

STUDENT AND PARENT HANDBOOK

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

2021-2022

SCHOOL YEAR

Greetings from the Administration	5
Equal Opportunity Statement	6
Concealed Observations	6
School Safety	6
Mission Statement of U.S.D. #237	6
Mission Statement of S.C. Jr.-Sr. H.S.	6
Educational Outcomes of U.S.D. #237	7
Policy Clarification	7
Transfer Students	7
Admission Requirements	8
Immunization for Enrollment	8
Hearing and Vision Screening	8
Peanut /Tree Nut Allergy Guidelines	8-9
Admission Requirements to Kansas	9
Board of Regents	9
Pre-College Curriculum Option	9
Grading Scale	10
Honor Rolls	10
Report Cards	11
Retention Guidelines	11
Academic Letter Program	11
The Principal's Academic Award	11
Requirements for Graduation	12
National Collegiate Athletic Association	12
Courses at SCHS Meeting Core Curriculum	13
GENERAL INFORMATION	13
Scheduling and Schedule Changes	13
After School Program	14
Additional Teacher Assistance Time	14
Detention	14
In-School Suspension	14
How to Study	14-15
School Attendance Hours	15
Kansas Law – Attendance	15
Attendance	15
Absences	15-16
Tardies	16
Closed Lunch	16
Honor Roll Jr/Sr Lunch Period	16
Physical Education Attendance Policy	17
Significant Part of a Day	17
Attendance and Activity Participation	17
Legal Authority for Suspension/Expulsion	17
Discipline/Unacceptable Behavior	18
Weapons	19
Damage to School Property	19
Hall Conduct	19
Announcements	19
Lockers	19
Student Use of Cars	19

Student Dress	20
Student Display of Affection	20
Students Leaving the Building	20
Initiations	20
Student Use of Telephones	20
Cell Phone/Camera/Electronic Devices	20-21
Use of Tobacco Products	21
Drugs and Alcohol	21-22
Computer Lab Guidelines	22
Library Policies	22-23
Transportation Policy	23
Bus Behavior Policy	23-24
Fire and Tornado Policy	24-25
Head Lice Policy	25-26
Extra-Curricular Activities	26
K.S.H.S.A.A.	26
Athletic Eligibility	26
Inter-Scholastic Activity Policy	26-27
Code of Conduct	27-28
School Closings: Act. Practice & Games	28-29
School Lunch/Breakfast Program	29
Lunch Prices	29
Breakfast Prices	29
Negative Accounts	29
Offer vs. Serve	29-30
Student Fees	30
Standard Enrollment Fee	30
Lost or Damaged Books	30
Insufficient Check Policy	30
Student Organizations	30-32
Statement Regarding Student Insurance	33-36
Student Records Policy	36
Implementation Policies	36
Access to Records	36-37
Transfer of Records	37
Transfer of Rights	37
Student Privacy Rights	37-38
Hazing	38
AHERA Management Plan	38
Sexual Harassment - Employee and Student	39-42
Emergency Safety Interventions	43-50
Loose Forms	
NCKSEC Special Education Cooperative	
NCAA Freshman Eligibility Quick Reference	
Letter to Households/Child Nutrition Programs	
Application for Child Nutrition Program Benefits	
Consent/Waiver for Disclosure - Textbooks	
2019-2020 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 2021-2022 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

AN EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY

U.S.D. #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.

U.S.D. #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 U.S.D. #237

The students of U.S.D. #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 U.S.D. #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 U.S.D. #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 U.S.D. #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. 72-5209)

Any student entering school for the first time in the state of Kansas is required to present to the school certification from a physician or health department that the student has received the immunizations deemed necessary by the Kansas Department of Health. Students transferring from another school district must include in their transcripts certification of compliance with state requirements. Those students who do not have required immunizations must complete immunizations within 90 days of their enrollment and present current immunization histories before entering school. Students will be notified of immunizations that are necessary by the Kansas Department of Health and of the date by which the immunizations **must** be completed. Written notice will be given to the parent or guardian by the school principal prior to exclusion from school.

ADMISSION REQUIREMENTS

IMMUNIZATION (State Law K.S.A. 72-5209) (Continued)

The only legal alternative to the immunization requirements are:

- Certification from a Kansas licensed physician stating that immunization would seriously endanger the student's health because of the student's physical condition.
- Certification signed by the parent or guardian that the student adheres to a religious denomination whose religious teachings are opposed to immunizations.

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.

PEANUT / TREE NUT ALLERGY GUIDELINES (Continued)

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.

ADMISSION REQUIREMENTS TO KANSAS BOARD OF REGENTS UNIVERSITIES

Students applying to any of the six Kansas Regent's Universities must meet certain admission criteria. To qualify for admission to Emporia State University, Fort Hays State University, Kansas State University, Pittsburg University, University of Kansas, and Wichita State University, a student must graduate from an accredited Kansas high school and meet one of the following five requirements:

1. Achieve an ACT composite of 21 or above
2. Rank in the top 1/3 of the high school's graduating class
3. Complete the Qualified Admissions Pre-college curriculum with a 2.0 GPA
4. Apply for the 10% exceptions window
5. Complete 24 credit hours with a GPA of 2.0 or better at a community college or non-Regents university

PRE-COLLEGE CURRICULUM OPTION

The following required high school credits/courses to qualify for admission to these universities are given. Also given are the courses at Smith Center High School which will meet these requirements.

Regent's Requirements/SCHS Course(s) which qualify

- English: 4 credits (one each year)/Eng. I, Eng. II, American Lit., and Adv. Senior English
- Mathematics: 3 credits (one each of Alg. I, Geometry, Alg. II), Trig/Analysis, Alg. I, Geometry, Alg. II, Calculus. Completion of any of these three required math courses prior to entering high school satisfies the requirements for that course.
- Natural Science: 3 credits of sciences which include Biology, Biology II, Chemistry I, Chemistry II, and Physics
- Social Sciences: 3 credits/American History, Am. Gov't/Economics, and World History/Geography
- Computer Technology: Computer Studies

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, or yearly honor 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 in grades seven through twelve will be notified by mail during the fourth week of each nine week period when they are doing below ability or failing work.

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: Student must maintain a 3.25-4.0 grade average with no grade less than a B for each of the four 9-week grading periods.

Recognition:

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.

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

Basic Requirements: **25** credits are required for graduation. Satisfactory completions 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 units of Language Arts

Three units of Social Science, including:

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

Three units of Laboratory Science, including:

- One unit of Biology – 10th
- One unit of Physical Science – 11th

Three units of Mathematics (must include Algebra I and Geometry)

One unit of Physical Education/Health

One unit of Fine Arts

One unit of Computer

One unit of Vocational

One unit from the following Financial Literacy electives, beginning with the graduating class of 2018, all students are required to take a financial literacy course: Real World Math, Resource Management, Ag. Business or Entrepreneurship.

Eight units of electives

Starting with the graduating class of 2018, students will be required to have one credit of a Financial Literacy class in order to graduate from Smith Center High School. Incoming 2019-2020 freshmen class, and all following classes, must take one of the Financial Literacy electives.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION INITIAL ELIGIBILITY REQUIREMENTS/QUALIFIER

For current athletic qualifying information, please refer to the NCAA Freshman-Eligibility Standards Quick Reference Sheet in the attachment section of this handbook.

COURSES AT SCHS MEETING CORE CURRICULUM REQUIREMENTS FOR NCAA ATHLETIC ELIGIBILITY

English (4 credits required for Div. I, 3 required for Div. II)	World History/Geography - 1 credit
English I - 1 credit	American History - 1 credit
English II (including one semester of Speech) - 1 credit	American Government/Economics - 1 credit
American Literature/Technical Writing - 1 credit	Psychology/Sociology - 1 credit
Advanced Senior English - 1 credit	Natural or Physical Science (2 credits required)
Mathematics (3 credits required)	Physical Science - 1 credit
Algebra I - 1 credit	Biology - 1 credit
Algebra II - 1 credit	Chemistry - 1 credit
Geometry - 1 credit	Chemistry II - 1 credit
Trig/Analysis - 1 credit	Physics - 1 credit
Calculus - 1 credit	Biology II - 1 credit
Social Science (2 credits required)	Anatomy/Physiology - 1 credit
Public Speaking/Intro to Speech - 1 credit	

The two additional required credits may be from any of the four above areas, or the student could choose Spanish I, II. Overall grade point average in the NCAA core curriculum must be 2.00 on a 4.00 scale. Note that the core curriculum specifies only eleven of the thirteen required courses. The other two courses can be additional courses in the four specified subject areas of academic courses or foreign language.

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 3:15 PM each day, (Monday thru Thursday) will report to the "After School Program". Junior High students report to the Junior High Computer Lab and High School Students report to the library.

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 7:50 a.m. until 8:15 a.m. and from 3:30 p.m. until 3:50 p.m. Students are encouraged to take advantage of this opportunity. Set up meetings with teachers in advance to insure 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 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 8:15 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 not 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.

HOW TO STUDY (Continued)

- 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 8:15 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 will be limited to not more than 3 per semester of school. Detention will be served for each day in excess of 3 that

ABSENCES (Continued)

The student is absent per semester. Failure to serve the detention period will result in an In-School Suspension. The purpose of the detention is to provide students with The opportunity to meet with teachers and complete assignments that were missed. Examples of absences which would be considered unexcused would be: haircut appointment, tanning appointment, shopping, hunting, or any other business that could be taken care of after school hours. The principal will have the final decision on all absences. A phone call from a parent/guardian will not automatically excuse a student. All homework is due the day after an unexcused absence, otherwise a zero will be given. When a student has a scheduled absence, the student should make contact with teachers prior to the absence, if possible. Students are encouraged to complete homework in advance of scheduled absences. When an absence is due to illness, the student has one day for each day absent to turn in the assigned work. Extended days may be given at the discretion of the building principal.

TARDIES:

Getting to class on time is a responsibility each student in U.S.D. #237 has to assume. Being in class on time is viewed as part of the classroom preparation. Failure to arrive at school on time in the morning will bring about the following: Once a student reaches three tardies to their first class in the morning, the student's parents will be contacted to inform them of the tardies. Each subsequent tardy to their first class will result in contacting the parents. Failure to be in class on time during the remainder of 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 teacher or principal. Each additional tardy will result in a minimum of (30) minutes with the teacher or principal.

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 POLICY:

This policy is set up to encourage dressing for P.E. When a student has five (5) unexcused no-suits, he or she is notified that, if they receive their sixth (6) no-suit, he/she will receive an F for the semester.

Excused No-Suit:

- A student is absent from class that day.
- A student has a non-participation note from a doctor.

Unexcused No-Suit

- A student does not bring his/her clothes.
- A student does not suit up and has no valid excuse.
- A student does not have a pair of clean shoes to wear for gym

Excused Limited Participation:

- A student has a note from a doctor stating limitations.
- A student has a note from parent or guardian requesting limited participation.

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 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 statute 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, nun chucks (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 and the local access television channel.

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. 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 extra-curricular 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:
 - A punishment of up to and including short term suspension.
- Second Offense: A second time violator shall be subject to the following sanctions:
 - A punishment of up to and including long term suspension
 - 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.
 - 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:
 - 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.

DRUGS AND ALCOHOL (Continued)

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.

Beginning in September, the computer lab in room A114 will be open for all students to use one evening each week from 6:30 p.m. until 9:00 p.m. Labs will be open with a supervisor present. The open lab will be held on Wednesday evenings.

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. U.S.D. #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 U.S.D. #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.

SCHOOL BUS BEHAVIOR POLICY (Continued)

- 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. 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

FIRE AND TORNADO POLICY (Continued)

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 pro-active 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 pony tails 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 wit, 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.

HEAD LICE POLICY (Continued)

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.

INTER-SCHOLASTIC ACTIVITY POLICY (Continued)

- 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. 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.

Student Code of Conduct – Extra-curricular Activities (Continued)

- 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 cancelled on event day?

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

2. If school is cancelled 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 cancelled, 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 cancelled 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 2021-2022 school term:

Lunch:

Grades K-6, inclusive	\$2.70
Grades 7-12, inclusive	\$2.90
Adults	\$4.00

Breakfast:

Grades K-6, inclusive	\$1.75
Grades 7-12, inclusive	\$2.00
Adults	\$2.50

Extra milk: \$.50

NEGATIVE ACCOUNTS

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. A lunch account will be deemed bad credit when a family with a single student in the program reaches a negative balance of \$100 or a family with two or more students in the program reaches a negative balance of \$200. At the time, the responsible account holders must make suitable arrangements with the district to bring the balance out of the negative, or collections will be sought. No child will be denied a breakfast or a lunch by the school officials.

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 Linda Robinson 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.

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

Checks accepted by U.S.D. #237 from students or parents for payment of school fees that are returned as insufficient funds will be notified immediately when their check returns. The notice will allow 15 calendar days for the check to be picked up and paid. A service charge of \$10.00 will be added. Should the check not be reclaimed and proper financial restitution made, the Superintendent of Schools shall refer the matter 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 four representatives, including the President and Vice-President
- The junior class will have two representatives
- The sophomore class will have two representatives
- The freshman 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 senior in the following fall term
- Student must have attended U.S.D. #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.
- All remaining officers will be elected within the Student Council.
- During the first to third weeks of school, two class representatives shall be elected from each class. They will serve during that particular school year. The Smith Center eighth grade members will have the right to vote in the general election involving Student Council officers.

Student Council Dance Committee Rules:

- All high school dances will be held in the school commons area.
- Students attending the dances must sign in and sign out. 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 activities director.
- Dances will not exceed 11:30 p.m., with the exception of formal dances.
- All dances will be on Friday, unless permission is obtained from the administration for a different day.

- 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 3.3 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 scholarship (10 points) and leadership, service and character (10 points). A student may receive a maximum of 20 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

U.S.D. #237 has purchased insurance for the 2017-2018 school year from Student Assurance Services, as follows:

COVERAGE:

School-Time Coverage - the student is covered:

- While on the school premises during the hours and on the days school is in regular session; and during the hours and on the days when school is not in session while the insured is participating in or attending any school sponsored and supervised activity.
- While away from the school premises, other than traveling, if participating in a school sponsored and supervised activity.
- While traveling directly to or from residence and school for regular school sessions, and any school sponsored and supervised activity in school provided transportation

In-force coverage - coverage is in force for each insured person while the insured is:

- Practicing for or competing in inter-scholastic sports which are exclusively sponsored and supervised by the school as a representative of the policyholder and are under the direct and immediate supervision of an employee of the policyholder.
- Traveling directly to or from such practice or competition in a vehicle provided by the policyholder and under direct supervision of an employee of the policyholder.

BENEFITS

When injury covered by this policy results in treatment by a Licensed Physician within sixty (60) days from the date of accident, the school's insurance company will pay the usual and customary charges incurred for necessary services and supplies for charges actually incurred within one year from the date of injury up to a maximum benefit of \$10,000. This policy will pay benefits regardless of Other Valid Group Coverage, if the covered claim expense is less than \$50. If the covered claim expense exceeds \$50, and if there be Other Valid Coverage not with our insurer, benefits shall first be filed with the primary company.

SERVICES AND SUPPLIES

Physician's Services

- For surgical operations (fractures, dislocations or repair of lacerations), 100% of the usual and customary charges incurred, not to exceed \$3,500 per injury.
- For non-surgical care (except Physical Therapy treatments) up to \$60.00 for each treatment, but not to exceed 10 treatments per injury.

SERVICES AND SUPPLIES (Continued)

Hospital Care

- For inpatient care – the usual daily charge for the hospital's semiprivate room not to exceed \$500 per day, plus 100% of the miscellaneous charges incurred not to exceed \$5,000 per injury. Some limitations apply.
- For outpatient care – 80% of the miscellaneous charges incurred not to exceed \$3,500 per injury. Some limitations apply
- Radiology Services (including charges for reading) are limited to 100% of the charges incurred, not to exceed \$750 per injury.

Radiology Services (includes diagnostic imaging, x-rays and charges for reading) – U & C, up to \$750.00

Dental Treatment (in lieu of all other benefits)

- Benefits shall be limited to \$250 for treatment and/or replacement of each sound and natural tooth.

Orthopedic Appliances

- Benefits of up to \$100 per injury

Ambulance Services

- 100% of the charges not to exceed \$500 per injury

Physical Therapy Treatments

- Shall include any form of diathermy, ultrasonic, whirlpool or heat treatments, EMS, adjustments, manipulation or massage – benefits will be limited to \$60 for each treatment and/or office visit connected therewith, not to exceed five treatments per injury.
- Prescription Drugs (take home) – up to \$100
- Eyeglasses and Hearing Aids (replacement when broken as the result of a covered injury when medical treatment is required) – up to \$150
- Motor vehicle injury expenses – up to \$1,000 per injury. Some limitations apply.

EXCLUSIONS

No benefits will be allowed for:

- Any sickness, disease, infection (unless caused by an open cut or wound), aggravation of congenital condition, blisters, headaches, hernia of any kind, mental or physical infirmity, Osgood-Schlatter disease, osteochondritis dissecans, osteomyelitis, spondylolysis, slipped femoral capital epiphysis, or orthodontics.
- Injuries for which benefits are payable under Workmen's Compensation for Employer's Liability Laws.
- Repair or replacement of contact lenses
- The services of a second or subsequent Licensed Physician when not requested in writing by the attending Physician.
- Any injury involving a two or three wheeled motor vehicle or snowmobile
- Accidental injuries as a result of a motor vehicle accident where benefits may be payable under any medical expense provision of any automobile insurance policy under which the insured may be covered, to the extent payable under the automobile policy.

ACCIDENTAL DEATH & DISMEMBERMENT BENEFITS

When injury covered by this policy results in the following specific losses within 180 days from the date of accident, the company will pay indemnity in the amount (the largest applicable thereto) as specified below for any one injury, and shall be in addition to any other benefits for such accident. Loss of a hand or foot means loss by severance at or above the wrist or ankle joint. Loss of sight must be entire and irrecoverable.

Loss of life	\$2,000
Loss of both hands, both feet, or sight of both eyes	\$10,000
Loss of one hand, one foot or sight of one eye	\$2,000

2018-2019 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.

Lifetime Catastrophic Medical Coverage: (Continued)

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 U.S.D. #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 U.S.D. #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 U.S.D. #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

ACCESS TO RECORDS BY OTHER PARTIES (Continued)

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.

STUDENT PRIVACY RIGHTS (Continued)

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

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

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either

GAAC Sexual Harassment GAAC

explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

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.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the

problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual

GAAC Sexual Harassment GAAC

harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

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

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

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

GAAC Sexual Harassment GAAC

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

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

A summary of this policy and related materials shall be posted in each district facility, shall be published in employee handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 04-14-2008; February 11, 2019

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

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

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

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

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

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

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the

alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint in policy KN. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

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

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

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

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

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

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

A summary of this policy shall be posted in each district facility and shall be published in student handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

APPROVED: 7-14-2008; February 11, 2019

KASB Recommendation- 4/07; 6/13; 6.15; 12/18;

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

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

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

Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S. A. 72-6146, 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 **GAAF Emergency Safety Interventions** (See GAO, JRB, JQ, and KN) **GAAF-2** prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

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

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S. A. 72-3122(d) (2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

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

"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

GAAF Emergency Safety Interventions GAAF-3

"School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law

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

"Seclusion" means placement of a student in a location where all of the following conditions are met: **(1)** the student is placed in an enclosed area by school personnel; **(2)** the student is purposefully isolated from adults and peers; and **(3)** the student is prevented from leaving, or reasonable believes that he or she will be prevented from leaving the enclosed area.

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

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and GAAF Emergency Safety Interventions) • Use of mechanical restraint, except:GAAF-4

o Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order of 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.

Use of Emergency Safety Interventions

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

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the **GAAF Emergency Safety Interventions)** (See GAO, JRB, JQ, and KN)

GAAF-5

student's licensed health care provider, a copy of which has been provided to the school

and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

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

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

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

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position.

Administrators, licensed staff members, and other staff deemed most likely to need to **GAAF Emergency Safety Interventions) (See GAO, JRB, JQ, and KN))**
GAAF-6

restrain a student will be provided more intense training than staff who does 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.

Notifications and Documentation

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

preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple

incidents occurring on the same day.

• Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the

educational setting; (D) the date and the time the incident occurred, the type of ESI used,

the duration of the ESI, and the school personnel who used or supervised the ESI; (E)

space or an additional form for parents to provide feedback or comments to the school

regarding the incident; (F) a statement that invited and strongly encourages parents to

schedule a meeting to discuss the incident and how to prevent future incidents;

GAAF Emergency Safety Interventions) (See GAO, JRB, JQ, and KN) GAAF-7

and (G) email and phone information for the parent to contact the school to schedule the

ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: **(1)** a copy of this policy which indicates

when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's

right to file a complaint through the local dispute resolution process (which is set forth in

this policy) and the complaint process of the state board of education; and (4) information

that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the

first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a

second or subsequent incident, the parent shall be provided with a full and direct website

address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

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

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall

notify the parent the same day using the parent's preferred method of contact. A school

GAAF Emergency Safety Interventions) (See GAO, JRB, JQ, and) **GAAF-8**

shall not be required to provide written documentation to a parent, as set forth above,

regarding law enforcement use of an emergency safety intervention, or report to the state

department of education any law enforcement use of an emergency safety intervention.

For purposes of this subsection, mechanical restraint includes, but is not limited to, the

use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all

of the following:

- Date and time of the ESI,

- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent, or to the superintendent's designee, on at least a biannual basis. At least once per school year,

GAAF Emergency Safety Interventions) (See GAO, JRB, JQ, and KN) **GAAF-9** 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

GAAF Emergency Safety Interventions)) GAAFI0

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 **GAAF Emergency Safety Interventions** (See GAO, JRB, JQ, and KN) **GAAF-11** 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 correction action. A copy of the written findings of fact and any correction action adopted by the board shall only be provided to the parents, the

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF 12 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 (30) days from the date a final decision is issued

pursuant to the local dispute resolution process.

KASB Recommendation: 6/13; 12/13; 6/15; 6/16; 6/18; 12/18

Approved: USD 237- September 9, 2013; October 12, 2015; September 12, 2016;

October 8, 2018; February 11, 2019;

GAAF ESI DOCUMENTATION FORM

USD237

EMERGENCY SAFETY INTERVENTION DOCUMENTATION

Date: -----

Dear: -----

The purpose of this letter is to inform you that on at (a.m. /p.m.)

date time

the need for use of an Emergency Safety Intervention was required for _____

(name of student)

K.S.A. 72-6152 provides that emergency safety intervention (hereafter "ESI" is defined to include the use of seclusion or physical restraint but not the use of time-out or physical escort. Whenever an ESI is used, the parent(s)/guardian(s) must be informed of the use the day it happens. This notice requirement is deemed satisfied if the school attempts at least two methods of contact to reach the parent or guardian. By the day following the ESI use, written notification of the following shall be provided to the parent or guardian.

Type of ESI used:

Seclusion Restraint Duration of seclusion/restraint: (minutes) -----

Location: -----

Name of staff member(s) who participated in or supervised the ESI:

Did the student have an Individualized Education Program ("IEP"), Section 504 Plan, or

a Behavior Intervention Plan at the time of the incident? If so, specify

which: -----

Description of events leading up to the incident:

Student behaviors necessitating the ESI:

GAAF ESI DOCUMENTATION FORM

Steps taken to transition the student back into the educational setting:

Parents or guardians of the above-named student are invited and strongly encouraged to

schedule a meeting to discuss the ESI and how to prevent future ESI use. Please contact

the following staff member at the email address and/or phone number listed below to

schedule such a meeting or if you have any questions regarding this use of ESI.

(Staff Member Name) _____

(Staff Member Email) _____

(Staff Member Phone Number) _____

(Signature of person completing report) (Date)

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

Please feel free to provide feedback or comments concerning this ESI use below and email or deliver them to the staff member specified above.

*Original provided to Building Principal.

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