

Dodge City High School

General Information

Student Handbook

2019-2020



^Vision - - “We empower everyone to engage in a passionate, purposeful today that creates a fulfilled future.”

^Mission - - “DCHS will develop meaningful relationships in which students, families, and community can contribute to providing an equitable, high-standards learning environment that empowers our diverse students to develop the skills required to succeed in their chosen path.”

This handbook summarizes district policies and rules. The handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information at www.usd443.org. In the event of a conflict between this handbook and a Board policy or regulation, the Board policy or regulation takes precedence and controls. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and controls.

This handbook's content may be changed from time to time throughout the 2019-2020 school year. An up-to-date version will be maintained online at www.usd443.org. The Dodge City School District will provide notice of changes through email or campus mail. It is the responsibility of students and parents to review such changes and to remain apprised of the current version of the handbook.

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SECTION I: PUBLIC INFORMATION

1. BELL SCHEDULES

Students are not to be in the halls during class time without a pass. Teachers will issue a hall pass only in case of emergency. There is a 6-minute passing time between classes. Schedules are below:

Regular Schedule		Late Start Schedule	
First Block	7:50 -- 9:15	PLC Time	7:50 -- 9:20
OP	9:21 -- 10:04	First Block	9:35 -- 10:42
Third Block	10:10 -- 11:35	Third Block	10:48 -- 11:55
Fourth Block	11:40 -- 1:30	Fourth Block	12:01 -- 1:47
Lunch:		Lunch:	
First	11:40 -- 12:06	First	12:01 -- 12:26
Second	12:08 -- 12:34	Second	12:28 -- 12:53
Third	12:36 -- 1:02	Third	12:55 -- 1:20
Fourth	1:04 -- 1:30	Fourth	1:22 -- 1:47
Fifth Block	1:36 -- 3:01	Fifth Block	1:53 -- 3:01

2. GRADING SYSTEM - SCALE

100 - 90 = A
89.9 - 80 = B
79.9 - 70 = C
69.9 - 60 = D
Below 60 = F

3. CAMPUS SAFETY

➤ **Accessing the Building:**

- **Secured Entrance:** The Dodge City High School Campus operates with a single secured entry location. Anyone entering the building during school hours will be required to enter the building through the main entry located on the south side of the building.
 - **Students:** Students entering the building after 8:00 am will be required to show a valid DCHS student id in order to enter.
 - Failure to have id or enter in the designated location could result in disciplinary action.
 - Each student will receive an ID card at the beginning of the school year. The ID card will serve as student identification at Dodge City High School, as well as for admission to specified activities at home events. Student ID cards are also needed to check books out of the library. Students must carry their ID cards at all times while on school property. If a student loses and ID card, a replacement can be purchased for \$3 in Hoover Hall.
 - **Visitors:** Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so the building principal can set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office.
 - Unauthorized persons found on school property may be subject to arrest or other legal action.
 - See Board Policy KM for additional information.
 - Visitors must enter the building using the main entry and report to the security attendant. The security attendant will provide the visitor with the proper identification and direct the visitor towards his/her destination.

- Friends of students may not be brought to school or arrive at school as visitors. This includes former students.
- Unruly or disruptive conduct by visitors that interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.
- In most cases, parents/guardians are allowed to visit school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents/guardians planning to eat lunch with their child should notify the school office one day in advance. Bringing outside restaurant food is strongly discouraged.
- Animals as visitors: In order to assure health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. Staff members may use live animals as part of the curriculum only after permission is obtained from a building administrator.
 - See Board Policy ING for additional information.

➤ **Leaving the building / campus:**

- See Board Policy JBH for more information.
- Dodge City High School has a closed campus. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are picked up by the bus.
 - This statement does not pertain to any student leaving campus for school related purposes. This includes students exiting for dual-credit courses and shadowing experiences.
 - **Notice to parents of students leaving campus for learning experiences!**
 - I understand that learning experiences for elective programs may be conducted at a location away from my student's campus. I understand that unless I am notified otherwise in writing, the School District does not provide transportation for such experiences. By requesting that my student be permitted to participate in elective or dual credit courses, I agree that in those circumstances where the District does not provide transportation to such experiences, I assume full responsibility for personally transporting my student, or for arranging transportation of my student, to and from such experiences.
 - I acknowledge that if I elect not to personally drive my student to and from an experience, any decision I may make to instead allow my student to drive himself or herself, to ride in a vehicle driven by the parent or guardian of another student participant, or to ride in a vehicle driven by another student participant, is solely an exercise of my discretion as a parent or guardian. I acknowledge that the assessment and decision whether it is safe to allow my student to drive to or from any practice, to ride with another parent or guardian, or to ride with another student driving, is a family assessment and decision made by me.
 - By allowing my student to participate in elective learning experiences, I agree that no person driving my student to and from a learning experience for which the School District is not providing transportation shall be considered an agent or employee of the School District, in any respect or for any purpose.
- **Student Requests to Leave School:**
 - Parents/guardians must notify the main office (471-2110) if their child needs to leave for an appointment. If parents/guardian cannot be reached regarding a request to leave school, individuals designated as an emergency contact may be contacted to pick the student up from school or asked to approve the student's release from school. Students must check out through the main office or nurse's office for their absence to be considered excused. Students who leave school without prior parental consent and without checking through the office can be considered truant.

- **Visitors:**
 - Visitors should check back in with the security attendant and turn in all applicable id's before signing out and exiting the building. Failure to do so could result in revocation of visitation privileges.
- **Reporting Safety Concerns:**
 - Students, parents and staff members are highly encouraged to report all dangerous and potentially dangerous situations and/or events directly to an administrator or to the school resource officer (SRO). Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity or the possession of weapons on school property.
 - Scholastic Crime Stoppers:
 - Keeping our schools safe is paramount in the Dodge City School District. Teachers, staff, students and parents play a crucial role in helping maintain a safe learning environment. Reporting criminal or suspicious activity is a major component of resolving these and other behaviors. A free app is available for Android or Apple operating systems to report anonymous information via your phone, tablet or laptop. To download the app simply follow instructions.
- **Search and Seizure:**
 - Board Policy References: JCAB-JCABB
 - As has been the practice in the past, the Dodge City Police Department will be bringing trained K-9's into the high school building at different times throughout the course of the school year. These animals are trained to alert on drugs and other potentially dangerous materials. The dogs will also work the parking lots since they are located on school property.
 - **SEARCHING CARS:** Students and parents should note that the parking areas at DCHS are located on the premises of USD #443. Use of the parking areas at DCHS by students constitutes an implied consent by the student for the search of the student's motor vehicle by school officials. Further, a student's motor vehicle may be searched at any time school officials have reasonable suspicion that a student has violated an ordinance or statute, or a District policy or rule.
 - **LOCKS AND LOCKERS:** Lockers are considered to be the property of the school and are subject to search at any time. Any lock other than a school-supplied lock will be removed. Any student who does not keep his/her locker properly closed and locked may expect theft to occur. Because lockers, whether in the locker areas or in P.E./Athletic facilities, have proven vulnerable to theft, students are advised never to leave money or valuables in the lockers. Dodge City High School cannot accept responsibility for lost items. Lock your locker!
- **Crisis Planning:**
 - District level and building level crisis plans will be developed to provide for an organized, planned response to crises. Crisis situations are inevitable; thoughtful rational crisis management is the only defense.

4. STUDENT PRIVACY RIGHTS

Board Policy References: JR, JRA, JRB, JRC, JRD

- **Pictures/Images:**
 - Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian.

➤ **Other Directory Information:**

- The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school websites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

➤ **Student Records:**

- In some cases students and/or parents will be asked to sign a release that permits the school to give information to agencies requesting it. This release will protect the right of the student to privacy in unusual cases not covered by Board policy. Records will not be released unless proper consent forms are on file.
- Military and Higher Education Access: The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the district will not release the information without first obtaining written consent from the parent of the student. See Board Policy JRB for additional information. Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a FERPA release form in the front office at the student's school.

5. DELIVERIES to SCHOOL

No delivery of flowers, candy, balloons, gifts, etc. at the high school will be allowed except those sponsored by high school groups. Deliveries by flower shops, parents, friends, and/or other business enterprises are not allowed. Any high school group conducting such deliveries will need prior administrative approval. These group-sponsored, approved deliveries should be made with a minimum of disruption.

6. SCHOOL PROVIDED TRANSPORTATION

Bus service is available for students who live more than 2 ½ miles from DCHS. Students are expected to comply with the policies set forth in this planner as well as the Student School Bus Handbook that you will receive prior to receiving transportation. Discipline procedures will be enforced when a student fails to comply with these rules.

Information regarding schedules and bus times is available through the Transportation Department at 620-471-2106.

7. NON-DISCRIMINATION STATEMENT

USD 443 does not discriminate on the basis of race, color, national origin, sex, age, religion, military status, primary language, and/or disability. This non-discrimination policy applies to admission, employment, programs, activities, and providing equal access to Boy Scouts and other designated youth groups. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) and/or other educational programs of the school.

8. SECTION 504 GRIEVANCE PROCEDURE

USD 443 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging noncompliance with Section 504 of the Rehabilitation Act of 1973 in any program or activity administered by the District. The following have been designated as Section 504 Coordinators: Title VI, Age Discrimination Act, Section 504 or other pertaining to Employment: Executive Director of Human Resources, 1000 2nd Avenue, Dodge City Kansas 67801 (620) 371-1004.

American Disabilities Act, Section 504 or other pertaining to facilities: Executive Director of Business & Operations, 1000 2nd Avenue, Dodge City Kansas 67801 (620) 371-1001.

Title IX, Section 504 or other pertaining to students: Assistant Superintendents of Elementary or Secondary Education, 308 W. Frontview, Dodge City, Kansas 67801, (620) 227-1763.

- Any person who believes he or she has been subjected to discrimination on the basis of disability in a program or activity administered by USD 443 may file a grievance under this procedure. Retaliation against a person who files a complaint of discrimination on the basis of disability pursuant to the grievance procedure, or persons who participate in related proceedings, is prohibited.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within 30 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. A complaint [form](#) is available.
- The Section 504 Coordinator (or his/her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the USD 443 relating to such grievances. The Section 504 Coordinator shall maintain the confidentiality of the person who files a complaint.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114, (816) 268-0550.

SECTION II: ATTENDANCE

Board Policy References: JBD-JBE-JBH

1. KANSAS SCHOOL ATTENDANCE LAW

According to Kansas Statute 72-977, 72-1111, and 72-1113, students must attend school until they are eighteen (18) years of age. The law specifically states:

“Whenever a child is required by law to attend public schools within the school district and such child is inexcusably absent as determined by the regulations of this policy for three consecutive days or five or more days in a semester or seven days in a school year, a report thereof shall be made by the District Attendance Officer to the authorities designated by the state statute.”

Students shall be present each day in all classes in which they are enrolled unless excused for a school activity or other such valid reason as authorized by the administrator of the school. Daily attendance records shall be maintained for each student enrolled in district schools.

2. CLASSIFICATION OF ABSENCE (Excused/Unexcused)

According to board policy JBD, all absences shall be classified in one of the following categories:

Excused/Unexcused Absences: The definition of “excused absence” includes the following:

- Personal illness;
 - Health-related treatment, examination, or recuperation;
 - Serious illness or death of a member of the family;
 - Obligatory religious observances;
 - Participation in a district-approved or school sponsored activity or course;
 - Absences pre-arranged by parents and approved by the principal; and
 - Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations to a relative preparing to leave or returning from deployment.
-
- The principal shall establish a procedure to determine the reason any student is absent from school or shall have the parent or guardian call the school.
 - All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.
 - Significant Part of a School Day An absence shall be considered a significant part of the school day if such absence exceeds one scheduled class period for students in Grades 9-12, two or more scheduled class periods for students in Grades 6-8, and two hours for students in prekindergarten through fifth grade.

3. VERIFICATION OF STUDENT ABSENCES-Notifying the School

All absences will remain unexcused until a parent notifies the school of a legitimate reason for the absence and is accepted by the school administration. A parent/guardian shall have three (3) school days in which to excuse an absence. A parent/guardian will be allowed to excuse absences that are more than three (3) days old if the parent/guardian provides documentation (doctor’s notes, etc.)

In cases where absences are deemed excessive, a physician's verification will be required for the absences to be excused. School administration may request that parents/guardians provide a doctor’s note in cases where a student has been ill in excess of 3 consecutive days or 10 days cumulative in the school year. All other absences will be considered unexcused.

➤ **School-Related Activities:**

- The absence of a student due to school-related activities shall not be recorded as an absence if the building school administrator specifically approves such activity and the student's absence from class or classes.

➤ **Make-up Work:**

- It is the responsibility of the student to obtain the necessary information from his/her teachers with respect to making up the schoolwork lost during the absence. The student must complete the make-up assignments in order to receive credit for such work.
- In order for a student to receive credit the **work must be made up within the same number of school days as the absence, plus one day of grace.**
- This time frame begins on the day the student returns to class.
- In cases of long-term suspension or expulsion, make-up work is not allowed. Work may not be made up for unexcused absences during finals unless specifically approved by an administrator.

4. TARDY POLICY

The first time a student is tardy to a class, the classroom teacher will issue a verbal warning. The second time a student is tardy to class, the teacher will assign a 15-minute detention. The third time a student is tardy to class, the student will be assigned a 30-minute detention and the teacher will contact the parent/guardian. For the fourth and following tardies, the student will be referred to the office to see an administrator.

When a student receives his/her seventh tardy through a combination of one or all of his/her classes, s/he can be placed on a DCHS Tardy Contract. If the student on a contract continues to accumulate tardies, consequences will be assigned.

5. DROPPING A STUDENT for NON-ATTENDANCE

Should a student be absent for ten (10) or more consecutive days and all reasonable efforts to ascertain the student's whereabouts or the reason for such absence have failed, the student shall be dropped from the school rolls. All efforts to re-establish student status must come through the school administrator's office as a re-enrollment, with class assignment to be at the discretion of the school administrator.

SECTION III: STUDENT CODE of CONDUCT / STUDENT DISCIPLINE

Board Policy References: JCDA, JCAB, JCAC, JCABB, JCDA, JCDB, JDA, JDC, JCDBB, JDDB, JDB, JDD, JDDA, JDDC

The Code of Student Conduct applies at all times while students are on or about school district property or areas adjacent thereto, which shall include: Any district property being used for an official school activity, property not owned by the district being used for school-sponsored activities or events, and any vehicle, including school buses, while such vehicle is being used to transport students for the district. This Code of Student Conduct also applies to any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in schools.

1. MAINTAINING a SAFE ENVIRONMENT

<u>TO MAINTAIN A SAFE ENVIRONMENT</u>	<u>EXPECTED CONSEQUENCES</u>
<p>Behaviors are not allowed that are intended to cause another individual physical or mental harm and/or are illegal. Examples include but are not limited to the following:</p> <ul style="list-style-type: none"> • Weapons (possession or use of) • Theft • Fighting • Inciting to fight • Violence towards adults/student • Intimidation/extortion/threats • Aggravated abuse of a school employee • Gross insubordination • Alcohol/Drugs <ul style="list-style-type: none"> ◦ (possession/use/disbursement/sale of) • Sexual harassment of any kind • Arson • Explosive devices (possession or use of) • Opening, propping, or entering secured locked and or secured doors 	<ul style="list-style-type: none"> • <i>Out-of-school suspension (short-term)</i> • <i>Long-term suspension</i> • <i>Expulsion for the remainder of the year</i> • <i>Expulsion for 186 school days</i> <p>A student suspended for fighting or for a drug related offense a second time will receive a notice for a formal hearing, to take place within ten days, seeking long-term suspension or expulsion.</p>

Use of a breathalyser / nerve dysfunction eye test: A Breathalyzer and/or Nerve Dysfunction Eye Test (N.E.T.S.) can be utilized at various school related activities, both on and off campus. If indicators exist that a student is under the influence of chemical substances, notification of appropriate authorities and disciplinary measures will occur. Students refusing to take the test will also be subject to suspension.

Search and Seizure: Board Policy Reference: JCABB Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

2. MAINTAINING an ORDERLY ENVIRONMENT

<u>TO MAINTAIN AN ORDERLY ENVIRONMENT</u>	<u>EXPECTED CONSEQUENCES</u>
<p>Behaviors are not allowed that occur outside the classroom that are intended to cause physical or mental harm to another individual and/or may be illegal. Examples include but are not limited to the following:</p> <ul style="list-style-type: none"> • Verbal abuse of teacher/staff/student • Disruptive behaviors in hallway • Disruptive behaviors in the cafeteria • Disruptive behaviors before and after school • Disruptive behaviors at a school activity • Unverified absences/tardiness/truancy 	<ul style="list-style-type: none"> • <i>Looking in the vicinity of the misbehavior</i> • <i>Walking toward the area of misbehavior</i> • <i>Verbal correction</i> • <i>Informal talk</i> • <i>Isolation</i> • <i>Counselor referral</i> • <i>Teacher-parent conference</i> • <i>Behavior contract</i> • <i>Principal-teacher-parent conference</i> • <i>Office referral</i> • <i>Restitution</i> • <i>Detention</i> • <i>Suspension from school-related activities</i>

<ul style="list-style-type: none"> ● Tobacco (possession or use of) This includes vaping and the use of vaping products ● Gambling ● Solicitation (selling unauthorized items at school) ● Destruction or defacement of property - vandalism ● Inappropriate display of affection ● Dress code violations ● Defiance of authority ● Inciting to fight/contributing to a disruptive situation ● Use of inappropriate language ● Misuse of technology ● Setting off disaster alarm falsely 	<ul style="list-style-type: none"> ● <i>Removal from bus</i> ● <i>Referral to local agencies</i> ● <i>Out-of-school suspension</i>
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DRESS CODE: Board Policy Reference: JCDB

Students will not be permitted to remain in class or at school-sponsored functions in attire that draws such attention to themselves that it disrupts general decorum, interferes with the intended function of the school or school activity, or creates potential health or safety hazards.

Parents/guardians are expected to illustrate concern, provide guidance, and have knowledge of what their child is wearing to school. Below are the guidelines for students to help them avoid attire that interferes with the learning environment. Examples include, but are not limited to, the following:

- 1) Clothing that is revealing or is suggestive may not be worn. Appropriate lengths for shorts, skirts and dresses will be determined by building principals. Midriffs, spaghetti straps, tube tops, backless shirts, or raglan (large armhole) T-shirts or tank tops may not be worn.
- 2) Head gear may not be worn in the building. Hats, caps, hoods, berets, beanies, stocking caps, and hairnets will not be permitted. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire.
- 3) Students will not be allowed to bring blankets to school to cover themselves up in class.
- 4) Gang related attire such as "colors" or bandannas and clothing with vulgar, profane, obscene or derogatory messages, or messages concerning illegal substances or alcohol.
- 5) Extreme hairstyles and/or color will not be permitted. Decisions concerning these matters will be at the discretion of the building administrators.

ELECTRONIC DEVICES

1. Building administrators or their designees will make individual evaluations to determine if any type of electronic device is disrupting the learning environment or creating a potential health or safety problem. In situations where the device is determined to have caused such an issue, appropriate consequences will be issued. These consequences could include, but are not limited to the confiscation of the device for a period of time, only to be returned after parent notification of future consequences for recurrence.

3. MAINTAINING a PRODUCTIVE CLASSROOM ENVIRONMENT

<u>TO MAINTAIN A PRODUCTIVE CLASSROOM</u>	<u>EXPECTED CONSEQUENCES</u>
<p data-bbox="203 220 407 247"><u>ENVIRONMENT</u></p> <p data-bbox="203 256 792 331">Behaviors are not allowed that occur in the classroom that interfere with the learning of others. Examples include but are not limited to the following:</p> <ul data-bbox="251 340 756 562" style="list-style-type: none"> • Failure to follow reasonable request of a teacher • Talking out • Horseplay • Disturbing another student • Showing disrespect/defiance • Improper use of equipment • Educational nuisance • Cheating 	<ul data-bbox="873 220 1333 506" style="list-style-type: none"> • <i>Isolation</i> • <i>Looking in the vicinity of the misbehavior</i> • <i>Walking toward the area of the misbehavior</i> • <i>Verbal correction</i> • <i>Informal talk</i> • <i>Teacher-parent conference</i> • <i>Teacher-student conference/documentation</i> • <i>Behavior contract</i> • <i>Office referral</i> • <i>Principal-teacher-parent conference</i> • <i>Detention</i>

4. MAINTAINING a PRODUCTIVE PERSONAL ENVIRONMENT

<u>TO MAINTAIN A PRODUCTIVE PERSONAL</u>	<u>EXPECTED CONSEQUENCES</u>
<p data-bbox="203 938 402 966"><u>ENVIRONMENT</u></p> <p data-bbox="203 974 716 1108">Classroom behaviors are not allowed which negatively affect the misbehaving student. Examples include but are not limited to the following:</p> <ul data-bbox="251 1117 756 1276" style="list-style-type: none"> • Not having appropriate equipment and materials • Sleeping • Being off task, but not disturbing others • Failing to turn in homework/failing to complete assignments • Failing to dress out for PE 	<ul data-bbox="873 938 1403 1213" style="list-style-type: none"> • Looking in the vicinity of the behavior • Walking toward the area of the misbehavior • Verbal response • <i>Informal talk</i> • <i>Teacher-student conference/documentation</i> • <i>Isolation</i> • <i>Teacher-parent conference</i> • <i>Detention</i>

5. CONSEQUENCES FOR VIOLATIONS DEFINED:

- **TIME OUT ROOM:** The Time Out Room will be used only for students in crisis situations involving personal problems or referrals from a principal involving short periods of time. These students may also be sent to the Counseling Center for additional help if need be. At any time the TOR teacher or a principal may deny a student entrance into the room because of overcrowding. All discipline referrals should be sent to the principal's office where they will be dealt with as soon as possible.
- **DETENTION:** An extension of the regular classroom used to help students who have used class time unwisely or have provoked a teacher in such a way that time is needed to correct a situation. Detentions may be assigned for tardies, failure to do class work, classroom interruptions, etc. Students who fail to report to detention as directed by the teacher will be referred to the office for counseling and possible assignment to Time Out Room or to additional detention time. Students are not to be held in detention for more than one hour after school is dismissed for the day.
- **OUT OF SCHOOL SUSPENSION:** Out of School Suspension (OSS) is assigned for major behavior and attendance infractions. This may involve anywhere between one to ten days. All procedures

and policies related to OSS are included in the U.S.D. 443 Board of Education Policy. Absences because of OSS are considered unexcused, but school work may be made up for credit. If a student is suspended from school, the student must complete the suspension period (school days) before being allowed to participate in school activities.

- **Students are not to represent D.C.H.S. in any activity or sporting event on the day, or days, they are serving a suspension.**
 - **The student becomes eligible again for participation at 7:50 a.m. the next school day after the suspension has been served.**
- **LONG-TERM SUSPENSION:** A long-term suspension extends the period of exclusion from school to a term exceeding 10 days, but not beyond 90 school days. Such action may result in loss of credit for the affected semester. Parental notification is mandatory.
- **EXPULSION:** An expulsion extends the period of exclusion for up to 189 school days. Such action may result in loss of credit. Parental notification is mandatory.

6. PARENTAL NOTIFICATION/NOTICE:

The act of giving notice of or reporting to the parent or guardian the consequential or disciplinary action that has been imposed either by telephone or by written notice. In the case of short-term suspension, long-term suspension, and expulsion, written notice is required by Kansas statutes and shall be mailed to the residence of the parents or guardians at the address on file in the school records or by personal delivery. K.S.A. 72-9802(g)

7. CORPORAL PUNISHMENT:

No teacher or administrator shall use physical force or physical contact against or strike a student as punishment for a violation of the Code of Student Conduct. Provided, however, nothing in this policy shall be construed to impair teachers or administrators from using reasonable and necessary physical force to restrain a student in order to protect themselves or other persons, prevent the destruction of property, or to prevent any illegal overt act on the part of the student.

8. BULLYING:

- Board Policy Reference: JDDC
- Bullying is prohibited in USD #443.
- **Bullying means:**
- Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
 - Harming a student or staff member, whether physically or mentally;
 - Damaging a student's or staff member's property;
 - Placing a student or staff member in reasonable fear of harm; or
 - Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.
 - Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail,

- instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.
- Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD #443 will not tolerate these actions by students or staff.
- Any act of bullying by either an individual student or group of students is prohibited on or while using school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors.
- No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.
- Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.
- A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.
- Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

9. SEXUAL HARASSMENT:

- Board Policy Reference: JGEC
- District employees shall not sexually harass, or knowingly permit sexual harassment of a student by another employee, student, non-employee or non-student on school premises or at school-sponsored activities. Neither shall a student sexually harass another student or students.
- Violation of this policy shall result in disciplinary action, including but not limited to possible termination of an employee, or disciplinary action against the violator(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. The board shall hear complaints against the superintendent. Retaliation against anyone who participates in an investigation shall not be knowingly permitted.
- **Definitions:**
 - Sexual harassment may include, but not be limited to: Unwelcome sexually oriented communications; Subtle pressure or requests for sexual activity; Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship; Creating a hostile school environment, including the use of innuendoes or overt or implied threats; Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body; Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity; or
 - Sexual assault or battery as defined by current law.
- **Reporting:**
 - Any student who believes he or she has been subjected to sexual harassment should immediately discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

7. EMERGENCY SAFETY INTERVENTION:

- Board Policy References: GAAF, GAO, JRB, JQ, and KN
- The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.
- This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.
- **Definitions:**
 - • “Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.
 - • “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
 - • “Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.
 - • “Incident” means each occurrence of the use of an emergency safety intervention.
 - • “Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.
 - • “Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.
 - • “Mechanical Restraint” means any device or object used to limit a student’s movement.
 - • “Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.
 - • “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
 - • “Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.
 - • “School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.
 - • “School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.
 - • “Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

- • “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.
- **Prohibited Types of Restraint**
 - All staff members are prohibited from engaging in the following actions with all students:
 - • Using face-down (prone) physical restraint;
 - • Using face-up (supine) physical restraint;
 - • Using physical restraint that obstructs the student’s airway;
 - • Using physical restraint that impacts a student’s primary mode of communication;
 - • Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
 - • Use of mechanical restraint, **except**:
 - • Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - • Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - • Seatbelts and other safety equipment when used to secure students during transportation.
- **Use of Emergency Safety Interventions**
 - ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.
- **ESI Restrictions**
 - A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.
 - Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.
- **Use of Seclusion**
 - When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.
 - All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.
 - A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.
- **Training**
 - All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be

consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position.

- Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.
- Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

➤ **Notification and Documentation**

- The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.
 - Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.
 - The parent shall be provided the following information after the first and each subsequent incident during each school year:
 - a copy of this policy which indicates when ESI can be used;
 - a flyer on the parent's rights;
 - information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and
 - information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.
- Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

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

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

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

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

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

- After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.
- For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.
- For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.
- For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.
- The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period.
- Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

- If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.
- The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the

complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

- If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.
- Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.
- Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

SECTION IV: TECHNOLOGY

Please read before using DCHS Internet Access

1. Acceptable Use Policies for Internet Access

- All use of the Internet must be in support of education and research and consistent with the purposes of Dodge City High School and USD 443.
- Any use of the network to facilitate illegal activity is prohibited.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Communications via the network are not assumed to be private or privileged information.
- No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, harassment, discriminatory remarks, flaming, spamming (volumes of junk mail) and other antisocial behaviors are prohibited.
- The illegal installation of copyrighted software for use on district computers is prohibited.
- Use of the network to access obscene or pornographic material is prohibited.
- Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited.
- Students are warned not to use their full names or give out their home addresses on any communications on the Internet.

Dodge City High School reserves the right to monitor and/or log Internet use. Use of DCHS Internet access indicates the user's agreement to abide by the above listed guidelines.

Any electronic mail, computer application, or other information in district computer systems is subject to monitoring by staff and administration. The district retains the right to duplicate any information in these systems, including from any storage media (i.e. hard disk drive, etc.). Students violating these guidelines are subject to disciplinary action, up to and including suspension from school.

2. USD 443 iPad Repair and Replacement Process

USD 443 recognizes that with the continuation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

An instructional materials fee will be collected at the time of enrollment. If an incident occurs and the instructional materials fee has been paid:

- The first incident of **accidental** damage to the student's iPad will be covered by the district as long as the iPad is repairable.
- All subsequent incidents of accidental damage will incur a fee of \$10 to repair, as long as the iPad is repairable. If the iPad is irreparable other charges may apply.
- Any **intentional** damage or damage due to gross negligence will require the student/family pay for full repairs; or a prorated amount of replacement value. Gross negligence will be determined by DCHS building administration.
- Damage that is beyond repair, theft or loss of an iPad will require the student/family to pay a prorated replacement value. A police report must be filed in the event of theft or lost iPad.

1. The student must report damage to the technology office or building principal.
2. The technology office will fill out the appropriate paperwork and determine the cost of repair or replacement.
3. The information will be given to assigned personnel in the building office and collection of fee process will take place as follows.
4. School personnel contacts the family and explains the situation, allowing for payment options or arrangement for payment
5. Parents/Guardians must pay fee for repair or replacement.
6. Any charges incurred as a result of damage, loss, or theft must be paid before a replacement is issued.
7. Failure to make payment may result in the student having to leave the iPad at school.

SECTION V: NUTRITION / SCHOOL LUNCH PROCEDURES

A nutritious breakfast, lunch and ala carte items are offered daily in the food court. Each student will be assigned to one of four lunch periods during fourth block.

1. MEAL PRICING GUIDE 9-12:

Full Price Lunch Fees:

Lunch Fee: \$2.80

Adult Fee: \$3.80

Full Price Breakfast Fees:

Breakfast Fee: \$1.95

Adult Fee: \$2.60

*Milk is 60 cents extra for adult lunch and breakfast.

(Prices are subject to change)

No lunch money is handled in the school office.

2. CHARGING POLICY - NO CHARGING ALLOWED

All students are encouraged to make deposits into their account before school in lines 3 or 4 or the snack bar area.. During opportunity period only line 4 is available to take deposits. Students are reminded verbally when their account reaches \$8.40 and below. Family access is available thru Skyward in which online payments may be made and a student's account can be viewed by his/her parent or the student.

3. PROGRAM BENEFITS:

All families are encouraged to complete an application for the Child Nutrition Program Benefits. A current application is required each year. Families will be notified of their benefits within 10 days of the application being received in the Nutrition Office. One application is needed per household and all information is kept confidential. Until the household has been notified of their benefits, parents are responsible for paying full price for their student's meals.

4. PUBLIC NOTICES:

- All school cafeterias are inspected twice a year by the Kansas Department of Agriculture. The cafeterias follow the guidelines set forth by this department pertaining to safety and sanitation.
- All schools are registered as an OFFER-VS-SERVE program with the Kansas State Child Nutrition & Wellness department. This allows students to choose at least three or all five meal components that are offered daily. Starting in SY 2012-13, Students must select at least ½ cup fruit or vegetable to make a reimbursable meal.
- School Menus are posted on our website: www.usd443.org/menus and on the web page under the Nutrition tab, click on Nutri Slice.
- Parents are welcome to eat with their student(s).
- Coats, hoodies, and school bags will not be allowed in the food court area during lunch.
- Further information about the program is available by contacting the CHILD NUTRITION OFFICE at 1000 Second Avenue. The telephone number is (620)371-1030.

5. DIETARY INFORMATION

Federal regulations require the school Nutrition Program receive written instructions from an appropriate medical authority before the school can modify a student's meals. A recognized medical authority must complete one of the following forms to document a student's current special dietary needs.

Medical Statement for Student with Special Dietary Needs Due to Disability: If the student has a disability that affects his/her diet; a licensed physician must complete this form.

Medical Statement for Student with Special Dietary Needs Due to Food Allergy or Intolerance: If the student has a food allergy or intolerance, a physician or other recognized medical authority (i.e. physician's assistant or nurse practitioner) must complete this form.

The appropriate medical statements may be obtained in your school's Nutrition Department or the District Nutrition Office. These forms must be updated yearly.

For some students, special diet orders are temporary. When there is no longer a need for special dietary needs a Discontinuation of Special Diet form must be completed by the physician or recognized medical authority. This form can also be obtained in the School's Nutrition Office or the District Nutrition Office.

USDA NONDISCRIMINATION STATEMENT

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

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

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

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

This institution is an equal opportunity provider.

SECTION VI: HEALTH

1. IMMUNIZATIONS

- The Kansas Immunization Law requires that students must have received immunizations for diphtheria, pertussis, tetanus, polio, rubella, mumps, measles, hepatitis B, and varicella (chicken pox). If the student has a history of varicella disease, verification must be documented by a licensed physician. Booster shots required by the Secretary of the Department of Health and Environment are also required. Students who fail to provide the documentation required by law may be excluded from school by the superintendent or his designated representative until

statutory requirements are satisfied. The school nurse can provide further information and exceptions to this policy.

2. MEDICINE AT SCHOOL: Board Policy Reference: JGFGB-R-3

- Student Self-Administration of Medications- The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has prescription or written direction from a healthcare provider.
- In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.
- The medication shall be examined by the school employee administering it to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for the school, should be requested from the pharmacist.

3. INSURANCE

- Information about low-cost student insurance, including Kansas *Health Wave*, is available annually at enrollment or anytime during the school year by contacting the school or district office.
- Parents are responsible for obtaining accident, health, athletic, hospital, and other insurance coverage for their student(s). Expenses not covered by such policies are the responsibility of the parents.
- The school district is not responsible for accidents, injuries or personal property loss that occurs to students at school, on school property or at school sponsored events.
- Students out for athletics will not be permitted to participate until they have evidence that they are properly insured. This evidence must be on file with the athletic director.

4. MENTAL HEALTH COUNSELING/GUIDANCE SERVICES

- Counselors at Dodge City High School serve the needs of students in many ways. They assist with the resolution of problems dealing with personal matters, academic progress, enrollments, schedule changes, career choices, college choices, scholarships, test preparation, interpersonal relationships and other student concerns.
- Students will be assigned a counselor at the beginning of their freshmen year. New students will be assigned a counselor at the time of their enrollment. This counselor will follow the students until they graduate.