

**WACONDA USD #272
MISSION STATEMENT**

The mission of Waconda USD #272 is to provide responsible, competent graduates who are well-adjusted, productive citizens, respecting themselves and others. They will be lifelong learners in a rapidly changing society. Waconda Schools will provide a progressive and caring staff that uses a well-balanced curriculum in a safe and positive environment. Graduates from Waconda USD #272 will be well educated and socially productive citizens.

BOARD OF EDUCATION

Kelly BerkleyDowns
Jessica ScottDowns
Russell GroenendykDowns
Rodney Hake Tipton
Denise SchoenCawker City
Ashley ClausenGlen Elder
Brandi DuskieGlen Elder

DISTRICT PERSONNEL

Dr. Betty Summers Interim Superintendent
Sandy Hake Clerk, Board of Education
Debra TaylorTreasurer, Board of Education

ATTENDANCE CENTER INFORMATION

Kayla Hamilton Lakeside Elementary School Principal
Bob BeckerLakeside Jr.-Sr. High School Principal

To contact Administration:

Waconda U.S.D. #272 Central Office at Cawker City 785-781-4328
Lakeside Elementary School (Linda Deneke, Kathy Slipke, Secretaries) 785-781-4911
Lakeside Jr./Sr. High School (Connie Jo Hardy, Secretary) 785-454-3332

ATTENDANCE PROCEDURE

TRUANCY

The building principal shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three, consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent, without excuse, for a significant part of any school day, shall be considered truant. Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is 13 or more

years of age but less than 18 years of age), a letter shall be sent to the student’s parent (s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

UNEXCUSED ABSENCES

Truancy can generally be defined as missing any class or school day without the prior knowledge of the student’s parents. Truancy for a school day or significant part of the day, (significant part of a day is defined as a part of one or more periods), leaving school when school is in session without permission, and absences from a regularly assigned class without permission will result in the following:

1. Parents will be notified and the student will be subject to disciplinary action which may include suspension.
2. Time missed will be doubled. The student must then make up all time recorded as unexcused.
3. A student is responsible for attaining missed assignments; a due date will be set by the teacher.

EXCUSED ABSENCES

The school board, administration, and teachers of Waconda USD #272 feel that school attendance is very important. It is our desire that parents use good judgment when excusing their children from school. Excused absences would include family matters, illness, professional, appointments and approved activities. Students who are absent will be given 3 days in which to complete their makeup work. If the student is absent for more than one day, 1 additional day will be granted for each day missed.

Students missing school for a school sponsored activity (Athletics, FCCLA, FFA, Speech and Drama, etc.) will use a ‘Plus 1’ system. Homework needs to be gathered before the day of the absence. Homework due the day of the absence can still be turned in before leaving. Students will have one additional day before the assignment given is due. Example: If a student leaves on a Tuesday during 6th hour for a basketball game, assignments given during 6th, 7th, and 8th hours will be due Thursday.

Teachers will provide assistance and have available, make-up work for students with excused absences. Excused absences become excessive after nine (9) classes are missed per semester. Other days may be scheduled for school sponsored activities. Un-sponsored class events will be treated as unexcused absences regardless of parental notification or consent.

Tests given during an absence that is not school related may be made up before or after school at the discretion of the teacher and principal.

ABSENCE LETTERS

A student is required to be in class a minimum of 90 percent of the time or to have no more than nine absences in any class during a semester. Exceptions may be made by building administrators only for school missed as a result of school activities, hospitalization, by order of a physician, or a confirmed communicable disease. Upon reaching the following limits during a semester, parents will be notified as follows:

- upon the 7th absence--a notification letter will be sent.
- upon the 10th absence--a final warning letter will be sent notifying the parent of the consequences.

CONSEQUENCES

When a student reaches a 10th absence, he or she will then make up the time missed for that absence and any subsequent absences. The time will be made up before or after school, or on Saturdays (depending on the amount of time that needs to be made up). The time and day for this make up time will be at the principal's discretion.

TARDIES

1. Students who are tardy to school shall report to the principal's office for an admit slip.
2. Tardies of this category shall be treated as absences, i.e., the parent or guardian is expected to notify the principal's office by phone or in person the day of the tardy.
3. If the principal's office is not notified the day of the tardy, the reason for tardiness is deemed unacceptable by the principal. The tardiness will be recorded as unexcused.
4. Three unexcused tardies shall constitute one unexcused absence. This will be recorded as unexcused.

Tardy to Class (other than tardy to school)

Each teacher shall record student tardiness to class and shall determine the unacceptability of the reason for being tardy.

SCHOOL DAY

The school will be open from 7:50 a.m. until 4:00 p.m. during school days. The following are campus specific start and end times:

Lakeside Elementary School: 8:05 a.m. to 3:35 p.m.
Lakeside Jr.-Sr. High School: 8:10 a.m. to 3:35 p.m.

Any student or group of students that need to be in the building before 7:50 a.m. or after 4:00 p.m. must be supervised by a responsible adult, preferably a member of the faculty.

LEAVING SCHOOL DURING THE DAY

For the welfare and protection of your child, your cooperation in the following procedure will be sincerely appreciated. If a child must leave for doctor or dental appointments, or some other legitimate reason, please notify the school office and the classroom teacher in advance either verbally or with a written excuse. Through this process, the teacher, secretary and parent all know of the child's absence.

Any time a child is absent other than under the above circumstances, the parent needs to notify the school either verbally or with a written excuse as soon as possible after the absence to verify the student's absence from school. By doing this, the school can rest assured the parents know the child was absent from school.

We ask your cooperation in seeing that your child attends every day he/she is physically able. If you must take your child on a trip, getting assignments ahead will sometimes help. A child, who has missed school because of going somewhere not directly related to family health or bereavement, may be expected to use the trip as a basis for supplementary work.

If your child becomes ill at school and cannot remain in class, the school personnel will notify you to come for your child. Please keep addresses and telephone numbers up-to-date.

PROCEDURE TO FOLLOW WHEN CHECKING OUT OF SCHOOL OR REPORTING BACK TO SCHOOL AFTER AN ABSENCE

1. Any student that is absent for any part of a school day must report to the office before returning to regular class.
2. Any student leaving school before regular dismissal time must check out through the office.
3. Students becoming ill while attending school may not leave the building to go home without first obtaining permission from a parent, guardian, or adult through the principal's office.

PROCEDURE FOR STUDENTS RETURNING TO SCHOOL FOLLOWING AN ILLNES

When your child has been ill, the following procedure will be followed in the district: **KEEP YOUR CHILD HOME FOR 24 HOURS AFTER A FEVER BREAKS AND/OR 24 HOURS AFTER THE LAST EPISODE OF VOMITING.** The body can use the extra rest, and this will give enough time to make sure the symptoms do not reoccur.

PARENTS REQUESTED TO CALL

Parents are asked to call the office as soon as possible, any time a student misses school for any occasion other than a scheduled school activity. Students are to bring

a written excuse with them when they return to school and to pick up an admit slip before returning to classes.

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

EMERGENCY SCHOOL CLOSING

Inclement weather and utility failures are causes for emergency closing of schools.

A. Closing of school while in session:

1. If schools are closed while children are at school, the superintendent will notify the principals and head bus drivers and inform them of the decision to close the school.
2. The announcement will be given to KSVV (FM-105.5, AM-1190 Beloit) and KDNS (FM 94.1-Glen Elder). The announcements will be made as soon as the decision is made to dismiss.
3. Principals will establish procedures for informing parents in individual buildings.

B. Closing prior to the start of a session:

The superintendent shall determine when school is to be canceled and shall notify the following:

- Principals
- Head bus drivers - who shall contact other drivers
- Stations KSVV (AM-1190, FM-105.5-Beloit), and KDNS (FM 94.1-Glen Elder)
- Parents by the school messenger telephone system

The decision to cancel school prior to the opening of the session will be made as early as possible.

SCHOOL BUS TRANSPORTATION

Bus transportation is for your convenience. Please read carefully the information listed below. A student is considered to be a passenger any time he/she is on the bus on a school-related activity.

1. The driver is in complete charge of the bus and passengers.
2. Pupils must be on time. The bus will not wait for those who are not ready.
3. Pupils do not stand in the roadway while waiting for the bus.
4. Pupils do not distract the driver with unnecessary conversation or misbehavior. Your child's life is in the driver's hands.
5. Trash is not to be thrown on the floor or left in the seats.
6. Pupils are not to extend arms, heads, or any body parts out the bus windows. The driver is to stop the bus until the situation is corrected.

7. The bus must be stopped before getting on or off. Students crossing the road must do so in FRONT of the bus.
8. Any damage to bus interior is to be reported at once to the driver.
9. Any misbehavior by students or bus damage is to be reported by the driver to the Principal as soon as reasonably possible.
10. Only students and authorized personnel may ride the buses. Routes will not be altered to accommodate sporadic riders.

The principal can suspend a pupil's bus-riding privilege for destructive or disruptive behavior. The parents are then responsible for transporting that pupil to school. Suspension of privileges due to behavior or actions that are deemed inappropriate is at the discretion of the principals.

Students who ride a **route or shuttle bus** will not be allowed to have food or drink (including gum, candy, and snacks) on the bus. The following actions will be taken if this rule is not followed.

FIRST OFFENSE: A written incident report will be given to the child and parent of a problem on the bus.

SECOND OFFENSE: Transportation to and from school for that child will have to be provided by the parents for a period of two (2) weeks.

THIRD OFFENSE: The child will not be allowed to ride the bus for the remainder of the year.

ACTIVITY BUSES

The school district will provide transportation to and from all school activities. In order to participate in the school related activities, students are required to ride on the school provided transportation. Special exceptions must be approved in advance by the building Principal. All students riding the school transportation to an activity are expected and recommended to return on the same school transportation. The principal, or activity sponsor in the absence of the principal, may make other arrangements in emergency situations.

Students will be released to their parents if the parent personally requests that the sponsor release the student. Any other variance from this procedure must be approved in advance by the principal after a request has been submitted in writing. Requests in writing, text message, or phone calls to release a student to other parents or relatives will ordinarily be honored. Requests to release a student to other students, boyfriends or girlfriends will ordinarily be denied. Violation of this rule will result in non-participation in outside activities for the remainder of the school year. The school coach/sponsor will have a sign out sheet for the activity upon which parents can sign out their child and release the school district from responsibility of their child.

FIRE DRILLS

K.S.A.31-133 (5) The state fire marshal requires public and private schools to conduct at least one fire drill each month at some time during school hours.

1. The alarm will be sounded continuously for a period as long as it takes the students to clear the building.
2. Teachers are to post directions for the fire exits in a conspicuous place in their classrooms.
3. Teachers are to organize their students so order is maintained throughout the drill. Students should stay in line with no pushing or running.
4. Teachers should follow their groups out of the classroom to make sure their room is vacated, and windows closed.
5. Students should go at least 50 feet from the building.
6. After leaving the building, each class must keep together so the teacher can check roll. This check is required by law, and any students unaccounted for must be reported to the principal immediately. Teachers should carry their grade books for this purpose.
7. Students will return to their classroom in an orderly manner after an all-clear signal has been given.

TORNADO DRILLS

K.S.A. 1975 Supp.(7) The state fire marshal requires public and private schools to establish tornado procedures and to conduct at least periodic tornado drills at some time during the school hours.

1. The alarm will be sounded from the office by one continuous ring of the bell.
2. During tornado drills, everyone should stay in the building, not vacate it. During the drill, windows and doors should be left open, not closed as in a fire drill. Children and classes should sit down facing the wall with their knees drawn up to their faces so that they can hide their faces on their knees.

The biggest danger from a tornado is flying glass and debris. It is important that air pressure outside the building equalize the air pressure within the building. Open at least one window in each classroom and leave the classroom door open.

COMPUTER POLICY

Computer systems are for educational and professional use only. All information created by students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion.

PRIVACY RIGHTS

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to

use the system following guidelines approved by teachers or the administration. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

INTERNET AND WEB PAGE AGREEMENT

Internet Acceptable Use Agreement

We are pleased to announce that an Internet connection is available to all students and staff at Waconda USD #272 who qualify. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

Please read this document carefully. When signed by you and, if appropriate, your parent /guardian, it becomes a legally binding contract. We must have your signature where indicated, and that of your parent/guardian, before we can provide you with Internet access.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied, and he or she may be subject to disciplinary action.

TERMS AND CONDITIONS OF THIS CONTRACT

1. Personal Responsibility

As a representative of Waconda USD #272, I will accept personal responsibility for reporting any misuse of the Internet to any Waconda USD #272 faculty member. Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography and obscenity, unethical or illegal solicitation or activities, racism, sexism, inappropriate language, and other issues described below.

2. Acceptable Use

The use of the Internet must be in support of education and research and within the educational goals and objectives of Waconda USD #272. I am personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Commercial activities by for-profit institutions are generally not acceptable.
- d. Use of product advertisement or political lobbying is prohibited.

3. Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives access to the Internet will participate in a discussion with a Waconda USD #272 faculty member as to proper behavior and use of the Internet. The faculty members and administrators will decide what is appropriate use and the decision of this group will be final. The administration, staff or faculty of Waconda USD #272 may request that access be revoked or suspended at any time.

4. Internet Etiquette

You are expected to abide by the generally accepted rules of Internet etiquette. These rules include, but are not limited to the following:

- a. BE POLITE. Never send, or encourage others to send, abusive messages.
- b. USE APPROPRIATE LANGUAGE. Remember that you are a representative of Waconda USD #272 and are on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. PRIVACY. Do not reveal your home address or personal phone numbers of students.
- d. ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Everyone on the system has access to mail. Messages relating to, or in support of illegal activities must be reported to the authorities. Waconda USD #272 administrative staff may view any e-mail message that is suspected to be, or reported to be illegal. Waconda USD #272 will provide to local, state, and government law officials any requested information.
- e. Downloading of inappropriate files to the local area network and playing of online games is prohibited.

5. School Web Page

Each school in the Waconda USD # 272 district has its own web page. By signing this agreement I hereby give my permission for the school to put the name, photograph, and work of the student or staff member on the schools web page and Internet.

6. Services

Waconda USD #272 makes no warranties of any kind, whether expressed or implied, for the Internet service it is providing. Waconda USD #272 will not be responsible for any damages you suffer while in the system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Waconda USD #272 specifically denies any responsibility for the accuracy of information obtained through the Internet.

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of Internet service, disciplinary action and legal referral.

STUDENT CHROMEBOOK, PERSONAL COMPUTER/TABLET USAGE

Each 9-12th grade student has the opportunity to lease a Chromebook from the school district to be used during the school year. As the Waconda school district continues to incorporate more technology into the education of its students, it is important that students have ready access to a computer. While it is not mandatory that students lease a Chromebook from the school district, students must be mindful that more and more classes are implementing the usage of computers as a mode of submitting assignments or doing class work. Students are charged a fee to lease the Chromebook from the district. Students need to be mindful that while they lease the Chromebooks from the school district and are responsible for the upkeep of the Chromebook, the Chromebook can be taken away if inappropriate use of the Chromebook occurs. Chromebooks/Computers are considered a tool to enhance the education of students and not a technology device to be used for personal use which can be determined as inappropriate usage. Inappropriate usage would be viewed as, but not limited to messaging, taking and posting photographs, watching television, playing video games, viewing Facebook, using headphones or earbuds during class time, etc. during a school day. Teachers may grant permission or assign other activities. Example: Listen to music. Students should note that personal computers/tablets carry the same person usage restrictions during a school day. Inappropriate usage of Chromebooks can lead to the following consequences.

1st offense: Chromebook is confiscated and turned in to the office. Chromebook returned to student at the end of the day.

2nd offense: Chromebook is confiscated and turned in to the office. Chromebook is retained in the office for 5 school days before returning to the student. Student will call parent/guardian to inform them they that have lost the privilege of using a Chromebook.

3rd offense: Chromebook is confiscated and turned in to the office. Chromebook is retained in the office for 10 school days before returning to the student. Student will call parent/guardian to inform them that they have lost the privilege of using a Chromebook.

4th offense and beyond: Chromebook is confiscated and turned in to the office. Chromebook is retained in the office for 20 school days before returning to the student. Student will call parent/guardian to inform them that they have lost the privilege of using a Chromebook.

Failure to turn Chromebook in to the office upon request will result in OSS.

Inappropriate usage of a person computer/tablet will have the same consequences as listed for a cell phone.

Students attending Lakeside Jr./Sr. High School will be issued a Chromebook upon enrolling their freshman year. The device will be checked in at the end of the year and the same device will be checked out each sequential year. Upon graduation at Lakeside Jr./Sr. High School, the student will be able to keep the device for personal use at no cost other than the normal fee during enrollment. The student will only be allowed to keep the same device that has been checked out over the 4 years of participation at Lakeside Schools. If a newer device has been reissued within the 4 year period and the student wishes to keep the device upon graduation, a proration of cost will be charged according to the number of years in service it has attained. If a student attends Lakeside Schools for less than 4 years and wishes to keep the device upon graduation, a proration of cost will be charged according to the number of years the device has been in service.

PK-5 DISCIPLINE POLICY

In order to ensure a safe and constructive learning environment in our schools we have developed these standards. Our goal is to promote responsible, confident, and well-rounded students and to have a school we can be proud. Our standards are:

- Respect for school rules.
- Appropriate conduct in halls, lunchroom, restrooms, locker rooms, classrooms, playground, and on school buses.
- Completing assignments on time.
- Students will dress in accordance with the Dress Code.
- Students will speak respectfully and appropriately to all persons in the school. Obscene or profane language will not be tolerated.
- Students will display honesty and integrity in the school and classroom. Cheating, lying and stealing will bear a penalty.
- Students will remain on campus throughout the entire school day.

The Only exceptions to this will be:

- The student has a permit in the office to eat at her/his home.
- The parent has notified the office that the student must leave for an appointment.
- The student is ill and the parent has been contacted by the office.
- Students who must leave (or return) during the school day will check in or out at the office.
- Students who must leave the classroom during class will carry a pass from that teacher.
- Students will follow all rules established by the classroom teacher.
- Food, pop and gum are not allowed in school.
- Students will behave as young men and women who know how to act in an educational setting. Horseplay, teasing, and harassment will not be allowed.

LEVELS OF CONSEQUENCE

Office referrals will be dealt with in accordance to the severity of the offence and at the discretion of the principal. Students will progress through levels of consequences.

Level 1: In School Suspension

After School Detention (1 hour)

Level 2: Out of School Suspension

Level 3: Expulsion

The progression through these levels will begin the first day of the school year and will run the duration of the school year. Legal infractions will result in suspension or expulsion as directed by district policy and state or federal mandate.

JR. – SR. HIGH SCHOOL DISCIPLINE POLICY

In order to ensure a safe and constructive learning environment in our schools we have developed these standards. Our goal is to promote responsible, confident, and well-rounded students and to have a school we can be proud. Our standards are:

1. Appropriate dress in a school and classroom setting.
2. Language free of profanity and disrespect.
3. Honesty in the school and classroom setting.
4. Respect for school rules.
5. Appropriate conduct in halls, lunchroom, rest rooms, locker rooms, classrooms, playground, and on school buses.
6. Completing assignments on time.

Behaviors of concern include:

1. Dress - T-Shirt advertising alcohol or tobacco, having suggestive pictures or words (Co-Ed Naked), skimpy clothing or other distasteful attire disruptive to a learning environment.
2. Language that hurts other students, is disrespectful to teachers, or is profane.
3. Honesty-Lying, cheating or stealing.
4. School Rules - (A.)No running in hallways, stairs, etc. (B.) No horseplay in bathrooms. (C.) No gum, candy, pop, sunflower seeds, etc. at school. (D.) Poor behavior on buses.
5. Conduct - No horseplay or teasing other students.
6. Assignments - School work done and turned in when expected.

ACTS OF BEHAVIOR CONSIDERED UNACCEPTABLE

Acts of behavior which interfere with the maintenance of a 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 K.S.A. 72-8901, the specific act of behavior applicable to students or pupils in respect to school activities

or on school property, which are deemed to be grounds for suspension or expulsion are:

1. Breaking of school rules repeatedly
2. Extortion
3. Failure to comply with reasonable request (willful disobedience)
4. Fighting
5. Intimidation
6. Obscenity
7. Open defiance
8. Possession, consumption, sale or being under the influence of alcoholic beverages
9. Possession, use, consumption or sale of narcotics or drugs
10. Profanity
11. Smoking
12. Stealing
13. Tardies, excessive (after 5 tardies per semester)
14. Temper tantrums
15. Threats (by word or deed)
16. Excessive unauthorized absences
17. Unruly conduct that disrupts school
18. Vandalism

WEAPONS

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

DEFINITION OF WEAPONS AND DESTRUCTIVE DEVICES

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

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into an destructive

device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;

- Any bludgeon, sand club, metal knuckles or throwing star;
- Any type of knife.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

PENALTIES FOR POSSESSION

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion.

Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

REPORTING CRIMINAL POSSESSION OF A FIREARM BY A STUDENT

It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

SUSPENSION AND EXPULSION

Administrators are authorized by the Board of Education to suspend students for violations of rules contained within this handbook or in board policy. A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

SUSPENSION AND EXPULSION PROCEDURES

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent or principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or a hearing officer appointed by the board. Expulsion hearings for weapons possession shall be conducted by the superintendent or designee.

Handicapped students identified under Section 504 of the Rehabilitation Act of 1973 or special education students with an IEP may be subject to other regulations when long-term suspension or expulsion is considered.

REASONS FOR SUSPENSION OR EXPULSION

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

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

IN-SCHOOL SUSPENSION

The ISS is given at the discretion of the building administrators. Not all students involved in acts of wrong doing will be offered this alternative. Variables which might dictate such a decision are:

- ESI requirement must be met and appropriate supervision provided.
- Seriousness of offense.
- How many times has the rule been breached
- Has the student seen the principal on prior occasions for discipline purposes
- Is it in the best interest of the student, his/her peers and the school
- Is there a place for the student to be housed and availability of supervision

Students will report to the principal's office at the start of the school day for review of rules and expectations for ISS. ISS reinforces rather than disrupts the educational process and allows the students to maintain their educational opportunity. The students are allowed to continue to study, but in highly restricted circumstances. Failure to comply with ISS rules will result in further disciplinary action.

The student is isolated away from his/her peers. There will be fountain and rest room privileges only at the discretion of the director. There will be no passes to leave the suspension area. Lunch will be picked up in the cafeteria and taken to him/her. The student is restricted from all school activities for the duration of the suspension.

- The student's right to talk or communicate will be reduced.
- Movement within the area will be by permission only.

- Students will be denied the right to consume any food or drink in this area except for lunch break.
- Students cannot be tardy arriving at the ISS room.
- The student will be under personal supervision and must completely obey rules, regulations and directors of the supervision.
- A student may leave the room at 3:45 p.m. - dismissal will be made by the principal or appointed representative.

REPORTING TO DEPARTMENT OF MOTOR VEHICLES

Whenever a pupil 13 years or older has been expelled from school or suspended for an extended term (more than 10 days), the (principal/superintendent) shall give written notice of the explanation of the expulsion or suspension and shall include the pupil's name, address, date of birth, and driver's license number (if available) to the division of vehicles of the department of revenue if the expulsion or extended-term suspension was imposed upon the pupil for:

- Possession of a weapon at school, on school property, or at a school activity; or
- Possession, use, sale or distribution of an illegal drug or controlled substance at school, on school property or at a school activity; or
- Behavior at school, on school property, or at a school activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others.

DRESS CODE

All students are expected to dress and groom themselves neatly in clothes that are suitable for school. Clothing that advertises or displays alcoholic beverages, tobacco, illegal drugs and obscene sayings or gestures are not permitted. Students displaying this type of clothing will be either sent home and be required to make up the time missed or asked to turn the garment inside out. Decision of the Principal regarding the dress code is final. It is understood that each student's mode of dress is an expression of personal style and individual preference. However, because of the relationship between appearance and proper behavior, and because positive behavior is necessary in creating an atmosphere that is conducive to a good learning environment, it is important that students and parents understand the importance and effects of proper attire. Appropriate dress should be similar to what would be appropriate for an informal workplace or place of business.

1. Clothes should be worn as designed and fit appropriately.
2. Student Clothing should not expose midriff or undergarments, whether standing or sitting.
3. Tops must have at least 1" straps that cover bra and/or spaghetti straps.
4. The underarm of the top must come up to the armpit.
5. All shirts should have backs in them.
6. Low cut tops should be avoided, limiting the amount of cleavage and skin that is visible.
7. Tights are not pants and should only be worn with long tops or under a shirt. Underwear should not be visible.

8. Shorts should have a minimum of a 3” inseam.
9. Pajama pants should not be worn as they are too casual for a school setting, exceptions would be for spirit week or other special events.
10. Hats of any type may not be worn in the school building during a normal day, exceptions would be spirit week or other special events.
11. Sleeveless shirts should have hemmed edges and come up under the armpit.
12. Clothing that is torn or contains holes above the knee (with no fringe or a patch covering the hole) are not permitted.

The best clues for all students: If you question whether or not you can wear the clothes, do not wear them; and if it shows any part of your underclothing (or where underclothing should be), it is not suitable for school.

1st Offense: change clothes, put on clothes provided in the office and parents are notified.

2nd Offense: after school detention and parents notified.

3rd Offense: OSS (days of OSS increase if continued violations occur) and parents are notified.

BOOK BAGS

In accordance with security and fire safety concerns, students are not permitted to carry book bags to class. Book bags should be left in hallway lockers or the locker rooms. Students should purchase a small carrying case that is designed for their Chromebook if they want their Chromebook in a carrying case.

USE OF ELECTRONIC DEVICES

PK-5 Policy

Cellular phones may be brought into the school and kept in student lockers or turned into the office. They are not to be used at anytime during the school day. All other electronic devices except calculators are banned from the school premises during the school day.

Failure to comply will result in the following consequences:

- First Offense: Electronic device confiscated and turned into the principal’s office for the student to pick up at the end of the day.
- Second Offense: The confiscated device will be picked up by the parent/guardian.
- Third Offense: Failure to comply is grounds for suspension.

6th-8th Grade Policy

Students are permitted to bring cell phones to school, but cell phones must be kept in their hallway locker during the school day. Students may bring their cell phones to

the office to make a call or answer a text message from their parents, otherwise, cell phone should not be used during the day. Failure to comply will result in the same consequences as the High School.

9-12 Grade Policy

Cell phones may be used at the following times:

Before and after school

During passing periods

During the time a student is at lunch in the lunchroom

No cell phone during class periods unless approved by teacher.

Phones may be carried on the person but are not to be seen, heard, or used.

NO USAGE IN LOCKERROOMS OR BATHROOMS

USED IN AN APPROPRIATE MANNER (student should report problems to office)

PICTURES ARE NOT TO BE TAKEN AT SCHOOL WITHOUT PERMISSION

1st Offense: Phone confiscated and turned into the office. Phone returned to student at the end of the day.

2nd Offense: Phone confiscated and turned into the office. Student will contact parent/guardian to pick-up phone from the office.

3rd Offense: Phone is confiscated and turned into the office. Student will contact parent/guardian to pick-up phone. Student will serve one day of ISS.

4th Offense and beyond: Phone is confiscated and turned into the office. Student will contact parent/guardian to pick-up the phone. Student will serve two days of ISS, which will increase with each offense.

Failure to turn phone into the office upon request will result in an assigned ISS.

As always, discipline for problems with a cell phone will be at the principal’s discretion

SMOKING/CHEWING TOBACCO

Smoking by students and/or the possession and use of any other tobacco product is prohibited in any attendance center, at school-sponsored events, or on school property. Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

STUDENT RECORDS

The following information is considered directory information:

1. The student’s name, address, telephone number, date of birth
2. The student’s major field of study
3. The student’s participation in officially recognized activities and sports
4. The weight and height of members of athletic teams

5. The dates of attendance
6. The degrees and awards received and honor roll
7. The most recent previous school district attended by the student
8. The student's picture

This information is considered public information which may be released by the school district without prior consent of student or parent. The school must be notified within 10 days from receipt of this handbook that any or all of the directory information may not be released without prior consent of student or parent.

Administrative, supplementary and tentative records will be treated as confidential and primarily for the use of the local school district. Parents of any student will have access to student records pertaining to their child. In situations where the parents of a student are divorced or separated, each parent, custodial or non-custodial, has equal rights to their child's records unless a court order specifies otherwise. Private agreement between the child's parents will not be recognized by school personnel.

Parents shall have an opportunity for a hearing to challenge the contents of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to provide an opportunity for the correction or deletion of inaccurate, misleading or otherwise inappropriate data; and to insert the parent's written explanation of the contents of the records.

Any eligible parent or guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parents at the time of the inspection.

Permission or consent required of parents of the student shall be required of the student when the student reaches the age of 18 years.

GRADING SCALE (Grades 4 through 12)

| | | | | |
|-----------|-----------------|-----------|-----------|-----------|
| A 94-100% | A- 90-93% | B+ 87-89% | B 84-86% | B- 80-83% |
| C+ 77-79% | C 74-76% | C- 70-73% | D+ 67-69% | D 64-66% |
| D- 60-63% | F 59% and below | | | |

Grade Definitions

A: The student is independently and consistently at a superior level as indicated by course requirements and consistently receives 90 to 100 percent on appropriate tests and written work.

B: The student is consistently performing at above average level as indicated by course requirements and consistently receives 80 to 89 percent on appropriate tests and written work.

C: The student is progressing adequately according to his/her abilities and the course requirements and consistently receives 70 to 79 percent on appropriate tests and written work.

D: The student is experiencing severe difficulties in meeting the course requirements and consistently receives 60 to 69 percent on appropriate tests and written work.

F: The student is not putting forth the necessary effort to achieve minimum course requirements and consistently receives below 60 percent on appropriate tests and written work.

S: Satisfactory progress.

U: Need for improvement.

INC: Indicates that the work is incomplete for some reason. Incomplete grades will be recorded as an F if the required work is not complete in two weeks following the end of the quarter/semester unless special provisions have been made for an extension of the make-up period with the teacher and the approval of the principal.

HONOR ROLL

In order to give recognition to students for scholastic accomplishment, an honor roll will be published at the end of each nine weeks for high school and junior high students. The following is an explanation of our honor roll system.

1. The honor roll will consist of a high honor roll and the honor roll.
2. To make the high honor roll, a student must secure an average of 3.500 to 4.000. To make the honor roll, a student must secure an average of 3.000 to 3.499.
3. To determine the honor roll, letter grades will be assigned numerical equivalents as follows: A = 4, B = 3, C = 2, D = 1, F = 0.
4. It is possible for a student to make the high honor roll with a "B" grade, and it is possible for a student to make the honor roll with a "C" grade.
5. For purposes of class ranking, valedictorian and salutatorian, the same system will be employed to determine averages.
6. All classes will count toward figuring the honor roll.
7. The principal's office will figure the honor roll.

SEMESTER TESTS EXEMPTION

Seniors are exempt from end of the year semester tests if they meet the following criteria:

1. Students with an "A" average in the class and 4 days or less absent in the class during the semester.
2. A "B" average with 3 days or less absent.
3. A "C" average with 2 days or less absent.
4. No in-school or out-of-school suspensions during the semester.

8th GRADE PROMOTIONS REQUIREMENTS

Students must pass four of the four core subjects. The core subjects are Math, Science, English and Social Studies.

8th GRADE PROMOTIONS CEREMONIES

The culmination of successful achievement in Jr. High school classes is marked by the participation in promotion ceremonies. Only students who have passed all requirements specified by USD No. 272 for promotion may participate in promotion ceremonies. Students and parents should work closely with the school to make sure that all requirements have been met by the student for promotion. Such cooperation may help everyone avoid an embarrassing situation.

8TH GRADE ALGEBRA I REQUIREMENTS

Algebra I is not for all 8th grade students, but can be for students who anticipate taking higher level math classes during their High School education. Some of the content and rigor may be beyond some students' level of comprehension. Students should understand that Algebra I when taken as an 8th grade student does not count as a High School math credit. Students who enroll in Algebra I as 8th grade students should consider Algebra II, Geometry and College Algebra/Trigonometry for their three High school math credits. Algebra I can be retaken as a High School student in order to attain a High School Math credit for the class. In order to ensure that 8th grade students are ready for Algebra I, all of the following requirements must be met for an 8th grade student to be eligible to enroll in Algebra I as an 8th grade student.

1. Achieve a grade of 88% or higher in both Semesters of 7th Grade Math
2. Score 88% or higher on an Algebra Pre-Test (Pre-Test given within the first two days of school)

HIGH SCHOOL GRADUATION REQUIREMENTS

Graduation requirements are based on units of credit earned in grades 9-12 and four years of attendance. The minimum units of credit required for graduation is 24.

Course requirements are as follows:

- 4 units English language arts: English I, II, III are required. The fourth unit could be English IV/Composition I, Journalism, Multi-Media Research, or Speech.
- 3 units Social Studies: American History and American Government are required. The third unit could be any social studies class that is offered.
- 3 units Science: Earth and Space Science and Biology I must be taken. Physics, Chemistry, Biology II, Anatomy/Physiology, Physical Science, Plant Science, and Animal Science.
- 3 units Math: Standards Math, Pre-Algebra, Algebra I, Algebra II, Geometry, College Algebra/Trigonometry, Calculus, Business Math, Consumer Math and accounting.
- 1 unit Physical Education: Physical Education I.
- 1 unit Consumer Education: Consumer And Personal Finance or Banking And Finance
- 1 unit of either Accounting or Entrepreneurship

- 1 unit fine Arts: Art, Vocal, Band, Spanish III, Spanish IV, Web Page Design and Graphic Design.
- 7 units Elective Courses

OUT OF DISTRICT CLASSES/COURSES

It is understood that some students during their High School career will want to take classes/courses that are not offered by the Waconda School District and/or have another origination. These classes can originate through an online credit recovery course to a college credit course including CNA. The Waconda School District would like to continue to offer opportunities for Lakeside High School students to take these outside classes. In order to ensure that students receive the credit for these classes in a timely manner, students will be required to pay all fees for outside classes in advance of starting the course work. Example: a credit recovery course through Smoky Hill costs a set amount per semester. This amount will need to be paid before the on line class is opened to the student. The same scenario will be used for college credit classes including CNA. Students enrolling in a CNA course will be asked to pay their tuition fee before they officially begin the class. If the student passes the CNA course and test, the student will be reimbursed the amount the school district is reimbursed for the completion of the course.

COMMUNITY SERVICE GRADUATION REQUIREMENT

High School students during the course of their High School career will need to complete a minimum of five hours of Community Service per year for a minimum total of twenty hours of Community Service as a graduation requirement from Lakeside Jr/Sr High School. Time credited towards Community Service should be documented as hours of volunteer work, with no form of compensation for the work and/or serve as fulfillment of a legal obligation. Community Service work can be done individually or through an organization. Volunteer work done through Organizations such as FCCLA, FFA, STUCO, school projects, church organizations, library, etc. can be counted as long as there is no compensation to the organization for the work. In order to receive credit for their Community Service hours, students will need to complete the Community Service form stating the hours worked, location, type of work and a signature verifying the work and amount of time completed. Amount of hours will be prorated as to the number of years a Student attends Lakeside High School. Number of hours is subject to change.

HIGH SCHOOL GRADUATION CEREMONIES

The culmination of successful achievement in high school classes is marked by the participation in graduation ceremonies. Only students who have passed all requirements specified by USD No. 272 for graduation may participate in graduation ceremonies. Students and parents should work closely with the school to make sure that all requirements have been met by the student for graduation. Such cooperation may help everyone avoid an embarrassing situation.

LAKESIDE HIGH SCHOOL VALEDICTORIAN & SALUTATORIAN

Both Valedictorian and Salutatorian are determined by using the eight semester cumulative grade point average. Driver Education is not part of the Cumulative GPA. All classes are equal in determining GPA. Any GPA ties will result in co-valedictorians and co-salutatorians, etc.

A four semester minimum attendance requirement in Waconda U.S.D. 272 is required to be considered for the valedictorian & salutatorian.

LAKESIDE CHAPTER NATIONAL HONOR SOCIETY

National Honor Society (NHS) is an administrative sponsored activity encouraging the principles of scholarship, leadership, character, and service. Invitation to NHS for membership takes place in the following manner.

1. Obtain the status of sophomore, junior, or senior.
2. Complete one semester at Lakeside High School.
3. Have a cumulative G.P.A. of 3.5 or higher.
4. When a student has reached the first 3 requirements, they receive a notification letter and candidate form.
5. If the student chooses to apply for membership, they fill out the candidate form.
6. A faculty council reviews the form and rates the candidate in the areas of leadership, service and character. Students will need to list in school and out of school accomplishments in the areas of leadership, service and character, including community service, which will be reviewed at the time of application.
7. The candidate must reach a cumulative score of 75% in the three categories to be accepted into the Lakeside Chapter NHS.

REPORT CARDS

Report cards are letters to the parent(s) reporting student progress. Progress reports (grade cards) are issued for each class in which a student is enrolled. In addition, parent-teacher conferences are scheduled at the conclusion of the first and third quarters to enable all parents to visit with various teachers concerning their child's progress in particular classes.

Parents are also welcome to visit school at any time. For specific conferences with a particular teacher, please make appointments in advance through the principal's office. Parents are encouraged to schedule their visits with the specific teacher between the hours of 8:00 a.m. and 4:00 p.m. or during the teacher's planning period.

Grades are affected greatly by attendance, preparation of assigned work, participation in class, conduct in class, participation and grades earned on assignments. Since participation in classroom activities and discussion greatly contributes to the student's progress and learning situation as well as enhancing total course effectiveness, each teacher will assign a certain percentage of the student's grade to his/her participation in the academic class. Because each class differs in its requirement of active participation, the individual teacher will be responsible for deciding what percentage of the grade he/she will assign to participation and just what the participation entails. The teacher will inform the students of this information at the beginning of each course and this shall be posted on each teacher's bulletin board.

DRUG AND ALCOHOL CODE

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

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

Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school or 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:

1. First Offense. A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including short-term suspension.
 - b. Suspension from all student activities for a period of not less than one semester or four months.
2. Second Offense. A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension.
 - b. Suspension from all student activities for a period of not less than one semester or four months.
 - c. 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. Name(s) of acceptable programs are on file with the board clerk. If at any time the student fails to make satisfactory progress, the suspension shall be remised.

3. 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. A punishment up to and including expulsion from school for the remainder of the school year.
 - b. Suspension from participation in and attendance at all school activities for the year.
 - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed an acceptable drug and alcohol education program.

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. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such a program will be borne by the student and his or her parents. A list of available programs along with names and addresses of contact persons for each program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities is a privilege the school district extends to a student whose conduct and academic standing meet acceptable standards. If one or both of these standards begins to decline the student may be suspended from the activity on a temporary or permanent basis. The following rules apply:

1. Students must meet all academic eligibility requirements as prescribed by KSHSAA and USD #272.
2. Any lost equipment or supplies shall be paid for at its replacement value by the student to whom it was assigned.
3. Students absent from school on the day of an activity or contest shall not participate in that activity without permission of the principal. (At least 1/2 day attendance will serve as a guideline).
4. If a student receives a detention period, the student is ineligible for extra-curricular activities until the detention has been served.
5. If a student receives any type of suspension, the student is ineligible to participate in any contest during the suspension or in the first contest after suspension.

6. The official season for all sports and activities will start with the first official practice day as established by KSHSAA.
7. Curfew for athletes is a student and parental responsibility.
8. Every individual wishing to participate in athletics must have a complete physical examination prior to the sport.
9. All participants must ride in means of transportation furnished by the school.
10. Unsportsmanlike conduct will be handled individually as the situation arises.
11. Students absent from school will not be eligible for practice unless permission is granted by the principal.
12. Students can be temporarily or permanently removed from activities for the following offenses if seen and reported by certified school personnel, law enforcement officials, or by personal admission:
 - Use of alcoholic beverages, drugs, or controlled substances. Ten school days or two events in all extra-curricular activities.
 - Use of tobacco (cigarettes snuff, chewing tobacco, etc.) Ten school days or two events in all extra-curricular activities.
 - Refusal to abide by coach's and/or sponsor's request concerning training, actions, appearance, and general conduct as a representative of USD #272. One to ten days or up to two events in a specified activity.

The coach or sponsor may make the student attend practices, attend games, sit on the team bench during the game but the student will not be allowed to compete. A second offense will result in dismissal from all activities (practice and competition) for the remainder of the season. Dismissal or suspension of the student from extra-curricular activity and/or sport must be reviewed and approved by the activities director. It is strongly recommended that any student involved in any incident which could jeopardize his/her privilege to participate in any activity notify the coach or sponsor and the administration as soon as possible.

JUNIOR HIGH & HIGH SCHOOL EXTRA CURRICULAR ACTIVITY ELIGIBILITY

Conduct and grades will have a direct influence on student participation in extra-curricular activities. The following criteria must be met for a student to participate in extra-curricular activities.

1. Eligibility for all extra-curricular activities will be reviewed every week, starting with the 3rd week of each 9 week period.
2. Students must meet KSHSAA academic requirements.
3. Students who have earned an F in any class will be **INELIGIBLE** to participate in any extra-curricular activities for one week (7 days).
4. The week will run from Tuesday through the following Monday. (Ex. a student is identified on Monday that they are ineligible. The student could

participate in a JV football game on that Monday, but would be ineligible for the Varsity game on Friday and a JV game the following Monday).

5. Teachers will be responsible for submitting grades on a weekly basis.
6. Activities which will be affected by this procedure will include but will not be limited to: All athletic programs, band and vocal activities, cheerleading, FCCLA, FFA, dance team, speech and drama, forensics, class officers, STUCO, and scholar bowl.
7. If a student receives a detention period, the student is ineligible for extra-curricular activities until the detention has been served.
8. Students who are ineligible will be allowed to practice with their team or group but will give up the right to participate in extra-curricular games, meets, events, etc. The only exception to this rule is a student may participate in an activity that is part of a class grade.

STUDENT ACCIDENT INSURANCE

Waconda Unified School District does not provide student accident insurance for students. It is strongly recommended that all students that plan to participate in athletic activities be enrolled in a health insurance program.

PHYSICAL EXAMINATIONS FOR ATHLETICS AND CHEERLEADERS

USD #272 offers participation in several competitive sports for boys and girls. Participation in any of these sports requires a physical examination prior to the first practice in that sport. One examination is good for all sports for the entire school year.

STUDENTS RETURNING TO PHYSICAL ACTIVITY FOLLOWING DOCTOR'S ORDERS

Students in USD #272 who have been ordered by their doctor to discontinue physical activity in extra-curricular or physical education classes must present to the school office a release from their doctor prior to returning to participation.

STUDENT FUND RAISING EVENTS

The following items relate to how classes and organizations are to handle money raising projects.

When a class or organization desires to hold a money raising activity, that class or organization must identify its purpose for which the money is being raised. This need and the activity designed for raising money must be discussed with the membership of the class or organization, and then this need and proposed project

must be approved by the principal. Only after these steps have been properly followed may a project be undertaken.

Classes and organizations are limited to two (2) money raising projects per year unless an emergency exists and permission is given by the principal.

All class and organization projects must have a faculty or adult sponsor supervising the project. Plans for supervision of such projects must be discussed with the principal before beginning the project.

The charging of dues upon classes or organization members will not exceed \$10.00 per member for classes and \$15.00 per member for organizations.

All expenditures of activity funds by classes or organizations must have three approvals, membership approval by majority, sponsor approval, and approval of the principal.

Spending limit for high school banquet and proms are not to exceed \$3,000.00 total. This figure must include expenses for band or other music, food, expenditures for decorations and all other related costs.

VISION AND HEARING SCREENING TESTS

In compliance with Kansas Statute 72-1205 Hearing Testing and 72-5205 Vision Screening, USD 272 provides hearing and vision screenings to every student not less than once every 2 years. Testing will be done on students in K-3rd grades, 5th, 7th, 9th, and 11th grades in the fall of each school year. Students new to the district, on an IEP or eligible to take drivers education will also be tested. Results will be placed in the student's medical file and on goedustar. Referral letters will be sent to the responsible party for students not passing the screening tests.

MEDICATION POLICY AND PROCEDURE

USD 272 has a full time school nurse in our district who serves the schools in Downs, Cawker City, and Glen Elder. She provides such services as first aid, emergency care, medication dispensation, and health screenings. School nurses must solicit cooperation from parents to uphold the following policies and procedures, which are for the protection of each and every student in our district. When at all possible, medications should be taken prior to coming to school or after school under parental supervision.

Students are not allowed to keep medications in their possession, lockers, athletic bags, etc. All medications regardless of whether they are a prescription or over-the-counter (OTC) must be turned in at the school nurse or the office to be kept in a secure area during school hours and be administered by school personnel.

Medications for asthma or anaphylaxis may be kept by the student with a signed Dr. and parent/guardian consent.

PRESCRIPTION MEDICATION

Prescription medications will be given to students by the school personnel only when the following criteria are met:

- Medication to be administered by the school nurse or delegate must be in the original container. It is the parent's responsibility to assure that the medication and dosage in the container is the same as identified on the affixed label.
- Written physician's or dentist's request for the medication to be given at school. This request must include the student's name, name of the medication, the dosage, route and time (directions) the medication is to be given, length of time medication is prescribed, reason (diagnosis) for the medication and the physician or dentist's signature.
- A signed, written request from the parent/guardian must accompany all medication to be given by the school nurse or delegate.
- All medications to be given at school must be kept by the nurse or delegate in a secure area.
- An individual record shall be kept of each medication administered. This record shall consist of the name of the student, the name and dosage of the medication, date and time administered and who administered.

Waiver of Liability-Any school employee who administers this medication per instructions from the physician or dentist and with parent/guardian consent is not liable for damages as a result of an adverse medication reaction suffered by the students.

STUDENT SELF-ADMINISTRATION OF MEDICATIONS

Medications for Anaphylaxis or Asthma

In this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. These medications may be administered by the nurse or delegate or be self-administered when the following criteria are met.

- Medication to be administered by the school nurse or delegate must be in the original container. It is the parent's responsibility to assure that the medication and dosage in the container is the same as identified on the affixed label.
- Written physicians statement-This statement must include the student's name, name of medication to be administered, dosage, route and time (direction) the medications is to be administered, any special circumstances under which the medications is to be administered, length of time medication is prescribed, reason (diagnosis) for the medication and physician's signature.
- If self-administering, the student must demonstrate the skill level necessary to do so.

- A signed, written request from the parent/guardian must accompany all medication to be given by the school nurse or delegate and identifies when the student is given permission to self-administer.
 - All medications given by the school or back up medications provided by the parent or guardian must be kept by the nurse or delegate and identifies when the student is given permission of self-administer.
 - An individual record shall be kept of each medication administered. This record shall consist of the name of the student, the name and dosage of the medication, date and time administered and who administered.
 - All necessary and pertinent information provided by the parent or guardian will be kept in a location easily accessible if there is an asthma or anaphylaxis emergency.
 - The student will be allowed to possess and use medication at any place where a student is subject to the jurisdiction or supervision of the school district or its officers, employees or agents.
 - Privileges to self-administer may be revoked if the student fails to continue to demonstrate skill necessary to self-administer safely.
 - This district does not maintain an epinephrine kit in any of its schools. Students must provide their own kit with written physician and parent/guardian authorization for administration. This documentation must also include the student's name, name of medication, the dosage, route and time (directions) the medication is to be given, length of time medication is prescribed, and reason (diagnosis) for the medication.
 - Requests must be renewed yearly and are only good for the current school year.
- Waiver of Liability-The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administering of medication and agree to release, indemnify and hold the school and its officers, employees and agents, harmless from and against any claims relating to the self-administration of medication allowed in this policy.

OVER THE COUNTER MEDICATIONS

Over-the-counter (OTC) medications can and will be administered sparingly when indicated and with parental consent to make your child more comfortable by removing temporary barriers to learning and therefore allowing your child to remain at school. For example, medications may be used for dental pain, mild headaches, muscle strain, cold symptoms, menstrual cramps, insect bites, minor cuts and scrapes, insect bites, etc. Benadryl (Diphenhydramine) will be available for acute allergic reactions and Glucoburst for sever diabetic reactions.

- An OTC medication consent form must be signed by the parent/guardian
- OTC medications will be kept in their original container/package and dispensed by the school nurse or delegate per standardized, age/weight appropriate dosing information. Any deviations from label directions will require a written physicians order and parent/guardian consent.

- OTC medications available from the school nurse or delegate include Tylenol (Acetaminophen) tablet and chewable, Motrin (Ibuprofen) tablet and chewable, TUMS, Cough drops, Benadryl (Diphenhydramine) tablet or chewable, Glucoburst gel, Triple Antibiotic Ointment and Hydrocortisone Cream. Any additional OTC medication that a child may need require a signed OTC medications consent form and must be provided by the parent/guardian in the original container/package with all labels intact. It is the parent's responsibility to assure that the medication and dosage in the container is the same as identified on the affixed label.

- Requests must be renewed yearly and are only good for the current school year.

Waiver of Liability-The school employee who administers these medications according to proper dosages shall not be held liable for any adverse reactions to the medication administered. These medications are "parent/guardian prescribed" and the school nurse or delegate bears no responsibility for ensuring the medication is administered except when the student requests the medication.

Student Eligibility

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication/s;
2. The prescribed dosage;
3. The time the medication is to be regularly administered;
4. Any additional special circumstances under which the medication is to be administered;
5. The length of time for which the medication is prescribed;
6. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage,

injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

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

Student Self-Administration of Medications

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of such medication.

Additional Requirements

The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;

The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;

Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;

The board of education may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

Herbal, Natural and Homeopathic Remedies

Because information of herbal, natural, and homeopathic remedies is unregulated, their potential harm is great in the school setting where a student's complete medical history and medication history may not be known. Therefore, these medications/remedies will not be administered at school.

SCHOOL LOCKERS

Lockers are the property of the district and are subject to inspection by authorized school personnel. The school is not responsible for items stolen from lockers. Students should report to the principals if items are taken from a locker.

USE OF SCHOOL FACILITIES

The district wishes to establish as generous a policy as possible towards use of school facilities while still protecting the investment that has been made in school facilities. Two classifications are established for individuals or groups wanting to use school facilities for non-school activities. The classifications are general and commercial. Contact the building principal for further information about availability of school facilities and the fee schedule, if any that would be followed.

ASBESTOS

Asbestos was detected in the building in which your child attends. Samples of these materials were analyzed by polarized light microscopy and dispersion staining.

Please be assured that every effort is made, where damage has been discovered in these materials, to prevent the fibers from escaping into the air and that in the future, every effort will be made to ensure that exposure to friable asbestos does not occur. It is important to note that not all friable asbestos-containing materials need to be removed from schools.

SCHOOL CAFETERIAS

USD #272 provides a hot lunch program in cooperation with the National School Lunch/Child Nutrition Program. Balanced meals are served, and the children are urged to at least taste everything on the plate. Flagrant or persistent misbehavior may result in the child being expelled from the lunchroom for a period of time.

Waconda USD 272 requires all students and adults who eat a school breakfast or school lunch to pay for them in advance. If you plan to have your son or daughter eat breakfast or lunch at school we suggest you pay for a month's meals in advance and then continue to pay previous to each month throughout the school year. Adjustments will then be made at the end of the school year. We do realize that you may forget from time to time, therefore a five (5) day grace period will be allowed for those students who do not have the money ahead of time. Once they reach the sixth day, however your child will not be allowed to eat a school lunch until the money is paid. They will have to bring a sack lunch from home or make other arrangements if they wish to eat.

Unpaid Meal Charge Policy

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price meals or for milk may be established with the district. Students may charge no more than 5 days of meals/milk to this account.

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

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection. If the debt is not paid within 10 days of mailing the final notice of the negative account balance, it shall be considered bad debt for the purpose of federal law concerning unpaid meal charges.

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

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

In keeping with federal guidelines, free or reduced price lunches and breakfasts are available. Applications for this program are available at the office of the principal.

Parents are welcome to eat lunch with their children by first giving a day's notice and paying the regular adult price.

“OFFER” OPTION FOR LUNCH: Offer increases your choice in student meals. Every lunch is planned to include all five food groups: 1. Fruit 2. Vegetable 3. Protein 4. Grains 5. Milk The food groups for each meal will be posted at the beginning of each serving line. You are encouraged to take all the foods offered;

however, you may decline up to two (2) food groups. Whether you take 3, 4, or 5 of the food groups, the meal is the same price. **Offer allows you to build a healthy meal by selecting 3 to 5 different food groups. One of those food groups must be fruits, vegetables or a combination of both.**

STEP 1: Choose ½ cup of fruits, vegetables or a combination of both.

STEP 2: Choose 2 or more of the following:

- Full Serving of Fruit – K-8 (1/2 cup) and 9-12 (1 cup)
- Full Serving of Vegetables – K-8 (3/4 cup) and 9-12 (1 cup)
- Grains
- Protein
- Milk

Example Menu:

Hamburger on a Bun (protein and grains)

Broccoli (vegetable)

Grapes (fruit)

Milk (milk)

You can take all five food items (hamburger, bun, broccoli, grapes and milk) OR

STEP 1: Choose ½ cup of broccoli or ½ cup grapes or ¼ cup each broccoli and grapes STEP 2: Choose 2, 3 or 4 full servings of different food groups:

- Hamburger on Bun (protein, grains) or
- Full serving of Grapes and Milk (fruit and milk) or
- Hamburger on Bun and Milk (protein, grains, milk) or
- Hamburger on Bun, Broccoli and Milk (protein, grains, vegetable, milk)

The choice is up to you; just be sure to choose the ½ cup fruit or vegetable and 2, 3, or 4 full servings from the 5 food groups. Check the menu daily so you will know which items in the school lunch you want to eat. School meals meet federal nutrition standards and give you the fuel you need to stay healthy and active.

USDA NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program](#)

[Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

CLOSED LUNCH

Lakeside Jr./Sr. High School has a closed lunch and students are not permitted to leave school during the lunch period to eat lunch at an outside location. Students may bring a sack lunch, but it is strongly recommended that they do not share their lunch with other students.

FOOD AND BEVERAGES

Only beverages in plastic bottles with screw on lids or beverages in pre-purchased containers with fastened lids are permitted in the school building. Food served at breakfast and lunch or food items brought into the school should be eaten in the cafeteria and should not be taken to classrooms. Open containers of food or beverages should not be stored in hallway or gym lockers. Teachers may authorize food and beverages in their classrooms. Sunflower seeds are prohibited in the building or school owned vehicles.

TEXTBOOK RENTAL

All basic hardbound textbooks are rented to students for their use during the school year. Any other paperback and necessary supplies are to be supplied by the individual student. Textbooks are to be kept clean and in good condition. Any losses or abuses will be paid for by the student. Refunds on textbook rental will be as follows in case of withdrawal or transfer:

Used less than 9 weeks...3/4 fee Used less than 18 weeks...1/2 fee
Used less than 27 weeks...1/4 fee Used less than 36 weeks...No Refund

DRIVER EDUCATION

Offered: Driver's Education will be offered in the summer months.

Course Fees: The enrollment fee is \$150.00 for students attending a school within the USD #272 boundaries. The enrollment fee is \$250.00 for students who do not attend a school within the USD #272 boundaries or do not have a parent/guardian living within the USD #272 boundaries. All students will be charged \$2 for the license fee. The fee must be paid by May 1 and is nonrefundable. If the fee is not paid by the deadline date, enrollment will be dropped.

Eligibility: Priorities for eligibility will be at the discretion of the teacher as to the number of students are as follows:

1. The student is currently enrolled in U.S.D. #272 or Tipton High School.
2. The student will be 15 on or before December 31 of the current year.
3. Students with farm permits.
4. Students 14, who live on a farm, and have a learner's permit.
5. Students that will be 15 after January 1 of the next year, and have a learner's permit.
6. Students who will be 14 before beginning driver education classes and do not have a learner's permit.
7. Students from outside of U.S.D. #272 who are temporarily living with a parent/guardian who are residents.
8. Students who reside outside the U.S.D. #272.

Classroom Attendance: Classroom time will be a maximum of three hours a day. Students will attend class until they have successfully completed all unit worksheets and tests. More than one day absence will result in dismissal from the class.

Testing Procedure: Students will successfully complete the worksheet(s) for any given unit before testing over that unit. The maximum number of unit tests on new material that may be taken is two per day. If a student does not pass a unit test he/she must successfully complete a new worksheet before taking a make-up test. Students may retest once but special circumstances will be considered. Testing-out is not an option.

In-car Instruction: An instructor may not spend more than 8 hours/day in the car with students. Driving instructors will develop the driving schedule for their students. Students must attend all scheduled driving sessions until successful completion of all driving proficiencies. Missed driving time may result in the inability to successfully complete the course. No student shall exceed 60 minutes behind the wheel in a day except on a trip to Salina. A minimum of four sessions will be required to satisfy driving proficiencies.

Credit and Evaluation Procedures: One-fourth unit of credit will be awarded for successful completion of the driver education course. This class will be evaluated as pass/fail. Students must obtain 90% correct on the unit two tests and 80% correct on all other tests. Students must successfully demonstrate proficiency on all driving procedures. All required material must be completed prior to the awarding of the one-fourth credit and issuance of the certificate of completion. The maximum allowable time to complete the classroom section is fifteen (15) days. The maximum allowable time to complete the driving section is eight (8) hours.

Discipline: Due to the serious nature of the material covered and the safety of other in the class, inappropriate student conduct may result in dismissal from the driver education program.

Special Needs Students: Special need students' requirements will be met in the least restrictive manner with paraprofessional assistance (i.e. help in reading tests, etc.) in the classroom as needed.

STUDENT GRIEVANCE PROCEDURE

Students who have concerns about the application of any school rule or regulation may file a complaint using the following procedure. The complaint must be in writing, filed within 20 days following the application of the rule or regulation to the student, and must specify the basis for the complaint. The complaint is to be filed with the building principal. The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed. A complaint of discrimination may be filed with the building principal or the compliance coordinator. A complaint of discrimination shall be resolved under the district's discrimination complaint procedures. That procedure is found in this hand book under the title of "Complaints about Discrimination."

ENROLLMENT PROCEDURE FOR USD 272

Students wishing to enroll in UDS 272 must provide at the time of enrollment the following documents:

- Proof of Identification-valid birth certificate and social security card
- Health Assessment-for students less than 9 years of age enrolling in a Kansas School for the first time
- Current Immunization Records per Kansas Statute K.S.A. 72-5208
- Any other district specified forms for enrollment

Students are required to provide a valid birth certificate and social security card at the time of enrollment. If documents are not present, a grace period of not greater than 30 days from enrollment will be granted so documents can be obtained.

Students may also be granted a grace period of not greater than 90 days to obtain a health assessment and to comply with School Immunization Requirements for the current school year per K.A.R 28-1-20. These requirements can be obtained at http://www.kdheks.gov/imunize/download/KS_Imm_Regs_for_School_and_Childcare.pdf

SEXUAL HARRASSMENT

Sexual harassment will not be tolerated in the school district. 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 include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; 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.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student, the student may initiate a complaint following the district's discrimination complaint procedure. That procedure is found in this handbook under the title of "Complaints about Discrimination."

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

BULLYING AWARENESS PLAN

In accordance to the school bullying policy JDDC: USD 272 has implemented the following plan to address bullying on school property, in a school vehicle, or at a school sponsored event.

The students and staff members will be provided training for the purpose of understanding the following description of the actions and consequences of bullying in the USD 272 school district. Bullying is not an acceptable action in the USD 272 school district, and disciplinary actions will be taken when necessary to combat bullying. It is the desire of the USD 272 Board of Education and the administration

to provide a safe and nurturing environment for all students within the USD 272 school district.

Examples of Level One Action:

- The act of making threatening gestures.
- The acts of pushing and shoving.
- The taking of small items.
- The acts of making fun of or taunting of students.
- The creation of an imbalance of power between students.
- The acts of gossiping, creating rumors, and or cyber bullying.
- The act of publicly repeated exclusion or ignoring of other students.
- Other actions can be placed in Level One with the discretion of the teacher and/or building principal.

Consequences for Level One Action:

- The consequences will be left to the discretion of the teacher, building principal, and/or staff member.
- The student/students will be talked to and the actions will be documented.
- A logged behavior chart will be kept on that student.

Examples of Level Two Actions:

- Repetition of Level One offenses.
- The act of threatening physical harm.
- The acts of damaging or defacing others property.
- The act of stealing someone else's personal property.
- The act of minor physical contact.
- Ostracizing by the use of notes or by means of electronic devices; Cyber bullying can also be included in this type of action.
- The act of posting slander on school property.
- Other actions can be placed in Level Two with the discretion of the building principal.

Consequences for Level Two Actions:

- The consequences of Level Two offenses will be left to the discretion of the building principal. With the minimum of one of the following disciplinary actions.
 - Detention
 - ISS
 - OSS

Requirements of Level Two Actions:

- It will be required that the parent/guardian is contacted about the actions.

- Documentation will be kept in the student’s school records.

Examples of Level Three Actions:

- Repetition of Level Two offenses.
- The acts of fighting, physical cruelty, and/or assault.
- The act of using weapons.
- The acts of making repeated graphic threats.
- The act of extortion.
- The act of enforcing group exclusion against someone by threatening others if they do not comply.
- The act of arranging public humiliation.

Consequences for Level Three Actions:

- The consequences of Level Three offenses will be left to the discretion of the building principal. With the minimum of one of the following disciplinary actions.
 - ISS
 - OSS
 - Expulsion
 - Reporting the action to the Law

Requirements of Level Three Actions:

- It will be required that the parent/guardian is contacted about the actions.
- It will also be required that any illegal activity will be turned over to the local law enforcement.

False reporting of bullying will not be tolerated by USD 272. When reporting acts of bullying, make sure that all reported information is factual.

COMPLAINTS ABOUT DISCRIMINATION

Complaints about discrimination will be resolved through the following complaint procedure:

1. A complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violations.
2. A complaint should be filed within 20 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
3. If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigation officer. In other instances, the investigation shall be conducted by the building principal. If the complaint is against the building principal, the investigation

shall be conducted by the superintendent. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit evidence, written or oral, relevant to the complaint to the investigator.

4. A written determination of the complaint’s validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 15 days after the filing of the complaint.
5. Records relating to complaints filed and their resolution shall be maintained in a confidential manner by the superintendent.
6. The complainant may appeal the resolution of the complaint to the superintendent, or to the board of education if the complaint was against the superintendent. The request to appeal the resolution shall be made within 15 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator’s report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaints validity and a description of its resolution within 10 days after the appeal is filed.
7. Use of this complaint procedure is not a prerequisite to the pursuit of any other remedy.

REPORTING CHILD ABUSE/NEGLECT

By law, any school district employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, will immediately cause a report to be made to the district court or the local Social Rehabilitation Services (SRS) office.

School district employees will not contact the child’s family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove that the child has been abused or neglected.

NOTICE OF NONDISCRIMINATION

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer. Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District #272 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District #272's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Dr. Betty Summers, 708 Locust, PO Box 326, Cawker City, Kansas 67430, telephone number (785) 781-4328. Dr. Betty Summers has been designated by Unified School District #272 to coordinate the institutions efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, US Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, and Section 504.

**Kansas School Safety Hotline Number is
1-877-626- 8203**

This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence.

This hotline will give students the opportunity to anonymously report any potential violence.