a prescription bottle. No medication will be given at school without a written order from physician/dentist stating name of medication, dosage, time and condition which makes medication necessary.

DIABETES GUIDELINES

Gardner Edgerton Public Schools recognizes the growing number of students enrolling in our schools diagnosed with diabetes and the need for a set of consistent practices for addressing the needs of students with diabetes. Collaboration between the parent, supervising physician and the school is essential in the development of a plan that supports students with diabetes.

Upon parent report of the condition, the school nurse will obtain a history intake regarding the student's current health status and management. The parent will provide physician orders (usually a multi-page document from the primary physician and/or nurse

diabetes educator) and discuss the management procedures including administration of medication at school and an emergency care. The age of the student, length of time with the diagnosis, and individual self-management skills will be considered in individualizing care. Based upon typical developmental skills and recommendations from experts in the field, Gardner Edgerton Public Schools recommends the following for high school age students: Student working toward independence in diabetes care upon agreement of school nurse, student, parents and physician. Initial once per day oversight by school nurse encouraged to establish student baseline.

MEDIA CENTER POLICIES

The media center is open Monday through Friday from 7:30 a.m. to 4:00 p.m. Traditional library services as well as computer-based research are available.

Students are encouraged to use the media center for study, research, reference work and/or recreational reading. Books, magazines, vertical files and other materials are available for use. A copy machine is available for student use.

Students using the media center are to conduct themselves in a quiet and orderly manner. The media center staff is available and willing to assist library users as much as possible.

No food or beverages are permitted in the media center. Students unaccompanied by a staff member are to have their I.D. at all times in the media center.

SCHOOL RESOURCE OFFICER

An SRO is assigned to the high school to help maintain a safe learning environment and also give classroom presentations on related topics. Anyone wishing to speak with the SRO about any situation can call the **24hour line** at (913) 856-2615.

STUDENT I.D. CARDS

All students will be issued a student I.D. Lost or damaged I.D. cards will be replaced for \$5.

TECHNOLOGY GUIDELINES

Students will adhere to the technology guidelines as stated in the Technology Agreement. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. Students are not to send or receive any inappropriate images or videos, play games, visit illegal sites, network message anyone or use another student's log-in.

VISITORS

In order to ensure the safety and security of students and wishes of parents, any person not enrolled at GEHS must check in with office staff when on campus. Office staff will greet visitors through the intercom and camera monitoring system and ask the visitor to provide their name, a photo id, and information regarding his/her visit. At this time, all visitors will be asked to provide a government issued photo I.D. Office staff will determine if entry to the school will be granted. This includes family members/guardians bringing items to students. Anyone needing to be in areas of the building other than the office must sign in and secure a visitor badge. Students will not be permitted to leave class to talk to anyone other than parents/guardians without parental/guardian permission and approval of an administrator. Exceptions to this policy must be approved by an administrator one week in advance of the requested date.

PLAGIARISM POLICY

Plagiarism occurs when an individual takes the writings and/or ideas of another person and presents them as his/her own. Examples of plagiarism include, but are not limited to, buying/downloading a paper from a term paper mill; copying material from the source text without citing the source (or citing the source, but omitting quotation marks); and paraphrasing the source text without proper citation. Students plagiarizing will face consequences per the student management plan.

GRADUATION CEREMONY

Seniors will be permitted to participate in the graduation ceremonies only if they have met all graduation requirements.

No student will be permitted to participate in Senior Fun Day, Project Graduation, nor receive a diploma until all graduation requirements have been met, all fees or charges paid, all missing materials returned and all disciplinary measures served.

Students who attend Project Graduation will receive their diploma at the end of the activity provided the above criteria have been met.

In the event of inclement weather graduation will be moved indoors. Each graduate will be given a limited number of rainout tickets. There will be no exchanges or additional tickets given for any reason. Additional viewing will be provided via closed circuit. The graduation ceremony will also be streamed via the web.

Students completing graduation requirements early may request a transcript verifying completion of graduation requirements after final grades have been posted. A diploma will be issued on Graduation Day or upon student request. Semester graduates in good standing as determined by high school administrators are eligible to participate in the

Graduation ceremony. Early graduates are not eligible to participate in second semester extra-curricular activities, including all KSHSAA sanctioned events and Prom.

SENIOR HONORS

The top 3% of the graduates will be recognized as the highest honored students. To be eligible for this award, a student must have completed the Kansas Scholar Curriculum and have attended GEHS the final two years of his/her high school career. The top 3% and Academic Wall of Fame are defined by their cumulative and weighted G.P.A. Ties will be broken through the calculation of the non-weighted G.P.A.

FINAL EXAMS

A culminating activity will be given in all classes. Students will be advised of the format to be used in each class. No final exams will be given early without administrative approval.

ATTENDANCE AND ACADEMIC INCENTIVE

To be eligible to opt out of a final in a class, the student must meet the following criteria in that class: Semester grade of 90% or above and 3 or fewer excused absences; OR Semester grade of 80-89% and 2 or fewer excused absences; OR Semester grade of 70-78% and 1 excused absence. (School activity absences are excluded) The student may only opt out of finals in classes in which they meet the requirement. Students always have the option of taking the final even if they are eligible to opt out. Students may choose to opt out of a maximum of four (4) finals (2 Core and 2 Elective). Any unexcused, unverified, or out of school suspension absence will require the student to take the final in the class they have the unexcused/unverified/OSS absence. **Students enrolled in AP or Honors courses cannot "opt-out" of the final exam.**

HONOR ROLLS

Outstanding Scholars – 4.0 GPA

(weighted) **High Honor Roll** – 3.5 GPA
(weighted)

Honor Roll – 3.0 GPA (weighted)

A student must be enrolled in 5 academic credit courses of equal weight on GEHS campus to be eligible for honor roll.

An academic letter is also offered signifying academic excellence.

Criteria are:

- Attain the Outstanding Scholar Honor Roll for one semester
- Attain the High Honor Roll both semesters

GRADING SCALE

A 93 & ABOVE	B+ 89-87	C+ 79-7 7	D+ 69-67	F 59 & BELOW
A- 92-90	B 86-83	C 76-7 3	D 66-63	
	B- 82-80	C- 72-7 0	D- 62-60	

WEIGHTED GRADE TOTALS

	A	B	C	D	F
Regular 3.00	4.00		2.00	1.00	0.00
Honors/AP 3.75	5.00		2.50	1.25	0.00

CLASS SCHEDULE CHANGE

All students have the opportunity to select their own courses and, as much as possible, these requests will be honored. Courses are scheduled based on the student request forms. Please be aware that if a course is listed on the student request form it is very rare that class preference changes are made (changing your mind about courses selected). Elective courses **do not** include AP or Honors classes. Schedule changes will only be made for the following reasons:

- Conflicts appearing due to computer error
- Changes needed to meet graduation requirements
- Failure of a prerequisite course
- Health reasons
- Successful completion of the course in night school or summer school

Please be aware that any course dropped after the 1st week of class will be recorded on the transcript as “WP” (for withdrawn passing) or “WF” for (withdrawn failing).

MAKE-UP WORK

Excused Absence – Students will have the opportunity to make up, for credit, work missed during an excused absence. **The responsibility for making arrangements for make-up work rests with the student.** Makeup work should be picked up by the student after he/she returns to school. Only if there is an extended illness may parents request materials/assignments from the office. It is reasonable to allow 2 days for every day of excused absence to make-up work. Parents and students are encouraged to utilize “Family Access” to contact teachers regarding to make-up work.

Unexcused absence – Students will not be able to receive credit for work missed due to an unexcused absence. The student will be given the opportunity to complete the work missed but will not receive credit for the work.

Suspension – Students suspended from school will be recorded as having a suspension absence. Students absent due to suspension will have the opportunity to make up work missed for credit.

Freshmen Late Work Policy – First year freshmen will have one additional class block to submit their work for a maximum of 70% credit, after that time it will be counted as a zero.

Honors classes will not accept late work for any credit.

ATTENDANCE

Regular attendance is required of all pupils enrolled in elementary and secondary schools under Kansas compulsory attendance statutes (KSA-72-1113). It is a parental responsibility under Kansas statutes (72-1113) to require the regular school attendance **“of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years,”** unless the child is exempted by statute. The attendance office will notify the parent/legal guardian of a student’s absence on a daily basis.

EXCUSED ABSENCES

It is the student’s responsibility to clear absences with the attendance office within 24 hours. Failure to clear absences within 24 hours will result in an unexcused absence.

The State of Kansas delegates to the Board of Education the responsibility of determining reasons for excusable absences. The following are reasons for excusable absences:

- Personal illness (Physicians note will be required for any absence over three days).
- Serious illness or death of a family member or close friend.

- Obligatory religious observance of the student's own faith.
- Participation in a school approved student activity.
- Verified physician or dentist appointments (which can be verified by appointment card)
- Court appearance (which can be verified through court services' officer)
- Emergency situations requiring immediate action (which can be verified)
- An absence which has been requested in writing and approved in advance by the building administrator. An extended absence form must be filled out and on file in the office before the absence occurs.
- Out of School Suspension of 10 days or less.

UNEXCUSED ABSENCES

An unexcused absence is one which has been classified as such by the building administration. An absence will be classified unexcused if it does not fit one of the Board of Education's stated reasons for excusable absences or if the building attendance procedure is not followed by the student and the parent/guardian.

Students with unexcused absences may be excluded from attending before or after school activities.

Absences shall be unexcused if:

- Such absence is not excusable under the Board of Education's approved reasons for absences.
- The student leaves during school hours without permission.
- The student does not attend class.
- The student fails to comply with building attendance procedures. This includes situations in which a parent/guardian fails to notify the attendance office within twenty-four hours of the student's return to school.

Once a student has been inexcusably absent for a significant portion of a school day: three days in a row, five days in a semester, or seven days in a school year, the student becomes legally truant and subject to a formal truancy referral to the Johnson County truancy office.

COLLEGE ABSENCES

This privilege allows a student to visit a college campus he/she is considering as an option to further their education.

- Seniors and Juniors may take two release days to visit colleges, however no more than one visit may be taken in any quarter.
- College days may not be taken the last week of any quarter.
- College days must be taken before April 15th.
- College visits may be counted as a school activity if the following procedures are followed:
 - § The attendance office is notified by parents two full school days prior to the college visit. A college visit release form is to be taken to the actual visit.
 - § The signed form must be returned to the attendance office the day following the absence.

TARDY POLICY

A tardy will be assessed to a student when he/she enters the classroom after the tardy bell tone without a pass. During the school day, any student who has an unexcused tardy to class will report to the commons and receive a tardy pass. Upon the 6th total tardy during a semester, the student will be issued an after school detention scheduled by an administrator. If a student reaches 10 tardies in a semester his/her parents will be notified and other consequences will be determined.

For every three unexcused tardies, per class, per semester, an unexcused absence will be recorded.

GEHS STUDENT EXPECTATIONS

CODE OF CONDUCT

All students are expected to conduct themselves in a manner conducive to learning and appropriate for high school age students while in school and at all school-sponsored activities. These behaviors include attending classes, working on all tasks assigned by teachers and complying with all reasonable requests made by school staff members. For those students who decide to interfere with or disrupt the educational process, appropriate corrective measures will be taken. Any garment, accessory, possession of inappropriate materials or action by a student which may interrupt the normal, orderly operation of the school, or jeopardizes the safety of others will be considered inappropriate and disciplinary action may be taken. A personal discipline file will be maintained in the office for students who are guilty of misconduct. When a student is referred to an administrator for disciplinary measures, the administrator will have the option of assigning appropriate punishment.

Each point will accumulate toward a total of 13 points per school year. At 13 points a hearing may be recommended for long term suspension or expulsion.

- Once a student reaches 8 points he/she will be subject to a loss of school privileges.
- Students will be given the opportunity to earn back points as determined at the 6 point conference.
- Zero is the base of the point system and there is no banking of points.
- Attendance and tardy points will not be factored in the determination of a long-term suspension hearing, but will be counted towards the "loss of privileges" and "not in good standing" status on page 12.
- Any illegal activities may warrant SRO/police involvement.
- The administrator has the authority to set the level and consequences for any specific violation.

STUDENT MANAGEMENT PROGRAM-13 POINT SYSTEM

<p><u>Level 1 Referral</u> 1 Point and Minimum 30 minute detention</p> <ul style="list-style-type: none"> -6th or greater tardy Cafeteria violation -Dress code violation -Food/drink violation -Hall violation -Inappropriate display of affection -Not bringing materials to class -Parking/Driving violation -Seminar violation -Unexcused absence (by class) 	<p><u>Level 2 Referral</u> 2 Points and Minimum 1 hour detention</p> <ul style="list-style-type: none"> -AUP Violation - minor (1st offense) -Class disruption -Electronic device violation/cell phone (1st offense) -Forging passes In an unauthorized area -Insubordination/ Refusing a reasonable request -Leaving class without permission -Lying -Profanity/vulgarity -Unauthorized call-in (absence) -Unexcused absence - full day -Unserved classroom detention 	<p><u>Level 3 Referral</u> 3 Points and Minimum InSchool Suspension</p> <ul style="list-style-type: none"> -Academic misconduct -Assembly conduct violation -AUP violation – major (2nd offense) -Conflict with student- verbal -Disrespect to staff - Electronic device violation/cell phone (2nd offense & greater) -Inappropriate sexual conduct -Intimidation, harassment, threats, verbal abuse -Leaving building w/o permission -Misuse of school facilities -Physical aggression toward a student -Skipping building level detention -Theft – minor -Tobacco possession/use -Electronic smoking device -Possession of stolen property
<p>-----</p> <p><u>Level 4 Referral</u> 5 Points and 1-10 Day Suspension-Severity</p> <ul style="list-style-type: none"> -(2nd offense) Tobacco possession/use -(2nd offense) Electronic smoking device Dangerous materials -Possession of any knife -Disrespect to staff -(Profanity) -Drug Paraphernalia -Failure to serve ISS/ non-compliance -False 911 call/fire alarm pull -Fighting -Gang behavior/dress -Intimidation/threats of staff -Theft-Major -Under the influence -Vandalism- school -Violation of 	<p>-----</p> <p><u>Level 5 Referral</u> 13 Points and Long-Term Suspension or Expulsion *Hearing Requested</p> <ul style="list-style-type: none"> -Drugs/Alcohol - possession/ use/distribution -Physical aggression toward staff -Physical contact with staff -Violent acts (2nd offense) -Fighting -Bomb threat -Explosives-possession/ use 	<p>-----</p>

Student Medication Policy (pg.4)	-Threat – verbal, written, and/or digital	
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LOSS OF PRIVILEGES/STUDENT IN GOOD STANDING

Once a student reaches 8 points in the Student Management Program, he/she will be subject to a reduction of school privileges including, but not limited to, school dances, attendance at school activities, field trips, etc. It should be noted that a student may also lose privileges due to an accumulation of points rendered for attendance based referrals as well as for failure to provide funds for unpaid fees from the previous school year(s). Students will have until September 1 of the current school year to make full payment prior to being placed on the loss of privileges list. Any student that reaches 13 points will be deemed “Not In Good Standing” and will be ineligible to participate and represent GEHS in extra-curricular activities. The terms and privileges will be addressed by the administration in the parent conference indicated in the Student Management Point System. The student will be responsible for contacting the administrator to re-evaluate his/her point management and good standing status.

DETENTION POLICY

Students may receive a detention from a teacher for violating school or classroom rules. Detentions are for a specified amount of time determined by the teacher but not to exceed 45 minutes. It will be the responsibility of the teacher to arrange time for a student to come in.

If a student does not serve the detention, the teacher makes a note of that fact and the date on the referral. The teacher turns in a copy of the “detention notice” and an office referral to the office. Additional detention time may be assigned by an administrator. Students who fail to serve the detention will be given in-school suspension. Students with detention time to serve will not be allowed to attend school activities until all detention time has been served.

DRESS CODE

Cleanliness and good taste should be the guide to a student’s personal appearance. If a student’s appearance attracts undue attention to the extent that it may become a disruptive factor in the educational process, a staff member will ask the student to make

the necessary changes. In the event that the changes do not take place in the time allotted, the administration will prescribe the appropriate disciplinary action.

Examples of clothing that disrupts learning included but not limited to:

- Apparel that allows a bare midriff, apparel that allows underwear to show (i.e. boxers under low slung jeans, bra straps under skimpy tops), clothing that is too tight such tube tops, extremely short shorts or short skirts with provocative slits, necklines that are provocative.
 - Shorts may be worn at any time during the school year. The shorts should be in good taste, not too tight nor too short.
 - Clothing, makeup, accessories, piercings, or hairstyles that are disruptive to the educational process, or a danger to the health, welfare and safety of students will not be permitted.
 - Clothing with vulgar, profane, ethnically derogatory messages, pictures, symbols, or depiction of gangs, tobacco, illegal substances or alcoholic beverages are not to be worn. Outdoor clothing such as headgear, sunglasses, gloves, etc., are to be removed upon entering the building and stored in the locker or other designated area.
- v The above list has been compiled to notify students and parents of what attire is considered appropriate. **By no means is the list complete and may be added to as the need arises to maintain safety, discipline, and order.** Attire guidelines may be adjusted as part of an administratively approved "special" or "spirit activity".

GANG ACTIVITY

Gang activities which initiate, advocate, promote or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or other attribute indicates or implies membership or affiliation with such a group is prohibited.

Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

ITEMS NOT ALLOWED IN SCHOOL

It is a Class E Felony for a student to bring a firearm on any school campus. This law applies even if the firearm is in a vehicle driven onto school property. Any violations of this policy must be turned over to the police for additional action.

The school district believes students and parents should assume the obligation of bringing only the items to school required by their instructors so that they are adequately prepared to engage in and contribute to the continuity of the instructional program.

Students bringing items such as, but not limited to pocket knife, taser, homemade devices that could cut or puncture, lighters, matches, laser pointers, hazardous materials, or any inappropriate equipment may have them confiscated by a staff member and given to the office for disciplinary action.

Senate Bill 38 – Expands definition of weapons - adds bludgeon, sandclub, metal knuckles, throwing star, or knife that opens automatically. Removes exemption for hunting rifles.

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

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

As used in this policy, the term “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

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

TECHNOLOGY GUIDELINES FOR STUDENTS

CHROMEBOOK (1 TO 1)

- Students will respect the integrity of the wireless network they are allowed to access and agree to not alter it in any way.
- Students will agree to disconnect from the wireless network any time they are asked, particularly during times of excessive use of the network with school-owned devices such as during assessments.
- Students will access the wireless network using their user name and password.
- Students will respect privacy of other students and teachers when using personal devices and audio/video recording or imaging capabilities. No audio or video recordings/images will be captured or shared without direct permission from a teacher or administrator.
- Students will use recording devices for lectures and other classroom presentations only with teacher permission and prior notice.

ELECTRONIC DEVICES

For purposes of this policy, “Personal Electronic Devices” are defined to include cellular phones, digital cameras (still or video), personal digital assistants (PDAs), iPods, e-readers, MP3 players, headphones, pagers, or any other easily concealed electronic device capable of transmitting data or displaying images.

Gardner Edgerton School District extends to students the privilege to possess and use Personal Electronic Devices before and after the instructional school day. The instructional day includes, but is not limited to, lunch breaks, class changes, study halls, fire drills, assemblies, school evacuations, and any other structured or nonstructured activity that occurs during the normal school day. During all times when electronic devices are allowed to be on and in use, students are encouraged to keep their phone on “silent” mode.

Due to the potential for invasions of privacy, the use of Personal Electronics Devices that are capable of recording audio, video or still images is prohibited at all times in the bathrooms or locker rooms. In addition to disciplinary action that may be taken by the Administration, violators of this provision may be referred to law enforcement authorities. Students, parents, and guardians are advised that the Board of Education assumes no responsibility in any circumstances whatsoever for the loss, destruction or theft of any Personal Electronics Devices that are brought to school or to any extra-curricular or after-school activity.

Building administrators shall have the discretion to determine the appropriate punishment for violations of this policy. Building administrations shall also have the discretion to allow exceptions to this policy on a case-by case basis, e.g., in situations where a student’s 504 plan or IEP requires the use of a Personal Electronic Device, or in cases of medical necessity or emergency.

Personal Electronic Devices

The Gardner Edgerton School District will allow students to bring their personal electronic devices to school according to the following expectations:

- Students may bring their own devices and will be responsible for the care and technical support; the district does not provide technical support for personal devices.
- Students will use any personal mobile devices only at appropriate times throughout the school day and adhere to all classroom expectations.
- Students who access web-based materials, e-books, or assignment while utilizing their personal 3G/4G network may incur charges on their cellular plan. Charges incurred by accessing a personal cellular data plan are the responsibility of the student.

Students will abide by all classroom and school rules governing use of the devices including powering down during inappropriate times such as testing.

- Students will limit their use of the devices in classrooms to educational purposes only.
 - Students will respect privacy of other students and teachers when using personal devices and audio/video recording or imaging capabilities. No audio or video recordings/images will be captured or shared without direct permission from a teacher or administrator.
 - Students will use recording devices for lectures and other classroom presentations only with teacher permission and prior notice.
 - The use of Personal Electronic Devices that are capable of recording audio, video or still images is prohibited at all times in bathrooms and locker rooms. In addition to disciplinary action, violators of this provision may be referred to law enforcement authorities.
 - The Gardner Edgerton School District is not responsible for the security of the personal electronic device including, but not limited to, virus protection and/or unauthorized release of information contained on the device. We recommend that any personally sensitive files (tax documents, social security information, bank records, etc.) be removed from the device before it is used on campus.
 - The district is not responsible for any damage, loss, or theft of the personal, mobile electronic device.
 - Students are responsible for any accessories necessary for operation and usefulness of the device including cables, charged batteries, cases, and other peripheral devices.
 - Students are responsible for their own files and should back them up as needed. The Gardner Edgerton School District is not responsible for replacing lost files or reimbursing for the time and money necessary to replace those files.
- v **Students are expected to respect and abide by the Gardner Edgerton Board of Education's policies on acceptable technology use.**

Technology Use – USD 231 Board of Education

1. Rules of Acceptable Use

All persons utilizing the District's technology must agree with the following rules as a condition of their use:

- Users shall not erase, change, rename or render unusable any other user's computer files or programs.
- Users shall maintain the confidentiality of, and shall not permit others to use, their logon name or password.
- Users shall neither use nor attempt to discover another user's password, or in any way access another user's e-mail or computer files.
- Except for occasional personal use, users shall not use the District's technology for any non-instructional or non-administrative purpose.

- Users shall not use the District's technology for any unlawful purpose, such as the illegal copying or installation of software, or the illegal sharing or distribution of copyrighted works.
- Users shall not install, copy, change or transfer any hardware, software or documentation without express permission from the Director of Technology. The use of personal hardware or software is prohibited without the express permission from the Director of Technology. The District does not assume any responsibility or liability for any personal hardware or software used in the District.
- Users shall not create, copy or knowingly propagate any computer virus or worm.
- Users shall not deliberately use the District's technology to annoy or harass others.
- Users shall not deliberately access, create, send or forward any obscene, sexually explicit, racist, sexist, threatening or otherwise offensive messages, files or images.
- Users shall not use the District's technology for commercial purposes, to solicit the sale of personal items, or to endorse political candidates or ballot measures, except that when the Board of Education has proposed the issuance of bonds by the District, the use of the District's technology by District administrators in the ordinary course of advancing the Board's wishes shall not be construed as a violation of this policy.
- Users shall not login or attempt to login to the District's technology as an administrative user without proper authorization.
- Users shall not intentionally damage or misuse the District's technologies.
- Users shall not alter the hardware setup or software settings on computers, printers, networks, phones, or other peripheral devices, without the express authorization of the Director of Technology.
- Users shall not remove Technology hardware from District facilities without the express written permission of the Director of Technology.
- Users shall not normally reveal personal information about themselves or other users (including home addresses or telephone numbers) on the District's technologies.
- Users agree to cooperate fully with any investigation of their use of the District's technologies.
- Users who identify a security problem with the District's technologies shall not demonstrate the problem to other users, but shall instead report the problem to the Director of Technology immediately.

2. Internet Safety and Digital Citizenship

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. (See Board of Education Policy 3521) Social media is defined as any form of online publication or presence that allows end

users to engage in multi-directional conversations in or around the content of online matters. Use of social media will comply with district procedures and guidelines.

3. No Expectation of Privacy

All persons utilizing the District's technology recognize that their activity may be monitored. Accordingly, all persons utilizing the District's technology recognize that they have no expectation of privacy arising from such use, and waive all privacy rights they may otherwise possess under the Electronic Communications Privacy Act of 1986 arising from such use.

B.O.E. Adopted: 4-1-13

LOCKERS

Each student will be assigned a locker at the beginning of the school year. Students may not change lockers without permission from the office staff. Students should not leave money or valuables in their lockers. Lockers are furnished for students but remain the property of the school. The school maintains the right to inspect the lockers at any time without permission of students. Periodic locker searches will be held throughout the school year. Students are not to share lockers and will be held accountable for the contents.

PERSONAL PROPERTY

The school district believes students and parents should assume the obligation of bringing only the items to school required by their instructors so that they are adequately prepared to engage in and contribute to the continuity of the instructional program. Items brought by students such as but not limited to lighters, matches, scanners, laser pointers, or any inappropriate equipment will be confiscated by a staff member and given to the office staff.

Students, parents, and guardians are advised that USD 231 assumes no responsibility in any circumstances whatsoever for the loss, destruction or theft of any Personal Property.

SEMINAR

The purpose of Seminar is to serve as an extension of and enrichment for the educational programs of GEHS. The goal of seminar is to enhance learning by allowing time for tutoring, homework, make-up work, enrichment activities, and providing time for other

scheduled events such as assemblies and programs to preserve class time. Seminar is designed to help students achieve success while receiving academic assistance.

SEMINAR RULES

- Students are required to bring materials to and be prepared to study during seminar. However, if teacher permission is granted, students may be given a written pass to return to their lockers during seminar for more study materials.
- Students must carry a seminar pass with the signed pass visible while in the hallways for any reason during seminar. Pre-acquired passes will be required to leave the seminar classroom.
- Due to the academic nature of seminar, any activity that is inappropriate during regular class time is also considered inappropriate during Seminar.

SEMINAR GRADES

Students will earn a conduct grade of “pass” or “fail” for Seminar. To ensure student accountability and communication with parents, the grade will be recorded on all grade reports as well as official transcripts. Plus (+) or minus (-) grades will be kept on a daily basis according to the following criteria: bringing study materials; following hall pass/handbook rules; using time productively; exhibiting appropriate and respectful behavior. If any of the four criteria are not met in a day during Seminar period, students will earn a minus for that day. Students earning less than five minuses in a nine-week period PASS. Students earning five or more minuses FAIL.

SEMINAR PASS SYSTEM

The Seminar pass is designed to help teachers keep track of students as they proceed from classroom to classroom. It also helps enforce the Seminar guidelines as passing privileges may be revoked if misused.

- Students will be issued passes only to those teachers with whom they have a class. All passes must be obtained prior to Seminar period (without being tardy or disrupting a class) including the media center and all labs.
- Students have five minutes to move from one place to another.
- All students must carry a Seminar pass visible while in the hallways for any reason during Seminar.
- If a student chooses to work on an assignment/task related to a club or organization, he/she may go to the appropriate instructor’s room only with a pass acquired before Seminar.

Students who lose “traveling” privileges will be allowed to attend required activities such as class meetings, state assessments, etc.

MEDIA CENTER / COMPUTER LABS

The Media center needs to be used for academic work, such as researching specific class assignments, using reference materials, making up assignments that require use of library materials or special assistance from the media specialist. Students must have a pass IN ADVANCE to go to the media center during Seminar.

TRANSPORTATION EXPECTATIONS

Students driving vehicles to school must follow the safety precautions established for the protection of students and maintenance of orderly procedures. Only authorized vehicles will be permitted in the student parking lots of GEHS, which are designated on the South and West sides of the building. Parking on the North side of the building is reserved for school staff. All authorized vehicles must have a properly displayed student lot permit in the upper left front windshield to park on GEHS property. Every student will receive their first parking permit free of charge. Lost permits will be replaced for \$5. GEHS administration reserves the right to refuse authorization for parking to anyone. School parking lots are considered school property and therefore, all actions, conduct and behavior is governed by School District discipline procedures.

Rules and Regulations

- Students driving vehicles that are parked on school property must be parked in designated student parking spaces in one space only. Visitor parking is posted and designated for guests to our building.
- Parking lots will be on a first come, first served basis for cars with permits.
- Students temporarily driving unregistered vehicles are to park in the back row and inform the office of the vehicle's status.
- Only legal vehicles, including trucks and motorcycles, may be driven to school and parked on campus.
- Students are not to circle on and off campus with vehicles.
- There are to be no fast starts or fast stops.
- The speed on campus shall not exceed 15 miles per hour.
- Pedestrians shall have the right of way.
- Students are not to ride outside of vehicles.

- The parking lot is off limits to students from 8:00 a.m. until 3:00 p.m. The only exceptions are students having a permit from the office, an early release or work permit.
- Bicycles may be ridden to school, but must be parked in the designated area.
- Student vehicles parked on campus are subject to inspection upon request of a school administrator. Failure to comply with such a request will result in disciplinary action.
- Vehicles parked in the fire lane, handicapped, no parking zone or double parked or parked in a drive area blocking the flow of traffic will be fined and may be towed at owner's expense on the first violation.
- Authorized vehicles must be driven in a safe manner on school property. Unsafe driving can include, but is not limited to: speeding, reckless driving, driving the wrong way, driving over the grass and exhibition of acceleration.
- The administration of GEHS reserves the right to limit the number of vehicles permitted to be registered for the GEHS parking lots.
- Any student giving or lending a parking permit to any other person may result in the loss of campus parking privileges.
- Failure to register a vehicle parked on campus may result in the loss of campus parking privileges.

Failure to comply with the above regulations may result in the following:

Each violation will be a Twenty (\$20) dollar fine. A letter and copy of ticket will be mailed to parent/guardian.

Resolution of Parking Citation

Parking citations will be issued by the SRO and administrator for the violations indicated by ** above. Students are required to pay the fines for the violation within three (3) days. This grace period begins on the date the citation is issued.

Students may appeal their citation by registering with the Student Appeals board within three (3) days of the citation being issued.

Should the student fail to pay their fine or register for a hearing within three (3) days, the matter will be referred to the student's administrator for discipline. A letter will be sent home or contact will be made with the student's parent/guardian.

Students who fail to show up for their scheduled appeal hearing will not be allowed any further appeals. Students will face loss of parking privileges until the matter is resolved.

Students who have not resolved their parking citations within the time allowed will be subject to the law.

Students with unpaid fines or unresolved citations may face having their diploma withheld.

Fines will be paid to the school bookkeeper or placed in the drop box. Students will be provided with a receipt for confirmation of payment.

Should a student request a hearing in front of the Student Appeals Board and fail to show, the fine will automatically be assessed.

NON-TRANSPORTATION

The following guidelines apply to skateboards, rollerblades, razors, scooters, etc. (non-modes of transportation) To ensure student and family safety as well as protection of property:

- Boards / blades should be walked once upon district property both to and from school
- Riding of boards / blades should not occur on district property during events including, but not limited to practices, performances, services, parent/student orientations, or other large meetings / gatherings
- Riding of boards / blades should not disrupt weekend or outside party use of building
- Property damage, mistreatment, vandalizing or otherwise damaged will be addressed directly
- Board/Blade storage will not be provided by office or classroom staff
- Boards should be stored securely within owner's locker upon arrival at building
- Individuals riding boards / blades during the aforementioned situations will be asked to leave the property or turn over the board / blade.

BUS GUIDELINES

Students are responsible for their behavior on the bus as their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Behavior infractions must be reported and disciplinary action will be taken in accordance with the guidelines set forth by USD 231 and GEHS. • Students must be on time. Buses will not wait beyond the regular schedule.

- Students are to conduct themselves in a safe and courteous manner while waiting for the bus and while on the bus.
- The bus driver is in charge of all students and the bus.
- While on the bus, students should remain seated and keep the aisle clear of belongings and feet. The bus driver may change a student's seat or assign a seat to a student.
- Windows may be lowered no more than half-way. Nothing may be thrown out of the window.
- Appendages must be kept in the bus.

- Students may not use or possess alcohol or tobacco products on the bus or at bus stops. Eating and drinking on the bus is prohibited except on special field trips with the consent of the sponsor and the bus driver.
- No weapons of any kind or facsimile thereof, except sidearms carried by law enforcement officers, shall be transported on a bus.
- The student responsible for the damage to the bus or equipment must pay for any damages to the bus or bus equipment.
- Students must observe instructions from the driver when leaving the bus.

BUS BEHAVIOR GUIDELINES

Students are responsible for their behavior on the bus and its effect on the safe operation of the bus. Misbehavior could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with the guidelines set forth by the school. Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the proper authority on the forms provided. Students are not allowed to ride a bus for which they are not registered to ride.

Students may only board and exit the bus at their assigned stops. Boarding or exiting at an unapproved stop is a violation of state guidelines. If your child needs to change their stop, please call First Student at 913-856-5650 to discuss the change.

Students who board a bus on the elementary school grounds in the afternoon should enter the elementary school building when waiting upon their bus to arrive.

BUS BEHAVIOR CONSEQUENCES

The following behaviors are examples of behaviors not permitted on the bus. The behaviors are grouped according to the seriousness of the offense. More serious and/or repeated inappropriate behaviors will result in increased consequences.

MINOR INFRACTIONS CAN INCLUDE: being loud, blocking aisles, hitting, insubordination, profanity, spitting, standing, throwing objects, hanging out of windows

CONSEQUENCE CONTINUUM FOR MINOR INFRACTIONS:

Warning: Often times a student will change their behavior with a simple warning. Re-assignment of assigned seats is also suggested. Previous warnings should be noted on subsequent referral forms.

First Offense: Driver conferences with the student, identifies the infraction and writes the behavior referral with copies to the appropriate administrator. The administrator contacts the parent(s) and assigns appropriate discipline.

Second Offense: A Driver conference with the student, identifies the infraction, and writes the behavior referral with copies to the appropriate administrator. The administrator contacts the parent(s), gives them a copy of the referral, and assigns appropriate discipline. The parents are informed that a bus suspension will occur with the next violation.

Third Offense: Driver conferences with the student, identifies the infraction and writes the behavior referral with copies to the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the child's behavior record, and suspends the riding privileges from one to five days. All succeeding offenses in the minor category will be treated as a Major Infraction-first offense, second offense, and then third offense. The administrator determines at which level the offense occurs, (first, second, third) based on validation of previous referral forms and prior disciplinary action.

***If the infraction is a violation of the law, the proper authorities will be notified.** If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before the riding privileges are reinstated.

Major Infractions Can Include: assault, fighting, insubordination, possession of weapons or items that could cause bodily harm, possession or use of alcohol, possession or use of tobacco, possession or use of drugs, vandalism

CONSEQUENCE CONTINUUM FOR MAJOR INFRACTIONS

First Offense: Driver conferences with the student, identifies the infraction, writes the behavior referral with copies to the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the behavior incident, and suspends the student's riding privileges for three to five days. The parent(s) and student must attend a conference with the appropriate administrator before the riding privileges are reinstated.

Second Offense: The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended for five days.

Third Offense: The same procedure will be followed as outlined in the second offense. An administrative hearing to consider long term suspension will be requested by the administrator.

RIDING BUS TO SCHOOL SPONSORED EVENTS

The school will provide bus transportation to all school sponsored events when warranted by the particular activity. Students who are participating in the school-sponsored activity must ride the bus to and from the event. The only exception will be those students who are related to a parent/guardian. It is up to the parent/guardian to notify the school of any custodial issues. The sponsor must see the parent/guardian before the student is released.

If a student misses his/her field trip, athletic or other activity event bus, they should report immediately to an administrator in the high school office. Under **NO** circumstances should a student drive to a field trip, athletic event, activity, or return home rather than reporting to class.

SEXUAL HARASSMENT

District employees shall not sexually harass, or permit sexual harassment of a student by another employee or student. Neither shall a student sexually harass another student(s) or staff member. Violation of this policy shall result in disciplinary action against the student(s) involved.

Definitions: Sexual harassment may include, but not limited to:

- Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- Creating a hostile school environment, including the use of innuendos or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student’s grade or status in any activity;
- Sexual assault or battery as defined by current law.

Any student who believes he/she has been subjected to sexual harassment should discuss the problem with an administrator or certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student.

The initiation of a student’s complaint shall not adversely affect the status of any student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained through the complaint procedure.

TRANSFERS/WITHDRAWALS

Anyone wishing to withdraw from school for any reason should first report to their counselor and provide a reason for withdrawal. A parent/guardian will be contacted at that time as well. All library books, equipment, and textbooks should be turned in before leaving the building. Records will not be transferred or GED papers given until all materials have been returned and all fees paid.

ACTIVITIES

STUDENT ACTIVITIES CODE OF CONDUCT

SECTION I -- PHILOSOPHY AND PURPOSE

A. Philosophy of USD 231 Schools Relating to the Use of Mood-Altering Chemicals or Performance Enhancement Drugs (i.e., alcohol, tobacco, marijuana and *the misuse of prescription or non-prescription drugs, including performance enhancement drugs).

*Special medical circumstances will be evaluated on an individual basis and brought to the attention of the coach, director or sponsor.

USD 231 recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills.

The close contact USD 231 activities of advisors, coaches, directors and sponsors have with students provides them with a unique opportunity to observe, confront and assist young people. USD 231, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting interscholastic activities for administrators, advisors, athletic directors, coaches, sponsors, participants and their families.

Also, one of the central purposes of the USD 231 Activities Program is to promote personal growth in responsibility, citizenship, sportsmanship, and ethical behavior. Creating minimal standards for in-season conduct for all participants helps to achieve these objectives.

B. STATEMENT OF PURPOSE:

To provide consistency in USD 231 Board Policies: "To elevate standards of sportsmanship and to encourage the growth of good citizenship, not only for middle and senior high school students, but also the adults and all others who come into contact with school activities."

To emphasize the schools' concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.

To promote equity and a sense of order and discipline among students.

To confirm and support existing state laws, which restrict the use of such mood-altering chemicals and performance enhancement drugs.

To establish standards of conduct for those students who are leaders and role models among their peers. To assist students who desire to resist peer pressure, which directs them toward the use of mood-altering chemicals and performance enhancement drugs.

To aid students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals and performance enhancement drugs.

SECTION II, PART A -- ALCOHOL, DRUG, TOBACCO RULE

During any activity season (Fall, Winter, or Spring), regardless of the quantity, a student shall not:

(1) use a beverage containing alcohol; (2) use tobacco or; (3) use or consume, have in possession, buy, sell or give away any other controlled substance defined by law as a drug.

Interpretations:

The rule applies to the entire activity season. Any activity that spans the course of the year will be subject to the season in which the violation occurs (Fall, Winter, or Spring).

(2.) It is a violation for a student to be in possession of a controlled substance even if specifically prescribed for the student's own use by his/her doctor. Prescription medication may only be in the possession of and administered to the student by the sponsor or designated school employee or designated health professional. *Special medical circumstances will be evaluated on an individual basis and brought to the attention of the coach, director or sponsor.

SECTION II, PART B -- GOVERNED ACTIVITIES

All student activities that are governed under the jurisdiction of Kansas State High School Activities Association and those that represent USD 231 at any site or location are included in the policy. Activities and organizations not included in the above definition may operate under the Code of Conduct guidelines at the sponsor's discretion.

SECTION II, PART C -- PENALTIES FOR VIOLATIONS

Penalties will accumulate during any activity season from August through July and will affect all activities in which the offending student is participating at the time. Penalties incurred near the end of a season may be enforced at the beginning of the next season of participation. Penalties may include but not be limited to:

1. First Violation

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive inter-scholastic event dates or two (2) weeks of a competition season (beginning with the first competition date) in which the student is a participant, whichever includes the greater number of contests. Students are not

allowed to suit up on the date(s) of their activity suspension. However, at coaches' and administrative discretion, disciplined students may attend games. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation

Penalty: After confirmation of the second violation, the student shall lose eligibility for the remainder of the current activity season or remain ineligible for any governed activity for the next six (6) week period, whichever is greater, excluding buffer week, KSHSAA non-practice dates, holidays and spring break.

3. Third Violation/Serious Violation

Penalty: As determined by the District Student Activities or Athletic Director, a student may become ineligible for multiple seasons of activities not to exceed a period of one year from the date of the last violation.

*Seriousness of the violation may warrant movement to higher levels of consequence. Determination will be made from a panel comprised of Activities Director, student's building administrator, district administrator and immediate advisor, coach, director or sponsor of the activity.

SECTION III -- OTHER STUDENT RELATED CONDUCT

Upon an occasion where a student involved in school activities violates school policy in regards to attendance (school, games, or practices) and discipline (detentions, Friday/Saturday School or suspensions), penalties will accumulate during any activity season from August through July. Penalties may include but not be limited to the following:

A. In-School/Out-of-School Suspension:

(Includes all suspensions **except** 1-day, in-school suspensions. See Section C below.)

1st Suspension - One activity date missed

2nd Suspension - Two activity dates missed

3rd Suspension - Dropped from all student activities for remainder of year

*Students are allowed to practice on the day of an ISS, not OSS. Students are not allowed to suit up, on their activity date(s) suspension.

B. Detentions or Friday/Saturday School:

Detentions and/or Friday/Saturday School are to be handled individually by each coach, director, or sponsor. However, excessive detentions or Friday/Saturday School will lead to being suspended from the activity, dropped from the activity, or declared "Not In Good Standing" by coaches or school administration.

C. Unexcused Absences from School, Practices or Games and 1-Day ISS:

1st Offense - Appropriate consequences from coach, director or sponsor
2nd Offense- One activity date missed. Parent contacted.

3rd Offense- Dropped from activity. Parent contacted.

*Unexcused absences are not carried over from activity to activity.

Students should understand that the written Code of Conduct is composed of minimal standards of expectations and consequences. Coaches, sponsors, and administration reserve the right to apply more stringent guidelines and consequences and may deem a student "Not In Good Standing" at their own discretion.

ABSENCES AND PARTICIPATION

The following guidelines are to be used when determining if students are eligible to participate in or attend an extra-curricular activity whether for competition or performance.

The intent of this policy is three-fold:

*to encourage attendance

*to protect the student who is injured or ill from participating when it would not be medically wise

*to deny participation when a student is inexcusably absent from school

STUDENTS ARE TO BE IN CLASS EVERY CLASS PERIOD IN ORDER TO PARTICIPATE IN AN ACTIVITY.

STUDENTS MUST BE IN A FULL DAY OF ATTENDANCE IN ORDER TO PARTICIPATE THAT DAY.

Any student receiving an unexcused absence on the day of an activity is not eligible to participate or practice in any activities until they successfully attend classes the next scheduled day.

Any student having an unexcused absence, staying home or going home on the day of an activity due to illness will not be allowed to participate or practice that day. An exception will be made if the student brings verification **from a doctor** that they are physically able to participate. Any excused absence on the day of an activity must have administrative approval prior to the absence.

Students attending doctor, dental or other previously scheduled appointments are eligible to participate in activities on the same day with an appointment card from the doctor's office.

A student absent due to illness on Friday may participate in a week-end activity if, in the opinion of the parents, they would have been in school had it been held the next day.

ATHLETIC PASSES

High school students may purchase an Athletic Pass for the current school year. The pass will allow them to enter all regular season home athletic contests free of charge. The pass will not be accepted for tournaments or KSHSAA sanctioned events. Students can purchase the Athletic Pass at the Student Activity Office in the high school office.

ADVERTISING BY ORGANIZATIONS

All organizations, school club or outside group must obtain permission from an administrator and sponsor to display any material on the school campus. If material has not been previously approved, it will be removed.

DANCE GUEST PASSES

Only students who are actively enrolled on the GEHS campus may attend dances. Students may bring approved guests to the Junior/Senior Prom. The following persons are not eligible:

1) students in junior high, middle or elementary school; 2) anyone whose class has not graduated from high school and is not currently enrolled in a district approved educational program; 3) anyone 21 years old or older. Students must submit a completed guest list form to the office prior to 12 noon on the Wednesday before the dance. Identification will be required of all students attending the dance.

ELIGIBILITY

All school activities fall under the following requirements. This includes sports, plays, Homecoming, Winter Royalty, etc. These guidelines apply to ALL students participating in GEHS events and activities.

- Be a GEHS student in good standing
- Pass at least five subjects of equal weight the previous semester. This does not include Driver Education as it is a summer class or classes taken during Summer School.
- Students receiving a grade of "Incomplete" for first semester in any class will have ten school days after the completion of the semester to work toward a passing grade to meet KSHSAA eligibility requirements. Passing grades are determined according to the teacher/class expectations. Students receiving a grade of "I" for second semester will have two calendar weeks beyond the close of second semester to work toward a completing grade. If the Incomplete is made up during either of these time frames and the student meets guidelines set forth by GEHS, the student will return

to full eligibility status. If, however, a student does not meet the guidelines set forth under this policy, the student will be declared ineligible for the subsequent semester, per GEHS and KSHSAA requirements and KSHSAA will be notified. Extenuating circumstances will be addressed by the high school administration.

- Plan to enroll in at least five subjects of unit weight the coming semester.
- Students who transfer to USD 231 must adhere to KSHSAA for participation in activities and athletics.

NOTE: If a student is academically ineligible, he/she will not be able to compete in an activity until they are eligible. A student may “try-out” for an activity pending their eligibility for the coming semester.

KSHSAA PARTICIPANTS ONLY

A signed physical form and signed/completed Code of Conduct must be on file in the Student Activity Office.

SCHOOL ACTIVITIES

Students attending school activities either on campus or at another location must follow all school rules. Once arriving at a school function, if a student leaves the activity for any reason, he/she will not be allowed to return unless they are accompanied or under the direction of an administrator or faculty sponsor of the activity.

Students may leave with and return with a parent.

For basketball games only, this rule applies after 6:30 p.m. All students should carry their GEHS student I.D. card with them to all activities on or off campus

SPORTSMANSHIP

Sportsmanship is a general way of thinking and behaving. The following sportsmanship policy items are listed for clarification:

- Be courteous to all – participants, coaches, officials, staff and fans
- Know the rules, abide by and respect the official’s decisions
- Win with character and lose with dignity
- Display appreciation for good performance regardless of the team
- Exercise self-control and reflect positively upon yourself, team and school
- Permit only positive sportsmanlike behavior to reflect on your school or activities

GEHS Staff retain the right to dismiss students who are not modeling behaviors that support good sportsmanship.

SUSPENSION/EXPULSION PROCEDURES

A student may be suspended or expelled for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, associate principal or other designated certified employees. Any student who is expelled shall receive a copy of the current suspension and expulsion laws and this policy and rule. Any suspension or expulsion shall be according to the procedures as set forth in Kansas law.

Suspension or Expulsion May Result from Any of the Following but May Not Necessarily be Limited to These

Insubordination – This is refusal to follow the instruction of a teacher, staff member, peace officer or to identify oneself upon request.

Use of Language – Obscene, vulgar, profane, or disrespectful words audible or observable to any school staff member or other students. Incitement to Riot

Possession or Use of Tobacco Products including Electronic Smoking Devices – In any school building, on the campus, or on any school sponsored activity.

Intoxication/Under the Influence – Students who give the appearance of being under the influence of alcohol or drugs on the school campus or at any school sponsored activity.

Driving – Driving on the school campus in a reckless manner and failing to abide by driving regulations. Published Regulation – Willful violation of any published regulation for student conduct adopted or approved by the School Board.

Disruption – Conduct which substantially disrupts, impedes, or interferes with the operation of any school in the district.

Rights of Others – Conduct which substantially impedes or invades the rights of others.

Repeated Violations- An accumulation of violations of school policy or regulations.

Students Not in Class While Classes Are in Session – Students who are in the corridors or on campus while classes are in session without a valid pass

Walkout or Boycott of Classes

Presenting False Reasons for Absence – This includes lying to a teacher or administrator about the reason for being absent or presenting forged statements or false statements about the reason for being absent for yourself or others.

False Statements Under Oath – This includes giving untrue statements or false evidence while under oath at a hearing for extended suspension or expulsion.

Possession of a Knife – including pocket knife, an object that is considered a knife but not matching the legal description of a knife, or a sharp object that could cause bodily injury.

Threat by Word or Deed – A threat made to a student or staff member.

Physical Confrontation – This may include fighting and/or aggression, as well as assault & battery.

Harassment/Bullying – Any activity that initiates, advocates, promotes, or threatens the safety or well-being of persons or property on school grounds.

Immediate Suspension With Recommendation for Expulsion Will Result From Any of the Following but May Not Necessary be Limited to These

Playing with Fire / Intruder Alarms – Any student setting off a fire alarm in any of the school district buildings as a prank.

Bomb Threats – Any student turning in a bomb threat as a prank.

Weapons – Any student having in his possession on any of the school campuses or school buses, any weapons, firearms, explosives, pellet guns, air rifles, or other articles or substances by the use of which injury may be inflicted upon the person of another or upon school property. (Weapons Free School)

Alcoholic Beverages and Drugs – Students shall not sell, use, buy, transfer, possess, consume or give away any beverage, any controlled substance or any other substance, and/or chemical which may adversely affect behavior, mood, and/or health including paraphernalia associated with administering of drugs. Striking a Teacher – Any student striking a teacher or staff member.

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, including the reasons for the suspension shall be given to the student and the student's parents/guardians within 24 hours after the suspension has been imposed.

At the informal hearing, the student shall be afforded the following: the right to be present at the hearing, to be informed of the charges, to be informed of the basis for the accusation and to make statements in defense of or in mitigation of the charges or accusations.

Refusal or failure of the student and/or the student's parents/guardians to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

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.

The principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

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) a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer from a list approved by the board.

The person conducting the hearing shall explain the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based and to provide an opportunity for the student, the student's parents/guardians, counsel and witness to present information pertinent to the case.

LONG-TERM SUSPENSION/EXPULSION HEARINGS

Formal hearings shall be conducted according to procedures outlined in current Kansas law. The student and parents/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, the appropriate board policies, regulations and handbooks. The hearing may be conducted by a certified employee or committee of certified employees. At the conclusion of the hearing, a written report and the findings required by law shall be prepared by the person or committee conducting the hearing. Records of the hearing shall be available to students and parents/guardians according to Kansas law.

Any student suspended for more than 5 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.

Failure of the student and the student's parents/guardians to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

STUDENT RIGHTS DURING THE HEARING

The student shall have the right to:

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

HEARING COMMITTEE

When an administrator makes a recommendation for extended suspension or expulsion of a student, a board office administrator shall call a meeting of three administrators to serve as a hearing committee to hear the case. The board office administrator shall set the date, time and place for the hearing. The principal or his representative shall be present and present the information that led to the suspension and other relevant information.

After hearing the testimony presented, the committee shall adjourn the hearing to make a determination on the evidence presented as to whether or not the student committed the acts. Written notice of the determination of the hearing shall be mailed or delivered to the following within 24 hours after determination is made: student, parent/guardian of the student, principal and school counselor. A written report of the hearing shall be filed with the clerk of the board to be filed and presented to the board of education. All hearings shall be recorded on cassette tape and/or be recorded by a secretary.

ADMINISTERING OATHS

Any person, hearing officer or any member of a committee or the board of education holding a hearing under article 89 of chapter 72 of Kansas Statutes Annotated may administer oaths for the purpose of taking testimony therein.

APPEAL OF DECISION TO EXPEL OR LONG-TERM SUSPEND

Written notice of the results of any hearing resulting in a long-term suspension or expulsion shall be given to the student suspended or expelled and to his parents/guardians within twenty-four (24) hours after determination thereof.

Any student who has been suspended for an extended term or expelled or one of his parents or guardians may appeal such suspension or expulsion to the board of education of the school district by filing a written notice of appeal with the clerk of the board of education not later than ten (10) calendar days after receiving the written notice specified in this section. Any such appeal shall be heard by the board of education, or by a hearing office appointed by such board, not later than twenty (20) calendar days after such notice of appeal is filed. The pupil or student and his parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under rules set forth in K.S.A. 728903.

PROBATION

Any punishment, suspension or expulsion may be deferred by the person having authority to do so, and the student involved may be placed on probation for a set period of time. Said punishment, suspension or expulsion shall remain deferred so long as the conditions of probation are met by the student.

Any student placed on probation shall be given a written list of the terms and conditions of his/her probation. The student shall sign a statement to the effect that he/she has had said terms and conditions fully explained to him/her, that he/she understands them, that he/she is willing to abide by them and that, if he/she fails to do so, the punishment originally imposed may be reinstated at the discretion of the person granting such probation.

PARENT/STUDENT CONCERN

After discussion of the situation with the teacher, should a student/parent have a complaint that he/she are being unfairly treated **he/she may register their complaint with the school administrator** who shall make proper investigation of the complaint. Should students/parents fail to receive satisfaction from the administrator, he/she may request that the written complaint to be submitted to the superintendent of schools for review.

SAFE SCHOOL ENVIRONMENT

With an emphasis on a safe school environment for all students, Gardner-Edgerton district officials report all crimes committed on school property to appropriate local enforcement agencies. Specific examples of reportable incidents include but shall not be limited to; possession of weapons, controlled substances (drugs/alcohol), destruction of property, theft, fighting, intimidation and other such matters involving criminal activity.

Backpacks will not be allowed in classrooms. Students may bring backpacks to school but they must be stored in lockers until school is dismissed.

EQUAL EDUCATIONAL OPPORTUNITY

USD 231 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions or complaints regarding the district's compliance with Title VI, Title IX, or Section 504 may be directed to: Judy Martin: Section 504 (students) 856-2000 OR

U.S. Department of Education, Region VII, Office for Civil Rights
One Petticoat Lane, 1010 Walnut St. Suite 320, Kansas City, Missouri 64106.

GRIEVANCE PROCEDURES

Grievances of employees or students alleging any action, rule or practice prohibited by Section 504, Title IX or the Americans With Disabilities Act (ADA) shall be processed and resolved in a prompt and equitable manner. Grievances shall be in writing, describing the details of the alleged action that would be prohibited by Section 504, Title IX or the ADA shall be signed by the aggrieved and submitted to the Human Resources Director for Title IX and ADA. Complaints regarding Section 504 should be addressed to the Director of Special Services. The appropriate director will investigate the alleged grievance and issue a written report within twenty (20) calendar days after receiving the grievance; the report shall contain the essential facts or circumstances of the subject of the grievance and a decision as to whether the school district is in compliance with Title IX, Section 504 or the Americans With Disabilities Act.

If the matter is not resolved, a written appeal may be made to the superintendent of schools within ten (10) calendar days after the decision of the appropriate director.

The superintendent of schools shall review the grievance within twenty (20) calendar days after written appeal is received and shall render a decision within ten (10) calendar days after the review.

If the matter is not resolved, an appeal may be made to the Office of Civil Rights at the above address.

DISTRICT EMERGENCY SAFETY INTERVENTIONS POLICY Including dispute resolution process

PREAMBLE

The Board of Education acknowledges safety for students and staff is always the number one priority. It is important to remember behavior is learned and every behavior serves a purpose. There may be times when a student's behavior escalates to the point where the student's actions present an immediate potential for causing harm to persons or property. Every *effort* should be made to prevent the need for the use of restraints or seclusion. However, recognizing that there may be times when those techniques are required, the Board adopts the following policy governing their use.

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN)

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, deescalation 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. 72-6146, 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. 72-3122(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 devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation. Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior 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, wellventilated, 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.

Approved: 8/18

KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 7/17; 6/18

STUDENT PRIVACY ACT

(See BCBK, ICA, ICAA, II, and JR et seq.)

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 or maintained in 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 or maintained in 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;
- 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; • 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.

STUDENT PRIVACY POLICY

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.

CIVIL RIGHTS COMPREHENSIVE NOTIFICATION

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the USD 231 of Gardner, Kansas does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities.

It is our intent to comply with both the letter and spirit of the law in making certain that discrimination does not exist in these policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency. Any questions or complaints regarding the district's compliance with Title VI, Title IX, or Section 504 may be directed to the Director of Special Services at P.O. Box 97, Gardner, KS 66030.

Title VI, Title IX, and Section 504 complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to: U.S. Department of Education, Office of Civil Rights, One Petticoat Lane, 1010 Walnut St. Suite 320, Kansas City, Missouri 64106.

CIVILITY POLICY

USD 231 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of USD 231 to treat everyone—fellow employees, students, parents, patrons, visitors, anyone having business with the district—with fairness and respect. The district also expects that anyone having interaction(s) with everyone associated with the district will treat them with professionalism, courtesy, dignity and respect.

It is our policy, in accordance with the law and accepted rules of a civil society, to maintain an environment which is legal, ethical, and non-abusive. The policy is not intended to deprive anyone of his/her right to freedom of expression; its intent is to maintain a reasonable and safe environment for all.

- Civil behavior is polite. Even when we disagree with each other, we can be polite. Remember: Civility is often verbal, but it can be nonverbal as well.
- Civil behavior is controlled. When we are civil, we allow reason and respect to control our behavior.
- Civil behavior is the best means of accomplishing one's goals through self expression, persuasion, and acknowledgement of others.

These behaviors are uncivil. It can occur in person, on the phone, on voice mail, in writing or in email.

- Physical or verbal threats, overt or implicit.
- Behaviors which are coercive, intimidating, violent or harassing.

Uncivil behavior includes, but is not limited to:

- Use of profanity.
- Personally insulting remarks.
- Attacks on a person's race, gender, nationality, or religion.
- Behavior that is "out of control."

After a report is filed, the following can occur:

- The incident will be investigated. While confidentiality will be respected, it cannot be guaranteed.
- The complaint will be discussed with the individual about whom it has been made.

- If the incident is found to violate the District policy, the offending party can be subject to disciplinary action (student, employee) and/or restricted from access to school building or school personnel.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

Students and their parents are hereby notified that this school district does not discriminate on the basis of sex, age, color, race, national origin, or handicap. Any person having inquiries concerning USD 231 and compliance with the above is directed to contact the Director of Human Resources at P.O. Box 97, Gardner, KS 66030.



#TOGETHER