

**USD 484 Fredonia**  
**Fredonia Jr Sr High School**  
**Lincoln Elementary School**  
**Fredonia Early Learning Center**

**Student Handbook 2020-2021**



**Fredonia Junior-Senior High**

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HAVE A WELL-ORGANIZED AND SUCCESSFUL SCHOOL YEAR. THE DATES IN THIS HANDBOOK ARE BASED ON THE MOST ACCURATE INFORMATION AVAILABLE AT THE TIME IT WAS PUBLISHED. CHECK SCHOOL POSTINGS FOR CHANGES DURING THE YEAR.

Approved by the USD 484 Board of Education July, 2019

**GOLD STANDARD**

We are here together to learn, to love, to grow, to care, to share.

**MISSION STATEMENT**

We are here to prepare our students for their futures by ensuring all students develop and demonstrate scholastic, technical, social, and employable skills essential for achieving post-secondary personal, academic, and career success. Every Child, Every Day!

**ALMA MATER**

All hail to thee Fredonia High,  
Our hearts will e'er be true.  
This tribute we will give to you,  
Keep it e'er nigh.

The memories held within your halls  
will linger through the years.  
Your Gold and Black will bring us back to dear old  
F-H-S!

**FIGHT SONG**

Fight, Fight, Fight, Fight, Fight, Fight, Fight, Fight  
We are the 'Jackets, we're big and strong  
And we will fight on to win this game.  
We're out for this win and as we begin,  
We'll cheer our team to fame  
Rah! Rah!

We tell you that we are Fredonia's crowd,  
And we will win where'er we play.  
You do your best team; we'll do the rest,  
We'll win this game today. Hey!

**JACKET ESSENTIALS**

The seven traits listed below are essential to the development, well-being and growth of all Yellowjacket students and staff:

- Jacket Pride: Pride of self and community
- Engaged: Focused attention
- Tolerance: Making connections
- Kindness: Empathy and caring
- Integrity: Always doing what is right
- Growth: Embraces challenges
- Sincerity: Being true

**Equal Employment Opportunity and Notice of Nondiscrimination Applicable to All District Programs and Activities**

Unified School District 484 shall hire all employees on the basis of ability and the needs of the District. Unified School District 484 is an equal opportunity employer.

Unified School District 484, Wilson County, State of Kansas does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:  
The Superintendent of USD 484 District Office:  
300 N. 6TH ST.  
FREDONIA, KS 66736

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*Class assignments can be made at the discretion of the building principal and guidance counselor in order to maintain proper class sizes.*

## **WELCOME**

The faculty, support staff, and administration welcome you to the 2020-2021 school year. This handbook has been prepared to provide you with information regarding the regulations and practices of the schools in our district. These regulations were designed to provide a safe learning environment for all students. It is impossible for the handbook to be inclusive of all situations.

It is important to remember that Fredonia Early Learning Center, Lincoln Elementary and Fredonia Junior-Senior High are learning environments with high expectations for appropriate behavior, academic work requirements and the equal treatment of all students and staff. We challenge all students to always:

- Represent our school with dignity and class;
- Treat the school facility with care;
- Respect all students and staff regardless of ethnic, economic, or religious background;
- Make healthy life decisions concerning alcohol and drugs;
- Set goals that will add meaning to your life during, and after high school;
- Develop a work ethic to enhance academic and extracurricular skills;
- Report any inappropriate activities of harassment;

We encourage you to take part in all aspects of the school community so that you may derive maximum benefit from being here, and that your contribution will continue that tradition. We hope all students have an excellent year. If you ever have any concerns or problems, feel free to stop by and visit.

The USD 484 handbook is a comprehensive guide. Anything not discussed should be taken to the principal and he/she will make a decision how to deal with the situation. Each case will be given the utmost attention. A comprehensive Board Policy Book is available for review online. References to Board Policy contained herein are to its Policy Book. Board Policy will supersede information contained in this handbook.

## **ACCREDITATION**

Fredonia Schools are fully accredited schools and members of the AdvancED Accreditation system.

## **YELLOWJACKET BEHAVIOR CODE**

An effective school includes a safe and positive environment in which students may learn. Fredonia School rules are:

1. Be polite at all times.
2. Respect individual, private, and school property.
3. Do not interfere with a student's right to learn or a teacher's right to teach.
4. Obey rules and procedures established for the classroom, playground, and school events/situations.

Fredonia students are provided several opportunities in learning rules and regulations. At the beginning of each year rules and regulations are taught, practiced, and reviewed. Building Administrators will determine proper consequences based on student misconduct and the Discipline Plan outlined for each building.

These are guidelines and greater consequences may be imposed, dependent upon the facts and circumstances of any particular incident. Not all behavior issues which may result in suspension or expulsion from school are listed, whereas Kansas law shall apply.

ISS / OSS - While students are suspended (ISS or OSS), they are not allowed to participate in, or attend via school-sponsored transportation, any extracurricular activities.

Student actions as well as student consequences will be evaluated by the appropriate party as outlined below (at Fredonia Jr.-Sr. High):

**Immediate Expulsion:**

- Physical Violence
- Harassment
- Firearms
- Weapons
- Explosives
- Violation of the Drug Code
- Possession &/or use of tobacco and/or alcohol
- Breaking School Rules repeatedly
- Actions involving disruption of safety devices/procedures or significant disruption of the school day (i.e. false fire alarms, bomb threats, etc.)

**Office:**

- Repeated disrespectful behavior
  - Insubordination
  - Open Defiance
  - Vandalism
  - Misuse of technology
  - Stealing/Theft
  - Harmful behavior (to self or others)
  - Extortion
  - Intimidation/Threats/Harassment
- 
- **Referral #1:** Students who are sent to the office will meet with the available administrator and may be assigned one-hour of detention to be served after school.
  - **Referral #2:** Students who are sent to the office a second time will meet with the available administrator and then have all of his/her Social Privileges revoked (i.e. students will not return to class and will remain in the office to complete the rest of the school day). If necessary, lunch will also be eaten in the office. Students who disrupt the learning environment repeatedly will not be allowed to return to the classroom.
  - **Referral #3:** Students who are sent to the office for a third time will require a parent phone call. Parents will be notified of the student's behavior and be assigned one-day of In-School Suspension (ISS).

**Classroom:**

- Disrespectful to the teacher
- Disrespectful to a student
- Disrespectful of school property
- Inappropriate use of device (i.e. gaming, texting, messaging, social media)
- Disruptive behavior
- Cheating on an assignment/test
- Plagiarism
- Dishonesty
- Cell phone violation
- Foul language
- Refusal to work
- Unpreparedness
- Leaving class without permission
- Tardiness
- Disruption of the learning environment

Consequences can and will be determined by the classroom teacher and supported by the building administration. Discipline points will be recorded in the office.

## **OPENING AND CLOSING OF THE BUILDING**

### **Fredonia Early Learning Center (ELC):**

Bus students eating breakfast will proceed directly to the commons from the west doors. Bus students who do not eat breakfast at school will go into the Bateman Gymnasium where they will be supervised until the start of school. Students getting dropped off will come from Jefferson Street onto the sidewalk going to the entrance on the north side of Bateman. Parents may walk their students directly to the door and return to their vehicle. **Students should never be dropped off prior to 7:30 A.M.** School is dismissed at 3:15 P.M. for the ELC. Pick up procedures will be explained to parents at the start of the school year.

### **Lincoln Elementary:**

Bus students who do not eat breakfast at school will exit onto the south playground upon arrival. Bus students eating school breakfast will exit at the east entrance and wait for 7:30 A.M. when they will be let into the building to proceed to the gym to eat breakfast. **All remaining students should not arrive on the school grounds prior to 7:30 A.M.** All students are required to wait outside on the south playground until 7:55 A.M. Students may ride bicycles to school and park them in the racks provided at the south side of the playground. Students are not to ride bicycles on the sidewalks or the playground. School is dismissed at 3:25 P.M. for Lincoln Elementary. Car riders will dismiss at 3:20 P.M. to proceed to the gym. Individuals picking up students are to remain in their vehicles. Students walking home will be dismissed at 3:25 P.M. and will exit the south doors. Students are required to use sidewalks and crosswalks when proceeding home.

### **Fredonia Junior- Senior High:**

Doors will open at 7:00 A.M. unless otherwise authorized by a school sponsor or coach. Students are not to be in any USD 484 facility without a sponsor or without a scheduled activity being in progress.

Fredonia Early Learning Center is dismissed at 3:15 P.M. & Lincoln Elementary and FJSHS are dismissed at 3:25 P.M., Monday thru Friday, unless otherwise notified.

## **ATTENDANCE (JBD, JBD-R, JBE Truancy)**

### **BOARD PHILOSOPHY ON ATTENDANCE**

It shall be the policy of the Board to encourage regular attendance at school by all students. Regular attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance, which will carry over into adult life.

### **ATTENDANCE PROCEDURES**

Contact the school office **by 9:00 a.m.** if your child is absent. If your child is not in attendance, and the school has not received parent/guardian notification, the absence may be recorded as unexcused. For the safety of the child, an attempt will be made to contact the parent. **If the school initiates this contact, the absence may be recorded as unexcused.** As the parent, you have the right to appeal the unexcused absence in writing. Any absence that is verified by a medical or legal note will not count towards truancy reporting. Please bring back medical or legal verification from any medical or legal appointment to the school office.

When leaving early from school, parents will notify the office in advance so assignments can be given to the child. If advanced notice isn't given the child may receive zeroes for the missing assignments. One-day notice would be the best, as this would give the teacher(s) time to get the assignments ready. It is the student's responsibility to sign in and out at the attendance office.

Two consecutive school days will be allowed to make up work the student has missed during a full day excused absence. Special circumstances may justify an administrative exception to this time.

A student absent from school may not practice or participate on that day unless:

1. He/she is in attendance by 8:25 A.M. OR
2. The principal grants permission.

**Excused absences will be determined in accordance to School Board policy.**

## **UNEXCUSED ABSENCES POLICY**

Regular attendance is a vital factor in school achievement. USD 484 Fredonia has provided facilities, equipment, materials, and staff so that all students may be provided proper educational opportunities. Mandatory school attendance is state law, as is our responsibility to notify the Wilson County Attorney when student attendance drops below an acceptable level. Three consecutive unexcused absences, or five unexcused absences in a semester, are considered a truancy situation in Kansas per Kansas Compulsory Attendance Law (72-1113). A student must be present a minimum of 90% of the semester, which allows for a maximum of nine (9) absences per semester both excused and unexcused.

Exceptions: (Not counted in 9-day total)

- School-sponsored activities
- Doctor-ordered absence: must be covered, in writing by the doctor, describing the reason(s) the student cannot be in school
- Nurse/Administration-ordered absence
- Homebound-appropriate paperwork on file in the school office
- Childhood disease (measles, mumps, chicken pox, etc.)
- Post-secondary education visit-must be verified by an official of the institution visited (1 day)
- In-school suspension

## **EXCESSIVE ABSENCES**

Any student who is absent from a class more than seven (7) days in any semester will be considered excessively absent. Parents will be notified when a student has missed six (6) class periods in a semester with an explanation of the implications of nine (9) absences.

## **ATTENDANCE COMMITTEE (AT FREDONIA JUNIOR SENIOR HIGH)**

Student attendance is critical to the success of the educational process. Fredonia USD 484 reinforces attendance through a policy that seeks to be understanding of circumstances, yet reinforces the priority that a student be in seat during each class period. Thus, FJSHS has created an attendance committee that will monitor and communicate student attendance (concerns) with the administration as well as the entire staff. The attendance committee will meet monthly with administration to monitor student attendance and communicate with caregivers or the proper authorities (if necessary).

1. At the 3<sup>rd</sup> absence, an attendance referral will be made to the Student of Concern Team
2. At the 6<sup>th</sup> absence, the student will receive an administrative contact referral
3. At the 9<sup>th</sup> absence, the student's caregiver(s) will receive both written and verbal communication from school administration to notify that at the 10<sup>th</sup> absence in a semester, the Department of Children and Family Services will be notified.

At any point, the student and/or caregiver(s) can reach out to school officials to discuss any concerns with the student's attendance.

## **COMPULSORY ATTENDANCE LAW**

Kansas law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

1. They have attained a diploma or GED; or
2. They are enrolled in an approved alternative education program recognized by the local Board of Education; or
3. A court orders exemption; or
4. The parent (or person acting as parent) consents in writing to their child being exempt from the requirement and the child and parent (or person acting as parent) attend a final counseling session conducted by the principal to sign a disclaimer. The law requires the disclaimer to include the following information:
  - The academic skills the child has not yet achieved;
  - The difference in future earning power between a high school graduate and a high school dropout;
  - A list of educational alternatives available to the child.

## **TARDINESS**

Students are expected to be on time to all classes. Students are to be inside the classroom when the bell rings. Students arriving late to school or class should report to the office to obtain a tardy pass before entering their classroom or from the teacher responsible for the delay in order to be excused. Any student more than 15 minutes late to class shall be reported as absent. An office pass does not excuse a tardy. Parents cannot excuse tardiness. If a student is tardy to class without a pass, he/she may be subject to disciplinary action by the classroom teacher, as well as with administration if tardiness becomes excessive.

At FJSHS, to be eligible for Power Hour for the following week, students may not have any (0) unexcused tardies or any (0) unexcused absences. Teachers will inform students during Family Time on Monday morning whether or not they are eligible for Power Hour based on their tardies, absences, and grades.

In regards to excessive tardies, students will receive restorative justice detentions after 6 unexcused tardies in a school year. Starting at the 6th unexcused tardy, students will serve 1 hour of restorative detention for each unexcused tardy. For each additional unexcused tardy, students will serve another hour of restorative detention. Tardies will accumulate through the end of the school year. Examples of restorative detention time might include assisting groundskeeper, lunchroom staff, custodians, or office staff.

## **HOMEROOM (Expanded Learning Opportunity) / No Credit**

The Homeroom period is provided so students may get assistance from teachers, work on assignments, attend school assemblies, and schedule important counseling activities, such as career planning, college visits, and enrollment. Students are expected to use this time appropriately and come prepared to work. Students will check in with their homeroom teacher prior to attending or working.

## **ATHLETIC PHYSICALS**

All students planning to participate in any form of competitive athletics must have the health certificate of the KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION (KSHSAA) properly filled out and on file in the office before the first practice in that sport. This form must be signed by the parents or guardian and by a physician (listed approved). Students who will be enrolled in physical education courses are strongly encouraged to have the physical form on file in the office. Per KSHSAA guidelines, athletic physicals shall not be taken earlier than May 1 preceding the school year for which it is applicable.

## **GRADES**

The Fredonia Early Learning Center & Lincoln Elementary will use Standards Based Grading Scale, aligning to specific state standards set forth on each grade level's report cards. The scale will use the following format: MS=Meets Standards; AS=Approaching Standards; NS=Needs Support. This scale will be used to measure mastery of the specific standards. At FJSHS, grades will be issued based on the traditional A, B, C, D, and F grading system. The grading scale is 90-100 =A; 80-89=B; 70-79=C; 60-69=D; below 60=F. Dates are scheduled for formal parent/teacher conferences in the fall and in the spring. However, students and parents are encouraged to contact teachers or counselors with questions regarding student class work, homework, and grades at any time during a grading period.

## **GRADE CARDS**

Grade Cards will be distributed at the end of semester grading period. Semester examination grades may be given to high school students. USD 484 schools issue one-half credits for a semester class and one credit for a full-year class. Grade cards may be mailed to parents.

## **GRADING POLICY**

Student grades are given on a semester basis only. Nine-week grade reporting represents only the students' progress at that point in the semester. Nine-week grades are not to be interpreted as a grade for work completed or as an average grade in arriving at the semester grade.

Teachers must develop student evaluation and grading procedures, which are easily understood by students and parents and can be justified by fair and reasonable standards. Student evaluation should be based on, but not limited to:

1. Assignments
2. Activities and projects

3. Test results
4. Attendance and daily classroom participation

Grading standards at Fredonia Early Learning Center & Lincoln Elementary are:

- **MS** – Meets Standard: Meets grade-level priority standard(s)
  - **Consistently** meets requirements of proficient work.
  - Demonstrates **acceptable** level of knowledge and understanding
- **AS** – Approaches Standard: Approaching grade-level priority standard(s)
  - Meets **some** requirements for proficient work.
  - Demonstrates **some** knowledge and understanding.
- **NS** – Needs Support: Below grade-level priority standard(s)
  - Meets **few** requirements for proficient work.
  - Demonstrates **little** knowledge and understanding.

Grading standards at Fredonia Jr/Sr High School are:

- A - 90-100
- B - 80-89
- C - 79-70
- D - 69-60
- F - 59 and below (No Credit Earned)

#### **COMMON LATE WORK POLICY AT FJSHS**

“Late work” is defined as any assignment given by a teacher that has not been turned in by a student by a predefined due date.

Regarding homework and its completion, observe the following:

1. Homework is a portion of the academic process.
2. The expectation is for students to turn in homework on time.
3. There will be a deduction for all late work turned in determined by each course’s educator.
4. Late work not turned in, in a timely manner, will result in a permanent zero.

Students will have two days for every day of officially excused absence.

With regards to late work, a portion of the grade will be deducted at a rate decided by teacher.

Teachers may opt to have “late work coupons” as a part of their classroom structure. Teachers will notify you of these in the opening session of the class.

All teachers will update grades in their classroom weekly.

## **FINAL EXAM POLICY**

Final exams will be given to all students in grades seven through twelve.

The nature of a final exam will vary from class to class, as determined by the teacher of each class. Each teacher will clearly articulate the nature of the final exam for the classes they teach during the opening sessions.

Students earning a grade of 95% or higher with two or fewer excused absences may opt out of the final exam for each class in which the criteria is met, unless the class is taken for college credit.

Students completing the twelfth grade will observe the following finals schedule:

- Monday of their final week of school: Finals for Mods 5 through 8
- Tuesday of their final week of school: Finals for Mods 1 through 4

Students completing seventh through eleventh grade will observe the following finals schedule:

	<b>DAY ONE</b>	<b>DAY TWO</b>
<b>8:00 am – 9:10 am</b>	Mod One	Mod Two
<b>9:25 am – 10:35 am</b>	Mod Three	Mod Four
<b>10:50 am – 12:00 pm</b>	Mod Five	Mod Six
<b>1:00 pm – 2:10 pm</b>	Mod Seven	Mod Eight

## **INDEPENDENCE COMMUNITY COLLEGE/ALLEN COUNTY COMMUNITY COLLEGE/ONLINE CLASSES**

Students will be allowed to enroll in classes through Independence Community College if they meet the following criteria:

- The student must be in good standing with USD 484.
- The student must have an appropriate score on the ASSET Test or qualifying ACT score.
- Dual credit is given once the student is enrolled.
- Students are expected to complete the course and once enrolled, may not drop without the counselor AND principal's approval.
- Any student who fails an online college course may not take another online college course for an additional 18 weeks.

Students will be allowed to enroll in classes through Allen County Community College if they meet the following criteria:

- The student must be in good standing with USD 484.
- Dual credit is given once the student is enrolled.
- Students are expected to complete the course and once enrolled, may not drop without the counselor and principal's approval.
- Any student who fails an online college course may not take another online college course for an additional 18 weeks.

## **BUS RULES**

1. Stay in your seat and face forward with feet on the floor while the bus is in motion.
2. Students must use seat belts on busses that are equipped with them.
3. Keep all parts of your body and all objects inside the bus. Do not yell or stick your head out of the bus when windows are down.
4. Keep hands, feet and objects to yourself. No pushing, shoving, fighting or spitting on the floor.
5. Do not bring glass containers or sunflower seeds onto the bus.
6. Eating or drinking on the morning or afternoon route will be allowed with the permission of the bus driver.
7. Be on time – the bus can only wait 1 minute.
8. Students will not litter, write on, or damage the bus in any way. Before leaving the bus, pick up trash, close the window, and clean your area.
9. Students will not swear, talk loudly, make rude gestures, tease anyone, or make threats on the bus.
10. Students will not bring harmful objects (animals, weapons, dangerous toys, etc.) onto the bus.
11. Students will exit the back door only during an actual emergency. Always keep the aisle clear.

## **GRADUATION & PROMOTION REQUIREMENTS**

The educational program in our schools shall provide learning experiences for all students to acquire skills, knowledge and attitudes, which are necessary for a productive life in a changing society.

The final decision to promote, retain, or graduate a student will rest with the principal after receiving information from the parents, teachers, and other school personnel.

### **High School:**

Pacing for graduation in four years is:

9 <sup>th</sup> Grade – 6 Credits Earned	10 <sup>th</sup> Grade – 12 Credits Earned	11 <sup>th</sup> Grade – 18 Credits Earned
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These credits will include specific requirements of USD 484 and the State of Kansas. Students, in cooperation with their counselor, are responsible for completing these requirements.

The graduation requirements for the seniors will be 24 units. These units must include the following:

- 4 credits in English
- 3 credits in Math
- 3 credits in Science
- 1 credit in Health and PE
- 3 Credits of Social Science
- 1 credit in Fine Arts
- ½ credit in Consumer and Personal Finance
- ½ credit in Independent Living
- the remaining credits will be electives

## **SENIOR PORTFOLIO**

Successful completion of the Senior Portfolio and Interview are non-credit requirements for graduation.

- Many other requirements are established when a student selects a major area, college or university or special training school to attend. These requirements are the responsibility of the student and parents and must be reported to the Fredonia Junior-Senior High School principal and counselor.
- Due to the special abilities of many individual students, the principal has the authority to develop, with the cooperation of the student, his/her parents, and the counselor, any individual program that will meet his/her goals, needs, and interests. This program, upon the approval of principal and parents, will then meet the graduation requirements provided state law is not violated.

## **KANSAS REGENTS QUALIFIED ADMISSIONS REQUIREMENTS**

The six state universities in Kansas, including Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, Wichita State University, and the University of Kansas use the standards below to review applicants for undergraduate admission. These standards are set by the Kansas Board of Regents.

- 4 credits in English
- 4 credits in Math: *Must complete either 3 units of Math and receive an ACT Math score of 22 or take 4 units of math, one of which must be taken in the graduating year*
- 3 credits in Science: *One of which must be a full unit of Chemistry or Physics*
- 3 credits in Social Science

## **KANSAS REGENTS SCHOLAR CURRICULUM REQUIREMENTS**

To qualify for State Curriculum Completer and compete for State Scholar honors, a student must complete the following requirements as well as the USD 484 graduation requirements:

- 4 units of Language Arts
- 3 units of Social Studies, with 1 unit of U.S. History, 1/2 unit of American Government, 1/2 unit of World History or World Geography, and a unit of another Social Studies elective such as Economics and a full unit of American Government
- 3 units of Science - Biology, Chemistry, and Physics (a fourth year of science is recommended)
- 4 units of Math - Algebra I, Algebra II, Geometry, and a fourth unit of Advanced Mathematics
- 2 approved units of one foreign language

## **COMMENCEMENT PARTICIPATION**

Students must have completed all credit requirements before participating in graduation ceremonies. Graduation exercises shall be under the control and direction of the building principal. Additionally, all obligations such as fees and fines must be paid prior to participating in graduation ceremonies.

## **EARLY GRADUATION (JFCA)**

The Board does not encourage early graduation from high school. The Board believes that students should avail themselves of the many and varied courses offered in the high schools as well as local colleges. However, students may pursue early graduation if they will have completed all graduation requirements, have attended seven semesters, or have a hardship or a unique cultural, academic, and/or vocational opportunity. Parent/Guardian, counselor, and principal approval shall be required before an application will be considered. An application for early graduation shall include a letter from the student, a letter from the parent/guardian, and a completed graduation plan developed cooperatively between the student, parent/guardian, and counselor.

Students who avail themselves of early graduation privileges are not eligible for extracurricular activities of any kind except as an approved guest. Early graduation applications must be filed in the office by the first official day of school. Early graduates will receive their diplomas at the end of the first semester.

## **HONORS FOR GRADUATION: VALEDICTORIAN and SALUTATORIAN**

The valedictorian and salutarian will be named after the seventh semester. They will be selected based upon their cumulative GPA as of the end of the seventh semester.

## **HONOR ROLL SYSTEM**

The Fredonia Schools honor roll system will divide honor students into two divisions. The two divisions are:

- Straight "A" students
- Honor students - those with a 3.2 grade point average or above with no grade lower than a "C" and no incomplete grades at the end of the semester grading period.

## **FREDONIA VIRTUAL ACADEMY**

The Fredonia Virtual Academy (FVA) is an alternative school with virtual capabilities. Students that meet graduation requirements set forth by the USD 484 Board of Education and Kansas State Department of Education may graduate with a USD 484 diploma, and are eligible for participation in graduation ceremonies at the respective high schools. Each FVA graduate may participate in a Fredonia Virtual Academy graduation ceremony at the time he/she completes his/her requirements. Students may contact their counselors, if they are interested in any classes.

## **ACADEMIC HONOR CODE**

The administration and faculty of Fredonia Schools are dedicated to teaching academic skills and fostering integrity in our students. Today's students are tomorrow's leaders, and must recognize, understand, and practice ethical behavior. This policy is established to guide students toward acceptable conduct in the academic setting. Each teacher may also address the integrity of doing one's own work as it applies to a specific course.

## **ACADEMIC DISHONESTY**

We have established a high expectation for academic integrity. Academic dishonesty in any form will not be tolerated. Students who violate this standard will be subject to disciplinary procedures. One who submits another's work as his/her own is engaging in academic dishonesty. Academic dishonesty is any form of cheating or misrepresentation of one's work and includes, but is not limited to, the following:

- Sharing or receiving of questions/answers on tests and/or homework assignments without expressed teacher approval.
- Using a source specifically not allowed for a school assignment, quiz, test, or examination.
- Using technological or electronic resources unethically.
- Copying written information or works of art or music without giving credit to the source (plagiarism).

Students found to have participated in academic dishonesty will receive disciplinary consequences. Consequences may result in course failure depending on the weight of the assigned work.

**1st Offense:** May result in an office referral. Parent contact is made, and no credit is given for the assignment.

**2nd Offense:** May result in an office referral. Parent conference is held, and no credit is given for the assignment.

**3rd Offense:** May result in an office referral. No credit is given for the assignment and additional consequences may be given at the discretion of the building principal.

### **SENIOR TRIPS**

Senior trips are seen as a benefit to the seniors attending Fredonia Junior Senior High. Senior trips cannot leave earlier than 3:00 AM and must return to the high school by 11:59 PM the same day. All trips must be approved in advance by the USD 484 Board of Education.

### **STUDENT DRESS AND APPEARANCE**

Fredonia School's dress code is designed to encourage all students to set a standard that is reasonable and a credit to everyone that is part of our school. It is important that students dress in a way that shows respect for themselves, their peers and their school's reputation for excellence. Proper dress in school enhances the learning environment and prepares students for the adult world. Parents are asked to make certain that children are dressed for the demands of the weather in case of unforeseen difficulties involving bus transportation.

In conjunction with the building administration and the FHS student council, a dress code has been created to outline proper and professional dress for students and staff. Additionally, students who may be taking any Career and Tech-Ed classes may be asked to abide by a different dress code while working out in the shop. All parties agree that FHS is a professional learning environment and thus our students and staff will dress accordingly.

The school administration reserves the right to determine the appropriateness of clothing.

The following guidelines regarding dress code are to be observed:

- Spandex and compression shorts may be worn under clothing, but not alone.
- Hats may be worn during the school day as long as they are deemed school appropriate. At any time, a teacher or administrator may ask a student to remove his/her hat. Requests to remove hats must be honored or the hat will have to be surrendered to the high school office until school is dismissed. A "hat" includes but is not limited to: "beanies", stocking caps, baseball caps, hoodies, cowboy hats, etc.
- Hats are not to be worn at the ELC or Lincoln Elementary except on designated days.
- Sunglasses may be worn if prescribed by a doctor or on designated days.
- Leggings, yoga pants, running tights/pants need to be solid and never see through. While worn, shirts must be an appropriate length.
- Straps on tops must be at least (2) fingers in width.
- No clothing may be worn that is disruptive or offensive.
- Tops must cover cleavage--always.
- Shorts, skirts, and dresses must have an inseam no less than 3" and be an appropriate length for school and school activities that may occur during the day.
- Bra straps and bras must be covered.
- Undergarments may not be visible at any time.
- Pants are to be worn at the waistline.
- Pajama pants &/or house slippers may be worn on designated days only.
- Any sandal or flip-flop worn to school must have a secure strap(s) i.e. one that is not easily broken and completely secures the sole of the shoe.

*Dress code violations may be referred to the Office. Once the situation is remedied the student will return to class.*

### **COUNSELING SERVICES**

The guidance office personnel at the schools provide numerous services for the students. Several of the services provided include educational planning for the future; help in seeking scholarships and other financial aid; information for applying for admission to private schools, vocational schools and colleges; career information; help in dealing with personal problems; a referral source to outside agencies which offer various services; and providing testing information as well as test interpretation.

## **CONFIDENTIALITY STATEMENT**

What is said to a counselor in confidence will remain between you and the counselor. The only exception to this is when the student's condition is such that others are needed to assume responsibility for him/her, or when there is a clear and immediate danger to the student or others.

Under these circumstances, a counselor has a moral, ethical, and professional obligation to report the fact to an appropriate, responsible authority and/or other emergency personnel. Appointments to see a counselor can be made by contacting the counselor's office.

## **CLASS CHANGES/DROPS AND TRANSFERS**

A student may drop a class or transfer to another class within the first week of a new school year, **and** only after there has been Counselor/Administrative consultation with the teacher and parent/guardians, with the final decision made by an administrator. Class changes for second semester classes must be made prior to the beginning of the second semester.

## **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character. Requirements include a 3.5 GPA or higher and evidence of leadership, character and service, both in the school and community. Students are eligible for this honor beginning the second semester of their sophomore year. See NHS Guidelines or sponsor for specific details.

## **PHILOSOPHY ON SCHOOL CONDUCT**

It is our basic philosophy that any variation in personal conduct, which disrupts or interferes with normal class procedure, has no place in school. The school's time-honored purpose to promote educational, social, and emotional growth of the individual must be respected by all and preserved by the school and its officials. Interference with these goals is considered inappropriate and demands corrective action by the administration.

**Specific consequences will be based on the seriousness and the intensity of the behavior, as well as the student's willingness to adapt and cooperate with administration and faculty as we work through the incident.**

## **SCHOOL SAFETY**

We must have the support and cooperation of students and parents to keep our school safe. Disruptive behavior, threats, prohibited harassment and weapons will not be tolerated and may have serious consequences, as spelled out in district policy.

## **DETENTION TIME**

Unexcused absences and discipline may require assigned time. The building administrators and staff will determine detention time. Detention is scheduled every week for 60 minutes. Students who are assigned detention are required to attend.

## **IN SCHOOL SUSPENSION**

Other disruptive acts of behavior are deemed to be grounds for assignment to in-school suspension, with all school assignments required and given full credit. Continuation of these behaviors will result in out-of-school suspension. While assigned to the ISS room, the student will be required to complete regular classroom work, as well as other work assigned by the instructor. Students will be given credit for work completed in ISS. Failure to cooperate in the ISS room will result in the student being placed on out-of-school suspension.

While students are suspended (ISS), they are not allowed to participate in, or attend via school- sponsored transportation, any extracurricular activities.

<b>Behavior</b>	<b>Detention</b>	<b>1 Day / Session</b>	<b>2 Days / Sessions</b>	<b>3 Days / Sessions</b>	<b>3 Days / Sessions + Hearing</b>
Extortion				1*	2*

Failure to comply with a reasonable request (Willful disobedience)	1 & 2*	_____	3*	_____	4*
Intimidation/Threats/Harassment (Includes sexual/racial harassment)	_____	_____	_____	1*	2*
Misuse of Technology	_____	1*	_____	2*	_____
Obscenity/Profanity	_____	1*	_____	2*	3*
Open Defiance	_____	_____	_____	1*	2*
Possession &/or use of tobacco	_____	_____	_____	1*	_____
Stealing	_____	_____	_____	1*	2*
Unruly conduct that disrupts class/school	_____	1*	_____	2*	3*
Vandalism	_____	_____	_____	1*	2*

The Fredonia Police Department may be notified (dependent upon the infraction) prior to parental notification. At that time, USD 484 will turn all legal matters over to Fredonia Police Department, in conjunction with the outlined disciplinary actions.

\*Numbers refer to occurrences \*\* These are guidelines and greater consequences may be imposed, dependent upon the facts and circumstances of any particular incident. Not all behavior issues, which may result in suspension or expulsion from school, are listed, whereas Kansas law shall apply.

### **OUT OF SCHOOL SUSPENSIONS**

The following behaviors may be expected to result in out-of-school suspensions as outlined (results of due process hearings may modify suspensions):

\* Numbers refer to occurrences \*\* These are guidelines and greater consequences may be imposed, dependent upon the facts and circumstances of any particular incident. Not all behavior issues which may result in suspension or expulsion from school are listed, whereas Kansas law shall apply. Students given an out-of-school suspension are not to be at school, on the school grounds or at a school-sponsored activity during the suspension period. Violation of this policy can result in prosecution for trespassing. Upon request, students given a short term (10 days or less) out of school suspension shall be provided with their reading and written class assignments. Examinations missed during out-of-school suspensions shall be made up the next day the student is in session. All work will be graded. Repeated acts may result in suspension for the remainder of a semester or expulsion for a school year after a due process hearing. Credit for work during an suspension will be at the discretion of the principals. While students are suspended (OSS), they are not allowed to participate in, or attend, any extracurricular activities or sports activities.

<b>Behavior</b>	<b>3 Day</b>	<b>5 Day</b>	<b>3 up to 185 Days + Hearing</b>	<b>Police could be Notified</b>
Violation of the Drug Code	_____	_____	1*	X
Possession &/or use of tobacco	2*	3*	_____	X
Assault/battery upon another person	_____	_____	1*	X
Fighting	1*	_____	2*	X
Breaking School Rules repeatedly	1*	2*	3*	X
Fireworks, including incendiary devices	_____	1*	2*	X
Actions involving disruption of safety devices, or significant disruption of the school day (i.e. false fire alarms, bomb threats, etc.)	_____	_____	1*	X
Weapons (See Weapons section)	_____	_____	1* (up to 365 day Expulsion)	X

The Fredonia Police Department may be notified (dependent upon the infraction) prior to parental notification. At that time, USD 484 will turn all legal matters over to Fredonia Police Department, in conjunction with the outlined disciplinary actions.

### **PARENT NOTIFICATION**

Written notification that a student has been suspended (in school or out-of-school) shall be mailed to the parents or guardians within twenty-four (24) hours of the time of the suspension. Whenever possible, the principal shall try to notify the parent/guardian by phone.

### **LONG TERM SUSPENSION OR EXPULSION**

Formal hearings shall be conducted according to procedures outlined in current Kansas law. The student and parents/guardians shall be given written notice of the time, date, and place of the hearing. The notice shall include copies of the suspension/expulsion law, appropriate Board policies, regulations, and a handbook. A certified employee or committee of certified employees may conduct the hearing. At the conclusion of the hearing, the person or committee conducting the hearing shall prepare a written report and the finding required by law. Records of the hearing shall be available to students and parents/guardians according to Kansas law. Failure of the student and the student's parents/guardians to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

### **Student's Rights during the Hearing**

The student shall have the right:

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

Students who are suspended for more than ten (10) days or expelled from school may appeal to the Board of Education within ten (10) days of receiving written notice of the hearing results. Detailed documentation in accordance with Kansas law will be supplied to parents and students who are subject to suspension or expulsion for more than ten (10) days.

### **TOBACCO**

The use and/or possession of tobacco products or facsimile thereof (including e-cigarettes), is prohibited at all times in, or on, all district-owned, leased, personal or real property, including all school events. Possession may result in notification of law enforcement, suspension and/or expulsion.

### **POLICY ON PROHIBITED SUBSTANCES**

A student who is found to be in possession of, or selling, or drug paraphernalia, any prohibited substance on school property or at school events will be detained immediately with the evidence. A school administrator will contact the Police Department and the student's parents or guardians. A short-term suspension (up to 10 school days) will be imposed, a formal hearing will be scheduled, and the student may be subject to expulsion. In the event an expulsion is imposed, the student may be referred to alternative programs provided by USD 484.

The provisions of this policy shall also apply to all USD 484-sponsored activities off the school grounds. In addition to the above policy, students who sell, use, or are under the influence of, or possess (including the car) illegal drugs, or drug paraphernalia, or alcohol at a school dance or on school premises before, during, or after a dance will not be allowed to attend future dances for the remainder of that semester. Board policies relating to a Drug Free School will apply, and students may be subject to suspension or expulsion from school in accordance with Board policy, state and federal law.

### **THREATS**

All threats (verbal, written or physical) will be taken seriously by school personnel. Each and every threat will carry a consequence, including possible police involvement.

### **WEAPONS (JCDBB / JCDBB-R)**

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, except with prior administrative approval (see BOE policy or specific definitions).

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except that the Superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the Superintendent or the Superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agency (ies) and, if a juvenile, to DCF or the Commissioner of Juvenile Justice.

Any student who uses an article that is not commonly used or designed to inflict bodily harm for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm shall be subject to immediate suspension and possible expulsion.

Board policies relating to a Weapon Free School will apply and students may be subject to suspension or expulsion from school in accordance with Board policy, state and federal law.

### **REPORTING THREATS/THEFTS/VANDALISM OR OTHER DISRUPTIVE/DANGEROUS OR VIOLENT ACTS**

When students have a concern about safety at school, or knowledge of an unsafe situation/theft, vandalism or other disruptive, dangerous or violent act, they must report it at once to the principal, a teacher, or to another staff member. Anonymous tips concerning acts mentioned above can be made to the district office. Tips may also be made to the Statewide School Safety Hotline: the toll free number is 1-877-626-8203; they may also call Crimestoppers at 1-800-222-8477.

### **HALLS AND PASSING**

All students are to observe proper hall conduct. This means that students are to move from class to class individually without interfering with the flow of traffic. Improper behavior of students in hallways or on the school grounds can create a dangerous/disruptive situation and subject the student to disciplinary action. Students may be required to carry proper identification to be in the hallway during class time.

### **PUBLIC DISPLAYS OF AFFECTION**

The showing of affection in public to the extent that it is embarrassing for others is inappropriate and unacceptable; therefore, public displays of affection are not allowed.

### **SEXUAL HARASSMENT (JGEC)**

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

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term of condition of the individual's education; (2) submission to, or rejection of, such conduct by an individual is used as the basis for academic

decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to, verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt, corrective action to end the harassment. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified/classified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district Superintendent. The building principal or district Superintendent shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN) Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may, or may not, constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable, but do not constitute sexual harassment, may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report it immediately to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate, corrective action in response to complaints of sexual harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD) To the greatest extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect negatively upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action up to, and including, expulsion for a student or termination of employment for an employee. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant. Sexual/racial harassment will not be tolerated in the school district. Harassment of students of the district by Board members, administrators, staff members, students, vendors, and any others having business or other contact with the school district is strictly prohibited. The district encourages all victims of sexual/racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of harassment and take prompt, corrective action to end the harassment. Any student who believes that he or she has been subjected to harassment should report it to the building principal, another administrator, the counselor, or another certified/classified staff member. Any report not made in good faith or made with malice is also a violation of this policy.

### **RACIAL HARASSMENT (JGEC-A)**

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by Board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the district is strictly prohibited.

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

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to

discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provision of this policy.

Racial Harassment is racially motivated conduct which: 1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with, or limits, the ability of the student to participate in, or benefit from, the services, activities or programs of the school; 2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or 3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in, or benefit from, the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt, corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district Superintendent. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable, but do not constitute harassment, may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident immediately to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate, corrective action in response to complaints of racial harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the district Superintendent shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD) To the greatest extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate, corrective action or to provide due process to the accused.

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

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

### **BULLYING BY STAFF (GAEE)**

The Board of Education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the Board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including

suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

### **BULLYING (JDDC)**

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

The administration shall propose, and the Board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the Board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Online reporting forms will be available on the district webpage ([www.fredoniaks.com](http://www.fredoniaks.com)).

### **BULLYING BY PARENTS (KGC)**

The Board of Education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law. The administration shall propose, and the Board shall review and approve a plan to address bullying as prohibited herein.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan will be posted on the district’s website and copies of such documents shall be made available to parents of current students upon request.

### **VANDALISM POLICY**

The Board will seek restitution according to law for loss and damage sustained by the district because of malicious mischief, vandalism, burglary, and other wrongful acts by adults or juveniles. Adults who are apprehended will be held responsible for payment for any loss or damage. Parents or guardians of juveniles under the age of 18 who are living with said parents/guardians are responsible for vandalism loss and damage caused by their children. Legal procedures may be instituted at the recommendation of the Superintendent.

### **STUDENT BADGES**

Student badges are not to be intentionally marked upon or otherwise damaged. Doing so will result in the need to purchase a new badge at an expense of \$7.00.

### **MONEY-MAKING PROJECTS/FUNDRAISERS**

All class or organization money-making projects must have approval in advance from the sponsor and the principal. Any purchase made without a signed purchase order is the responsibility of the student or sponsor making the purchase. The school will not pay for purchases made without a purchase order.

### **PURCHASING**

To purchase any item with school funds, the following procedures must be used:

1. Requisitions must be filled out completely, by the sponsor of the club or organization and submitted to the office for approval at least three days in advance of the purchase.
2. Purchases made without following the procedures outlined are subject to review and may not be approved for purchase with school or activity funds.

3. No student is allowed to sign a ticket for a purchase at any merchant. Only teacher or administrators may sign for a purchase.

### **CLASSROOM SIZE & CLASSROOM ASSIGNMENT**

Class assignments can be made at the discretion of the building principal and guidance counselor in order to maintain proper class sizes.

### **SCHOOL ORGANIZATION FINANCES**

All finances of activities will be handled directly through the activity fund accounting system and the organization's treasurer. Each organization treasurer will keep an accurate record of all receipts and expenditures of the organization and check with the office treasurer. All monies raised for a class or organization is the property of USD 484. All groups, organizations, athletic group, etc. must follow the protocol and procedure set forth by the USD 484 treasurer.

### **LEAVING THE BUILDING AND/OR CLASSROOM**

A student who leaves a classroom or the building without a teacher's or office's permission may be subject to disciplinary action. If a student is requested to leave a classroom by a teacher, he/she must report to the place requested.

### **LUNCH**

The schools provide a closed lunch period. Students will have 25 minutes for lunch. Lunch prices will be published in the local media and school newsletter. We have a closed lunch; therefore, students will not go to the parking lot or leave the school campus. The only area open to students during the lunch period is the commons/cafeteria. Students may leave the school campus for lunch only if the Administration has granted permission.

### **SENIOR LUNCH OPPORTUNITY**

Seniors in good standing have the opportunity to leave the campus for lunch. An unexcused tardy upon return or three absences of any kind in a 9-week grading period will result in a 10-day revocation of the off-campus opportunity. Seniors must use the main east doors upon return and the drinks/food regulation must be followed.

### **VISITORS TO THE SCHOOL**

Any person who visits a school building and/or grounds of the district shall first make his/her presence known to the office before proceeding to contact any other person in the building or on the grounds. Violation of this rule may lead to removal from the building or grounds and denial of further access.

#### **At Fredonia Junior- Senior High:**

- All visitors and guests must report to the office, sign in, and wear a visible Visitor's Badge.
- Only students of Fredonia Schools may attend an out-of-town school activity.
- Out-of-school guests, between the ages of 14 and 20 years of age, may attend the Winter Formal, or Prom. Such guests must be registered in the Office before the activity and abide by the established regulations. All guests must also have the approval of the building administrator.
- Non-students may not enter the building to pick up students at any time. Students' "rides" are to wait in the vehicle. Parents are exempt from this rule.

#### **At Lincoln Elementary & the ELC:**

- All visitors to Lincoln Elementary must report to the office, sign in, and wear a visible Visitor's Badge.
- ELC visitors must stop by the Lincoln Elementary Office the first time they wish to visit the ELC. A phone call to Lincoln Elementary must precede each subsequent visit to the ELC so arrival can be communicated to the teacher.
- Preschool or school age children not currently enrolled in U.S.D. 484 may visit school only when accompanied by an adult.
- All visitors who wish to eat lunch with a student must notify the Lincoln Elementary office by 9:00 AM. Payment for lunch needs to be made at the Lincoln Elementary office prior to eating at Lincoln or the ELC.

### **DELIVERIES**

Student deliveries (flowers, balloons, etc.) may be delivered to the Fredonia Junior-Senior High School office area. These deliveries may be picked up at the end of the school day. Deliveries are not permitted at Lincoln Elementary or the ELC.

## **FOOD & DRINK POLICY**

Drinks and food are allowed in the commons area and outdoors at FJSHS. Plastic bottles with screw-on caps, clear water bottles, or containers with a clear lid are the only drink containers allowed in the hallways. Exceptions may be granted to students accompanied by the teacher granting the exception. Snack items may be kept in lockers and are allowed in a classroom with the teacher's permission. Snack items may only be consumed in the commons or a classroom with the teacher's permission. ALL snack and beverage items must be listed on the "approved snack & drink" list. Students at Lincoln Elementary and the ELC are allowed a plastic water bottle with a screw-on cap, clear water bottle, or container with a clear lid. No outside drinks or snacks are allowed unless brought in by parents/guardians for a student's birthday celebration or class party.

## **STUDENT HEALTH SERVICES**

Welcome to the Student Health Services! Fredonia USD 484 strives to help students maintain optimal health so they can take advantage of all the educational opportunities that are available to them. Healthy children learn better.

The following services are offered:

- Injury and illness assessment.
- Vision and hearing screenings at grades Pre-K- 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup>. Parents/guardians will be notified if their student does not pass any screening.
- Health promotion activities and education.
- Maintain student health records for each student, including immunization records.
- Chronic disease monitoring.
- Medication Management.

It is highly encouraged for parents/guardians to contact the school nurse with any health concerns that would affect your student during the school day. Good communication between the nurse/student/parent is ideal in keeping the children healthy.

## **IMMUNIZATIONS**

All students entering Kansas schools must follow Kansas laws for immunizations and inoculations. Proof of immunizations must be presented upon enrollment. Families who have recently moved into district will be allowed thirty days to obtain immunization records. If your child is in the process of completing his or her required vaccines, documentation must show at least one of each of the required vaccine has been received.

Immunizations requirements change most every school year. The school will inform you of additional shots needed for fall enrollment.

Please contact your child's school nurse if you have questions. For additional information, please contact your child's health care provider or Wilson County Health Department.

## **YELLOWJACKET HEALTH CLINIC**

The Yellowjacket Health Clinic is available for all district students through a partnership with the Bacani / McKenney Clinic. The goal of the Yellowjacket Health Clinic is to address the overwhelming health need in Fredonia by providing health care to students within a fixed site on a school campus. The clinic aims to improve the health and overall well-being of students and families, as well as increase the academic success of Fredonia USD 484 adolescents.

- The Yellowjacket Health Clinic will be run by providers from Bacani / McKenney Clinic in partnership with the district registered nurse. These providers include Dr. Jennifer McKenney, Dr. Ashley Houser, and Lacey Spohn APRN
- The purpose of this clinic is to deliver high quality and convenient healthcare to students while at school

Students must be registered prior to being seen by the providers

- Forms that must be completed and return them to your school office include:
  - Consent Forms
  - Registration Form
  - Health History and Parent Questionnaire

Also please include a copy of your child's health insurance card if applicable.

Once enrolled, your child can be seen at any time during the year while attending Fredonia USD 484.

- By completing the forms, your child may be seen at the Yellowjacket Health Clinic during the open hours for any health concerns.

### **STUDENT ILLNESS**

Students with the following health condition(s) shall be excluded from school:

- Oral temperature of 100 degrees F or higher
- Elevated (or possibly a normal) temperature combined with any of the following: severe cold symptoms, excessive coughing, swollen glands, or skin rash
- Eyes inflamed with purulent discharge
- Drainage from ear(s)
- Skin lesions (such as impetigo, scabies) until under treatment
- Vomiting
- Diarrhea (i.e. two or more loose stools)
- Communicable disease

Students will be re-admitted after being fever free for 24 hours without the use of a fever reducing medication. Students with some conditions may return to school after being treated for 24 hours with an antibiotic. Call the school nurse for specific readmission guidelines.

### **MEDICATION ADMINISTRATION AT SCHOOL**

All student medications must be administered under the supervision of the school nurse or staff delegated by the registered school nurse. The medication must be brought to school in the original container labeled with the student's name. When it is necessary to administer medication during school hours, written request will be submitted by the parent/guardian and the medical provider prescribing the medication, if the medication is over-the-counter provider signature is not required.

Prescription medication bottle must have the following (2 containers may be requested from the pharmacist- one to be sent to school and one to be kept at home):

1. Name of the student
2. Name of the physician
3. Name of medication to be given
4. Dosage/amount to be given (A new physician/dentist written order will be required for dosage changes.)
5. Time(s) to be given
6. Expected duration of treatment.
7. Date medication was filled.

A 3 times a day medication will not be given unless specifically ordered by the health care provider it must be taken during school hours. The medication should be given before school, after school when arriving home, and at bedtime. If it needs to be taken with food, a cracker, cookie, toast, etc. can be given with it.

Any medication sent to school that is not in its original container will not be given. NO EXCEPTIONS!

A completed Request to Administer Medication form must be signed by the parent or legal guardian before any medication will be given at school.

You may find the Request to Administer Medication form here.

The first dose of any medication, especially prescription, must be given at home (to avoid an unexpected allergic reaction at school). By signing the form you are stating the student has already taken the first dose of medication at home.

For the safety of all students, it is between the nurse and parent/guardian if the medication will be sent home with the student.

## **INHALER USE AT SCHOOL**

Kansas law allows for students to carry their own inhalers that are prescribed for asthma and other breathing problems. For students in grades 7 through 12: Inhalers can be carried by student and administered as needed if the following criteria are met:

- Student possesses the skill level necessary to properly use the medication and any device that is necessary to administer the medication as prescribed.
- Student's parent/ guardian has completed and provided the request to administer medication and health plan. A health provider must also sign this form.
- The inhaler must be properly labeled for that student (name of student, name of medication, dosage, time and route). You can request that your pharmacist label the inhaler in this manner.

For students in grades Pre-K through 6<sup>th</sup>: Inhalers will be kept in the nurse's office for students to use as needed. This allows nurse to be aware of when student needs inhaler and to assist and educate on proper use if needed. Nurse will contact parent via note/phone call/email when inhaler is used. This also helps ensure we keep ALL students safe.

- Student's parent/guardian must have the form for medication administration and action plan on file prior to student using medication.
- The inhaler must be properly labeled for that student (name of student, name of medication, dosage, time and route). You can request that your pharmacist label the inhaler in this manner.

## **MEDICATION FOR SEVERE ALLERGIES**

If your child has severe allergies and will need to have an epinephrine auto injector (epi-pen) at school, please contact the school nurse. Specific paperwork will need to be completed by the parent and the student's medical provider.

## **OVER THE COUNTER MEDICATION**

Over the counter medications of acetaminophen (Tylenol), ibuprofen (Advil/Motrin), and cough drops may be administered with a signed parent/ guardian consent form. This form is filled out annually when the student is enrolled.

Diphenhydramine (Benadryl) may also be given with parent consent for allergic reaction only.

## **HEAD LICE**

Routine school wide head checks are no longer recommended. Students may be referred to the nurse for head checks if symptoms are evident, such as frequent scratching, visible bugs, etc. The school nurse will check any symptomatic students and will contact parents if live lice are present.

## **ENTRY PHYSICALS FOR CHILDREN UNDER AGE 9**

According to KSA 72-5214, any student new to Kansas schools up to age nine years must provide the school with documentation of a health assessment conducted within the last 12 months by public nurse (county health department), a physician or a person acting under the direction of a physician. Documentation of this physical must be provided to the school prior to attending the first day of school.

## **BIRTH CERTIFICATE**

The State of Kansas requires a copy of the State Birth Certificate upon enrollment of students into a Kansas school. If you do not have a copy to provide, see your child's school nurse for an application form or it may be found on the KDHE web site.

## **INSURANCE FOR CHILDREN**

Health Wave is a program for children in families with limited incomes that provide insurance at little or no cost. Children must be: under age 19, a resident of Kansas, living in a family whose income meets the Kancare guidelines. Contact your child's school nurse or counselor for more information.

## **ITEMS OF VALUE**

All articles of value not needed for school use should not be brought to school. The school is not responsible for the loss of any articles.

## **RETURN OF SCHOOL PROPERTY**

School property must be returned when a student moves out of the district or has completed school. If not returned, the district may take proper legal action

## **LOST AND FOUND**

Lost books and personal items should be turned into, and claimed in, the office. The school is not responsible for lost items and, if unclaimed, they will be disposed of after school is out for the summer.

## **PERSONAL ELECTRONIC DEVICES**

Items which detract from the educational environment will not be allowed in school. Personal electronic devices will be allowed in the building; however, they may not be seen or heard during school hours unless given direct permission by the instructor. Personal electronic devices will not be seen or heard while in the locker room. If the student violates this policy the consequences would be:

- The personal electronic device will be placed in the office for a period of 24 hours and then returned to the student.
- The personal electronic device will be placed in the office for a period of 24 hours and then returned to the parent/guardian of the student. The office will hold the device until the parent/guardian picks up the device.
- The personal electronic device will be placed in the office for a period of 24 hours and then returned to the parent/guardian of the student. The office will hold the device until the parent/guardian picks up the device. The student may be given a detention.
- The personal electronic device will be placed in the office for a period of 24 hours and then returned to the parent/guardian of the student. The office will hold the device until the parent/guardian picks up the device. The student may be given one day of ISS.
- Inappropriate use of the personal electronic device may result in the contacting of proper authorities.

Administration has the right to change this policy during the school year.

## **SCHOOL DANCES**

Students currently enrolled in a USD 484 school will be admitted. One guest per USD 484 student will be admitted to our dances, provided the guest is registered in advance and accompanied by the USD 484 student. Guests must be registered in advance in the school office. Any person having violated USD 484 drug/alcohol policy during a school-sponsored dance will not be allowed to attend future dances for the remainder of the year. A record of non-student guests who may have been a problem will be maintained and a list of names of those guests made available at future dances so that admission can be denied. Persons leaving the dance will not be re-admitted. All school rules and regulations apply. There is to be no tobacco and no drinking or possession of alcoholic beverages or other illegal drugs on the campus. Eligibility requirements must be met to attend. Guests are not permitted for junior high dances.

## **PROM**

Prom is considered a formal event and will be treated as such. Proper attire is required for the duration of the evening. Failure to comply with the dress code will result in the boy or girl being asked to leave the premises. Eligibility requirements must be met to attend.

## **INTERSCHOLASTIC ACTIVITIES**

The Board encourages the development of a well-rounded program administered by these policies, by rules approved by the Kansas State High School Activities Association (KSHSAA), and consistent with budget limitations or other restrictions of the district.

Fredonia High School is a member of the Tri Valley League and the KSHSAA and is in a cooperative agreement with Elk Valley in all sports. The Yellowjackets participate in basketball, cross country, football, boys & girl's golf, track, volleyball, baseball and softball, forensics, scholars' bowl, theater/drama and music.

## **KSHSAA SEMESTER ELIGIBILITY**

Students shall pass five (5) subjects of unit weight the previous semester in order to establish or maintain eligibility in the current semester. It will be the responsibility of the administration to check semester grades. Variances from this must be approved by the KSHSAA.

## **WEEKLY ELIGIBILITY**

Once the season has started, students must meet the minimum weekly academic eligibility guidelines. On the third Monday of the semester, or any Monday thereafter, any student with:

- One 'F'
- Delinquent detention time

will be declared on "probation" or "ineligible." JH/HS Teaching staff and in-season coaches/sponsors will be given access to this information. Students will be notified by e-mail of their eligibility status. Once a student becomes ineligible, he/she will remain ineligible for one week unless cleared by the administration.

If this is the first time the student has been turned in, the student has a one-week "grace period" to improve the grade(s) or serve the detention time. If, at the end of the next week, the grades are failing in those same classes or the time has not been made up, the student will be placed on the Ineligible List. Any student on the Ineligible List will not be allowed to participate in any school activity while his/her name is on the List. This will include games, contests, non-credit field trips, rated performances, Prom, etc. (The only exception would be made for activities in which a grade is awarded for participation; example – Band playing at a home game.)

## **ACCIDENT REPORTING**

Students should report any injury incurred at school or a school-sponsored activity to their sponsor or the principal. Whenever appropriate, a parent/guardian shall be notified of a student injury as soon as possible to determine the appropriate action. If the student needs medical attention and the parents/guardians cannot be reached, the principal or his/her designee will seek emergency medical treatment.

## **STUDENT TRANSPORTATION TO AND FROM ACTIVITIES**

All students participating in extracurricular activities shall be required to go and return from that activity by transportation authorized and provided by the school. An exception may be granted under the following conditions:

There is personal contact made by the sponsor with the parent or guardian at the activity and proper documentation has been signed by the parent.

Under normal circumstances, a student may not be released to anyone other than a parent or guardian. Under unique circumstances, a student may be released to a person designated by a parent/guardian. Arrangements must be made with a principal one day in advance of the date of the scheduled extracurricular activity.

## **INTERNET**

While the purpose of the school is to use Internet resources for constructive educational goals, students must demonstrate responsible behavior when accessing the Internet on school devices. Students shall have no expectation of privacy when using district e-mail or other official communication systems. Any device application or information in district devices or device systems is subject to monitoring by the administration. Students are responsible for appropriate behavior when using school devices. The use of devices and access to the Internet is a privilege, not a right, and may be revoked by the school, if abused. Students who violate this policy may also be subject to further disciplinary action, including suspension or expulsion. To gain access to the Internet, all students must obtain parental permission and agree to the district-approved rules. All USD 484 equipment and access privileges are to be utilized appropriately for educational purposes as described in this policy.

Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered into any district devices. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized persons. device generated content created, as part of any assignment undertaken on school time, shall be the property of the district.

## **LOCKERS (JCAB)**

The lockers in the schools of the district shall be under the joint control of the student to whom the locker is assigned and the building principal or his/her designated representative. The building principal shall have the combination or key to all locker locks and may search any locker at any time upon reasonable suspicion that the locker contains firearms, explosives, liquor, flammable material, dangerous weapons, narcotics or other matter prohibited by law or school regulations from being on school property. Prohibited items recovered from a student's locker shall remain in the custody of the building principal, unless such items are turned over to law enforcement officials. If this is done, the principal shall receive a receipt for such items so delivered.

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, or safety of students and/or district employee.

Beverages are not allowed to be stored in the lockers.

### **TELEPHONE USE**

Students are provided access to an office phone for their use. Students need to ask permission before placing any call or before having a call placed for them. Students ARE NOT granted unlimited use of the office phone. Students ARE NOT granted use of classroom teacher phones. Students who abuse this privilege will be granted limited use. **Students will not be called out of class except in the case of an emergency.**

### **STUDENT VEHICLES AND PARKING**

Students are provided with parking spaces set by the administration. All traffic and parking signs must be observed. The speed limit on school grounds is 15 MPH. The principal or his/her designee will monitor the parking lot. Violations of driving and parking regulations may result in school disciplinary action under the category of direct willful disobedience and open defiance. Students may be subject to suspension and forfeiture of driving privileges. Students are not permitted to be in, or around, their cars during the school day. If it becomes necessary for students to go to their cars during the school day, they need to secure permission from the office first. Failure to secure permission will result in disciplinary action.

### **BUILDINGS AND GROUNDS**

Our buildings and grounds have been well-cared for by former students. It is your responsibility to care for the buildings, grounds and equipment and pass them on in excellent condition. Students who mark, deface or damage property are expected to repair or pay for such damages/repairs at the discretion of the administration.

### **TITLE IX REQUIREMENTS**

Students, their parents/guardians, and employees of USD 484 are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities. Any person having inquiries concerning USD 484 compliance with Title IX is directed to contact the Board of Education.

### **SEARCHES OF STUDENTS (JCABB)**

The principals are authorized to search students' clothing, book bags, and other belongings if there is reasonable suspicion that district policies, rules, or directives are being violated.

### **INTERROGATION AND INVESTIGATIONS (JCAC / JCAC-R)**

Building administrators and others designated by the Superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe that a violation of a criminal law has been committed, the principal shall notify the police department. Whenever law enforcement officers conduct an investigation and/or question a student during school hours, the principal shall make contact with the parents/guardians prior to questioning. If a student's parents/guardians are not present during questioning of a student, the principal or certified staff member shall be present.

### **DISTRIBUTION OF MATERIALS, PETITIONS (KI)**

Materials unrelated to the school's curriculum may not be distributed or posted without prior consent of the principal.

### **EMERGENCY PREPAREDNESS**

State regulations require periodic drills to be held for fire and emergency preparedness. All classes, students and teachers are expected to participate in these exercises and treat them as real occurrences. Specific instructions are given to staff members.

Fire and tornado drill procedures will be developed and announced to meet state safety guidelines. Drills are to be practiced in a serious and cooperative manner. Individual classroom teacher(s) and classroom aide(s) are responsible for overseeing that handicapped or disabled student(s) are escorted to the proper crisis response area. Students will use the nearest fire exit during a fire alarm. A fire alarm is signaled by a loud buzzing sound.

During a tornado drill at Fredonia Junior-Senior High students are to file calmly and quickly to the gym area. All 7<sup>th</sup>, 8<sup>th</sup>, & 9<sup>th</sup> Grade Girls are to report to the JH Girl's Locker Room; All 7<sup>th</sup>, 8<sup>th</sup> & 9<sup>th</sup> Grade Boys are to report to the HS Girls Locker Room; All 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> Grade Boys are to report to the HS Boy's Locker Room; and all 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Grade Girls are to report to the JH Boy's Locker Room. Students at Lincoln Elementary and the ELC should follow teacher instructions on where to go. The tornado drill is signaled by a constant alarm sound.

If at any time a parent/guardian feels that the road conditions in his/her area are unsuitable for travel, they are encouraged to keep the child at home and call the office by 8:30 am.

The following procedures will be used when inclement weather conditions prevail. All announcements pertaining to school closings, late starts or early dismissals, etc., because of hazardous weather conditions, will be directed from the District Office. The Superintendent will call the building principals, the bus drivers, and the lunchroom supervisor. The District Office will make every effort to have the announcement made by 6:30 a.m.

The building principals will be responsible to contact their building staff.

The above procedures will be followed whenever conditions allow. Because of changing weather conditions, there may be times when the above procedure cannot be followed.

We encourage parents to sign up for Power Announcements that will be sent in case of inclement weather or other situations that warrant parent notification.

**Parents are asked to make certain that children are dressed for the demands of the weather in case of unforeseen difficulties involving bus transportation.**

### **STUDENT RECORDS**

All students' records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Under the provision of the Family Education Rights and Privacy Act (FERPA), parents/guardians of the students and eligible students (those over the age of 18) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights, which include:

- The right to review & inspect all of your educational records except those, which are specifically exempted. \* The right to prevent disclosure of personally identifiable information from your educational records to persons with certain limited exceptions.
- Disclosure of information from your educational records to other persons will occur only if:
- School personnel have prior written consent for disclosure.
- The information is considered directory information; disclosure of directory information with consent is permitted by law.
- The right to request your educational records is amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the United States Department of Education (USDE) if you believe that USD 484 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C., 20202.
- The right to obtain a copy of USD 484 policies for complying with FERPA.

### **DIRECTORY INFORMATION**

For the purposes of FERPA, USD 484 has designated certain information contained in educational records as directory information, which may be disclosed with your consent. Directory information categories will include the following:

\* Student Name \* Address \* Telephone Number \* Picture \* Parents / Guardians \* Date and Place of birth  
\* Major field of study \* Weight & Height \* Most recent educational agency \* Recognized Activities \* Dates of attendance \* Honors and Awards

You have the right to refuse to disclose any, or all, of the above information as directory information. If you refuse, you must file a written notification indicating this with USD 484 at your school office on or before September 1. If the refusal is not filed, USD 484 assumes there is no objection to the release of the information.

## **RECRUITING INFORMATION**

Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

## **CHECKOUT PROCEDURE**

Any student leaving the building must check out through the office with permission from a teacher or administrator. Students returning to the building must check back in through the office.

## **OUT OF DISTRICT STUDENTS (JBC)**

Non-Resident/Out of District students are those who do not meet the qualifications to be considered a resident student. Requests to attend school in the district will be handled on an individual basis with final determination to be made by the building administration. Factors, which affect approval/disapproval of request to attend school in the district, are based, in part, upon staff, equipment, school facilities and capacities, as well as previous academic and behavioral concerns. Once a non-resident student has been approved to attend school in the district, the privilege to continue attending a USD 484 school will be determined by school administration and this determination will be based upon current academic, attendance and/or behavioral issues. Attendance of a non-resident is a privilege, not a right, which privilege can be revoked at any time. Out of district students' privilege to attend schools in the district can be revoked at any time the school administration deems it prudent to do so. However, a revocation during any current school year will be determined by, and based upon, current academic, attendance and/or behavioral issues. Non-resident students dropped from district attendance rolls will no longer be allowed to attend school at any district facility. Non-resident students are required to apply to the district on an annual basis for admission to a district school or program. The request for admission shall be made by August 1. Attendance by a non-resident student at any district facility or in any district program is deemed to constitute the student's and/or parent/guardian's acceptance of these terms and conditions.

## **EMERGENCY SAFETY INTERVENTIONS (GAAF)**

The Board of Education is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. Emergency Safety Intervention is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention. This policy can be found on our district website at [www.fredoniaks.com](http://www.fredoniaks.com).

## **EXTRACURRICULAR ACTIVITIES TOBACCO, DRUG AND ALCOHOL POLICY**

### **Privilege - Higher Standard of Conduct**

All Board of Education and building rules and policies with regard to student conduct and activities are applicable to extracurricular activities. Participation in extracurricular activities is a privilege and participating students will be held to higher standards of conduct. Participation in all extracurricular activities is available to those students who comply with local, state and federal law, Kansas State High School Activities Association ("KSHSAA") rules, school district and coach/sponsor rules and policies, and whose school and non-school conduct and actions do not violate this policy, which may result in a loss of respect or esteem for the school or the student.

### **Conduct Prohibited by This Policy**

Students cannot use tobacco, alcohol or drugs in violation of this policy. This policy will be in force from the first day of any and all 7th-12th grade Fredonia Junior Senior High students participation in any activity covered by this policy through the last day of participation, including breaks and holidays.

1. It is a violation of this policy and an offense subject to disciplinary action hereunder for a student participating in any extracurricular or KSHSAA activity to use or possess, distribute, disburse, or be under the influence of alcoholic liquor, wine or a cereal malt beverage or other intoxicants, tobacco or tobacco products, inhalants, controlled substances, illegal drugs, or legal drugs or medications having misused or intending to misuse them.
2. It is a violation of this policy and an offense subject to disciplinary action hereunder for a student participating in any extracurricular or KSHSAA activity to: (1) withhold requested information from; (2) to make a false or misleading statement to any administrator, coach or sponsor investigating an alleged violation of this policy; (3) induce or request another student to withhold requested information from, or make a false or misleading statement to, any administrator, coach or sponsor investigating an alleged violation of this policy.

## **Investigation - Procedure**

Any student suspected of an offense shall be notified of the suspected offense and be given an opportunity to respond to the allegations concerning a violation of this policy. The parent/guardian of a minor student will also be notified of the alleged offense and the outcome of any investigation. The head coach/ sponsor of the activity and/or the principal of the building sponsoring the extracurricular or KSHSAA activity shall investigate alleged violations of this policy, and shall make a decision based on information obtained, common knowledge and past experience with the student. The decision shall be based on the information and circumstances, which the investigator believes to be more believable. No formal hearing process or investigative procedure need be followed.

## **Disciplinary Action**

a. For a first offense the student will not be eligible for participation in a recognized activity or event for fourteen (14) consecutive days beginning on the day of the suspension. If there is no recognized activity or event within the fourteen (14) day ineligibility period, the student will not be allowed to participate in the next two (2) recognized activities or events. If the suspension continues after the end of the season, the remaining days of the suspension will begin again on the first day of that athlete's first competition in the athlete's next season. Holiday Break, Spring Break, KSHSAA Buffer Week or KSHSAA Holiday Non-Practice Days will NOT count toward days of suspension. In addition to the suspension of activities, the student must complete an anti-drug use class (under adult supervision) within the two week period. Those students involved in extracurricular activities may not return to play until the class has been completed.

b. For a second offense, the student will not be eligible for participation in a recognized activity or event for up to eighteen (18) consecutive weeks beginning on the day of the suspension. If the suspension continues after the end of the season, the remaining days of the suspension will begin again on the first day of that athlete's first competition in the athlete's next season. Holiday Break, Spring Break, KSHSAA Buffer Week or KSHSAA Holiday Non-Practice Days will NOT count toward days of suspension. Students can lessen this suspension by completing an extensive Drug-Alcohol-Tobacco Curriculum and 40 hours of community service to be documented by the student and the administration. The number of weeks will be determined by the administration.

If the suspension occurs in the last 30 school days of the year, the student will not be eligible for the remainder of the school year. The student would then have the option to complete a USD 484 administrative-approved comprehensive Drug and Alcohol treatment program prior to the beginning of the next school year, or complete the remaining eighteen (18) weeks of the suspension. Any expense incurred for completion of the Drug and Alcohol treatment program would be solely the responsibility of the student and his/her parents/guardians.

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## **General**

Offenses will not carry over from one school year to another school year; however, consequences may.

Extracurricular activities include, but are not limited to, all KSHSAA-sponsored, supervised or approved activities; student council and student government organizations; and student groups, clubs and organizations. National organizations may also have their own policies and procedures that are separate from, and in addition to, USD 484 policies. A recognized activity or event shall include all school-sponsored activities including, but not limited to, all KSHSAA competitions, other competitions, band and music days, plays and performances. Participation in practices, meetings or other general activities or preparations will be at the discretion of the coach/sponsor.

## **Definition of School Year/Summer**

For the purpose of the policy below, the following definitions will apply:

\*\*\*SCHOOL YEAR: First day of practice OR First day of classes (whichever comes first) through the final day of the KSHSAA State Track Meet.

\*\*\*SUMMER: Begins the day after the conclusion of the KSHSAA State Track Meet and runs until the beginning of the school year, as defined above.

## **Confirmation of Violation (During the School Year)**

Any student suspected of an offense shall be notified of the suspected offense and be given an opportunity to respond to the allegations concerning a violation of this policy. The parent/guardian of a minor student will also be notified of the alleged offense and the outcome of any investigation. The head coach/ sponsor of the activity and/or the principal of the building sponsoring the extracurricular or KSHSAA activity shall investigate alleged violations of this policy, and shall make a decision based on information obtained, common knowledge and past experience with the student. The decision shall be based on the information and circumstances, which the investigator believes to be more believable. No formal hearing process or investigative procedure need be followed. All reported violations will be investigated by building administration. Parents and/or guardians who wish to appeal the suspension may do so through the Superintendent's office.

### **Confirmation of Violation (During the Summer)**

To be in violation of the above rules, the athlete/activity participant must:

- be observed committing a violation by a law enforcement official. The law enforcement official must provide the athletic director or principal with a signed, written statement confirming the observation.
- be arrested and/or charged with a felony activity.

### **AWARDS**

A student suspended for any of the above offenses, may receive consideration for a letter, but will not be nominated or recognized for any post-season awards by coaches or administration.

### **SPORTSMANSHIP/STUDENT SPECTATOR CONDUCT**

- Students attending athletic contests must follow school regulations and policies except the "no hat" rule.
- Students are expected to remain in the bleacher except to use restrooms or the concession stand.
- Students will remain on the Fredonia side of a gym or field.
- Students who leave an athletic contest may not return.
- Students will be courteous to all participants, officials, coaches, sponsors, staff and fans.
- Students will abide by and respect the official's decisions.
- Students will win with character and lose with dignity.
- Students will display appreciation for good performance regardless of the team.
- Students will exercise self-control and reflect positively upon self, team and school.

Students asked to do anything by a teacher, administrator, district employee or official must comply or risk suspension from contests for the remainder of the season or year.

### **DRUG AND ALCOHOL TESTING OF STUDENT ATHLETES**

The FJSHS Drug and Alcohol random testing policy will include, but is not limited to, any and all 7th-12th grade students who are or will be participating in any school sponsored athletic, academic, or extra-curricular team/organization. This policy will test students during competition time. All selections are random and will follow the protocol below.

#### 1. General

- a. Findings and purpose: We recognize that some students in USD 484 and throughout our nation are involved in the illegal use of drugs and alcohol. The illegal use of drugs and alcohol by students during school hours and at other times has a detrimental impact on behavior, academic performance and safety. This may cause permanent physical and mental harm.

Student-athletes involved in such conduct may experience other harmful effect, including interference with athletic performance; interference with academic performance; increased risk of injuries to themselves, teammates and others; impairment of judgment; slowing of reaction time and reflexes; inability to adequately perceive pain; and reduction in motivation and the level of discipline necessary to any athletic program. And, because some students see student-athletes are role models, use of illegal drugs or alcohol may encourage other students to engage in such behavior.

For these reasons, USD 484 has determined to initiate a testing program and procedure to deter and reduce the illegal use of drugs and alcohol by student-athletes.

- b. Board of Education Authority: The Board of Education of USD 484 is authorized to adopt a policy allowing drug and alcohol testing of student-athletes in the United States Supreme Court opinion in *Vernonia School District 47J vs. Acton*, 115 S. Ct. 2386 (1995).

#### 2. Definitions - For the purpose of this policy, the following terms and phrases shall be defined as follows:

- a. Alcohol shall mean any beverage, mixture or preparation, including any medication or other products, containing alcohol or ethanol.
- b. Chain of custody shall mean the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each state in handling, testing and storing specimens and reporting test results.

- c. Confirmation test, confirmed test or confirmed drug test shall mean a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, and must be capable of providing reasonable specificity, sensitivity and quantitative accuracy. A qualified and licensed laboratory or testing company will perform the test.
- d. Drugs shall include without limitation cannabinoids (marijuana), amphetamines, alcohol, cocaine, opiates, phencyclidine (PCP), and barbiturates.
- e. Drug test, alcohol test, or test shall mean a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens, using a method that has a reasonable degree of acceptance in the scientific community.
- f. Initial drug test or initial alcohol test shall mean a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens, using a method that has a reasonable degree of acceptance in the scientific community.
- g. Prescription medication shall mean a drug or medication obtained pursuant to an order from a licensed physician.
- h. Non-prescription medication shall mean a drug or medication authorized pursuant to federal or state law for general distribution and use without an order from a licensed physician in the treatment of human disease, ailments or injuries.
- i. Specimen shall mean tissue, hair or a product of the human body, such as urine or breath, capable of revealing the presence or their metabolites as approved the US Food and Drug Administration or the Agency for Health Care Administration.
- j. Student-athletes shall mean any student enrolled in Fredonia Junior Senior High School, who is participating in any interscholastic athletic program, including practices and games or contests. This shall include cheers and poms.

1. General Prohibitions and Penalties

- a. Standard of Conduct for Student-Athletes: The use or possession of a drug or alcohol is defined herein, by a student-athlete at any time is both illegal and detrimental to that student-athlete's ability to participate in interscholastic athletics and is hereby prohibited. Any student-athlete determined to be in violation of this policy is subject to consequences specified in the Athletic/Activity Code of Conduct of Fredonia USD 484.
- b. Athletic/Activity Code of Conduct: Nothing contained in this drug or alcohol-testing policy for student-athletes shall be construed to limit or preempt the application and enforcement of the Athletic/Activity Code of Conduct, including all of its provisions pertaining to drugs and alcohol.
- c. Positive Test Results: A drug test or alcohol test administered pursuant to this policy will be deemed to have rendered a positive result indicating the presence of a drug if the quantity, as determined by an initial drug test followed by a confirmation analysis of the remaining portion, is equal to or greater than the levels which have been established by the National Institute of Drug Abuse or the protocols and procedures established by the laboratory or other company that has performed the confirmation analysis. Fredonia Schools shall test for any or all of these substances: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, THC, methadone, methamphetamines, nicotine, opiates, phencyclidine PCP, tricyclic antidepressants or any other drug or substance that is illegal for student to possess and/or ingest on school property or at a school function.

1. Drug Testing Procedures

- a. Consent: Each student-athlete and his/her parent(s) or guardian(s) are required to sign a written consent for drug testing form prior to participating in interscholastic athletics, cheers or poms. All random drug testing and random alcohol testing done throughout the course of the school year will be paid for by Fredonia High School. Any refusal by the student-athlete to be tested shall constitute a violation of this policy and shall be categorized as a positive test result with the appropriate consequences.
- b. Medication: student-athletes who have been selected for drug or alcohol testing and who are or have been taking prescription or nonprescription medication should disclose that fact at the time of testing and be prepared to provide verification. This may be done by either a copy of the prescription or by a physician's written verification.
- c. Random Selection Procedure: Every Friday of a sport season, USD 484 office personnel shall generate a list of the participants in each sport including cheers and poms. Each list shall be arranged in alphabetical order and each name assigned a number, with "1" assigned to the first name on the list, "2" assigned to the second name and so on. The Fredonia Schools principal shall not be given the lists, nor will he/she view the lists. The list shall be sent to the USD 484 Superintendent of schools for completion of the

random selection procedure. The principal shall determine the number of student-athletes to be selected for testing in each sport and shall inform the Superintendent's designee of those numbers. The Superintendent's designee shall use a computerized random number generator to produce the numbers to be used in selecting the student-athletes for testing, and the Superintendent shall match the random numbers to the student-athletes' numbered names on the list. The Superintendent shall inform the principal of the selectee's names before 7:45 AM each Monday. The principal shall keep the names in a secure place and no other person shall know the selectee's names.

- d. Sample Analysis Procedures: The sample will be given under the direction of the school nurse at a time and place determined by the Fredonia Schools principal. Samples will be collected as outlined under the Code of Federal Regulations 49 CFR part 40. Students selected randomly for testing who are not in school on the day of testing will be tested at the next available testing time. Any student unable to produce an adequate specimen of urine during the collection period will be subject to retesting at the next available testing time. Students not able to produce an adequate urine specimen at the next testing time will be viewed as refusing to test and subject to this Policy's actions in that regard.
- e. Definition of an Adequate Sample: Samples given must be between 90-98 degrees Fahrenheit and approximately 30 mL. Student samples that do not meet the adequate testing guidelines will not be officially tested. Students will return to class and give an additional sample later in the day. The sample may be supervised by a school official of the same sex to ensure the sample has not been tainted or altered in any way. Parents will be notified of the inadequate sample and given the option to supervise their student's next test.

The initial analysis will be determined by the results indicated by the collection container. If the initial analysis renders a negative result no further analysis will be conducted. If the initial analysis of the test is positive the school nurse will contact the student-athletes' parents or guardians to discuss the student-athlete's medical history and any other biomedical information that would assist in determining whether drug or alcohol tests should be deemed positive or negative. This will include consultation with the student-athlete's physician or physicians. If the initial analysis of the test is positive and there is no biomedical reason for the result, a confirmation test of the specimen will be conducted at the approved laboratory, which shall be a licensed testing facility. A second test MUST BE completed within 24 hours of the first positive test. If this is necessary, the initial specimen will be sealed, identified by student identification number and delivered to the facility for testing. If such confirmation analysis renders a negative result, the drug test will be deemed negative and no further analysis or action will be taken. If the confirmation analysis renders a positive result, the drug test result will be deemed positive and a report of such result will be delivered to the school nurse.

School Nurse Procedure: The school nurse will receive all reports of positive drug or alcohol test results rendered by a confirmation test. If the confirmation test result is deemed negative, no further action shall be taken and the student-athlete's test result along with all other previous negative test results will be reported to the principal as a negative result. If the school nurse verifies that a confirmation test result is positive, that result shall be reported to the principal identifying that student-athlete by name so the proper disciplinary action can be taken as specified in the Athletic/Activity Code of Conduct.

#### 1. Appeal Procedure

- a. Notice: The principal shall notify the student-athlete and his/her parent(s) or guardian(s) that a positive result has been verified and will describe the consequences and advise the student-athlete and his/her parent(s) or guardian(s) of the right to request a due process hearing within 72 hours of the notification of results. Consequences imposed on the student-athlete shall not be abated by the request for a hearing.
- b. Informal Hearing: The principal shall conduct a hearing within 72 hours of the request. The hearing shall be informal and conducted with the same level of types of procedures governing administrators in a suspension hearing. The principal shall provide the student-athlete and his/her parent(s) or guardian(s) a decision within 72 hours of the hearing time.
- c. Board of Education Hearing: The student and/or parents of the student may appeal the results of the informal hearing to the USD 484 Board of Education within ten (10) calendar days of the principal's decision. The appeal will be made in writing to the Clerk of the Board and a special meeting of the Board of Education will be scheduled within twenty (20) calendar days. The student and parents will be notified by the USD 484 Superintendent of schools of the time and place of the hearing within five (5) days of its scheduling. The hearing shall be conducted as a formal hearing using the rules specified in Board Policy JDD-R-3. All suspension or probation rulings will remain in effect during the process of appeal.

1. Non-Punitive Nature of Policy
  - a. No student-athlete will be penalized academically for testing positive for illicit drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in a student's academic record. The test results will not be released to any other authorities unless solicited by a binding subpoena and/or any other legal processes. The building administrator and/or school nurse will notify the student's parents or guardians prior to the release of any results.

## **TECHNOLOGY USAGE AT USD 484**

### **CELL PHONE, iPod, MP3 PLAYER POSSESSION, and ALL OTHER ELECTRONIC DEVICES**

Fredonia Schools will allow 7th-12th grade students to carry cellular phones or other electronic communication devices during the school day, but requires them to be turned off and out of sight during classroom hours. It is recommended that cell phones are placed within proper cell phone "parking" areas. Students will be permitted to properly use their cellular devices during all passing periods, lunch period, before school and after school. Improper use of a cellular phone or other electronic communication device during the school day will result in the item(s) being confiscated.

1. **First Offense:** Item(s) will be confiscated until the end of the school day, and then returned to the student.
2. **Second Offense:** Item(s) will be confiscated for a minimum of 24 hours and only released to their parents.
3. **Third Offense and subsequent offenses:** Items will be confiscated for a minimum of 24 hours and only released to their parents and the student will be placed in ISS.

Students attending Lincoln Elementary and the ELC must turn off their cell phones during the school day and store them in their lockers or backpacks in classrooms. This includes the time before school while on the playground or in the building, and the time leading up to final dismissal at the end of the school day. Any student violating this rule will be subject to the above rules. Cell phones are not allowed to be taken on trips or cross-town trips between schools.

For students at FJSHS, classroom use is at the discretion of the teacher. Unauthorized use will result in the consequences outlined above.

Cell phones, iPods and MP3 players may be taken on trips and used as allowed by the sponsors. Unauthorized use will result in the consequences outlined above.

### **Definition of Technology & the Internet**

Technology is any form of electronic equipment or media designed to support the productivity of the students, staff and patrons of USD 484, as well as enhancing the learning process. This equipment includes, but is not limited to, desktop devices, devices, printers, networking equipment, the Internet, e-mail, other forms of telecommunications, telephones, all forms of software and other peripherals.

Specifically, the Internet is an electronic communications network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff, patrons and students is to promote educational excellence in USD 484 by facilitating resource-sharing, innovation and communication.

### **Overview and Purpose**

All of the guidelines and procedures outlined in this document pertaining to the acceptable use of technology are intended to make that technology more useful to students, staff and patrons of USD 484. These guidelines are also intended to maximize the learning environment and process. Access to these technologies is a privilege that comes with responsibility.

USD 484 views information gathered from various technological resources, including the Internet, in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance and supervision from the faculty and staff. Exploration and manipulation of resources is encouraged. Filtering software is in place in USD 484; however, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information that is not consistent with the educational mission, goals and policies of the school district.

Parents who do not wish their student to have individual access to the Internet should contact the school administrator.

## **Guidelines**

- Acceptable Use
  - Informal rules of behavior have evolved for the use of technology and communication on the Internet and other on-line services. All users of Fredonia Schools School District USD 484's devices and networks are expected to abide by the generally accepted rules of technology usage and etiquette. Collectively, they help to identify a level of acceptable use of the technology in USD 484. Rules for acceptable use are included below.
- State Law and Local Policy
  - Violations of the policies and procedures of USD 484 and/or Kansas law concerning the use of technology will result in disciplinary action.
- Penalties
  - Any user violating these provisions, state and /or local policies, applicable state and federal laws or posted classroom and district rules is subject to loss of technology privileges and any other district disciplinary options, including criminal prosecution. School and district administrators will make the final determination as to what constitutes unacceptable use, and their decision is final.
  - In relation to punishment for technology violations, every effort will be made to change the behavior of the student rather than deny them access to the technology. Punishment will be administered, but it is the hope of the administration that conventional forms of discipline will deter future offenses in this area. Administrators and staff members will use conventional forms of discipline, where appropriate, before resorting to the loss of access to the technology. In the event that the type or number of occurrences of infraction(s) necessitates the removal of access to the technology, every effort will be made to ensure that the student does not suffer academically. The student may have to be given alternative assignments if the technology was an integral part of what was expected in relation to the assignments. This decision will be made by the teacher and administrator or his/her designee.

## **Rules for Technology and Internet Use**

1. Never share your password with anyone. If you do so, both you and the student using your account will be held liable.
2. Treat all technology with respect. Do not vandalize any technology equipment.
3. Obey all copyright laws.
4. Avoid any technology activity, which is illegal or involves inappropriate language, pictures, or graphics.
5. Be very careful about giving out any identifying personal information on the Internet.
6. Students doing class work always have priority.
7. Printing on school printers is limited to class work only.
8. Take responsibility for your own actions and words. Do not give out anonymous or false information.
9. Students will not access outside e-mail, chat rooms, or messaging services using USD 484 devices during the school day. The only e-mail accounts that students are allowed to use during the school day on our system are the ones issued to them at the beginning of the school year.

**Any violation of these rules will result in disciplinary action.**

## **DEVICE POLICY**

The device and carrying case that has been issued to each student in grades 9-12 is the property of the Fredonia Schools School District USD 484. This device is on loan to the student and must be used in accordance with the following policies:

### **Device Security Policy**

1. During the school day, students must have devices with them. Devices must never be left unattended. Faculty will pick up and take unattended devices to the office.
2. Devices must be kept in the backpack or sleeve issued with them. They may not be kept in regular book bags or backpacks without being in their protective sleeves.
3. Students are not to deface their device or carrying case in any way, for example, with stickers, Whiteout, etc. If there are any questions, check with the administrators.
4. Students are not to remove, deface, or alter the USD 484 identifying stickers, labels, or bar codes in any way, shape or form. Fredonia Schools USD 484's network facilities and/or devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 484. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's device and/or network privileges.

5. The administration and /or their designee(s) have the right to inspect any device, application, or peripheral device associated with any or all USD 484 devices. This includes, but is not limited to, e-mails, documents, pictures, or other components associated with all USD 484 devices.
  6. E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
  7. It is recommended that if students register or sign up for anything via Internet or e-mail, that they don't use their assigned USD 484 e-mail address.
  8. Use of the device (including "Instant Messaging" if and when allowed) for anything other than a teacher-directed or approved activity is prohibited during instructional time. Students found to engage in this behavior during class will be penalized.
  9. The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented.
  10. Network students may not access websites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
  11. Internet and device games are prohibited during regular school hours.
  12. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.
  13. If you have a specific need for additional software or you want to add personal software, you must fill out an application that can be picked up in the technology office.
  14. Devices may not be used to make sound recordings without the consent of all those who are being recorded. Sound must be turned off at all times, except when being used as a part of a class. Students may use their own headphones to listen to music, etc., if they have instructor permission.
  15. Students are encouraged to back up school-related files regularly to the USD 484 student server. This space is reserved solely for educational purposes. Any item that is not educationally related will be deleted from the server. If you have a question as to whether or not your information should be placed on USD 484 servers, please contact the technology director, or the high school administrators.
  16. Deliberate attempts to degrade the USD 484 network or to disrupt system performance will result in disciplinary action.
  17. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
  18. USD 484 reserves the right to define inappropriate use of technology.
  19. Students must be enrolled in a minimum of four (4) class periods at USD 484 High Schools in order to be eligible for the device program.
- Device Rental Fee**
20. Before a student is issued a device, he/she must have paid the device rental fee (**\$50 at the time of this printing-this dollar amount may change**) and have signed the acceptable use policy.
  21. In addition, lost power adapters and batteries are not covered and are the responsibility of the student/parent/guardian.

#### **USD 484 FREDONIA SCHOOLS ACCEPTABLE USE POLICY**

USD 484 offers a comprehensive system of technological equipment. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange.

USD 484 assumes responsibility for the management of the structure, hardware, and software that allow users access to information technologies for educational purposes. District equipment includes (but is not limited to) devices, drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, telephones, modems, and other related technological resources. Software includes (but is not limited to) device software, print and non-print resources. Networks include (but are not limited to) all voice, video and data systems, including the district's internal network and the Internet.

The purpose of these technology systems is to facilitate communications in support of education and research that is consistent with educational objectives and the outcomes for USD 484. The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review any and all technology systems accessed by users. Such monitoring may be conducted without notice. Acting as agent of USD 484, the administration will determine whether or not specific use of the technology system is appropriate and/or consistent with acceptable use. **This decision is final.** The use of district technology systems is a privilege and may be revoked at any time. USD 484 is not responsible for any actions taken by the users that do not support the purposes and outcomes of USD 484.

- Only USD 484 device and wireless peripherals are allowed in the building during the instructional day unless approved by school officials.
- Students may not deface, mark or damage any surface of the device or carrying case in any way.
- Do not leave the device unattended in hallways, classrooms, lunchrooms, unsecured lockers or other unsecured spaces. This practice should also be followed during activities outside of school time such as sports practices, rehearsals or events.
- Always close the device before transporting it in the district-approved carrying case.
- Protect the LCD screen from damage. Do not touch the screen, place any foreign objects on the keyboard or spray with glass cleaner. Use only a static-free soft cloth to clean the screen.
- Any damage to the device that requires the unit to be sent in for repair is the responsibility of the student/parent/guardian. The \$100 deductible must be paid prior to the student receiving a replacement or any other type of device.
- Any malfunctions of the hardware or software should be reported to the school immediately.
- The device is owned by the school district and can be checked at any time or taken away for disciplinary reasons.
- The school's Internet connection should be used only for research or information-gathering directly related to academic assignments or extracurricular projects supervised by the district.
- Any form of rude, abusive, threatening or otherwise inappropriate language is not permitted.
- Obscene or vulgar images, sounds, music or other materials such as screensavers, backgrounds, or pictures are prohibited.
- Do not install additional software.
- Use the electrical adapter whenever possible to extend battery life. Students will be responsible for keeping devices fully charged each day.
- Follow all classroom standards and rules for use of the device as established by teachers.
- File sharing must be approved and directed by the instructor.
- Do not reveal personal information online.
- No online chatting at school or downloading of chat software unless required by a specific assignment and under a teacher's supervision.
- Devices may not be used to play music from either audio CDs or online music sources during the school day unless approved by a teacher and under a teacher's supervision.
- Personal e-mail is not allowed during class time except as a classroom assignment.
- No music or video files may be downloaded and stored on the hard drive.
- Backup of document files is the responsibility of the student.
- Never give your password to anyone.

**Prohibited User Activity may include, but is not limited to:**

- Using, possessing, or distributing any media containing applications or data inconsistent with educational objectives.
- Using the technology systems for personal or private business, for product advertisement or political lobbying, or for incurring financial commitments over the internal or external network.
- Using the technology systems to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to device systems or programs, or to initiate any type of virus in any device system or program.
- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics or sound.
- Using the system to obtain or disseminate pornographic and/or sexually suggestive content.
- Revealing any personal, confidential, or private information about another individual such as home address, phone number, etc.
- Representing oneself as someone other than who you are.
- Using someone else's account or password or allowing someone else to use your account number or password.
- Trespassing in folders not authorized to users.
- Damaging equipment or intentionally wasting resources.
- Removing hardware and/or software from the premises without prior authorization.
- Violating any federal or state copyright or unfair trade law.
- Violating any federal, state, local, common law, or criminal law.
- Conducting an activity that exposes the district to litigation or expenses.
- Violating any laws that might suggest libel or slander.

- **Pornographic content will result in an automatic loss of access for the remainder of the school year and not less than 18 weeks.**
- Personally benefiting from the sale of “User-Developed Subject Matter” created while under the supervision or employment of USD 484.
- Accessing prohibited websites (i.e. Facebook, Myspace, instant messaging, etc.) will result in an offense.

Inappropriately using of any software or applications will result in an offense as specified below:

- **First offense:** loss of device and access to a device at school for 1 week.
- **Second offense:** loss of device and access to a device at school for 1 month.
- **Third offense:** loss of device and access to a device for a period of 18 weeks.

All offenses may also result in other disciplinary or legal action.