

STUDENT AND PARENT HANDBOOK

Smith Center Junior-Senior High School
300 Roger Barta Way
Smith Center KS 66967
785-282-6609

2024-2025
SCHOOL YEAR

| | |
|--|-----------|
| EQUAL OPPORTUNITY STATEMENT | 5 |
| CONCEALED OBSERVATIONS | 5 |
| SCHOOL SAFETY | 6 |
| USD 237 DISTRICT MISSION STATEMENT | 6 |
| SMITH CENTER JR-SR HIGH SCHOOL MISSION STATEMENT | 6 |
| EDUCATIONAL OUTCOMES OF USD 237 | 6 |
| POLICY CLARIFICATION | 6 |
| TRANSFER STUDENTS | 6 |
| ADMISSION REQUIREMENTS | 7 |
| IMMUNIZATION (State Law K.S.A. 72-6262) | 7 |
| HEARING AND VISION SCREENING | 7 |
| STUDENTS | 8 |
| PARENTS | 8 |
| KANSAS BOARD OF REGENTS | 8 |
| QUALIFIED ADMISSIONS | 8 |
| KANSAS SCHOLARS CURRICULUM | 8 |
| GRADING SCALE | 9 |
| HONOR ROLLS | 9 |
| SUPERINTENDENT'S HONOR ROLL | 9 |
| PRINCIPAL'S HONOR ROLL | 9 |
| REPORT CARDS | 10 |
| RETENTION GUIDELINES | 10 |
| ACADEMIC LETTER PROGRAM: | 10 |
| Principal's Academic Award | 10 |
| REQUIREMENTS FOR GRADUATION: | 11 |
| Classes 2025-2027 | 11 |
| Starting with Class of 2028 | 12 |
| NATIONAL COLLEGIATE ATHLETIC ASSOCIATION INITIAL ELIGIBILITY REQUIREMENTS/QUALIFIER | 13 |
| GENERAL INFORMATION | 13 |
| SCHEDULING | 13 |
| SCHEDULE CHANGES | 13 |
| AFTER SCHOOL PROGRAM | 13 |
| ADDITIONAL TEACHER ASSISTANCE TIME | 14 |
| DETENTION PERIOD | 14 |
| IN-SCHOOL SUSPENSION | 14 |
| HOW TO STUDY | 14 |
| SCHOOL ATTENDANCE POLICIES | 15 |
| KANSAS LAW DEALING WITH ATTENDANCE: | 15 |
| ATTENDANCE | 15 |
| ABSENCES | 15 |
| MAKE-UP WORK POLICY | 16 |
| TARDIES: | 16 |
| CLOSED LUNCH: | 16 |

| | |
|--|-----------|
| HONOR ROLL JR/SR LUNCH PERIOD: | 16 |
| PHYSICAL EDUCATION ATTENDANCE, DRESS, AND HYGIENE POLICY: | 17 |
| SIGNIFICANT PART OF A DAY: | 17 |
| ATTENDANCE AND ACTIVITY PARTICIPATION: | 17 |
| LEGAL AUTHORITY: SUSPENSION AND EXPULSION | 17 |
| DISCIPLINE/ACTS OF BEHAVIOR CONSIDERED UNACCEPTABLE: | 18 |
| WEAPONS | 19 |
| DAMAGE TO SCHOOL PROPERTY | 19 |
| HALL CONDUCT | 19 |
| ANNOUNCEMENTS | 19 |
| LOCKERS | 19 |
| STUDENT USE OF CARS | 19 |
| STUDENT DRESS | 19 |
| STUDENT DISPLAY OF AFFECTION | 20 |
| STUDENTS LEAVING THE BUILDING | 20 |
| INITIATIONS | 20 |
| STUDENT USE OF TELEPHONES | 20 |
| CELL PHONE/CAMERA/ELECTRONIC DEVICES | 20 |
| USE OF TOBACCO PRODUCTS | 21 |
| DRUGS AND ALCOHOL | 21 |
| COMPUTER LAB GUIDELINES | 22 |
| LIBRARY POLICIES: | 22 |
| TRANSPORTATION POLICY | 22 |
| SCHOOL BUS BEHAVIOR POLICY | 23 |
| FIRE AND TORNADO POLICY | 24 |
| HEAD LICE POLICY | 24 |
| EXTRA-CURRICULAR ACTIVITIES | 26 |
| ATHLETIC/ACTIVITY ELIGIBILITY | 26 |
| INTER-SCHOLASTIC ACTIVITY POLICY | 26 |
| Student Code of Conduct – Extra-curricular Activities | 27 |
| SCHOOL CLOSINGS: ACTIVITIES PRACTICE OR GAMES | 28 |
| SCHOOL LUNCH/BREAKFAST PROGRAM | 29 |
| Lunch Prices: | 29 |
| Breakfast Prices: | 29 |
| NEGATIVE ACCOUNTS | 29 |
| OFFER VS. SERVE | 30 |
| Student FEES | 30 |
| LOST OR DAMAGED BOOKS | 30 |
| INSUFFICIENT CHECK POLICY | 30 |
| STUDENT ORGANIZATIONS | 31 |
| SMITH CENTER CHAPTER OF THE NATIONAL FFA ORGANIZATION | 31 |
| SMITH CENTER CHAPTER OF FAMILY CAREER COMMUNITY LEADERS OF AMERICA (FCCLA) | 31 |
| STUDENT COUNCIL | 31 |
| NATIONAL HONOR SOCIETY | 32 |

| | |
|---|-----------|
| ART CLUB | 33 |
| STATEMENT TO STUDENTS AND PARENTS REGARDING STUDENT INSURANCE | 33 |
| 2024-2025 KSHSAA INSURANCE SUMMARY COVERAGE | 37 |
| Participant legal Liability Protection: | 37 |
| Lifetime Catastrophic Medical Coverage: | 37 |
| STUDENT RECORDS POLICY | 37 |
| IMPLEMENTATION POLICIES | 38 |
| ACCESS TO RECORDS BY OTHER PARTIES | 38 |
| TRANSFER OF EDUCATIONAL RECORDS TO ANOTHER EDUCATIONAL INSTITUTION | 38 |
| TRANSFER OF RIGHTS | 39 |
| STUDENT PRIVACY RIGHTS | 39 |
| HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING | 39 |
| AHERA MANAGEMENT PLAN | 40 |
| Sexual Harassment (Employee) | 40 |
| GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) | 41 |
| Loose Forms | |
| NCKSEC Special Education Cooperative | |
| Letter to Households/Child Nutrition Programs | |
| Application for Child Nutrition Program Benefits | |
| Consent/Waiver for Disclosure - Textbooks | |
| Current year Academic Calendar | |

Dear Parent and Student:

We would like to take this opportunity to extend cordial greetings to you from the Board of Education, teaching staff, and school administration. We welcome you to the Smith Center Jr.-Sr. High School for the 2024-2025 school year.

The main purpose of the school in our community is to provide the students with the best possible education so that they will be prepared to succeed in our ever-changing society. Students will be able to live and work successfully in the immediate community, and students who wish to further their education will be provided an adequate educational background for advanced endeavors in their chosen profession. A competent staff has been employed to provide this necessity.

The purpose of this handbook is to inform you of the guidelines, policies, and expectations here at Smith Center Jr. /Sr. High School. It is our hope that through this handbook students and parents will have a better understanding of our school. We understand that this handbook is not all inclusive. Unique circumstances will be addressed as they arise through collaboration between the involved parties.

Mr. Greg Koelsch, Principal

EQUAL OPPORTUNITY STATEMENT

USD 237 Smith Center School District does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment in its programs or activities. Any questions regarding the compliance with Title VI, Title IX, or Section 504 may be directed to Dustin McEwen, Title IX coordinator, who can be reached at (785) 282-6665, 216 South Jefferson, Smith Center, Kansas, 66967, or to the Assistant Secretary for Civil Rights, Department of Education.

CONCEALED OBSERVATIONS

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

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

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

SCHOOL SAFETY

All students are encouraged to help our school and community by reporting any potential school or community violence. Reporting any potential violent acts can be done by visiting with an administrator, teacher, secretary, custodian, cook, etc. If a student would like to report a potentially violent act, but would like to do so anonymously, they may call the Kansas School Safety Hotline (1-877-626-8203) any time day or night. Students may also use the Stop It Solutions Anonymous app.

USD 237 DISTRICT MISSION STATEMENT

The mission of Unified School District #237 is to provide quality instruction and equitable learning experiences, within a safe environment, by educating students to their potential. This mission includes an emphasis on self-discipline, social responsibility, and appreciation for life-long learning.

SMITH CENTER JR-SR HIGH SCHOOL MISSION STATEMENT

Smith Center Jr.-Sr. High School exists to share with parents and community the responsibility of providing quality, equal learning experiences in a safe environment to ensure that our students will master or exceed mastery of defined educational objectives.

EDUCATIONAL OUTCOMES OF USD 237

The students of USD 237 will demonstrate mastery of core curriculum and behaviors that exhibit:

- a positive self-esteem
- basic democratic and citizenship skills
- use of technology, work skills and ethics necessary in a technological age
- self-directed learning
- creative and higher level thinking skills
- concern for others and the world in which we live
- inter-personal skills necessary for teamwork in a multi-cultural society
- leadership skills
- personal health and wellness
- ability to evaluate and apply knowledge

POLICY CLARIFICATION

The Board of Education and the School Administration realize that there is not 100% efficiency in all functions. Therefore, exceptions that must be handled will be handled by administration.

TRANSFER STUDENTS

Students transferring to Smith Center USD 237 and entering the district for the first time must meet the following requirements:

- A birth certificate or hospital certificate validating the student's birthday must be presented at the time of enrollment.
- Meet immunization requirements as stated below. Immunization requirements must be met prior to a student attending school in any building in the district.

- A record of all grades and/or credits, any standardized test information, dates of enrollment, records of attendance and the recommendation for placement from the previous educational experience shall be presented at the time of enrollment.
- Prior to admission to classes, tests may be given in language arts, reading and mathematics to students.
- In subjects required for graduation for which credit has been granted by the previous educational experience, tests may be required by the high school principal to determine the student's competency in the subject. Students entering USD 237 schools shall be placed or given credit by a committee appointed by the school principal. The committee shall consider grades, test scores, attendance record and recommendations from the previous educational experience, tests administered by USD 237, and the age of the student being admitted.
- Final decisions of the committee will be presented to the Superintendent for approval.
- Should parents not agree with placement or credits allowed by the placement committee, they may appeal the committee's decision to the Board of Education.

ADMISSION REQUIREMENTS

IMMUNIZATION (State Law K.S.A. 72-6262)

All Students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required. Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department of Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of inoculations. Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.

See USD 237 Board Policy JGCB:

<https://www.usd237.org/vnews/display.v/ART/61b8da4c979b6>

HEARING AND VISION SCREENING

School screening for hearing and vision are required by state law every two (2) years. At the junior-senior high school, 7th, 9th and 11th grades and new or transfer students will be screened. Parents will only receive results of these screenings if the child fails the tests. We will recheck the students who fail the tests before notifying parents of the need for medical referrals.

PEANUT / TREE NUT ALLERGY GUIDELINES

USD 237 has a number of children who suffer severe allergies to peanuts, tree nuts and/or by-products of both. We are asking your full support in order to provide a safe environment for students who suffer this life-threatening allergy. **Some facts:**

- This life-threatening allergy is not simply an ingestion allergy. These children can suffer anaphylactic shock and death from a trace amount of the allergen, which might be airborne or left as a residue on a surface he/she touches. If this were simply a matter of not eating the offending item, it would not be so dangerous.
- The number of children diagnosed with peanut/tree-nut allergies has more than doubled in the past five years.
- Peanut/tree-nut allergies account for 92% of all severe and fatal allergic reactions in children.
- One in five children with food allergies will have a reaction while at school.

What will this mean to USD 237 school family? Basically, we are asking your full support in our goal to make this school as safe as possible for our children.

STUDENTS

- Students are asked to voluntarily refrain from bringing anything containing peanuts or tree-nuts in their lunch box or as a snack.
- Our cafeteria will not serve any products that contain peanuts, tree-nuts or by products of either.

PARENTS

- Parents are asked to voluntarily choose not to pack anything containing peanuts or tree-nuts in their child's lunch box.
- Parents are asked to voluntarily choose not to send anything to the school containing peanuts or tree-nuts for snacks, treats, or refreshments.
- Please read labels before sending any food items to school.

While we understand this may present an inconvenience, it is our hope that everyone will agree the safety and well-being of our children is of the utmost importance. When a child's life is at stake, we must work together to make our school as safe as possible for children with this life-threatening allergy.

Thank you for your cooperation and support.

KANSAS BOARD OF REGENTS

QUALIFIED ADMISSIONS

Requirements for Admission to any one of the six state universities in Kansas can be found at:
https://www.kansasregents.org/resources/PDF/Academic_Affairs/Qualified_Admissions/QA2022-2023_Kansas_Board_of_Regents_Qualified_Admissions_Webflyer__FINAL_Cor.pdf

KANSAS SCHOLARS CURRICULUM

Completion of the Kansas Scholars Curriculum allows students to be eligible to be a Kansas State Scholar. The requirements as well as the Scholars Curriculum can be found online at
https://www.kansasregents.org/resources/PDF/Students/Student_Financial_Aid/Kansas_Scholars_Curriculum.pdf

It is the responsibility of the student to be in contact with the counselor with regard to meeting these requirements.

GRADING SCALE

| GRADING SCALE | 4-POINT SCALE | GPA Points |
|---------------|---------------|------------|
| 100-98 | A+ | 4.0 |
| 97-93 | A | 4.0 |
| 92-90 | A- | 4.0 |
| 89-87 | B+ | 3.0 |
| 86-83 | B | 3.0 |
| 82-80 | B- | 3.0 |
| 79-77 | C+ | 2.0 |
| 76-73 | C | 2.0 |
| 72-70 | C- | 2.0 |
| 69-67 | D+ | 1.0 |
| 66-63 | D | 1.0 |
| 62-60 | D- | 1.0 |
| 59-below | F | 0 |

HONOR ROLLS

To be listed on the nine-weeks, semester, roll at Smith Center Jr.-Sr. High School, a student must achieve the following standards for the particular grading period:

SUPERINTENDENT'S HONOR ROLL

The student must have a grade point average of **3.50-4.0** on a four point grading scale. The student must have no grade lower than a **B**. Any grade lower than a **B** will automatically disqualify the student from being on this honor roll regardless of what other grades are earned. The student must be enrolled in eight classes (consideration will be given for those students unable to take eight classes). Any fewer number will exempt the student from being considered for this honor roll.

PRINCIPAL'S HONOR ROLL

The student must have a grade point average of **3.25-4.0** on a four point grading scale. The student must have no grade lower than a **C**. Any grade lower than a **C** will automatically disqualify the student from being on this honor roll, regardless what other grades are earned. The student must be enrolled in eight classes (consideration will be given for those students unable to take eight classes). Any fewer numbers will exempt the student from being considered for this honor roll (Refer to 4-point scale).

REPORT CARDS

Report cards will be issued every nine (9) weeks. Students and parents are able to check Go Edustar during the nine weeks for progress report of grades.

RETENTION GUIDELINES

Pursuant to Board Policy Section 03-003 - Section II: "Teachers shall recommend to their building principal, pupils that should be considered for retention. Teachers shall not defer their recommendations too near the end of the school term. Teachers, principals, and parents shall study the problems of the student and seek to reach a conclusion that best benefits the student. The principal shall have the final decision on retention and promotion of the pupils in his building."

The following guidelines will be adopted:

Teacher input and recommendations

Student attitude

Parent/Teacher conference results

The ability of the student to pass three of five core curriculum subjects: English, Math, Science, Social Studies and Reading

ACADEMIC LETTER PROGRAM:

In an effort to promote the desire for and the continuance of academic excellence a visual reward for academic achievement will be given.

Principal's Academic Award

Requirements: Students maintaining a 3.25-4.0 average for each of the four 9-week grading periods of the school year will receive an academic letter.

Recognition: Students named to either honor roll for the first three nine weeks will receive a certificate and gold lamp at the spring awards assembly.

The Award:

- The award shall be a Gold Lamp of Knowledge pin and Certificate.
- After receiving a letter, the subsequent award will be a gold bar to denote an additional year of achievement.

REQUIREMENTS FOR GRADUATION:

Classes 2025-2027

Twenty five (25) credits are required for Graduation at Smith Center High School.

Basic Requirements: Satisfactory completion of courses in the following areas are required for graduation. Credit in the following courses must be earned during senior high school (grades 9, 10, 11 & 12).

Four (4) units of Language Arts

- ✓ English I - 9th Grade
- ✓ English II – 10th grade
- ✓ English III – 11th grade
- ✓ English IV – 12th grade OR English Comp I and II concurrently through Cloud CCC

Three (3) units of Mathematics

- ✓ Pre-Algebra, Algebra I, Algebra II, Geometry, Trigonometry, Calculus and/or Real World Math

Three (3) units of Social Science, including:

- ✓ World History/Geography - 10th grade
- ✓ American History - 11th Grade
- ✓ One unit of American Government/Econ – 12th grade

Three (3) units of Laboratory Science

- ✓ Physical Science is required for Freshmen
- ✓ Biology is required for Sophomores
- ✓ Third Science can consist of: Chemistry, Human Anatomy or Biology II, Plant/Animal Science

One (1) unit in a Career Technical Education (CTE) area

- ✓ Business
- ✓ Agriculture
- ✓ Technology
- ✓ Family and Consumer Science
- ✓ Digital Media
- ✓ Health Care

One (1) unit of Fine Arts

- ✓ Art, Band or Vocal

One (1) unit of Computer Technology

- ✓ Business Essentials is required of Freshmen

One (1) unit of Physical Education/ Health

- ✓ Physical Education/Health is required of Freshmen

One (1) credit of Financial Literacy (1 credit in any of these classes)

- ✓ Consumer and Personal Finance
- ✓ Real World Math
- ✓ Entrepreneurship
- ✓ Ag Business

****18 credits of Required Classes + 7 credits of Elective Classes = 25 Credits for Graduation. These requirements conform to the graduation requirements of the State Department of Education of Kansas and the Board of Education of U.S.D. #237.**

REQUIREMENTS FOR GRADUATION:

Starting with Class of 2028

Twenty five (25) credits are required for Graduation at Smith Center High School.

Basic Requirements: Satisfactory completion of courses in the following areas are required for graduation. Credit in the following courses must be earned during senior high school (grades 9, 10, 11 & 12).

Three and half (3.5) units of Language Arts & .5 communications

- ✓ English I - 9th Grade
- ✓ English II – 10th grade
- ✓ English III – 11th grade-.5 English III & .5 communications
- ✓ English IV – 12th grade OR English Comp I and II concurrently through Cloud CCC

Three (3) units of Mathematics

- ✓ Pre-Algebra, Algebra I, Algebra II, Geometry, Trigonometry, Calculus and/or Real World Math

Three (3) units of Social Science, including:

- ✓ World History/Geography - 10th grade
- ✓ American History - 11th Grade
- ✓ One unit of American Government/Econ – 12th grade

Three (3) units of Laboratory Science

- ✓ Physical Science is required for Freshmen
- ✓ Biology is required for Sophomores
- ✓ Third Science can consist of: Chemistry, Human Anatomy or Biology II, Plant/Animal Science

One (1) unit of STEM (science, technology, engineering, and math)

- ✓ Computer Science
- ✓ Advance Math
- ✓ Technology
- ✓ Agriculture

One (1) unit in a Career Technical Education (CTE) area

- ✓ Business
- ✓ Agriculture
- ✓ Technology
- ✓ Family and Consumer Science
- ✓ Digital Media
- ✓ Health Care

One (1) unit of Fine Arts

- ✓ Art, Band or Vocal

One (1) unit of Computer Technology

- ✓ Business Essentials is required of Freshmen

One (1) unit of Physical Education/ Health (.5 of PE & .5 of Health)

- ✓ Physical Education/Health is required of Freshmen

One (1) credit of Financial Literacy (1 credit in any of these classes)

- ✓ Consumer and Personal Finance
- ✓ Real World Math
- ✓ Entrepreneurship
- ✓ Ag Business

****19 credits of Required Classes + 6 credits of Elective Classes = 25 Credits for Graduation. These requirements conform to the graduation requirements of the State Department of Education of Kansas and the Board of Education of U.S.D. #237.**

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION INITIAL ELIGIBILITY REQUIREMENTS/QUALIFIER

Students who want to be eligible to participate in NCAA regulated activities must register with the NCAA Clearinghouse. The NCAA Eligibility Requirements for Student-Athletes can be found on-line at:

<https://www.ncsasports.org/ncaa-eligibility-center/gpa-requirements>

It is strongly suggested that the student/athlete meet with the high school counselor and go through the NCAA GPA Worksheet. Students must plan early in their high school careers in order to fulfill the stringent requirements. Smith Center High School core classes are approved through the NCAA Clearinghouse. If a student takes classes outside of the SCHS curriculum he/she must meet with the high school counselor and have the class sent in to the NCAA Clearinghouse for approval.

GENERAL INFORMATION

A normal yearly schedule for each student consists of 8 periods of classes. Choose your subjects with extreme care, considering your needs, your capabilities, your chosen vocation, the entrance requirements of your chosen college or university, and after consultation with your counselor and parents. Much time will be spent acquainting you with the subject areas offered, so select wisely and try to avoid impulsive last-minute changes.

SCHEDULING

It is the responsibility of the student to keep a continual check with the principal and counselor at the time of enrollment in regard to the meeting of all requirements needed for graduation upon reaching the fourth year of high school.

SCHEDULE CHANGES

Class changes must be done within the first 3 days of school. The changes need approval of the principal and the counselor. Special circumstances, or additional days, may be granted by the building principal.

AFTER SCHOOL PROGRAM

During the school year, any student (grades 7-12) that has a failing grade at 3:30 PM each day, (Monday thru Thursday) will report to the "After School Program". Students will report to the high school At Risk room.

Students with failing grades are required to turn their cell phones into the office at the beginning of the school day. Once failing grade is up, students are allowed to collect their phone in between class periods. If phones are not turned in or student states they do not have their phone and are caught with it during the school day, their phone will be taken and kept in the office an additional week from the time the failing grade is brought up.

All students are expected to check their grades and know if they are on the failing list. Failure to report to the program will result in student making up the time and a detention period of 30 minutes for missing. Students that ride the bus must make arrangements with their parent(s) to get picked up at 4:00 PM. There are no exceptions to this program.

During these study times, there will be absolutely no cell phones or headphones allowed.

ADDITIONAL TEACHER ASSISTANCE TIME

Teachers are available most school days to meet with students from 7:45 a.m. until 8:10 a.m. and from 3:30 p.m. until 3:45 p.m. Students are encouraged to take advantage of this opportunity. Set up meetings with teachers in advance to ensure they are prepared and able to help you at this time.

DETENTION PERIOD

Minor discipline infractions will be handled by a detention period.

Failure to serve a detention will result in doubling the amount of detention. Missing a second detention will result in an In-School Suspension.

If a student is unable to attend the detention period, it is the student's responsibility to contact the principal and give an acceptable explanation for being unable to comply. An alternate time may be assigned.

IN-SCHOOL SUSPENSION

Infractions of school rules may result in in-school suspension. Students who have been assigned an in-school suspension are to report to the office by 8:10 a.m. They will be allowed two scheduled bathroom breaks during the day. Students are not allowed to talk in ISS unless it is to ask a question of the instructor. Students will eat their lunch in the in-school suspension room. Students will not be allowed to participate in extra-curricular activities until the assigned in-school suspension is completed. Homework assignments will be provided during the day. Students will receive credit for all work completed during ISS. If homework assignments are not completed, another day of ISS will be assigned. While in ISS, there will be no food, drink, sleeping or electronic devices. If any of these occur, another day will be given for each offense.

HOW TO STUDY

- Have a study schedule and have a proper place for studying.
- Have your study room properly heated, lighted and ventilated.
- Get all study materials needed and begin promptly.
- Get assignment definitely in mind.
- Review briefly the previous day's lesson.
- As a general rule, do your hardest studying first.
- Concentrate on the subject.
- Read over all the assignments rapidly at first, then more slowly taking the different or difficult parts separately.
- Look for the main points or topics.
- Read with the purpose of recalling the material.
- Take notes as you study. If necessary, outline the work.
- Use the dictionary.
- Get the author's viewpoint, rather than his/her words.
- Keep in mind the uses which your study may serve.
- In learning forms, rules, vocabularies, etc., it will help to repeat them aloud.

- Use your textbook. Pay attention to the index, appendix, footnotes, maps, illustrations, and vocabularies.
- Read other books on your subject in your school library or at home.
- Talk with your teacher and parents about your work.
- Look up references on the lesson.
- Collect work for special reports as early as possible.
- Try to summarize in your words what you have studied.
- Review briefly before going to class.
- Keep your work up to date.
- Finish studying one subject before starting another.
- Make use of short periods of time.

AFTER ALL, IT'S UP TO YOU!

SCHOOL ATTENDANCE POLICIES

ATTENDANCE HOURS:

Smith Center Jr.-Sr. High School hours of attendance for students will be from 8:10 a.m. until 3:30 p.m.

KANSAS LAW DEALING WITH ATTENDANCE:

KSA 72-1113© states, "Whenever a child is required by law to attend school and is enrolled in school and the child is inexcusably absent therefore on either three consecutive school days or five or more school days in any semester, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent there from all or a significant part of the school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for school attendance."

ATTENDANCE

School attendance is of the utmost importance. Employers, schools of all types, and the armed services are interested in the attendance record that a student has established. Studies have shown that one of the major causes of failure and dropouts in the school is absenteeism. School attendance is the responsibility of the student and parent/guardian. Recognizing that students, at times, do not have the maturity to realize the importance of attendance, it falls upon the parent/guardian to accept this responsibility. To that goal, the following policy is established regarding attendance at Smith Center, Jr.-Sr. High School:

ABSENCES

Parents of students who are absent should call the school by 9:00 a.m., or send a note to school the day of the absence. This will allow adequate time for teachers to get homework assignments to the office before the end of the school day for the student, if they are requested. **Unexcused Absences:** Non-School related absences may be considered unexcused until proper notification is provided. A phone call from a parent/guardian will not automatically excuse a student. Failure to notify the school within 24 hours will automatically result in an unexcused absence. Students earning an unexcused absence will not be allowed to make up work and will receive a zero for work or tests that were missed. Absences that are known ahead of time, will be the responsibility of the student to contact their teachers about work that will be missed and complete the work in advance to the absence. This includes absences for school-related events. The main thing is for **Students to communicate with their teachers!!**

MAKE-UP WORK POLICY

Students gone for an illness or any other excused absence: One day will be given for each day gone. Ex: if a student is gone first hour on Monday, assignment will be due first hour Wednesday. Multiple days gone for an illness- Assignments are due on the day of the final day missed plus one day. Ex: Student misses Monday, Tuesday, Wednesday. All assignments are due the following Tuesday. If a student has been assigned a project/assignment for weeks or possibly months in advance, and is absent the day it is due, there will not be added time given. The project/assignment will be due the day the student returns. If a student misses a test day but has the study guide and has had adequate time to prepare for the test, the student may be required to take the test upon return to school. If a student has been out due to illness, and has not been in class for the review, or has not received any study guide or review sheet, the teacher will allow time for the study guide to be completed, graded, then studied prior to taking the test. A student who misses three or more days due to an illness must present a Dr's. note upon return to school. **Students must communicate with their teachers!!** Communication is the best way to mitigate confusion and will be the most effective way to have a smooth transition back to school.

TARDIES:

Getting to class on time is a responsibility each student in USD 237 has to assume. Being in class on time is viewed as part of the classroom preparation. Failure to arrive at each class period on time will result in a tardy. Once a student reaches three tardies to their any class. Failure to be in class on time during the day will bring about the following: Once a student reaches three tardies during a nine-week grading period, the student will be required to spend a minimum of thirty (30) minutes **before or after** school with the detention teacher or principal. Each additional tardy in the current nine weeks will result in a minimum of an additional (30) minutes with the detention teacher or principal. If student does not serve tardy detentions, tardy will double, if the double tardy is not served, ISS will be given.

CLOSED LUNCH:

The Jr.-Sr. High School has a closed lunch period. A student is not allowed to leave the building for lunch at any time. If a parent/guardian needs to take their child to lunch, the parent/guardian must sign the student out at the office, and the student must be back before their next class starts.

HONOR ROLL JR/SR LUNCH PERIOD:

The Jr/Sr High has a closed lunch period for all students except for Juniors and Seniors who made the Superintendent's or Principal's honor roll the previous 9 weeks. They are allowed 3 open lunches per nine weeks. A permission form must first be signed by the parent/student. Students must sign in and out of the office, and are allowed only to go during their normal lunch hour and must return within that same period of time.

Violation of the rules listed on the Parent/Student consent form will result in an automatic detention and removal of the privilege of an open lunch shift for the remainder of the student's high school career.

All other students are not allowed to leave the building for lunch at any time. If a parent/guardian needs to take his/her child to lunch, the parent/guardian must sign the student out at the office, and the student must be back before his/her next class starts.

PHYSICAL EDUCATION ATTENDANCE, DRESS, AND HYGIENE POLICY:

Attendance: At the end of each 9 week grading period, each student's attendance percentage will be calculated. Student's attendance percentage will be worth 25% of their grade. Students who are present but non-participating will be required to have a doctor's not or will receive a zero for that day.

Dress: Students will be required to bring an appropriate change of clothes in which to wear during class. Students not suiting up will loose points off their daily grade.

Hygiene: Students will be required to shower after class to promote good hygiene. Students not showering will have points deducted from their daily grade.

SIGNIFICANT PART OF A DAY:

If a student is absent for fifty percent (50%) or more of the scheduled school time during the morning session, the student is considered to be absent for that morning session. Likewise, if a student is absent for fifty percent (50%) or more of the time during the afternoon session, the student is considered absent for that session. If a student is absent for sixty percent (60%) of the school day, the student shall be considered absent for the full day.

ATTENDANCE AND ACTIVITY PARTICIPATION:

Students, who have been ill but intend to participate in evening school activities or practice at the Jr.-Sr. High School, are to be in school by noon the day of the activity. Exceptions need to be cleared by administration in advance.

LEGAL AUTHORITY: SUSPENSION AND EXPULSION

Legal Authority for Suspension and Expulsion: K.S.A. 72-8901 et. seq. as amended. The Board of Education of any school district may suspend, or expel, or by regulation authorize superintendents, principals, or certified employees to suspend or expel any student or pupil guilty of any of the following:

- Willful violation of any published regulation for student conduct adopted or approved by the Board of Education
- Conduct which substantially disrupts, impedes, or interferes with the operation of any public school.
- Conduct which substantially infringes upon or invades the rights of others
- Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statue of the United States
- Disobedience of an order of a teacher, peace officer, school security officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the school or substantial and material infringement upon or invasion of the rights of others

The administrator and the staff of each school may make rules and regulations necessary for implementing this policy and for maintaining good discipline. Any rules or regulations made within a specified school policy must not be in conflict with this policy.

DISCIPLINE/ACTS OF BEHAVIOR CONSIDERED UNACCEPTABLE:

Acts of behavior which interfere with the maintenance of good learning environment or which are antagonistic to the welfare of other pupils will not be considered acceptable. In addition to violations referred to in the rules and regulations section, the specific acts of behavior applicable to students or pupils in respect to school activities or on school properties which are deemed to be grounds for suspension are as follows:

- Breaking of school rules repeatedly
- Being overly unruly and disruptive, Unruly conduct that disrupts school
- Extortion of any type and/or amount
- Failure to comply with a reasonable request (willful disobedience)
- Fighting
- Intimidation
- Obscenity
- Open Defiance
- Possession, consumption, distribution or sale of alcoholic beverages, narcotic, marijuana, addictive drugs and mind or mood altering substances prior to or at school or any school activity.
- Possession or use of lethal weapons
- Smoking, vaping or using other forms of tobacco (i.e. chewing tobacco, snuff)
- Profanity
- Tardies (excessive)
- Temper tantrums
- Threats (by word or deed), possession or use of any lethal weapon. All types of firearms are forbidden on school grounds.
- Being a clear and present danger to others
- Excessive unauthorized absences
- Vandalism
- Cheating
- Stealing
- Failure to attend an assigned academic or disciplinary detention period
- Other matters covered by K.S.A. 72-8901 et. seq.

All suspensions will initially be short-term (not to exceed ten (10) days) with written notice, including the reasons for the suspension, sent to the student's parent or guardian. No make-up credit will be given for days of out-of-school suspension.

Any notice of proposal to suspend a student for an extended term, or to expel a student, shall state the time, date and place that the student will be afforded a hearing. Such date will not be later than the last day of the short-term suspension of such student.

Any hearing held in compliance with K.S.A. 72-8901 et. seq. as amended will be conducted by an administrator in accordance with the due process outlined in Kansas

statute. Unacceptable behaviors that will result in a suspension upon the first offense include, but are not limited to, the following:

WEAPONS

The use of weapons on campus or at activities will not be tolerated. Weapons or firearms will mean any object, material or substance, which in the manner it is used, designed to be used, or intended to be used, is capable of producing death, bodily injury or emotional distress. Examples of weapons include, but are not limited to, firearms (including BB or pellet guns), any knives, brass knuckles, nunchucks (or other martial art weapons), slingshots or rubber bands, bludgeons (or any objects that could be used to strike another person), rocks, bottles, cans, chains, belts, bats, ropes, mace (or other chemicals), laser pointers, and wallet chains. Imitation or replica weapons such as water pistols, cap guns, etc. may also be included in this area. The administration of each building reserves the right to determine if objects not listed can be used as weapons.

DAMAGE TO SCHOOL PROPERTY

Any pupil who shall intentionally or accidentally destroy or damage any school property, or who shall deface by cutting or with writing or pictures any fence, furniture, building or other school property, shall immediately compensate for such damage, and upon refusal, may be suspended from school until such compensation has been made.

HALL CONDUCT

Each student should display proper conduct in the halls while passing between classes. Disruptive or inappropriate behavior may result in detention. Students should not run, push or shove others while passing between classes.

ANNOUNCEMENTS

Students are responsible for knowing the weekly bulletin contents and listening to the announcements. A weekly bulletin is made available to all students, and can be picked up in the office. The bulletin information is also posted on the school web page.

LOCKERS

Lockers are the property of the school. Each student will be assigned a locker at the time of enrollment. Lockers may be inspected by the administration at any time. Please try to keep your locker neat and orderly. Any damage to a locker will result in repair costs paid by the student. **Bags should not be hanging out or lying on the floor in front of lockers.**

STUDENT USE OF CARS

Students driving to school are to park their cars immediately upon entering the parking lot. Once parked, students must enter the building. Student should not go to their car during the day without permission from the office. Students may not park in staff parking spaces. Violators will be towed at owner's expense.

STUDENT DRESS

The school is well aware of the rapid changes in dress styles and fads. Therefore, we ask that the overall appearance of boys and girls be one of neatness. Shorts and skirts will be acceptable attire during the school day. However, the length of the

shorts or skirt must not be shorter than the length of the student's arm from the shoulder to the fingertips. Shoulder straps must be a minimum of 2" wide. Form fitting pants (ie, yoga pants, leggings, etc.) may be worn, as long as the top covers the entire backside and frontside. Sweatshirts/jackets (ie hoodies) with hoods are allowed but the hood must not be worn while in the school building. Hats are not allowed to be worn in the building from the time a student enters the building and until they leave for the school day. Disruptive or suggestive dress will not be allowed. Clothing promoting tobacco, drugs, alcohol, or sexual messages is not appropriate forms of dress. Students will follow this dress code at extracurricular events as well. Body painting will not be allowed. Painted t-shirts or other clothing will be allowed as long as it is not deemed offensive. Final decisions on appropriate dress will be made by the principal. Offenders will serve one hour detention for the first offense. For a second offense, the student will be placed in ISS (in-school suspension).

STUDENT DISPLAY OF AFFECTION

Holding hands is an acceptable method of displaying affection. Other forms of displaying affection, such as kissing, are not acceptable.

STUDENTS LEAVING THE BUILDING

All students who leave the building during the course of the school day must check out through the office. Teacher permission to leave the building is not acceptable check-out procedure. Students who leave the building without checking with the office may be given an unexcused absence for the time missed and assigned a detention.

INITIATIONS

There shall be no initiations of any kind at Smith Center Jr.-Sr. High School. Any student who hazes, badgers, or in any way attempts to hold their own private "initiation" of any other student, will be subject to disciplinary action by the school.

STUDENT USE OF TELEPHONES

Excessive use of the office telephones by students has represented a problem to the efficiency of the Jr.-Sr. High Office. Student use of the telephone will be limited to those times when considered necessary. All long distance calls must be placed "collect".

CELL PHONE/CAMERA/ELECTRONIC DEVICES

Students are allowed to use cell phones during lunch time and passing between periods. Students will not be able to use cell phones during class periods unless instructed to do so by the teacher. Inappropriate use of cell phones will be punished on a case by case basis, and it will be the teacher's discretion regarding the punishment.

Jr. High School students will not be allowed to use cell phones from the time they arrive at school until they leave school unless a teacher wants students to use their cell phones for classroom purposes. In all classrooms, students will not be allowed to take their cell phone with them when they leave class to use the restroom. Inappropriate use of cell phones will be punished on a case by case basis, with the cell phone being taken from the student for a minimum of one day.

USE OF TOBACCO PRODUCTS

The use of tobacco products is prohibited at all times in or on all district owned or leased personal or real property.

Coaches and all other activity sponsors shall obey all KSHSAA rules concerning tobacco use and shall enforce these rules as they apply to students and eligibility for KSHSAA activities.

DRUG FREE SCHOOLS AND COMMUNITIES ACT Parents and Students:

As required by Section 5145 of the Drug-Free Schools and Communities Act, as added by Section 22 of the Drug Free Communities Act Amendments of 1989 (P.L. 101-226), Smith Center Schools must inform parents and students of the Board of Education adopted Drug Free Policy.

DRUGS AND ALCOHOL

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

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

- **First Offense:** A first time violator shall be subject to the following sanctions:
 - o A punishment of up to and including short term suspension.
- **Second Offense:** A second time violator shall be subject to the following sanctions:
 - o A punishment of up to and including long term suspension
 - o A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.
 - o If at any time the student fails to make satisfactory progress in the program, the suspension shall be reemployed.
- **Third and Subsequent Offenses:** A student, who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - o A punishment of up to and including expulsion from school for the remainder of the school year.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas Statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available. Parents or students should contact the directors of the programs to determine the cost and length of the program. A copy of this policy and available counseling and rehabilitation programs will be provided to all students and to the parents of all students. PARENTS OF ALL STUDENTS ARE NOTIFIED THAT COMPLIANCE WITH THIS POLICY IS MANDATORY.

COMPUTER LAB GUIDELINES

The four computer labs in the junior-senior high school are networked systems. Each student is assigned a unique user ID and password. Passwords should be kept private to avoid unauthorized access to student's files. Because of the network environment, certain computer etiquette is required of all student users. The following conditions apply to all computer labs:

- Computer hacking of any kind will not be tolerated. Students who try to access information they do not have permission to access may lose their computer use privileges for the remainder of the school year. If damages occur to the system while a student is in an unauthorized area, the student will be responsible for all costs of repairing the system.
- Students are not allowed to upload (load onto the system) or download (take from the system) unapproved software of any kind. Students attempting to do so may lose their computer privileges for the remainder of the school year. If damages occur to the system while a student is attempting to upload or download unauthorized software, the student will be responsible for all costs of repairing the system.
- Students are not allowed to bring software from home or other sources to run on the school system. Students may bring data from home computers on approved disks only. Students transferring data with unapproved disks will lose transferring privileges.
- No food, candy or drinks are allowed in the computer labs.
- Students are not allowed to use the computer after 4:00 p.m. on school days unless the teacher/sponsor who assigned the project is in the building with the student.

LIBRARY POLICIES:

The following policies will apply to the junior-senior high library:

Books will generally be loaned for two weeks subject to renewal for an additional two weeks. A fine of \$.05 per day will be charged on overdue books. The student should notify the librarian if he/she has lost the book. The fine will then cease until the student either finds the book or pays for replacement and the fine will be canceled. A record will be kept, and if the book is found, the amount of the original fine will be retained and any remaining money returned to the student. If a student has several books overdue or doesn't pay his/her current fines, he/she will not be allowed to take additional materials from the library until his/her obligations have been fulfilled. Current periodicals will not be allowed out of the library. As new issues are received, past copies will be handled as reserve materials and may be checked out of the library, however, they must be returned the same day. If magazines are not returned promptly, a fine of \$.05 per day will be levied.

TRANSPORTATION POLICY

In view of the responsibilities of the school district and the school personnel regarding transportation of students to and from school sponsored activities, these policies are written or directed for that purpose.

The bus routes shall be planned so no pupil will be required to ride the bus longer than approximately one hour each trip, or be compelled to walk more than one and one-half miles to board the bus. Routes will be based on the dispersion of the

students to be transported, the roads, the load capacities of each bus, and the time necessary to complete the route. USD 237 shall transport only those pupils to and from school who reside within the 237 District boundaries. Special requests should be directed to the Superintendent of Schools who will determine each request on an individual basis.

Bus Assignments: At all times, it shall be the duty of the school personnel to use buses to transport to and from school sponsored activities. An exception may have to be made if a bus is not available. Each school bus used will carry an adult sponsor and all students will be assigned to a bus and will go and return on the same bus. When buses are being used for activity trips, there will be no cars used for transportation of students unless absolutely necessary, and the decision is left up to the administration of each building. Students riding a bus to an activity will return on the bus. Students will be released to ride home with their parents by reporting with their parents to the sponsor in charge. Students will be released to a designated adult upon presentation and verification of a written parental statement. The written release must be presented to the principal one day in advance of the activity.

Transportation for FCCLA and FFA activities shall be provided by the district. A schedule of anticipated trips shall be made by the teacher and the principal and submitted to the superintendent for approval. Subsequent requests shall be made in the same manner. Requests for said transportation must be in writing from teacher to principal and then to the Superintendent.

SCHOOL BUS BEHAVIOR POLICY

The Board of Education of USD 237 feels that, since a majority of our pupils will ride a school bus sometime during the school term, it is essential that pupils be instructed in bus safety. The following rules are set by the State Highway Commission of Kansas for bus safety:

- The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
- The driver can assign a seat to the student, and each student must be assigned a seat. Students may move to a second assigned seat for added comfort after the passenger load is lightened, if permission is first obtained from the driver and if the bus is not in motion.
- Pupils must be on time. The bus cannot wait for those who are tardy.
- Pupils must walk on the left side of the road facing traffic when going to the bus stop. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
- Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Your safety is in his/her hands.
- Outside the ordinary conversation, classroom conduct is to be observed. Pupils must not throw waste paper or other rubbish on the floor of the bus.
- Help keep your bus clean and sanitary at all times.
- Pupils must not, at any time, extend arms, legs or head out of the bus window.
- Pupils must not try to get on or off the bus or move about within the bus while it is in motion.

- When leaving the bus, pupils must observe the direction of the driver. If you cross the road, do so in front of the bus after making sure the road is clear.
- Any damage to the bus is to be reported at once to the driver.
- Students riding a bus during a storm season will be advised as to unsafe conditions, such as heavy snows or flood, by the following radio and television stations: KKAN-KQMA/Phillipsburg, KSAL/Salina, and KAYS-TV/Hays, KOLN-TV/Lincoln, NE., and KHAS-TV/Hastings, Ne. These stations will be notified, and you can receive the necessary information if the buses are not running on any given day. Also the school will also send text alerts through textcaster. During stormy or blizzard weather, bus drivers will discharge pupils only after they have made sure that parents are at home. In the event that parents are not at home, the pupils may be discharged at the next regular stop where adults are present.

Students who violate these bus rules will be reported to the principal, who will have the authority to deny the privilege of riding the bus to that student.

FIRE AND TORNADO POLICY

The sounding of the fire alarm is the signal for a fire drill. At that time, the students will file out of the classroom in a pre-arranged route, usually the nearest outside exit. The exit routes for individual rooms are outlined, and a diagram is posted in each room. All students should be familiar with the escape routes. The students will file from the building in a neat and orderly fashion, and move to an area well clear of the building. The instructor and last student to leave will secure the doors and windows before leaving. All students will move in silence and as quickly as possible. There will be absolutely NO running! A ringing bell will signal the return to the classroom. Teachers or other designated people will assist handicapped students to exits or safety in the event of a drill or an actual emergency.

TORNADO

In the event we have to take cover due to a tornado warning, students will file out of the classroom in an orderly manner to A-116, A-117, A-118, A-119, boys' Locker-room, girls' locker-room, or vo-ag locker-room. If there is not time for students in the technology building to reach the shelter in the main building, those students will go into the technology building hallway. It is important that the first students into an area go as far into the room as possible. Failure to do this will cause a blockage at the door of the room and some students may not get into the shelter. If a tornado is about to strike, sit on the floor with your head on your knees and cover the back of your head with your hands. In the event you cannot get to a safety area, sit in an inside hallway in the manner described. Teachers or other designated people will assist handicapped students to exits or safety areas in event of a drill or an actual emergency.

HEAD LICE POLICY

- A. Head lice checks will be done as needed.
- B. If head lice or nits are found on a student:
 - a. The student will not be singled out around other classmates. Confidentiality will be maintained.

- b. Parents will be called to come get the student from school and be instructed to treat the student with head lice treatment and comb out nits before returning to school. The entire family will be encouraged to be checked and treated for head lice.
 - c. A head lice letter will be sent home to the entire grade level of that student alerting parents of the fact that head lice has been found in that grade level. There will be recommendations and information in the letter for parents to be proactive with the head lice situation.
 - d. In order to be readmitted to class, the student must pass a nit check.
 - e. Starting the next morning, each student will bag their individual belongings and hang on their hook in the classroom. This will continue until the grade level has been without the finding of head lice or nits for three weeks.
 - f. That particular grade level will be checked weekly for head lice and nits until they are without the finding of head lice and/or nits for three weeks.
 - g. If the student's length of hair warrants, the students of that grade level will be asked to keep their hair pulled back in ponytails or braids.
 - h. The classes will be reminded not to share hair bows, ties, barrettes, hats or scarves. The students will be reminded not to brush, play with, touch or "fix" each other's hair at school. Brushes and combs are not necessary to have at school.
 - i. The classroom may be treated with lice treatment as conditions warrant.
 - j. The buses may be treated with lice treatment as conditions warrant.
- C. Parents will be reminded to check the student's hair at home occasionally in order to be proactive.
- D. Parents will be encouraged to inform the school nurse if head lice is found at home to allow the school to be proactive in containing and controlling head lice at school.

The following two-week regimen is recommended to treat head lice infestation:

Day 1: Apply head lice shampoo (following the instruction on the package) followed by a thorough fine tooth wet combing. This should kill most adults and nymphs and remove most viable nits.

Day 2 – 6: Daily apply ordinary shampoo followed by cream rinse and a thorough fine tooth wet combing. This should remove additional adults, nymphs and remove most viable nits.

Day 7: Apply head lice shampoo (following instructions on the package) followed by a thorough fine tooth wet combing. This should kill and remove most remaining adults, nymphs and some nits.

Day 8 – 14: Daily application of ordinary shampoo followed by cream rinse and a thorough fine tooth wet combing. This should remove any residual adults and nymphs.

EXTRA-CURRICULAR ACTIVITIES

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

Unified School District #237 High School is a member of the KSHSAA, and is classified by the association as a 2A high school for competition in school activities of the association. The association has six classes.

ATHLETIC/ACTIVITY ELIGIBILITY

Any Junior or Senior high school student, grades 7-12, with an F grade in any class on Friday afternoon at 3:30 p.m. will not be eligible to participate in the following week's activities, and will serve in academic assistance with the teacher of the class/classes that they are failing until the grade is passing. Ineligibility runs from Monday through Sunday of the following week.

Teachers will not have the option to "sign off" students from this academic assistance policy. All homework will need to be turned in by Friday and grade reports will be run at 2:00 on Friday afternoon. The building principal shall have the final decision in eligibility cases.

INTER-SCHOLASTIC ACTIVITY POLICY

You are eligible:

- If you are a bonafide undergraduate student in good standing
 - If you are not yet nineteen years of age. (Consult your coach or principal regarding exceptions to this rule.)
 - If you have not completed eight semesters of high school attendance. This includes your total attendance beginning with the 9th grade.
 - If you have not yet completed eight semesters of high school attendance, nor more than four seasons in one sport (includes grades 9-12).
 - The student shall be enrolled in and attending a minimum of five subjects of unit weight.
 - The student shall have passed at least 5 subjects of unit weight the previous semester.
 - If you do not engage in outside competition in sports recognized by the KSHSAA during the season in which you represent your high school in a sport. Consult your coach or principal before you participate in any game, training session or tryout conducted by an outside organization.
-
- If you have passed an adequate physical examination by a physician and have the written consent of your parents before beginning practice for a sport. The school will provide Form PPE, authorized by the K.S.H.S.A.A. for the physical examination, and it must be signed by the student and parent in addition to the physician.

- If we have a signed concussion information sheet on file with both parent and student signatures.
- If you have met the requirements of the transfer rule (if you are a transfer student).
- If you are not a member of a high school fraternity.
- If you have not competed under a false name or for money or merchandise of intrinsic value and have observed all other provisions of the amateur rule.
- If your attendance is regular and your conduct and standard of sportsmanship satisfactory, and you have not been suspended or expelled from any class or from school for any period of time.

Student Code of Conduct – Extra-curricular Activities

1. Commitment – In order to reach goals in any arena, commitment is a key factor. Students involved in extracurricular activities are expected to fulfill all commitments to the squad including meetings and practice (even if suspended from competition). Termination from the squad may result in failure to fulfill commitment to the squad.
 - a. Coach and athlete must meet to discuss decision to terminate.
 - b. The Activities Director should be notified.
 - c. All issued equipment returned.
2. Attendance and Activity Participations – Students who have been ill, but intend to participate in evening school activities at the Jr.-Sr. High School, are to be in school by noon the day of activity. Exceptions need to be cleared by administration in advance.
3. Suspension –
 - a. A student who is in In-School-Suspension (ISS) will not be eligible to participate in extracurricular activities until ISS obligation has been fulfilled.
 - b. A student who is in Out of School Suspension (OSS) will not be eligible to participate in or attend extracurricular activities until OSS obligation has been fulfilled and the student has returned to and attended class.
4. Illegal Drugs, Alcohol, Tobacco – Because the use of alcohol, illegal drugs, and tobacco are detrimental to the health and welfare and the use of and/or possession of is illegal for Kansas adolescents, the use and/or possession of any such substance is prohibited.
 - a. Upon confirmation and/or admission of a first violation of the Drugs, Alcohol, Tobacco Policy
 - i. The student will complete any additional conditioning program or outside work the coach or sponsor assigns.
 - ii. Since the facts of each violation will be different, the administration and coaches/sponsors will determine the length of suspension and details of each confirmed violation, case by case. A minimum consequence of suspension from two competitions will be implemented.
 - b. All second offenses will result in dismissal from the present extracurricular activities.
 - i. If a student is dismissed from an extracurricular activity they will begin all future extracurricular activities on probation (any violation of the policy will be considered a second offense) until the student has provided to the

administration the results of a substance abuse assessment conducted by a certified counselor of a chemical dependency treatment center or a mental health center. A decision on full reinstatement will then be made based on the report.

5. If a student's character or conduct brings discredit to the school, the student will be temporarily suspended from participation until an investigation can be done. When a student is dismissed due to conduct, the student will be on probation when they resume participation.

SCHOOL CLOSINGS: ACTIVITIES PRACTICE OR GAMES

USD #237 INCLEMENT WEATHER PRACTICE AND EVENT POLICY

Introduction

The purpose of this policy is to provide direction to the activities staff on what to do when inclement weather affects practices, games, and events. It is the intention of our school district to make decisions that will not put our students and coaches in jeopardy due to inclement weather. Safety will be the number one priority. Every effort will be made to attend all state sponsored competitions.

Scenarios

1. What if school is canceled on event day?

Response: The administrators from both schools will collectively make a decision on what to do. If the event is canceled, every effort will be made to reschedule. Coaches, directors, and sponsors will be notified immediately so they can contact players.

2. If school is canceled the night before – can practice take place the next day?

Response: No practice can take place until after 11:00 a.m. That practice cannot take place until it has been approved by the Athletic Director. No practices will be approved if the forecast, road conditions, temperatures, etc. are not conducive for persons to be out.

3. If practice is held on a day for which school is canceled, can practice be required?

Response: NO

4. What if USD #237 is on a holiday break and the weather is bad, can practice be held?

Response: Practice can take place upon approval of the Athletic Director. If this person is out of town, the building principal would make the decision.

5. What if school is canceled after it has already started and there are no games scheduled, can practice be held?

Response: NO

6. If school is canceled can you practice that day/night?

Response: NO

SCHOOL LUNCH/BREAKFAST PROGRAM

The following lunch/breakfast fees are established for the 2023-2024 school term:

Lunch Prices:

Grades K-6, inclusive \$3.00
Grades 7-12, inclusive \$3.20
Adults \$4.75

Breakfast Prices:

Grades K-6, inclusive \$2.00
Grades 7-12, inclusive \$2.10
Adults \$2.60
Extra milk: \$.60

NEGATIVE ACCOUNTS

It's our policy to never deny a student a meal. We recognize that students who are hungry do not perform well in the classroom. Families are expected to provide money for each student's meal account on a regular and consistent basis. The school lunch program requires that the lunch program operate on a cash basis. Elementary students will pay for lunches at Smith Center Elementary and Junior/Senior High students will pay for their meals at the High School building. Families with students at both buildings can pay at either one.

Parents are notified via email when an account reaches a low balance of \$10.00. If an account is negative the student will not be permitted to charge a la carte or extra items to the account. The account holders should make suitable arrangements with the district to bring the balance out of the negative. Parents will be notified by a phone call if an account falls below -\$50.00. In addition, all Junior High and High School students may be verbally told they need to bring money if they have a negative account balance.

Families whose accounts exceed -\$100.00, will be expected to bring meals from home or pay for the meal when it is purchased. An account that has charged the maximum allowance, cannot pay out of pocket for a meal, and does not bring a meal from home, will be provided an alternate meal consisting of peanut butter, peanut butter alternative, or a cheese sandwich and milk. For special circumstances, exceptions may be allowed per the discretion of the school official.

If payment of the negative balance is not received within five working days of the maximum charge limit being attained, the debt will be turned over to the district office for collection in accordance with board policy DP. Please contact the school to make payment arrangements before the account reaches the maximum charge limit.

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

Application forms for free and reduced lunches are available at the high school office, grade school office, and the Board of Education office. Please look over the free and reduced meal information very carefully. If you think you will qualify, please fill out the forms. Our school district benefits financially based on the number of students that qualify for free and reduced meals. If you have questions, please see Kim Kuhlmann in the USD 237 Board of Education Office at your convenience.

OFFER VS. SERVE

"Offer vs. Serve" is a federal regulation designed to reduce food waste in the lunch program. The offer vs. serve method of meal service permits students to decline food they do not intend to eat. Offer vs. serve is required in senior high schools, and is permitted as a local option in junior high, middle and elementary schools. Schools implementing offer vs. serve are required to offer students a full portion of all five food items contained within the lunch (i.e. meat/meat alternate, bread/bread alternate, fruit, vegetable and milk). Senior high school students may decline any one or two of the five offered food items. However, students in grades below senior high school may be permitted to decline only one or two specific food items. For example, if milk is frequently wasted by students, all students could be served the other four food items but be allowed to decline the milk. Schools may offer a smaller "tasting" portion of food items that are declined. A student's decision to decline food items will not affect the price of the meal.

Student FEES

Each student will be charged \$95.00 to enroll at the Jr.-Sr. High School. This enrollment fee is to defray the cost of textbooks, some class supplies, and admission to regular season sports events. Students enrolling any time during the first semester are charged the full \$95.00 fee. Students enrolling any time during second semester will be charged \$50.00. If a student withdraws any time during the first semester, the refund is \$50.00. There is no refund for students who withdraw any time during second semester. Students will be held responsible for all glassware, equipment and materials damaged or broken, and lost or damaged books.

LOST OR DAMAGED BOOKS

Students will be expected to return books checked out in their care at the close of the school term. Abusive care given to school owned books will result in students being assessed repair or replacement cost for the book. Fair wear and tear is not considered abusive care. Assessment for lost or damaged books is the responsibility of the building principal.

INSUFFICIENT CHECK POLICY

The superintendent or the superintendent's designee is authorized to request charges to be filed against a person or persons giving worthless or insufficient fund checks to the school district. Checks accepted by the USD 237 from students or parents for payment of school fees that are returned as insufficient funds will be notified immediately when their check returns. Once a person is notified of the first returned check via U.S. First Class Mail, if restitution is made within five working days from the notification being mailed, there will be no charge for a returned check. If after a second notification is sent, restitution is not made within an additional five working days, a fee of \$10.00 will be charged. If a person has a second returned check, he/she will be notified and assessed a \$15.00 fee, providing restitution is made within five working days. After the second notification is mailed concerning

the second returned check, a fee of \$20.00 will be assessed. For a third returned check, the person will be notified, assessed a \$30.00 fee, and informed that the district and its schools will not accept any future checks from such person. All future payments to the district or individual schools would then need to be in the form of cash or cashier's check. If restitution of the third check is not made within five working days from mailing the final notification, the superintendent or superintendent's designee will be notified, and the superintendent or superintendent's designee may turn the matter over to the county attorney for legal action.

STUDENT ORGANIZATIONS

SMITH CENTER CHAPTER OF THE NATIONAL FFA ORGANIZATION

The letters FFA designate the chapter and its activities or members thereof. The Smith Center chapter of FFA is a chartered local unit of the Kansas Association, which is chartered by the National FFA Organization. Membership in this chapter shall be limited to the Honorary Chapter Degree. The emblem of the FFA shall be the emblem for the chapter. Emblems used by the membership shall be uniform and those obtained from concerns officially designated by the National FFA Organization.

SMITH CENTER CHAPTER OF FAMILY CAREER COMMUNITY LEADERS OF AMERICA (FCCLA)

Membership in this organization shall be of two kinds, which are active and honorary. Any pupil who is enrolled in a Vocational Homemaking course, or has successfully completed one semester, is eligible to active membership.

STUDENT COUNCIL

The Student Council is not a policy making body. Their primary function is to make recommendations for programs and activities that they feel will benefit the entire student body.

Membership:

The presidents of all school organizations will be representatives of Student Council, but will not retain membership therein. They will only make organizational presentations to the council.

The Student Council representatives for the following year will be elected in the spring, as follows:

- The senior class will have two representatives
- The junior class will have two representatives
- The sophomore class will have two representatives
- The freshman class will have two representatives
- The 8th grade class will have two representatives
- The 7th grade class will have two representatives

The faculty advisor will be an official member, and responsible to the school.

Election of Officers:

Student Council officer elections will be held in the spring and fall. The Presidential campaign will be held in the following manner:

- Student must have a B grade average
- Student must be a Junior or Senior in the following fall term
- Student must have attended USD 237 high school at least the junior year prior to the election
- Student must submit a petition for candidacy signed by thirty (30) students
- Student must present his candidacy petition before the Student Council sponsor and the high school principal, who will inform him/her of the duties and responsibilities of the Student Council president.
- Posters cleared by the administration can be placed in the high school halls one week before election. One assembly, before the entire student body, will be held in which the candidates will present their platform, and the election will take place with all students which make up the following year's senior, junior, sophomore and freshmen classes voting.
- Campaign by the vice-president will be conducted with the same requirements and recommendations as those of the president.

Student Council Dance Committee Rules:

- All high school dances will be held in the school commons area.
- Once a student leaves a high school dance, he/she cannot be allowed to re-enter.
- All high school dances will be closed dances, unless otherwise specified.
- Admission fee, if any, will be determined by the sponsor.
- Dances will not exceed 11:30 p.m., with the exception of formal dances.
- The organization which sponsors the dance will be responsible for cleaning up after the dance.
- The organization which sponsors the dance will be responsible for an appropriate number of chaperones.
- All students attending the dance must maintain proper conduct at all times, according to the regulations of the school.
- Any damage done within the school building during a dance will be the responsibility of the sponsoring organization.
- Music for the dance will be arranged by the sponsoring organization, subject to administrative approval.

NATIONAL HONOR SOCIETY

The National Honor Society was established by the National Association of School Principals in 1921. Smith Center became a member in 1925. The object of the organization is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character. Members are selected from the Sophomore and Junior classes. New members to the NHS are selected by the faculty council consisting of five (5) staff members and the sponsor. Based on a 4-point grade point scale, sophomores with a G.P.A. of at least 3.7 and Juniors with a G.P.A. of at least 3.5 are eligible for membership.

Those eligible for National Honor Society are required to complete an application form providing relevant information that will help the faculty council in the selection process. The members of the faculty council then rate each student on leadership (4 points), service (4 points) and character (4 points). A student may receive a

maximum of 12 points from each member of the council. After the results are tabulated, the faculty council meets to decide the number of new members elected to the society. The exact number of the new inductees is entirely up to the faculty council to decide.

ART CLUB

Students who have taken one (1) year of high school art, or those students who are enrolled in art, are welcome to join Art Club. Activities the art club is involved in depend on how active each year's club wants to be. Almost every year, the art club decorates for the Homecoming dance and ceremonies, and helps in decorating parts of the school for holidays. Other activities could be picnics, art club tours, and helping to promote art in Smith Center in various ways, such as end-of-year Jr. /Sr. High Art show.

STATEMENT TO STUDENTS AND PARENTS REGARDING STUDENT INSURANCE

USD 237 has purchased insurance for the 2024-2025 school year from KASB and 1st Agency, as follows:

ACCIDENT INSURANCE

Coverage would be in force for all participants in school-sponsored and supervised student activities including interscholastic athletes as well as school-sponsored and supervised group travel. An Accident is defined as a sudden, unforeseeable, external event which results in an Injury. The coverage would be for those Accident medical/dental expenses incurred within 104 weeks from the date of the original Accident. This plan includes a \$10,000 accidental death benefit and a \$10,000 dismemberment schedule. Treatment must begin within the specified time period from the date of the Accident by a legally licensed Doctor (not a member of the Insured's immediate family).

BENEFITS

Maximum Benefit per Injury is \$25,000

All benefits below are paid at Reasonable and Customary

- **DOCTOR'S FEES**
Charges by Doctors for medical and surgical treatment in a Hospital, at home, office, school or scene of Accident
- **HOSPITAL FEES**
 1. Hospital room and board and general nursing care
 2. Other Hospital expense - including operating room, drugs, laboratory, administration of anesthesia and therapeutic services and supplies
 3. Hospital Emergency Care
- **PHYSICAL THERAPY**

- AMBULANCE SERVICES
- X-RAY AND LABORATORY SERVICES
- DENTAL TREATMENT
- OUTPATIENT SERVICES

EXCESS PROVISION and HMO & PPO

- All Covered Charges will be considered for payment on an excess basis if any Other Valid and Collectible Insurance or Plan covers the Insured person.
- If the Insured's primary coverage is an HMO (health maintenance organization) or PPO (preferred provider organization), this plan will provide benefits in excess of coverage provided by the Insured's HMO or PPO.

COVERED CHARGES

- Hospital room and board and general nursing care, up to the semi-private room rate
- Hospital room and board and general nursing care, up to the semi-private room rate
- Inpatient and Outpatient miscellaneous Hospital charges
- Intensive Care
- Doctor's charges for surgery
- Assistant surgeon charge
- Administration of Anesthesia
- Inpatient Doctors' visits
- Outpatient Doctors' visits
- Hospital Emergency care, excluding professional charges
- Outpatient imaging procedures and interpretation for MRI/CAT scan
- Replacement expense for broken eyeglasses, lenses, contact lenses, hearing aids resulting from an Injury requiring medical treatment
- Urgent Care Center charges. Does not include professional surgical charges
- Outpatient X-ray and laboratory services
- Durable Medical Equipment, including orthopedic appliances
- Prescription Drugs
- Ambulance charges
- Dental treatment for Injury to Sound Natural Teeth
- Outpatient Physical Therapy rendered by a Hospital or Doctor
- Treatment of a Concussion and Post Injury Concussion Testing
- Treatment of heat exhaustion and heat stroke
- Ambulatory Surgical Facility
- Treatment for Heart and Circulatory Malfunction resulting from participation in a Covered Activity

- Treatment of Repetitive Motion Sports Injuries, strains, hernia, tendinitis, bursitis, spondylolysis, osteochondritis dissecans

EXCLUSIONS

- Treatment, services or supplies which:
 - Are not Medically Necessary;
 - Are not prescribed by a Doctor as necessary to treat and injury;
 - Are determined to be Experimental/Investigational in nature;
 - Are received without charge or legal obligation to pay;
 - Are received from persons employed or retained by the Policyholder or any Family Member, unless otherwise specified; or
 - Are not specifically listed as Covered Charges in this Policy
- Intentionally self-inflicted Injury
- Injury received while violating or attempting to violate any duly enacted law
- Injury by acts of war, whether declared or not
- Injury received while traveling or flying by air, except as a fare-paying passenger on a regularly scheduled commercial airline.
- Injury covered by Worker's Compensation or the Occupational Disease Law
- Treatment of Osgood-Schlatter's disease; appendicitis; osteomyelitis; pathological fractures; congenital weakness; TMJ; fainting; headaches; boils; detached retina unless directly caused by Injury; or Mental or Nervous Disorders not caused by Injury
- Injury caused by or contributed to by aggravation or reinjury of a Pre-existing Condition
- Suicide or attempted suicide, or self-destruction or an attempt to self-destroy while insane
- Charges incurred for the use of orthotics unless used exclusively to promote healing
- Any penalty imposed by another insurance or plan for failure to follow such plan's procedures
- Dental treatment, except as specifically stated
- Routine eye exams
- Injury sustained fighting, except as an innocent victim
- Injury sustained while committing or attempting to commit a felony
- Loss resulting from being legally intoxicated or under the influence of alcohol as defined by the laws of the state in which the Injury occurs
- Loss resulting from the use of any drug or agent classified as narcotic, psycholytic, psychedelic, hallucinogenic, or having a similar classification or effect, unless prescribed by a Doctor
- Cosmetic or plastic surgery, except for reconstructive surgery on an injured part of the body
- Injury resulting from participation in or practice for any activity which is not supervised and sponsored by the Policyholder or school
- Treatment of illness, disease or infections, except infections which result from an accidental Injury or infections which result from accidental, involuntary or unintentional ingestion of a contaminated substance

- Charges for treatments, services or supplies which exceed reasonable and customary charges
- Losses directly or indirectly arising out any chemical or biological release and/or contamination which results from Terrorist Activity
- Any loss as the result of Terrorist Activity and/or non-detonating weapons of mass destruction
- Any loss directly or indirectly arising out of any nuclear explosion, detonation, release and/or contamination whether in time of peace or war, and regardless of any other causes or events contributing concurrently or in any other sequence thereto

ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS

If, within 365 days from the date of an Accident, Injury from such Accident results in a loss covered by this benefit, Guarantee Trust Life will pay the benefit in the amount set opposite such loss, as shown below. If the Insured sustains more than one such loss as the result of one Accident, GTL will pay only one amount, the largest to which the Insured is entitled.

Loss of hand or foot means loss by severance at or above the wrist or ankle joint. Loss of sight means the total, permanent loss of sight of the eye. Loss of speech means total, permanent and irrecoverable loss of audible communication. Loss of hearing means total and permanent loss of hearing which cannot be corrected by any means. Loss of a thumb and index finger means complete severance through or above the metacarpophalangeal joints, which are the joints between the fingers and the hand. Severance means the complete separation and dismemberment of the part from the body. Any benefit payable under this section will be in addition to any benefit otherwise payable under the Policy.

| | |
|--|-----------------|
| Loss of Life | \$10,000 |
| Loss of Both Hands | \$10,000 |
| Loss of Both Feet | \$10,000 |
| Loss of the Entire Sight of Both Eyes | \$10,000 |
| Loss of One Hand and the Sight of One Eye | \$10,000 |
| Loss of One Foot and the Sight of One Eye | \$10,000 |
| Loss of One Hand or One Foot | \$10,000 |
| Loss of the Entire Sight of one Eye or Loss of Hearing in one Ear | \$2,000 |
| Loss of Thumb and Index Finger of the Same Hand | \$2,000 |
| Loss of Speech or Hearing (Both Ears) | \$10,000 |

2024-2025 KSHSAA INSURANCE SUMMARY COVERAGE

As a member of KSHSAA, students participating in activities under the jurisdiction of the Association have been provided with basic coverage beginning 8/1/2008 as follows:

Excess Participant Legal Liability coverage: \$500,000 limit per occurrence.

Excess Medical Plan: \$5,000,000 max. (\$25,000 deductible)

Cash Indemnity/Disability Benefit: \$500,000 max.

Accidental Death Benefit: \$30,000 max.

Aggregate Medical/Cash Limit of Indemnity: \$5,000,000

Participant legal Liability Protection:

This policy provides \$500,000 (in addition to legal defense costs) of liability coverage for incidents arising out of student participation in sports events under the jurisdiction of KSHSAA. Member schools are covered for bodily injury claims for which they are liable, not including vehicle accidents. Coverage is provided for KSHSAA Group Purchasing, Inc. and is excess to any other liability coverage available to the school and is **not applicable to intentional self-insurance programs and is subject to other restrictions.**

Lifetime Catastrophic Medical Coverage:

This policy provides coverage for students injured while practicing for, participating in, or **traveling by school transportation** directly to and from activities under the jurisdiction of KSHSAA. Mutual of Omaha provides this coverage for KSHSAA. **It does not cover activities outside the jurisdiction of KSHSAA. For example, a band trip to a bowl game would not be covered.** Transportation of participant students is covered **only if** it is directly to or from the covered event, authorized by the school district and is paid for or subject to reimbursement by the school.

Benefit Summary:

1. Lifetime excess medical, dental, and rehabilitative expense benefit pays reasonable and customary covered expense, up to \$5,000,000 with a lifetime benefit period subject to certain sub-limits, for those injuries which incur \$25,000 in medical expenses within 2 years after the date of the accident, thus meeting the covered accident deductible of \$25,000, subject to some restrictions & limitations.
2. \$30,000 accidental death and dismemberment benefit.
3. \$40,000 per year thereafter while the condition exists not to exceed 10 years.

STUDENT RECORDS POLICY

The Board of Education of USD 237 considers current and former student's records, except directory information, to be confidential. Proper safeguards and procedures shall be established and implemented to govern access of student records to all parties within and outside the school system. All procedure utilized is consistent to the intent of the Family Rights and Privacy Act of 1974, as amended.

IMPLEMENTATION POLICIES

Student records are defined as those records gathered and maintained by employees of USD 237, and which are personally identifiable and relate to a specific student within the school system. This material includes the following information:

Personal data and family background information

Medical and health information

Date of school entry

School grades

Transcripts from previous school attended

School-wide test results

Anecdotal records

Psychological reports

Excluded in this definition are records and notes of administrative, instructional and supportive personnel which are in the sole possession of the record maker and are NOT discussed or disseminated to other individuals.

ACCESS TO RECORDS BY OTHER PARTIES

The following individuals, organizations, agencies or institutions which have a legitimate interest may have access to the educational records of each student without parental or eligible student consent only under the following conditions:

- School staff in the same school district, or those staff that contribute to the functioning of the school and responsible to the Board of Education, and with a legitimate educational interest in the student.
- Officials of other schools in which the student seeks to enroll
- Authorized representatives of Federal and State Agencies to comply with audit and evaluation of educational programs
- Institutions or agencies in connection with financial aid
- State and local officials to which information is required to be reported by state statute: Organizations conducting studies. This must be specifically and individually approved by the Board of Education of USD #237. Accrediting agencies to meet accreditation requirements.
- Parents of a dependent student
- Courts upon receipt of a court order. There must be written notification to the parent.
- Appropriate persons to protect the health or safety of the student and/or other individuals

In the event that a student is seeking transfer to another school district, his/her educational records will be mailed only upon request of the receiving school, or unless the parents/eligible student has requested the Records Custodian to do otherwise.

In all instances, other than those cited above, school officials must obtain written consent before any student records will be released to any other party. In every case that student data is transmitted to any party outside the local school district, such party will be notified that such data is confidential.

TRANSFER OF EDUCATIONAL RECORDS TO ANOTHER EDUCATIONAL INSTITUTION

The parents of eligible students will be notified of the educational records being transferred to any other educational institution. If desired, a copy of the record

being transferred will be provided. Pursuant to K.S.A. 72-5386: All school property in the possession of any student shall be returned to the proper school authority or paid for by such student upon transfer of any such student from one school district of the state to any other school district. The school records of a student transferring from one district to another shall not be forwarded until such student has complied with the provisions of this act. All requests for records of such students shall be advised that the same are being withheld under the requirements of this act and shall provide with such advice a fully itemized statement of the school property and its value for which such student is charged. In the event that such school authority received an affidavit stating that the student's parents are unable to pay for or return the school property which is lost or missing, such school authority shall forward the student's records as requested and note in the school records that the student has complied with the provisions of this act.

TRANSFER OF RIGHTS

When a student becomes eighteen (18) years of age or attending a post-secondary institution, all rights formerly accorded to the parents of said student become the sole rights of the student, unless the student is a dependent student, as recognized by the Internal Revenue Code of 1954.

STUDENT PRIVACY RIGHTS

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal laws limit release of that information: for example, criminal history background checks information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisory or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the source of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties up to and including termination.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board of education. Individuals may also be referred to law enforcement officials.

AHERA MANAGEMENT PLAN

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). The law requires all schools, kindergarten through twelfth grade, to be inspected to identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection. The plan outlines the district's intent in controlling the potential for exposure to asbestos removal work and has been completed by the district according to the original Management Plan.

The district completed a three year re-inspection as is required by law. All copies of the district's Management Plan and the results of the three (3) year re-inspection are kept on file in each school building.

Sexual Harassment (Employee)

The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited. Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. The USD 237 Superintendent of Schools, 216 South Jefferson, Smith Center, Kansas 66967, dmcewen@usd237.com, (785) 282-6665 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972. Information concerning the provisions of Title IX, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both. The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time. Further information regarding reporting sex discrimination, including sexual harassment, and regarding the District's procedures for handling such complaints can be found in School Board Policies GAAC and JGEC.

<https://drive.google.com/file/d/1Wkruo3AqlgCelvN3zejqw65Efa3sfrsK/view>

GAAF Emergency Safety Interventions (See GAO, JRB, JO, 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, de-escalation techniques, and positive behavioral intervention strategies.

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

Definitions

"Area of purposeful isolation" means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

"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:

- a natural parent;

- an adoptive parent;
- a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;
- a legal guardian;
- an education advocate for a student with an exceptionality;
- a foster parent, unless the student is a child with an exceptionality; or
- 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.

“Purposefully isolate” when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;
2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

“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 for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

- School personnel purposefully isolate the student; and

- the student is prevented from leaving or has reason to believe, that the student will be prevented from leaving the area of purposeful isolation.

“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:
 - o 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;
 - o Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - o Seatbelts and other safety equipment when used to secure students during transportation.

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 affect 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 shall 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. In spite of 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 see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

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

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

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a

parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

- The events leading up to the incident;
- student behaviors that necessitated the ESI;
- steps taken to transition the student back into the educational setting;
- 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;
- space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and
- 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:

- A copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;
- 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
- 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. The documentation shall 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: 9/9/2013; 10/12/2015; 9/12/2016; 10/8/2018; 2/11/2019; 7/10/2023

KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 6/18; 12/18; 6/23