

**CONCORDIA JUNIOR/SENIOR HIGH  
SCHOOL  
STUDENT-PARENT HANDBOOK  
2018-2019**



**436 W. 10<sup>th</sup>**

**Concordia, Kansas**

**66901**

**JR/SR HIGH PHONE (785)243-2452**

**FAX (785)243-8805**

# DISTRICT MISSION STATEMENT

**“Our Mission is to create and to maintain  
an environment that ensures:**

***ENGAGED LEARNING,***

***EFFECTIVE TEACHING,***

***TRUSTING RELATIONSHIPS,***

**so that all members of the school community reach their  
highest level of academic achievement.”**



## NOTICE OF NONDISCRIMINATION

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementation Education Amendments of 1972/Americans with a Disability Act or Section 504 of Rehabilitation Act of 1973; and all other Federal, State, School rules; laws, regulations, and policies, the Concordia Schools, U.S.D. 333, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Concordia, U.S. D. 333, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by the School/District/Agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Quentin Breese, Superintendent of Schools, Section 504 Coordinator  
217 West 7<sup>th</sup> Street  
Concordia, Kansas 66901  
785-243-3518

Title IX Complaints can also be filed with the Office for Civil Rights.

U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, Missouri 64114

All students attending Concordia, U.S.D. 333 may participate in education programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap or sex.

## **CHS FIGHT SONG**

Stand up and cheer for dear  
Concordia;  
Stand up and shout for CHS  
Her students, teachers we all  
think the best;  
And though she's still quite  
young,  
She'll always stand the test.  
For tried and true already she  
has won.

## **HAIL TO THEE, CONCORDIA (Alma Mater)**

Hail to Thee, Concordia  
Hail to Thee,  
Concordia  
Hold your colors High!  
Loyal we will be  
There's for you a destiny,  
You'll fulfill  
your destiny.

**COLORS  
RED/WHITE**

**MASCOT  
PANTHER**

*Welcome  
To  
Concordia Junior-Senior High School  
2018-2019*

Dear Students and Parents,

I am excited to get the 2018-2019 school year started and I welcome all of you to Concordia Junior-Senior High School. I encourage everyone to explore our school and our community. Every student has talents and I encourage every student, parent, and guardian to make this year the best it can be. Please get involved and give your best effort every single day. If you ever have any questions, please stop by the office.

Attendance is a vital component to achieve success along with good communication. By being on time and present each day, we can all work together and help each other reach our full potential. We at CJSHS will strive to get everyone college and/or career ready. Please do your part and help others reach their potential.

Concordia Junior-Senior high school has a lot of positive traditions. I personally look forward to continuing the traditions. We can all “win” in the end, by doing what is right and following the expectations. This handbook is a guide for the expectations to success. Simply follow the rules and guidelines and we will all get positive results. The handbook policies are for all Junior-Senior High School students.

Go Panthers!

Troy Keiswetter

I wish everyone the very best this school year!

*Troy Keiswetter  
Principal  
Concordia High School*



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**BOARD OF EDUCATION POLICY AND NEGOTIATED AGREEMENT TAKE PRECEDENCE OVER THIS DOCUMENT**

Engaged Learning · Effective Teaching · Trusting Relationships



# **ADMINISTRATION, FACULTY AND STAFF**



## **Board of Education**

Mr. Mark Nordell	President
Mr. Tim Beims	Member
Mr. John Culley	Member
Mr. Tony Miller	Member
Mr. Kevin Pounds	Member
Mrs. Mary Beth Smith	Member
Mr. Steve Wetter	Member

## **Central Office Administration**

Mr. Quentin Breese	Superintendent
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## **CJHS/CHS Building Administration**

Mr. Troy Keiswetter	MS, Baker University	Principal
Mr. Brandon Rice	MS, Emporia State	Assistant Principal/ AD
Mr. Larry Myers	MS, Kansas State	CMS Assistant Principal/JH AD

## **CJHS/CHS Faculty**

Ms. Cyndi Atwell	MS, Kansas State	HS Guidance Counselor
Mr. Dustin Bender	M.Ed, Doane College	Science
Ms. Ashley Blain	MA, Kaplan University	English
Ms. Ashley Carlgren	BS, Kansas State	Social Science
Ms. Jordan Champlin	BS, Kansas State	JAG
Mr. David Gieber	BS, Fort Hays State	Math/Business
Ms. Brenda Gilliland	BS, Fort Hays State	Business
Mr. Paul Gladbach	MS, Fort Hays State	Manufacturing
Mr. David Goodwin	MS, Fort Hays State	Special Education
Ms. Chelsey Greene	BS, Chadron State	FACS
Ms. Amber Hanson	MS, Kansas State	Special Education
Mr. Rowe Hinkle	BS, Fort Hays State	Social Science
Ms. Cheryl Holmes	MS, Kansas State	Special Education
Ms. Melinda Isaacson	BA, Kansas Wesleyan	English
Mr. Bruce Jacobs	MS, Emporia State	Science
Ms. Gena Kearns	MS, Fort Hays State	Art
Mr. Austin Kingsbury	BA, Sterling College	Strength/Conditioning
Mr. Michael Loring	BA, Kansas State	Math
Ms. Trisha McDaniel	BS, Kansas State	Technology
Ms. Jodi McManus	MS, Fort Hays	Special Education
Ms. Jamie Meyer	MS, Kansas State	Math
Mr. Ken Meyer	MS, Kansas State	HS Guidance Counselor





# **STATEMENT OF COMPLIANCE**



## **Civil Rights Compliance**

It shall be the goal of the district to achieve an educational environment that is free from discriminatory insults, intimidation, or harassment due to race, color, religion, sex, age, national origin or handicap status.

The USD #333 does not discriminate on the basis of race, color, national origin, sex or handicap in admission or access to, or treatment of employment in its program and activities.

## **Student Grievance/Procedure**

### **Section I**

If any person believes that the school district or any of the district's staff has inadequately applied the regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, or Americans with Disabilities Act, he/she may bring forward a complaint, which shall be referred to as a grievance, to the School District's Section 504 Coordinator. It should be understood by the individual(s) involved, that a complaint can be made to the Office for Civil Rights without going through the school district's grievance procedures. The grievance procedures are to provide for a prompt and equitable resolution of a complaint.

### **Section II**

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the school Section 504 Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

#### **Step 1**

A written statement of the grievance signed by complainant shall be submitted to the school Section 504 Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

#### **Step 2**

If the complainant wishes to appeal the decision of the school Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Coordinator and Superintendent cannot be the same individual. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

#### **Step 3**

If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the School District Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

#### **Step 4**

The person can file a complaint with the Office of Civil Rights at any time before or during the grievance procedures: Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367, (816)880-4200. The school Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Coordinator's office.



## **AdvancEd**

### **Commission on Accreditation and School Improvement**

AdvancED brings together more than 100 years of experience and the expertise of the two largest US-based accreditation agencies — the North Central Association Commission on Accreditation and School Improvement (NCA CASI), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Concordia High School is one of the oldest continuously accredited members of the North Central Association. CHS has been a member of this association since 1910. **In 2010, Concordia High School received their 100 years of continuous accreditation award.** USD 333 began the district-wide accreditation process in 2005.

#### **Vision, Mission and Values**

##### **Vision**

The vision of AdvancED is to be the leader in advancing excellence in education worldwide so that every student is prepared for success in an ever-changing and diverse world.

##### **Mission**

The mission of AdvancED is to advance excellence in education worldwide through accreditation, research, and professional services.

#### Core Values:

**Education-**We believe in the power of education to change the world. We are committed to raising the quality of education for every student across the globe.

**Excellence-**We stand for excellence. We expect excellence of ourselves and our schools/districts in every area of endeavor. As a learning organization, we are constantly improving our work for the ultimate benefit of schools, districts, students, and parents.

**Leadership-**We exhibit leadership at all levels of the organization, from the global level where we provide an international voice for the education profession to the local level where we support schools, districts, and students in their quest for excellence.

**Service-**We place schools, districts, and students first. A spirit of service permeates our work. This spirit of service extends to our employees and volunteers whom we treat as our most valuable resource.

**Integrity-**We adhere to the highest ethical standards and conduct. We treat others with fairness and respect. We conduct our work to build and ensure public trust.

**Innovation-**We foster an innovative climate where new ideas and solutions are encouraged, tested, and shared. We seek solutions that are meaningful, relevant, and user-friendly.

**Teamwork-**We view teamwork as critical to success in our decentralized structure. We collaborate effectively to achieve desired results. We communicate openly and honestly.

**Data-Based Decision Making-**We gather and analyze data relevant to the achievement of our vision and mission. We use data to make informed decisions and improve our processes.

**Results-**We hold ourselves and our schools/districts accountable for achieving desired results. We are committed to helping schools/districts improve student achievement and school/district effectiveness.

## **AdvanED Accreditation Standards for Quality School Systems**

- Purpose and Direction
- Governance and Leadership
- Teaching and Assessing for Learning
- Resources and Support Systems
- Using Results for Continuous Improvement

**In 2010, Concordia High School received their 100 years of continuous accreditation award.**



## Locker Regulations

Locker assignments will be assigned at the time of enrollment.

- All lockers are the sole property of the school. They are loaned to students for their convenience. **DO NOT LEAVE VALUABLES OR MONEY IN LOCKERS. DO NOT GIVE YOUR COMBINATION TO OTHER STUDENTS.**
- Students are expected to keep their lockers neat and arranged.
- Student lockers are for the convenience of the student. This privilege can and will be taken away if the student abuses the privilege by abusing the locker. The locker belongs to the school and can and will be inspected by the Administration periodically.
- Lockers are to be locked; no foreign objects should be used to jam the locking mechanism.
- Gym lockers will be assigned by PE teachers and locks will be issued or be brought from home. It is the student's responsibility to see that his/her gym locker is kept locked. (A charge of \$4.50 will be assessed if the lock is lost)
- USD 333 and CJHS/CHS are not responsible for lost or stolen items.

## Driving Regulations

In order to maintain a safe and orderly environment, students are requested to drive with care around the building anytime classes are in session. The SRO will be notified of problem drivers and warrants may be issued. Students are not to park in any reserved area; reserved areas are most commonly marked by curbs painted white. Those students with permits to park in the school parking lot should not double park, park down the center or park in any other way which might block any other vehicle from leaving. Students who violate parking lot regulations could lose privileges for the remainder of the school year. Vehicles not parked in designated parking stalls may be towed at owner expense. If a tow truck is dispatched to tow a vehicle, the student will be required to pay the service call even if they move their vehicle before the tow truck arrives.

## Media Center

The library will be open to students from 7:45 a.m. until 3:45 p.m. most school days. Permission to use the library before or after these hours must be granted by the librarian in advance.

Regular books may be checked out for two-week periods. Most reference books may be checked out overnight or for one period use in the classroom. Who's Who and unabridged dictionaries are not to be taken from the center.

## Lost Books and Materials

Any lost book or material is to be reported as soon as it is known that it is lost. Cost of the replacement of books or materials and processing fee as well as the fine will have to be paid before the end of the semester.

Overdue regular books are charged at 5 cents per day. Fines will be calculated up to the day a book is reported lost and paid for.

## Cafeteria and Lunch Hour

- The school operates a closed noon hour schedule. All students must report to the cafeteria during their lunch period. Students are not allowed to leave the building to eat lunch, except for those students with Red and Gold Cards-or students who have prior approval through a principal.
- The school operates a hot lunch program with a main line and hamburger line. A deli sandwich line and chef salad lines are also available and meet National School Lunch guidelines. A garden bar providing fresh

fruits and vegetables is available to all lines. Ala carte items are also available. Prices of meal tickets are established by the Board of Education and updated each July on the district website.

#### USD 333 UNPAID MEAL POLICY

The following UNPAID MEAL POLICY has been adopted by the USD 333 Board of Education.

- Food service director will send email notices on a daily basis starting when the family balance reaches \$10.
- NEGATIVE Balance of \$90-\$100: Inform families that no further charges to the account will be allowed after NEGATIVE \$100.
- NEGATIVE \$100 and over: Discontinue charging lunches. Students must bring lunch/or pay cash for individual lunches.
- If the family does not provide a lunch or cash for the student, the classroom teacher and building principal will work with lunchroom staff to have student brought to the principal's office during meal time and offered pretzels and fruit provided by the food service department.
- If a family turns in an application for free and reduced meals and qualifies for FREE meals, students will be allowed to return to eating in the cafeteria. However, outstanding balances will still be required to be paid in full or Kansas Set-Off claims will move forward.
- If the outstanding meal bill has not been paid by enrollment the next fall, district staff will file Kansas Set-Off for the outstanding amount.
- On-Line payment option: An on-line payment option is available to families for ease of paying outstanding debt.
- Families with graduating seniors who have completed all graduation requirements and have no other students enrolled in the district, or outstanding bills with the district, if they have a positive lunch balance will have their positive balance refunded by USD333 through the board approval process by district staff upon receipt of a W-9. Any positive balances less than \$5 will not be refunded due to staff time and cost of mailing to do so.
- Any family withdrawing students from the district that has a positive lunch balance at the time of withdrawal, has until June 1st of the school year from which they withdraw, to request their lunch balance in writing from the School Nutrition Director, with provision of an address for sending the monies to and completion of a W-9. If no written request is received for monies of families with withdrawing students that have a positive lunch
  - Daily meals may be purchased in the cafeteria.
  - When dismissed for lunch, students are expected to get into the serving line promptly and quietly without running or shoving. Failure to comply will result in lunch time detention.
  - Concession stand food, competitive foods and carbonated beverages are not to be sold or served during the meal times.
  - Students are to return trays, milk cartons and silverware to the conveyor belt and properly dispose of trash and waste. Failure to comply will result in lunch time detention.
  - Applications for free or reduced meals according to government guidelines may be filled out during enrollment or in the Food Service Director's Office.
  - Students are expected to maintain self-discipline during lunch time. Students not able to maintain self-discipline in the cafeteria will eat elsewhere.
  - Students are expected to remain in the cafeteria area for the duration of their lunch period.
  - Because of the number served in the cafeteria, it is important that all students use common courtesy and manners in eating.
  - Students must present their own ID when passing through the lunch line. Use of another student's ID or knowingly allowing the use of your ID by another student is prohibited. Violation will result in disciplinary action.

#### **Bus Students**

- Students riding school buses will be assigned seats and will be under the direct supervision of the bus driver.
- Infraction of the bus rules may call for disciplinary measures and/or loss of bus privileges.
- Any student who is involved with athletics or activities will be required to utilize transportation made available by the school district for various events such as "away games and matches", "music festivals", and "field trips", etc.

- If a parent wishes to take their own child home from such an event, they may do so upon making prior arrangements with the sponsor and/or the building principal through a **written request**. Exceptions to this rule need to be cleared through a building principal in advance. Students will not be released to anyone but a parent.
- **All 7-12 Bus students will enter through the Southwest 11<sup>th</sup> Street Entrance**

The school district will not honor a parent request to allow their child to be transported by other parents or individuals not directly responsible and accountable for the welfare of their child unless given approval in advance by the building principal.

## **Telephone**

To limit the number of interruptions to the teaching and learning process, the office staff follows a policy of delivering telephone messages rather than calling students to the telephone during class periods. Students may make phone calls before school, after school or between classes in the event of an emergency. Calls should be limited to three minutes. Since the office is locked in the evening, the office phone will not be available.

## **Class Dues**

Class dues may be assessed at \$5.00 per student for grades 9-12 for the purpose of raising funds for homecoming activities and Prom. This fee is included in the activity fee for 9-12 grade students.

Refusal to pay class dues may result in student not being allowed to attend homecoming and/or prom. Any remaining funds in the Senior Class account will be transferred to the freshman account at the end of each year to assist with the large expense of prom.

## **Policy on Past Grads and Visitors**

- **All visitors will need to report to the main office.**
- CHS continues to hold the door open for graduates and former students to come back to the building to visit with faculty on an occasional basis providing they do not interrupt or disturb classes.
- It is not, however, in the best interests of the students of CHS to allow non-students and former students in the building or school parking lot on a daily, or even frequent, basis. School aged visitors will not be allowed to visit the school during school hours unless permission has been granted by administration two days prior to the visit.
- Students who have someone frequently bringing them to school, waiting to pick them up, or meeting with them at the school are requested to please ask him/her to stay out of the building. Good-byes should be said before the student enters the building. Anyone waiting to pick students up during the day or after school should wait for them in the car.

## **Lost and Found Articles**

- Students are asked to turn any articles found into the main office. Anyone losing an article should notify the office as soon as possible. Students should not bring money or items of value to school. If students choose to do so, they should keep these items on their person at all times.
- The school is not responsible for items lost/stolen at school.

## **Assemblies**

There will be various educational and entertainment assemblies sponsored during the year. College and university groups and local school groups will give assemblies for the student body.

- Courtesy is a must for all assemblies.
- Each student is assigned an assembly seat by their classification.

- Students are expected to give the speaker or performing group their attention and cooperation so that everyone in the auditorium can hear the program.
- Students disrupting assemblies will be removed and privileges suspended.
- CHS is judged by outsiders on the basis of assembly conduct. At pep assemblies, students are expected to cooperate with the cheerleaders, speakers and band.

All pep assemblies or other assemblies must be scheduled in advance by the sponsor through the Administration.



## Attendance Policy

One of the most important parts of a student's permanent record is attendance. Regular and punctual attendance by all students is necessary for the proper functioning of the entire school. One of the major causes of failure in secondary school is absenteeism.

Kansas law requires compulsory attendance at school; statute 72-1111 states that "every parent or person acting as parent in the state of Kansas, who has control over or charge of any child who has reached the age of 7 and under the age of 18 and has not attained a high school diploma or GED credential, shall require such child to be regularly enrolled in and attend continuously each school year."

Kansas Statute 72-1113 discusses enforcement of compulsory school attendance, and requiring school boards to establish policy identifying excused and unexcused absences; our board has established the following for excused and unexcused absences:

### Excused:

1. Illness- (severe injury or illness: too severe or contagious for the student to attend class), with a parent's call or note, or a doctor's note, or the school nurse
2. Dental or clinical appointment, legal appointment, or school sponsored activity.
3. Prearranged excuses for funerals, family trips, outside organizations, or any other absence the principal gives prior approval for. These prearranged excuses are done through the principal, and only the principal can excuse these absences.
4. Severe weather that makes it impossible or impractical.

### Unexcused:

1. Skipping school.
2. Non-arranged absence.
3. Leaving school without permission.
4. Absent from regularly assigned class.
5. Leaving for lunch w/parent, without principal prior approval.

School law goes on to explain truancy as a student who misses 3 consecutive days unexcused, 5 days in a semester unexcused, or 7 days in a year unexcused.

- Once a student reaches a point where 9 or more absences per semester are documented as excused, students and parents will be required to attend a meeting with the CJSHS attendance committee before future absences will be excused. In instances that the committee finds these absences not excused or a meeting time can't be agreed upon, our administration will be required to follow our truancy policy.
- Please call in advance-to receive Principal's Prior Approval for a prearranged absence, if you know your child will be missing school. We will work with you if you work with us. This helps all of us to avoid the issues of truancy as defined in school law in our state.
- **Understand that a parent phone call to excuse a student, for personal reasons, is not an excused absence.** Only the principal can excuse an absence, because law states that a child attending public school is attending under the compulsory attendance law. They are to be at school, unless they fall under an excused absence, as stated above. The principals are also the truant officers and are bound by state law to enforce attendance and truancy law.

- Our automated calling system is activated at 8:45am. It will call parents who have not notified the school of their student's absence. After this call is made by our automated calling system, absences will be unexcused except for unusual circumstances. The principal will have final authority on this.

### **PLANNED ABSENCE**

If a student knows in advance that he/she will have a personal absence, he/she must have a Planned Absence form signed by all his/her teachers and the Principal before it is turned in to the office. The form must be turned in prior to the planned absence. These forms may be picked up in the office.

A student shall not be allowed to practice, participate in, or attend any school-sponsored activities on a day in which he or she did not attend all classes unless approval is obtained from the administration prior to the event. Students are expected to be in attendance at all classes the day following a contest or activity regardless of the arrival time home unless approval is obtained from the administration. Absences not approved will be considered unexcused. Some exceptions include doctor appointments, school activities, school-sponsored work release, religious observances, attending a funeral or other emergencies as approved by the administration.

A student shall not be allowed to practice, participate in, or attend any school-sponsored activities on a day in which he or she did not attend all classes unless approval is obtained from the administration prior to the event.

### **TARDIES**

Students in academic classes are expected to be in their seats ready for class when the bell rings. Students in lab, activity, or physical education classes where this is not reasonable are expected to be in the room preparing to begin class when the bell rings. Any student not meeting these criteria is tardy.

Tardies will be handled by the administration. First hour tardies should be sent back to the office for admit slip. All tardies will be recorded by teacher in the student information system.

a. Students who are more than 20 minutes late to class will receive an unexcused absence for that period(s).

b. Students will be given two warnings prior to punitive action for being tardy to class. The third tardy will result in a detention with the teacher at the teacher's discretion. The further consequences for this irresponsible behavior will result in the following action.

#### **Tardy Policy:**

1. (3<sup>rd</sup> Tardy) Upon a student receiving his/her 3<sup>rd</sup> Tardy a detention will be served with the Teacher at the teacher's discretion.
2. (4<sup>th</sup> Tardy) Upon a student receiving his/her 4<sup>th</sup> Tardy a 30 minute detention will be served in the office, before or after school, points will be assigned and parents will be notified.
3. (5<sup>th</sup> Tardy) Upon a student receiving his/her 5<sup>th</sup> Tardy a 30 minute detention will be served in the office, before or after school, points will be assigned and parents will be notified. Student will be referred to the SIT Team for a Behavioral Plan.

### **Personal/Town Passes**

Before any students may leave the school grounds for any reason, he or she must receive permission from a principal and sign the checkout sheet. Written permission or telephone permission from the parent must be given to the office before the students will be issued a town pass. A student who becomes ill during the school day must check with the school nurse and/or a principal and the parents will be notified so they will know that the student is leaving school because of illness.

## **Senior Pictures/Hair Appointments**

Seniors are required to have their yearbook portraits taken outside of school hours. Students are expected to schedule hair appointments outside of school hours. Exceptions to these rules will take prior administrative approval, one week in advance, or will be unexcused absences.

## **Hall Passes**

Students are not to be in the hallways during class periods without a pass from a classroom teacher. Teachers have been asked to keep passes to a minimum

## **Makeup Work**

All work missed because of an excused absence must be made up, whether the absence resulted because of school activities, a prearranged excuse or illness. It is up to the student to get assignments and makeup work completed. Make-up work will be collected by the office after the student has missed 3 consecutive days of school. Prior to 3 days students can email teachers to request work or get assignments upon return to school. All students participating in extra-curricular activities are to make up work missed in advance whenever possible. All work missed because of an unexcused absence will still be required to be completed; however, the best grade that can be earned will be a 60%.

## **Late work**

Each teacher at Concordia Junior/Senior high has an individual policy for late work. This policy is in their syllabus, posted in their room. Please refer to that policy if this situation occurs. Each teacher's individual policy has been reviewed and approved by the principal. In the event of an emergency, or extremely unusual circumstances, teachers will exercise professional judgment or discretion in regards to late work."

## **Homework/Remediation**

- Teachers may choose to assign after school detentions or extended learning opportunities before or after school if assignments are incomplete.
- If incomplete work becomes a habitual problem, parents will be notified and a conference held with student, parent and teacher.
- Further problems may result in an office referral.





# RULES AND EXPECTATIONS



## Concordia Jr. /Sr. High School Behavioral Policy

It is our goal at Concordia Junior/Senior High School to provide a safe environment for all students so that the learning process is at its highest level at all times for all students. We ask all students at Concordia Junior/Senior High School to follow five basic guidelines, and to make personal choices with these guidelines in mind:

### PANTHER PRIDE

- Presence
  - Showing up to school
  - Punctuality to class and practice
  - Contributing to your school
- Responsibility
  - For your work
  - For your behavior
  - For setting goals
- Integrity
  - Sticking to what you believe is right
  - Being honest in what you do and respecting others
  - Providing a positive example to others
- Diligence
  - Persevering through problems
  - Finishing what you start
  - Avoiding procrastination
- Ethics
  - Standing up for what is right
  - Standing against what is wrong
  - Conducting yourself in a moral and respectful manner

Students are assigned discipline points for violations reported to the office, with proper documentation. **Proper documentation must accompany all referrals. Staff will also document all efforts made to correct the behaviors prior to an office referral unless the situation is an emergency.** An accumulation of points will be made for either semester or the entire year, depending on the severity of the infraction. Once certain point totals are reached, more severe consequences are incurred.

### Types of Consequences:

- Detentions (Before School, After School, and Lunch Detentions)
- Short-Term In School Suspension
- Short-Term Out of School Suspension
- Long-Term Out of School Suspension

Consequences for point accumulation are at the discretion of the building principals, but these are the guidelines set in place:

- 3 points= detention time - (depending on the severity of the infraction; a single 3 pt. violation is treated differently than several one point violations)
- 4-5 points=detention time, or short term suspension in or out of school, 1-3 days- (depending on the severity of the infraction)
- 6-9 points= detention time, or short term suspension in or out of school, 1-5 days- (depending on the severity of the infraction). Possible behavioral plan will be implemented.
- 10-14 points = short term suspension 3-10 days, in or out of school, for each violation which advances the accumulated points. Student will be referred to the SIT Team for a Behavioral Plan.

- 15 points= 10 day suspension, out of school, with possible request for long term suspension. Student will be referred to the SIT Team for a Behavioral Plan.

**1 point/referral:** *No detention time unless with teacher or teacher's designee:*

- Dress code violation, 1<sup>st</sup> offense
- Inappropriate language/use of profanity, 1<sup>ST</sup> offense (may be 2 or 3 points)
- Classroom learning environment disturbed (may be 2 or 3 points)
- Use of another student's lunch card
- Chronic tardiness (chronic defined as 5 times or more per semester) Third tardy is detention times with the classroom teacher. The fifth tardy will involve a parent contact.

THESE VIOLATIONS OF THE POLICY MAY STAY WITH THE STUDENT THE ENTIRE YEAR DEPENDING ON SEVERITY

**2 point/referral:** *Teacher and/or administrator assigned detention time:*

- Forging note/pass
- Dress code violation, 2<sup>nd</sup> offense
- Inappropriate language/use of profanity, 2<sup>nd</sup> offense
- Use of cell phone in class (including picture phones or text messaging), 1<sup>st</sup> offense; cell phone given to office, returned after school to student.
- Library/ media center disturbance (2 violations will result in loss of library privileges)
- Skipping a teacher assigned detention
- Dishonesty to teacher or staff member
- Public display of affection
- Disorderly conduct (may be 3 or 5 point referral depending on incident)

THESE VIOLATIONS OF THE POLICY MAY STAY WITH THE STUDENT THE ENTIRE YEAR DEPENDING ON SEVERITY.

**3 point/referral:** *Teacher and/or administrator assigned detention time:*

- Defiance of authority (could be 5 points as well)
- Lunch Room disturbance: any violation in the lunch room, including excess noise, thrown food, etc. (may result in loss of lunch room privileges)
- Computer network violation (may result in loss of computer privileges)
- Disrespect to teacher or staff member (could be 5 points as well)
- Destruction of property (could be 5 points)
- Use of cell phone in class, 2<sup>nd</sup> offense; cell phone given to office, returned to parent. Cell phoned will be turned into office each day for 1 week.
- Driving violation; reckless; parking violation (2 violations will result in revoking driving privileges on campus for up to semester)
- Extortion
- Leaving class without permission
- Skipping class or lunch
- Cheating or academic dishonesty violation, including plagiarism, improper use of internet sources, improper citations, copying homework, etc.
- Disruption of school assembly, pep rally, dance; one violation will result in privilege suspended for remainder of the year
- Use of electronic device during test, unless directed to by teacher
- Refusing a reasonable request

THESE VIOLATIONS OF THE POLICY MAY STAY WITH THE STUDENT THE ENTIRE YEAR DEPENDING ON SEVERITY.

**5 point/referral:** *short term I.S.S. or O.S.S., depending on severity of incident:*

- Tobacco, use or possession, including vehicle (will be reported to SRO)
- Alcohol, use or possession, including vehicle (will be reported to SRO)
- Fighting (will be reported to SRO)
- Assault (will be reported to SRO)
- Fire alarm pull (could be 15 points)
- Hazing/ Harassment/ Intimidation/ Bullying/ Menacing (2<sup>nd</sup> offense – Automatic OSS)
- Leaving campus/school grounds/ building without administrative permission
- Theft (could be a 15 point offense as well)

THESE VIOLATIONS OF THE POLICY WILL STAY WITH THE STUDENT THE ENTIRE YEAR.

**15 point/referral:** *Automatic suspension of up to 10 days with possible recommendation for long term suspension or expulsion:*

- Weapon(s) on school grounds (will be reported to authorities) Definition of weapon is defined in board policy.
- Alcohol, use or possession, 2<sup>nd</sup> offense (will be reported to SRO), Second offense will be recommended for a Long Term Suspension.
- Tobacco, use or possession, 2<sup>nd</sup> offense (will be reported to SRO), Second offense will be recommended for a Long Term Suspension.
- Drug use or Drug paraphernalia possession will also be reported to SRO. Second offense will be recommended for a Long Term Suspension.
- Fighting, 2<sup>nd</sup> offense (will be reported to SRO)
- Assault, 2<sup>nd</sup> offense (will be reported to SRO)
- Any and all threats that disrupt the safety and security of school (will be reported to SRO)

## Outside Food or Drinks

If students have an honor pass and bring food and drinks in the building for lunch, items need to remain and finished in multipurpose room. Our Wellness Policy dictates that the vending machines and beverage machines will be off during the school day. Beverages and vending machine items may be purchased in the multi-purpose room or cafeteria.

## Smoking on campus

Students may not possess or smoke, use smokeless tobacco products of any kind on school grounds

### **Tobacco and Electronic Cigarette Use**

Smoking by students and/or the possession and use of any tobacco product or electric cigarette is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events- and on any school owned or operated property.

Electronic Cigarette means a battery-powered device, whether or not such device is shaped like a cigarette that can provide inhaled doses of nicotine by delivering a vaporized solution by means of cartridges other chemical delivery systems.

Vaping by students and/or possession of a vaping device or vaping paraphernalia, is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events- and on any school owned or operated property.

## In the Hallways

To maintain an environment conducive to teaching and learning, students are expected to pass through the halls in a quiet, orderly manner.

## Detentions

Detention periods will run from 3:22 to 3:52 unless otherwise directed by administration or teachers. Students assigned detention by teachers or administrators are expected to take study materials with them. Detentions are to be served on the day assigned. Bus students have a one-day grace period to make arrangements, if needed.

## Public Display of Affection

The school has the right to expect that a student's attitudes toward others be courteous and respectful. Displaying affection in public places is inappropriate. Students please see discipline policy for consequences.

## Student Dress Guidelines

The Board of Education of USD No. 333 recognizes the fact that the image of schools is reflected in the appearance of students when they are attending school or participating in extra- curricular activities. The Board has approved the following guideline for student dress, with emphasis on neatness, cleanliness and appropriateness.

- Swimwear and short shorts are not considered appropriate. Shirts should go to the pants.
- Clothing may not have lettering, slogans, trademarks, pictures or advertising which is inappropriate, suggestive or obscene, or which disrupts the classroom environment. This specifically includes anything advertising or promoting alcoholic beverages or drugs and applies to apparel worn in P.E. classes, to athletic practices, and on trips with school clubs or organizations as well as to school.
- No bandanas or gang related attire.
- Shoes, boots or sandals must be worn by all students
- Hats and caps and full cover headbands are not to be worn in the school building during school hours or at drama productions, band and vocal performances. Hoods are to be off. Exception will be if the hat or cap is worn as class equipment or safety purposes.
- See-through clothing is not considered appropriate.
- When long hair or clothing is deemed a safety factor in a shop class or an activity, it is the prerogative of the teacher to remove the student from that class or activity until the hair or clothing is no longer a safety factor.
- Sponsors of extra-curricular activities have the right to establish reasonable guidelines for dress and appearance more stringent than those above.
- Any article of clothing, which could effectively be used as a weapon, will not be permitted. Prohibited items include, but are not limited to: dog collar type bracelets with spiked protrusions and necklaces which are similar, but not identical, in length, design and weight to wallet chains.
- **No spurs, no fishing hooks on hats, and/or no fishing hooks allowed in school.**
- All dress codes and guidelines apply to physical education clothing as well.
- At no time should undergarment straps be visible. Undergarments of any kind should not be visible.
- Building administrators have the authority to deem articles of clothing inappropriate which violate the intent of the dress code policy, but which may not be specifically addressed above.

The Board of Education and the administration respectfully solicit the cooperation of student and parents in complying with the dress guidelines.

Students who are not in compliance with the dress guidelines will be sent to the office. In most instances, students will be asked to change. Time missed from classes will be unexcused. Students please see discipline policy for further consequences.

## **Access to Electronic Media: Acceptable Use Policy**

The Board supports reasonable access to various information formats for students, employees and the community and believes it is essential for users to use this privilege in an appropriate and responsible manner.

### **Safety Procedures and Guidelines**

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit use of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber-bullying awareness and response.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minor's access to materials harmful to them.
- Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

### **Permission/Agreement Form**

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

### **Employee Use**

Employees shall use electronic mail primarily for purposes directly related to work-related activities. Each employee is responsible for the security of his/her own password.

### **Community Use**

On recommendation of the Superintendent, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

### **Disregard of Rules**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies. Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

### **Responsibility for Damages**

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized

changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

### **Responding to Concerns**

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

### **Administrative Audits**

The administration reserves the right to monitor uses of all electronic communication devices, files and accounts. Staff and students and members of the public granted permission to use district equipment shall have no expectation of privacy while using district equipment on or off school premises.

## **Computer Network & Internet Use**

In order for a student to gain access to the internet or network, the individual student must have parental/legal guardian permission. Parents/legal guardians will be given the option of denying internet access and requesting alternative assignments that do not require internet/network usage. All students must sign an Internet Network Access Agreement. Failure to do so will result in the internet/network being denied.

Students shall have no expectations of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

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

Please remember that use of the internet/network is a privilege, not a right. Students violating policies pertaining to the standards of conduct regarding internet use will be subject to the following:

1. Restriction or loss of network/internet access for an undisclosed period of time deemed appropriate by the administration; and/or
2. Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state and federal laws; and/or
3. Restitution for the cost of damages to hardware/software.

Inappropriate use of the internet/network will include, but not be limited to the following:

1. Accessing, uploading, downloading or distributing pornographic, obscene, or sexually explicit material of any kind.
2. Accessing, uploading, downloading or distributing music or electronic files of any kind.
3. Transmitting obscene, abusive, sexually explicit or threatening language.
4. Accessing another individual's materials, information, or files without previously being given permission.
5. Using or attempting to discover another's password.
6. Violating copyright or using the intellectual property of another individual or organization without their permission.
7. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks. Also including the destruction or attempt to destroy the data of another user by creating, uploading, or intentionally introducing viruses into the network/internet.
8. Intentionally wasting limited resource and storage space.
9. Harassing, insulting, or attacking others.
10. Using, disclosing, or disseminating personal information on line, such as full name, home address, phone number etc..., except with the pre-approval of certified staff or the administration.

11. Using e-mail lists from the district, network or server to gain personal information about other individuals.
12. Gaining unauthorized access to resources or entities.
13. Invading the privacy of others.
14. Improperly and/or intentionally altering the set-up of computers as determined by administration. This includes, but is not limited to; desktops, wallpapers, screen savers, shareware or any installed software.
15. Using software that has not been pre-approved or assigned by staff or administration.
16. Seeking to gain or gaining unauthorized access to the network, software, internet or computer devices.
17. Failure to follow district policy, building policies and guidelines, or any other policies established by the board of education, building administration, or certified staff designed to prevent computer, internet or network usage.
18. Any issue the administration deems as inappropriate use.

## 11BG Computer Use (See GAA and JCDA)

### Use of District Computer/Privacy Rights

Computer systems are for educational and professional use only. All information created by staff shall be considered District property and shall be subject to unannounced monitoring by District Administrators. The District retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

### Copyright (See ECH)

Software acquired by staff using either District or personal funds, and installed on District computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the District office.

### Installation

No software, including freeware or shareware, may be installed on any District computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto work station floppy disks, not hard drives. Program files must have the Superintendent's approval to be installed on any District server or computer. Students shall not install software on District computers or computer systems.

### Hardware

Staff shall not install unapproved hardware on District computers, or make changes to software settings that support District hardware.

### Audits

The administration may conduct periodic audits of software installed on District equipment to verify legitimate use.

### Privacy Rights

Employees are/or students have no expectations of privacy when using District e-mail or other official communication systems. Any e-mail or computer application or information in District computers or computer systems is subject to monitoring by the administration.

### Ownership of Employee Computer Materials

Computer materials or devices created as part of any assigned District responsibility or classroom activity undertaken on school time shall be the property of the Board.

Approved: 1/12/98; Amended: 8/14/00; Amended: 8/12/02; Amended 8/11/03

## 11BGA Children's Internet Protection Act

The District shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. This plan shall be on file with the Board Clerk and in each school office with internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Approved: 11/12/01

## **Cell Phones & Electronic Devices**

With the constant advancement in electronic technology, the use of cell phones in the building will be restricted, as will the use of iPods, pagers, and other electronic devices. Students may use electronic devices between classes and at lunch time, and when directed to by teacher or office personnel during class time. Violations of this policy may result in confiscation of the cell phone by a teacher or principal. It will be returned to the student or parent at the discretion of the principal.



## **Hazing/Harassment/Intimidation/Bullying/ Menacing Policy**

USD 333 is committed to providing a positive and productive learning and working environment. Hazing, harassment (may be sexual or racial), intimidation, menacing or bullying (includes cyber-bullying) by students, staff or third parties is strictly prohibited and shall not be tolerated on school property, in school vehicles, or at school sponsored activities.

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

### **Bullying by Definition**

The term “bullying” is many times misinterpreted within the setting of our schools. All conflict between students must not be interpreted as bullying. In the instance there is retaliatory behavior (fighting back) by students who are bullied it could make determining the distinction between bullying and conflict difficult. However, in the case that bullying is taking place, it will be handled strictly, thoroughly and quickly by administration in accordance with USD 333 policy.

CJSHS and USD 333 policy define “bullying” as the activity of repeated aggressive behavior intended to hurt another person or persons. There are four types of bullying: physical, verbal, relational, and cyberbullying. Conflict engagement between students must meet all of the following 4 criteria to be considered bullying.

- Intentional Unwanted Aggressive Behavior
- Repeated Behavior
- Must involve a Perceived or Real Power Imbalance
- Cause Harm or Serious Lasting Problems

Incident Report forms can be found in the school office or counseling center to report bullying. All reports will be kept confidential and private. In the instance that bullying is found to be taking place, it will be handled strictly, thoroughly and quickly by administration in accordance with USD 333 policy.

- The “Bully” is referred to administration for consequences and points assigned deemed necessary by the Student Handbook and all situations will be documented.
- Parents of the Bully and the victim are notified.
- The “Bully” is referred to Counselors for monitoring of progress of this problem
- The victim is monitored closely by counselors

In accordance with implementing & emphasizing the above bullying policy, Concordia Jr/Sr High School utilizes character education and character development to support appropriate behavior toward others. At the beginning of each school year, students and staff will be educated in recognizing and reporting bullying to administration, counselors, and additional trusted adults.

### **Suspension and expulsion policy**

Procedures for suspension and expulsion of student, including notification, and hearings, are addressed in the USD 333 Policy Handbook and in Chapter 72, Article 89 of the school laws of Kansas.

- The Principal and Assistant Principals have authority from the Board of Education of USD #333 to suspend or expel any student guilty of misconduct or persistent disobedience, when such suspension or expulsion is in the best interest of the school.
- A short-term suspension is not to exceed ten school days. Long-term suspensions are not to extend past the end of the current semester. Expulsion shall not extend beyond the current school year.

- Parents shall be notified that a student has been suspended by written notification specifying reasons for suspension in accordance with the policy as set forth in the Board of Education Policy Handbook.
- If a long term suspension or expulsion is decided upon, hearings will be set up for the student, parents and school personnel as set forth in the Board Policy.

### **Firearms**

- A pupil shall not knowingly bring to school or possess, handle or transmit any firearm, at any school at any time, on school property at any time, or at a school supervised activity. The word “school” as used herein, includes not only all schools in this district, but also any school located in the State of Kansas.
- For purposes of this policy, a firearm shall be any device defined as a firearm in Section 921 of Title 18 of the United States Code as it is presently enacted or may hereafter be amended, and includes any device, including a starter gun, which will or is designated to or may readily be converted to expel a projectile by the action of an explosive’ the frame or receiver of any such device’ and firearm muffler or firearm silencer’ any explosive, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile haven an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other device similar to any of these devices.
- A pupil who violates the terms of this policy shall be reported to the appropriate law enforcement officials and shall be subject to an automatic ten (10) day suspension from school, pending a formal hearing on expulsion pursuant to K.S.A. 72-8901, et seq., as amended. The formal hearing on expulsion shall be conducted by the Superintendent.
- Upon conclusion of the hearing, if the Superintendent, as hearing officer, finds that the pupil has violated the terms of this policy, the pupil shall be expelled from school for a period of one (1) year (186 school days), except that the Superintendent may modify this expulsion requirement on a case by case basis under the provisions of JDC (Probation).

### **JDDA & JDDA-2 Drug Free Schools**

The following are Prohibited Activities:

- Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia.
- The improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances. This Policy is required to the 1989 amendments to the Drug Free Schools and Communities Act., P.L. 102-226, 103 St. 1928. (cf LDD)

### **JDDB Drug Free Schools**

- All school-sponsored functions, including those held at sites other than the school shall be drug free and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted. Students and their guests, regardless of age are to arrive free of these substances. For the purposes of this policy, the smell of alcohol on a student’s breath is a violation.

### **JDDA-2 Drug Free Schools**

- Students who are suspended long term (over 10 days) or expelled under the term of this policy will be afforded the due process rights contained in board policy and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his/her parents

- A list of available programs along with names and address of contact persons for the program is on file with the board clerk. Parent or students should contact the directors of the programs to determine the cost and length of the program. (Cf. JCDA and JDD)
- A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all students, and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

### **JCAB-R-4 Use of Trained Dogs to Search**

- 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 and safety of students and/or district employees. Vehicles parked on school property are subject to dog searches.

### **JGEC Sexual Harassment**

- When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

### **JGEC-2 Sexual Harassment**

- Any student who believes that he/she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.
- The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.



# **ACADEMICS AND GRADES**



## **Grade Cards and Eligibility Reports**

### **2018 - 2019**

#### **CURRENT GRADES– Available online.**

**Grades 7-8:** Semester 1 (December) grade cards are printed and handed out to students.  
Semester 2 (May) grade cards are mailed and contain grades for the entire school year.

**Grades 9-12:** Semester 1 (December) grade cards are printed and handed out to students.  
Semester 2 (May) grade cards are mailed and contain grades for the entire school year.

*Student grade card will also be printed at Parent/Teacher Conferences.*

**Grades are pulled from teacher grade book.**

<b>Grade Period</b>	<b>End Date</b>	<b>Gradebooks CURRENT by</b>
1 <sup>st</sup> 9 weeks/Quarter 1	October 12, 2018 (Friday- Fall Break)	October 22, 2018 (8:00 a.m. Monday)
2 <sup>nd</sup> 9 weeks – Quarter 2/Semester 1	December 21, 2018 (Friday)	January 7, 2019 (8:00 a.m. Monday)
3 <sup>rd</sup> 9 weeks/Quarter 3	March 8, 2019 (Friday- Spring Break)	March 18, 2019 (8:00 a.m. Monday)
4 <sup>th</sup> 9 weeks – Quarter 4/Semester 2	May 21, 2019 (Tuesday)	May 22, 2019 (4:00 p.m. Wednesday)

#### **ELIGIBILITY REPORTS – the fifth week of each nine week period**

<b>End of 5<sup>th</sup> Week</b>	<b>Gradebooks updated and entered by 8:00 a.m. on</b>
September 7, 2018 (Friday)	September 10, 2018 (Monday)
November 23, 2018 (Friday)	November 26, 2018 (Monday)
February 8, 2019 (Friday)	February 11, 2019 (Monday)
April 19, 2019 (Friday)	April 22, 2019 (Monday)

*You are encouraged to make additional contacts with students and parents  
as needed to encourage satisfactory academic effort and performance.*

***All grades are due by the time and dates indicated above.  
Exceptions must be approved by building principal.***

## Student Records

USD #333, Concordia Schools, consider student records as confidential and will protect the rights and privacy of parents and students in the control, use, inspection and review of such records. Student health records are maintained separately from academic records, all staff abide by the HIPPA requirements and maintain the confidentiality of protected health information.

Directory information is identified as information which the schools may make available without parents' or students' consent. Information about students identified as Directory Information is as follows:

1. Student's name, address, telephone number and date of birth.
2. The student's major field of study and classification.
3. The student's participation in officially recognized activities:
  - a. Sports
  - b. Dramatics, debate, forensics
  - c. Music---band, vocal, small groups
4. The weight and height of members of athletic teams as well as reports of game performances and statistics, etc.
5. Dates of attendance.
6. Awards and academic achievements.
7. The most recent educational agency or institution attended by the student.
8. College or institution students plan to attend after graduation.

## Annual Notice To Parents And Students Of Rights Under The Family Educational Rights And Privacy Act

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 333. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
  - a. we have your prior written consent for disclosure;
  - b. the information is considered "directory information" and you have not objected to the release of such information; or
  - c. disclosure without your prior consent is permitted by law.
  - The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.
  - The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.

3. The right to request that your educational records be 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.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 333 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of Unified School District No. 333 policies for complying with FERPA. A copy may be obtained from Unified School District 333.

**Directory Information:** For purposes of FERPA, Unified School District No. 333 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 333 at 217 W. 7th on or before August 1, 2010. If a refusal is not filed, Unified School District No. 333 assumes you have no objection to the release of the directory information designated.

**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.

## Honor Passes

Honor passes are given to seniors only. To be eligible, a student must maintain a cumulative grade point average of 3.5 and score proficient or better on high school state assessments. This pass enables students to leave the building during the class period they select during enrollment. Such students are not to be in the hallways after the bell. All other school rules are to be followed by students with honor passes. Parental permission slips are required. Honor passes may be revoked due to improper conduct. During honor pass period students are required to check in at the office at the beginning of the hour or when they arrive at school. Attendance will be taken.

## Honor Rolls

The senior high honor rolls will be issued by the Guidance Office after each semester grading period. Students qualifying will be named to one of the following honor rolls:

Principal's Honor Roll if GPA is between 3.10 and 3.49.

Panther Honor Roll if GPA is between 3.50 and 4.00.

A grade of "D", "F" or "I" disqualifies a student from the Honor Roll.

## Honor Student Recognition

The Valedictorian, Salutatorian, and CHS Honor Scholars will be recognized at Commencement Exercises. To be considered for these honors, a student must meet a core curriculum in line with the regents qualified admissions requirements and be a student “in good standing”. According to the Kansas State High School Activities Association “a student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing.” The core curriculum shall include a minimum of :

- a. 4 units of Language Arts (must include Senior Composition or Senior Lit)
- b. 6 units of Math and Science (Bio. I, Bio.II, Chem I, Chem II, Physics, and Algebra I, Geometry, Algebra II, Pre-calculus, Calculus, and College Algebra (College Algebra earns .50 credit)
- c. 3 units of Social Science
- d. 2 units of Fine Arts (Foreign Language, Band, Vocal Music, Drama and Art)
- e. 3.75 GPA

Each senior meeting the above requirements will be awarded a school medal for scholarship honors.

CLASS RANK: Based on a straight 4.0 scale (A,B,C,D/4.0, 3.0, 2.0, 1.0) with no weighted classes. Students may share a ranking; several may have 4.0 and share ranking of 1<sup>st</sup> in their class.

## Panther Honor Awards

Throughout the year, faculty will be asked to submit names of seniors who are in “good standing” and who have contributed to the success of the school over their four years in high school. Students will receive this honor award based on their contributions to the school, including but not limited to attitude toward staff and fellow students, contributions in classes, participation in some aspect of the school activity programs, and the impact they have had on making CHS a better school during their four years. A faculty committee will select the final candidates. Students will be recognized during the end-of-year awards assembly.

## Citizenship Award

One senior girl and one senior boy will be elected by a faculty committee to receive the KSHSAA Citizenship Award. It is to be given to the senior boy and girl who have proven to be the most outstanding citizens.

## Perfect Attendance Award

Any student attending four years of high school without missing any school will be recognized and awarded a perfect attendance award medal.

## Concordia Jr/Sr High Renaissance Criteria

**Gold Card** - 4.0 GPA, Perfect Attendance, No Behavior Referrals

**Red Card** - 3.5 – 3.99 GPA, Perfect Attendance, No Behavior Referrals

**Silver Card** - 3.0 – 3.49 GPA, Perfect Attendance, No Behavior Referrals

**Panther High Five Card** - raising GPA .5 in a semester, Perfect Attendance, No Behavior Referrals

Administration may revoke card privileges due to improper conduct.

Renaissance Card holders are expected to model exemplary behavior/conduct at all times!

## **COURSE AND GRADUATION REQUIREMENTS**

### **Student Enrollment and Class Changes**

All students are required to carry a full seven period schedule with not more than one supervised study. Exceptions may be made by administrators.

All students must have their enrollments checked by the counselors. Any questions pertaining to graduation requirements or student classification are to be cleared through the Guidance Office. Any student schedule change during the school term must be worked out through the guidance office and have the approval of the administration. New students entering Concordia High School for the first time will enroll through the Guidance Office.

### **Transfer of Credit**

Counseling office will request transcript from previous school where student attended. If all credit on transcript is from an accredited school, Concordia JR/SR High School will honor all credits earned. If credit on transcript is from a non-accredited school then the following guidelines will be followed for awarding credit.

- Accept 7.25 credits per year based on admitted grade level
- Grades will be listed on transcript as a total number of credits earned and will not be itemized
- All credits will be pass or fail only which will not figure into GPA
- Maximum number of credits that will be granted is 14.5
- Student will granted completion of graduation requirements based upon classification status

### **Classification of Students**

Sophomores	at least 5 to 11 units
Juniors	at least 11 to 17 units
Seniors	at least 17 or more units

### **Foreign Exchange Students**

Concordia JR/SR High School will admit a maximum of three foreign exchange students per year. School administration will review student application and student home placement prior to allowing placement. The school will also review the English Language Test administered to the foreign exchange student by the placement agency. Students will need to score at a level of 80% on this test for acceptance to CJSHS. Students will be admitted as transfer students from a non-accredited school. The counseling department will review the student's educational file and enroll the student as a junior or courses that best meet the student's needs. Foreign exchange students will not graduate or participate in the graduation ceremony.

### **Independent Study**

Independent study courses may not be used for required credit, but may be used for elective credit. Independent study courses must be approved by the principal.

### **Graduation Ceremony**

Seniors wishing to participate in graduation ceremonies must have completed all requirements as set forth by the Board of Education. The Tuesday before graduation weekend will be the last day of finals for seniors, and this will be the deadline date for completion of all requirements. A student who fails to complete requirements by 3:30 pm on Tuesday will be informed that evening that they will not be participating in the graduation ceremonies, and will need to make further arrangements to complete the graduation requirements. Any exception must be approved by Administration.



## **Senior Graduation Apparel**

Gentlemen should wear slacks or pants and shirts for both commencement and baccalaureate. Under no circumstances will open toed shoes or short pants be allowed.

Ladies should wear slacks or pants and shirts or dresses with appropriate shoes. Corsages or costume jewelry may not be worn with caps and gowns. Short pants of any kind are not allowed.

Students who violate the dress code will be asked to change. If time does not permit for this to occur, the student will not be allowed to participate in the ceremony. **NO WRITING OF ANY KIND WILL BE ALLOWED ON CAPS OR GOWNS.**

## **Diplomas**

The graduating students will receive their diploma immediately following the ceremony. During the graduation ceremony, students will cross the stage and receive their diploma cover.

## **Dropping of Class**

Dropping of a class must be done within the first week of school. Any class dropped after this time will require the permission of their parent, a counselor, the teacher(s) involved, and the principal and may result in an "F."

## **College Visitations**

Seniors are allowed one day for college visitations, if scheduled before April 12<sup>th</sup> and taken before May 7<sup>th</sup>. One additional college visitation may be taken with prior administrative and counselor approval. All arrangements for career days or college interviews will be handled by the Guidance Office. Any career or college visitation must be scheduled at least three days in advance of the visit. Colleges prefer one week notice. If arrangements for a college visitation are made directly between the college and the student, appropriate permission forms should still be submitted to the guidance office in advance in order to qualify for excused attendance status.

# CONCORDIA HIGH SCHOOL GRADUATION

(2018)

## CHS DIPLOMA - 25 CREDITS REQUIRED

### Language Arts – 4 Credits

1 English 9      1 English 10      1 English 11  
½ Speech      ½ English Elective

### Math – 3 Credits      Science – 3 Credits

Selected from CHS Mathematics/Science courses

### Social Studies – 3 Credits

1 World History (10<sup>th</sup>)

1 American History (11<sup>th</sup>)      1 Government (12<sup>th</sup>)

### Vocational Classes – 1 Credit listed in Curriculum Handbook

### Personal Finance- ½ Credit

### Fine Arts/World Language – 1 Credit

Includes 2D or 3D Art, Music and World Language

### Physical Education – ½ Credit

To be taken sometime during the 4 yrs of HS

### Health – ½ Credit (9<sup>th</sup>)

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## CHS HONOR SCHOLAR

### VALEDICTORIAN OR SALUTATORIAN

### Language Arts – 4 Credits

1 English 9      1 English 10      1 English 11  
½ Senior comp or Senior Lit (12<sup>th</sup>)      ½ Speech

### Math/Science – Total of 6 Credits from Math & Science courses

Must take Algebra I and higher, Biology I and higher

### Social Studies – 3 Credits

1 World History (10<sup>th</sup>)

1 American History (11<sup>th</sup>)      1 Government (12<sup>th</sup>)

### Vocational Classes–1 Credit listed in Curriculum Handbook

### Personal Finance- ½ Credit

Fine Arts/World Lang–2 Credits incl 2D or 3D Art, Music, For Lang

### Physical Education – ½ Credit

To be taken sometime during the 4 yrs of HS

### Health – ½ Credit (9<sup>th</sup>)

\*\*GPA 3.75-4.00 – must be student in good standing\*\*

#### Note:

**Valedictorian = The top 4.0 student based on numeric calculation.**

**Salutatorian = The 2<sup>nd</sup> highest 4.0 student based on numeric calculation.**

## CONCORDIA HIGH SCHOOL GRADUATION

(2019 and beyond)

### CHS DIPLOMA - 25 CREDITS REQUIRED

#### Language Arts – 4 Credits

1 English 9      1 English 10      1 English 11  
½ Speech      ½ English Elective

#### Math – 3 Credits

Selected from CHS Mathematics courses

#### Science- 3Credits

1 Physical Science      1 Biology  
1 Chemistry or Elective Science

#### Social Studies – 3 Credits

1 World History (10<sup>th</sup>)  
1 American History (11<sup>th</sup>)      1 Government (12<sup>th</sup>)

#### Vocational Classes – 1 Credit listed in Curriculum Handbook

#### Personal Finance- ½ Credit

#### Fine Arts/World Language – 1 Credit

Includes 2D or 3D Art, Music and World Language

#### Physical Education – ½ Credit

To be taken sometime during the 4 yrs of HS

#### Health – ½ Credit (9<sup>th</sup>)

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### CHS HONOR SCHOLAR

### VALEDICTORIAN OR SALUTATORIAN

#### Language Arts – 4 Credits

1 English 9      1 English 10      1 English 11  
½ Senior comp or Senior Lit (12<sup>th</sup>)      ½ Speech

#### Math/Science – Total of 6 Credits from Math & Science courses

Must take Algebra I and higher, Biology I and higher

#### Social Studies – 3 Credits

1 World History (10<sup>th</sup>)  
1 American History (11<sup>th</sup>)      1 Government (12<sup>th</sup>)

#### Vocational Classes–1 Credit listed in Curriculum Handbook

#### Personal Finance- ½ Credit

#### Fine Arts/World Lang–2 Credits incl 2D or 3D Art, Music, For Lang

#### Physical Education – ½ Credit

To be taken sometime during the 4 yrs of HS

#### Health – ½ Credit (9<sup>th</sup>)

\*\*GPA 3.75-4.00 – must be student in good standing\*\*

#### Note:

**Valedictorian = The top 4.0 student based on numeric calculation.**

**Salutatorian = The 2<sup>nd</sup> highest 4.0 student based on numeric calculation.**

## REQUIREMENT OPTIONS FOR GRADUATION

Required for:	State (21)	CHS Diploma (25)	CHS HONOR SCHOLAR Minimum 3.75 GPA	Qualified Admissions	Kansas Scholar
<b>English</b>	<b>4 credits</b> Must include reading, writing, literature, communication and grammar	<b>4 credits</b> Same as state 1/2 must be Speech, Debate or Forensics	<b>4 credits</b> Must take Senior Comp & Senior Lit 1/2 must be Speech, Debate or Forensics	<b>4 credits</b> (1 in each year of high school)	<b>4 credits</b> (1 in each year of high school)
<b>Social Sciences</b>	<b>3 credits</b> U.S. Government (1) Modern American History (1) Modern World History (1/2) Elective (1/2)	<b>3 credits</b> Same as state	<b>3 credits</b> Same as state	<b>3 credits</b> Same as state	<b>3 credits</b> Same as state
<b>Math</b>	<b>3 credits</b> Algebraic & Geometric concepts	<b>3 credits</b> Same as state	<b>3 credits</b> Algebra I, Geometry Algebra II	<b>3 credits</b> Algebra I, Geometry Algebra II & at least 22 on ACT (if not 4 credits of higher level math)	<b>4 credits</b> 1 from Pre-Calculus or above
<b>Science</b>	<b>3 credits</b> Physical & Biological concepts with 1 lab course	<b>3 credits</b> Same as state	<b>3 credits</b> Biology I & higher	<b>3 credits</b> Biology I & higher	<b>3 credits</b> Biology, Chemistry & Physics
<b>PE/Health</b>	<b>1 credit</b>	<b>1 credit</b> Same as state	1 credit Same as state	<b>0 credits</b>	<b>0 credits</b>
<b>World Languages</b>	<b>0 credits</b>	<b>0 credits</b>	<b>0 credits</b>	<b>0 credits</b>	<b>2 credits</b> from same World Language
<b>Career &amp; Technical Ed</b>	<b>0 credits</b>	<b>1 ½ credits</b> 1/2 must be Personal Finance	<b>1 ½ credits</b> 1/2 must be Personal Finance	<b>0 credits</b>	<b>0 credits</b>
<b>Fine Arts</b>	<b>1 credit</b>	<b>1 credit</b> Same as state	<b>2 credits</b> Can be from World Language	<b>1 credit</b> Same as state	<b>1 credit</b> Same as state
<b>Electives</b>	<b>6 credits</b>	<b>8 ½ credits</b>	<b>7 ½ credits</b>	<b>7 credits</b>	<b>4 credits</b>
<b>TOTAL</b> Initial all you are pursuing	<b>21 credits</b>	<b>25 credits</b> X_____	<b>25 credits</b> X_____	<b>21 credits</b> X_____	<b>21 credits</b> X_____

**\*\*NOTE - ONE Valedictorian and ONE Salutatorian chosen from the 4.0 students in the CHS Honor Scholar column based on numerical GPA calculation. Must also take Calculus or Physics. \*\*Tie breaker=PSAT/NMSQT**

# GRADES AND ELIGIBILITY REQUIREMENTS

## Grades

The grades that a student receives for each individual class are entirely between the teacher and the student. If for some reason a student feels that a grade was issued in error, he/she should see the instructor. If this does not resolve the matter, the student should see one of the Guidance Counselors.

## Grade Cards Available Online

Grades 7-12: Semester 1 (December) grade cards are printed and handed out to students.

Semester 2 (May) grade cards are mailed and contain grades for the entire school year.

Student grade card can also be printed at Parent/Teacher Conferences if requested.

## Grading Scale

The following grading scale will be used at the Jr/Sr High School:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

## Semester Examination

All students are expected to complete finals for each semester as directed by their respective teacher.

## Incompletes

- Students who receive an "Incomplete" from an instructor have ten consecutive school days from the designated end of the grading period to change their status in that subject area. At the end of the ten day grace period, a grade of "F" will be entered on the student's transcript unless an extension is requested by the parent or guardian (the request must be made before the end of the ten day period).
- An extension of time contract needs approval of the administration.
- The parents must initiate the extension process.

## Eligibility Requirements

Concordia Junior-Senior High School (CJSHS) is a member of the Kansas State High School Activity Association (KSHSAA) which sets minimum academic standards for student eligibility in extra-curricular activities. Be advised that Concordia Jr./Sr. High School has adopted additional guidelines for eligibility which surpass the minimum standards routinely applied by the KSHSAA. These additional standards serve to reinforce our commitment to academic excellence and student achievement. The following guidelines represent the major consideration for eligibility. Make yourself familiar with them.

1. Extra-Curricular Activities and Events Eligibility:

Any junior or senior high student in an extra-curricular activities or attending an event must be passing 6 of 7 classes to be eligible to compete or attend. Eligibility will be determined at each marking period (mid-term, 9 week or semester). If ineligibility is determined, eligibility will be possible at the next marking period. Students may practice, but not compete, if ineligible. Academics are our first priority. Extra-curricular activities or events are a privilege. Students involved in extra-curricular activities or wanting to attend events should be aware at all times of their grades. This includes participating in KSHSAA competitions, musicals, and plays. It also includes attendance at KSHSAA competitions (unless under the direct supervision of a coach), musicals, plays, STUCO activities and dances including prom.

2. A student who has reached his/her 19<sup>th</sup> birth date on or before September of the current school year may or may not be eligible for interscholastic activities. Hardship eligibility may be possible for some students. Please see the athletic director if there is a concern.
3. Students may not engage in outside competition during the season in which they represent the school in that sport. For example, a student may not compete in club basketball during the school's basketball season.
  1. Students must have a physical examination and written consent from parents on file in the school office.
  2. A transfer student must meet the transfer rule requirements.
  3. A student shall not have been in attendance more than eight semesters of possible eligibility in a four year school (grades 9-12).
  4. Students must be in good standing. A student who is under suspension, out of school, or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing. In school suspensions end at 3:22 the day of the last ISS day. Students must meet all USD 333 and Concordia Jr/Sr High school requirements to be eligible.
  5. Ineligible students will not be able to attend prom and/or participate any extracurricular activities.

## **ACADEMIC ELIGIBILITY FOR COLLEGE SPORTS**

### **Scholarships**

In order to compete in college level sports, the high school graduate must meet minimum requirements for academic eligibility. It is necessary to start preparation for meeting these requirements in the 9<sup>th</sup> grade. Requirements vary according to college size and level of competition. Most colleges are associated with one of the following categories:

1. NCAA Division I or Division II (K-State, KU, WSU, etc.)
  - a. Graduate from High School
  - b. Attain a 2.0 grade point in a successfully completed core curriculum of at least 16 academic courses. This includes four years of English, three in Math, two in Natural Science, and two in Social Sciences.
  - c. Achieve a composite score of 17 on the ACT college entrance exam or a 700 combined score on the verbal and math sections of the SAT.
2. NAIA (Bethany, Ks. Wesleyan, etc.) The student must meet two of the following three requirements:
  - a. Attain a 2.0 grade point average in a successfully completed core curriculum of 14 academic courses. This includes three years of English, two in Math, two in Natural Science, and two in Social Sciences.
  - b. Achieve a composite score of 17 on the ACT college entrance exam or a 700 combined score on the Verbal and Math sections of the SAT.
3. Community and Junior Colleges (Cloud County, Hutchinson Jr. College, etc.)
  - a. Graduation from an accredited high school.
  - b. Minimum of a 1.5 grade point average.

NOTE: These are minimum requirements and colleges may have additional requirements of their own.



# **ACTIVITIES AND ATHLETICS**



Refer to the **Concordia Junior-Senior High School Athletic/ Activity Policy Handbook** for additional policies specifically regarding athletics and activities.

## **Athletic Passes**

An athletic pass will be included in the activity fee for all students 7-12. This will allow students to attend all athletic and activity events, except post-season state events.

## **School Dances**

All school dances will have to be approved and scheduled by the Administration. Three faculty sponsors must be present. There will be no student smoking or drinking allowed. A contraband dog may be invited to attend random dances. After the dance has been in progress for thirty minutes, the outside doors will be locked, and no student will be admitted after that time. Once students enter the function, they are not to leave, unless given specific administrator permission, or they will not be allowed back in, even if it is prior to locking of the entrance doors.

Dances are for Concordia High School students. Outside guest must be signed up in the high school office prior to the dance. No outside guest will be admitted unless given prior approval by the administration. Guests must be under the age of 21. Outside guests must have a valid driver's license or high school student ID at the dance check in. Junior high school students are not allowed at high school dances. High school students are not allowed at junior high dances. Each group sponsoring a dance must appoint a clean-up committee. Lockers are not to be used for school dances. A coat room will be opened if needed.

## **Football Homecoming**

Homecoming during the football season is one of the biggest events of the school year. The student council sponsors the homecoming assembly, parade and election of senior girls and boys as homecoming royalty. They also sponsor the homecoming dance following the football game. In the afternoon, there is the annual parade downtown with many floats and the CHS and junior high bands. Prizes are given by the student council to the clubs or classes entering the best floats. All float ideas must be approved by the student council sponsor in advance.

## **Sportsmanship**

CHS student, whether participants or spectators, are expected to conduct themselves at all games, matches and activities according to the principles of sportsmanship as outlined in Rule 52 of the KSHSAA manual. All actions should be positive and supportive of CHS, its athletes and teams, and should reflect well on CHS.

## **The Student Council**

The purpose of the Student Council organization is to encourage school spirit, cooperation and pride in CHS. It provides students the opportunity to participate in the government of the school, to promote worthy school activities, to provide a forum for discussion of interest to the student body, to create and maintain standards of good citizenship among the students, to aid in the formation of good school policy and to aid the administration in furthering its policies for the betterment of the school.

The officers of STUCO consist of a president, vice-president, secretary and treasurer. These officers were elected last spring by the student body following a school-wide campaign.

Each class is represented in STUCO by four class officers elected during the spring election campaign.

Some of the duties of the Student Council are conducting elections and sponsoring school dances, homecoming and sports festivals as well as making regulations and any other duties that may be delegated to an organization of this kind. It also acts as a sounding board for the student complaints and cooperates with the faculty and administration in the solution of school problems.

The Student Council Advisor will appoint Junior High and Senior High Student Council members to serve on the Concordia Junior-Senior High Site Council. This will allow students the opportunity to meet with the Principal, Associate Principal and Counselors along with community and parent stakeholders monthly. It will help keep communication lines open between students, administration and the Board of Education.

**Elections of the STUCO officers for the succeeding year shall occur in May of the present school year as designated by the functioning Student Council in cooperation with the administration.**

### **Election of STUCO Officers**

To be eligible:

1. Any qualified member of the junior class may run for the office of president.
2. Vice-Presidential candidate may be sophomores or juniors.
3. The nominees should have at least a 2.5 grade point average for the executive officers.
4. Specific guidelines for election procedures will be furnished by the Student Council.

### **Election of Class Officers**

Class officers are elected in the spring. To be eligible:

1. The nominees should have at least a 2.0 grade point average for class officers.
2. Candidates must have enough credits to classify them with the class electing them.
3. Nominations must be checked by the class sponsor for eligibility.
4. Specific guidelines for election procedures will be furnished by the Student Council.



## **Student Council Executive Officers for 2018-2019**

President	Allison Poore
Vice-President	Alex Bonebrake
Secretary	Katlynn Miller
Treasurer	Beau Bonebrake

### **Senior Officers**

President	Bethany Craig
Vice-President	Tim Peltier
Secretary	Eric Grogan
Treasurer	Corben Monzon

### **Junior Officers**

President	Ivon Owen
Vice-President	Jacob Williams
Secretary	Taegen Larsen
Treasurer	Jacob Rosenbaum

### **Sophomore Officers**

President	Wyatt Trost
Vice-President	Nick Vignery
Secretary	Chloe Conway
Treasurer	Terin Rundus

### **Freshmen Officers**

President	Aidan Poore
Vice-President	Ashley Bartlett
Secretary	Maddie Schyler
Treasurer	Juana Ayala

### **At- Large Selections:**

Hunter Schroeder

## **JH Student Council for 2018-2019**

President	Hanna Acree
Vice-President	Christian Widen
Secretary	Jenna McFadden
Treasurer	Alec Francis
Officer At Large	Belle Chavey
Officer At Large	Jaida Koester

### **7th Grade Class Representatives:**

Hattie Blackwood  
Peyton Breese  
Lewis VanMeter  
Lacie Duvall  
Gracey Drury  
Bricen Benyshek

## **Student Organizations and Clubs**

Concordia High School sponsors a wide range of student activities for the purpose of providing students with additional opportunities to develop leaders and citizens, to further develop character and self-respect, to learn to work with and respect others, to practice democratic ideas and ideals, and to learn to use leisure time.

### **Organizations and Clubs**

Art Honor Society- Gena Kearn  
Band- Stuart Roegge  
Catscratch Productions- Chris Stiles  
Cheerleaders- Pam Mitchell  
Chess Team- Zachary Morris  
Debate/Forensics- Zachary Morris  
Drama Club/ International Thespian Society- Chris Stiles  
FBLA- Brenda Gilliland  
FCA-  
FCCLA- Chelsey Green  
FFA- Krystal Nelson  
Friends of Rachel- Denise Stover  
Yearbook- Gena Kearn  
7-12 STUCO- Dustin Bender  
Language Club- Margie Timme  
Newspaper- Lora Watson  
NHS- Jamie Meyer  
Dance- Maria Leduc  
Scholar Bowl- Ashley Blain/Cyndi Atwell  
Science Club- Denise Stover  
Vocal- Landon Slipke  
Skills USA- Paul Gladbach

## Letter Requirements

To letter in any of the activities or sports programs, check the requirements for lettering with the head coach or sponsor of the program. The head coaches and sponsors are:

Volleyball	Rio Brown
Football	Austin Kingsbury
Cross Country	Rick Haden
Boys' Basketball	Michael Roe
Girls' Basketball	Michael Wahlmeier
Boys'/Girls' Track	Austin Kingsbury
Wrestling	Josh Brown
Boys' Golf	Gene Rundus
Girls' Golf	Gene Rundus
Girls' Tennis	Michael Wahlmeier
Boys' Tennis	Michael Wahlmeier
Baseball	Brandt Hutchinson
Softball	Larry Metro
Instrumental Music	Stuart Roegge
Vocal Music	Landon Slipke
Debate/Forensics	Zachary Morris
Drama	Chris Stiles
Cheer	Pam Mitchell
Dance	Maria Leduc



# **GUIDANCE OFFICE & STUDENT SERVICES**



## **COUNSELING SERVICES AT CONCORDIA JR/SR HIGH SCHOOL**

### **General Information**

Staff: Cyndi Atwell, Junior- Senior High Counselor  
Ken Meyer, Junior-Senior High Counselor

Office Hours: 7:40-4:00 Monday-Friday and by appointment

Telephone: (785) 243-1100

### **STUDENT SERVICES**

In assisting the high school student in their transition from high school to the post-secondary or work environment the guidance department focuses on three main areas or strategies throughout the students four years of high school. First and foremost is through academic counseling. Included within this area but not exclusive would be academic planning which assesses educational progress and preparation, college visitation and admissions assistance and ACT preparation. The second area of focus is career counseling which offers a wide area of resources and tools for career exploration. The third area of focus is on personal counseling. Counselors are always available to assist students with personal problems or concerns which will aid in their transition to the post high school world. We feel that while focusing on these three major areas of student development then we will cover the comprehensive role of our counseling department and therefore meet the needs of all students.

### **Career Counseling**

Career Cruising- an online career explorations resource for students and parents. It includes ccSpringboard an interest inventory program, ccPathfinder for course planning and portfolio completion and ccAchieve a college application planner. All students Grades 7<sup>th</sup>-12<sup>th</sup> will have utilize the program as part of their Individual Plan of Study.

### **Academic Counseling**

ACT preparation: Registration packets are available in the Guidance Office for the ACT test. Sample tests are available, as well as ACT prep books which can be checked out through the Guidance Office. Sample test questions are also available on the computers in the labs for student use. Some ACT Prep Study Nights have been coordinated through the Distance Learning Network system for student use. K-State conducts an ACT Prep Day for students. This usually occurs in March.

## Scholarship Assistance and Information

FastWeb.com: Online Scholarship Applications from thousands of sources.

NOTE: Detailed scholarship information and application forms are available through the Guidance Office.

Academic Planning Assistance – Annual, individualized conferences with parents and students to assess educational progress and preparation.

College Visitation Program – Coordinated through the Guidance Office, the College Visitation Program offers Juniors and Seniors an opportunity to visit the colleges, vocational/technical schools or trade schools, they may consider attending after high school.

College Admissions Assistance – Assistance and guidance in the preparation of documents necessary for entrance into post-secondary educational institutions.

## Personal Counseling

Counselors are always available to assist students with personal problems or concerns. Students may stop by the Guidance Office at any time, or may be referred by teachers or parents.

## Student Support Phone Numbers

Drug Abuse Hotline: 1-800-662-4357

Sponsored by the United States Department of Health and Human Services

Teen Abuse Hotline: 1-800-422-4453

Crisis Help Line: 1-800-785-8111

Teen Crisis and Runaway Line: 1-800-621-4000

National Suicide Prevention Hotline: 1-800-273-8255



# **SAFETY PROCEDURES**

## **Fire Drills**

Fire drills will be held monthly during the school year. The signal for the fire drill is the continuous ringing of the fire alarm bell. To clear the building as quickly as possible, students should follow the fire drill directions posted in each room. Students are not to push, run, shove or make unnecessary noise during the drill. Everyone should move to the sidewalk away from the school building and wait for the all clear signal to be given.

Students who are handicapped will be assisted from the building by their classroom teacher and/or a paraprofessional.

## **Tornado Drills**

Tornado drills will be held as required by state law. The tornado drill will be signaled by a continuous ringing of the classroom bells. Students are expected to move quietly through the halls. Students should follow the tornado drill directions posted in each room and accompany their teachers to the designated area. In the event of an actual tornado warning, students will not be allowed to leave the building unless picked up by their parents.

Students who are handicapped will be assisted to a designated area in the lower level by their classroom teacher and/or a paraprofessional.

## **Emergency Crisis Drills**

Several times a year we will run Emergency Crisis Drills, as mandated by law. These drills may involve classroom lockdowns. Students will be notified in advance of these drills.

## **School Resource Officer**

Officer Doug Thoman is our School Resource Officer. His office is in our front hallway. He works with all students K-12 in USD 333. His number is 614-2502.

## **Providence Working Canines**

Concordia Jr/Sr High School and USD 333 contracts with Providence Working Canines to provide an even safer and more secure campus. The dogs used are non-aggressive and are approachable by students, faculty and staff while on campus. They detect most substances that are not wanted on campus, whether illegal or prescription, excluding tobacco. Providence does an annual beginning of the year student and parent meeting in our theater. Their website is [www.providencek9.com](http://www.providencek9.com).



# **TRANSPORTATION HANDBOOK**



This handbook sets forth the policies and regulations for school bus riders in Unified School District No. 333, Concordia, Kansas. Please read carefully and discuss these regulations with your children.

District buses run various types of routes, including high school, middle school, elementary school, kindergarten, special education, preschool and various combinations of other activities. Buses are on routes of some kind at almost any hour of the day.

Bus driver training is a continuous program in Unified School District No. 333. At meetings held regularly each month, drivers study Safe and Defensive Driving, First Aid, CPR, Student Behavior Management and other subjects related to bus operations. At the beginning of each year, bus drivers take an eight hour defensive driving class to insure that all drivers have an opportunity to stay abreast of their requirements.

The Transportation Director maintains all vehicles within the school district. The buses are inspected daily for servicing, washing, and repairs.

Every bus is equipped with a two-way FM-VHF radio. While within the district, all busses are in communication range. When breakdowns occur, a spare bus can usually be on the scene within minutes.

It is the intention of the Board of Education and the Transportation Department to provide the safest possible pupil transportation service. You, the parent, and the student can help by putting emphasis on keeping noise and movement at a minimum. Remember, every time drivers check on a disturbance, their eyes are taken off the road and chances for an accident are increased.

If there are any questions, please call the transportation office at **243-3518 ext 2111** or the Board Office at 243-3518.

**Transportation Director Office --- 243-3518 ext 2111**

**BOE Office --- 243-3518**

**Concordia Jr/Sr High School (Grades 7-12) --- 243-2452**

**Concordia Middle School (Grades 5-6) --- 243-2114**

**Concordia Elementary School (Grades Pre-K-4) --- 243-8853**

**LCNCK --- 243-3294**

**CAP ---275-3636 or 275-3593**

**CCDC --- 275-1111**

## **KNOW YOUR DRIVER**

Be sure you know the number assigned to your child's bus and then be sure to become acquainted with the driver. Problems are handled best when both parties feel free to call each other.

## **THE SCHOOL BUS STOP LAW**

Most people know that they are supposed to stop when a school bus is loading or unloading passengers. In most cases, routes are arranged so that children are not required to cross major highways, but they may need to do so, on certain county roads. Always be especially cautious when near a stopped school bus.

## **ROUTING**

Bus routes are laid out with primary regard for safety, efficiency, and economy. Buses will be routed as close to homes as possible, but other considerations may make it necessary to have children walk a short distance. This distance is never over one-eighth of a mile. If a private drive is over one-eighth of a mile in length, the bus will pull in provided there is an all-weather road surface, adequate room to turn the bus around, and no overhanging tree branches.

When conditions warrant, mud routes will be in use. When mud routes are required, the bus will remain on black top or graveled roads.



## OFF ROUTE REQUESTS

Buses will not take children to destinations off the regular route. Upon a formal written request, the driver may be able to accommodate a drop off at another approved stop with Transportation Department approval.

Drivers are instructed not to leave a child at home if there appears to be no one there. Children will be returned to the school when there is no one at home. Parents who are delayed in returning home should phone the school that their child attends. This will allow the driver to be notified of this fact.

## VISITORS

Children are allowed to have visitors ride with them provided there is room on the bus. A written request must be presented to the bus driver in advance and email is more efficient and preferred. If this is not possible, call the transportation office (243-6033) so that the bus driver may be informed.

## SCHEDULE CHANGES

If there is a change in your child's schedule, or the child will not be riding the bus, please be sure to send a note for the bus driver and for the teacher. Changes can be called into the appropriate school office before 3:00 P.M. Those students riding buses will be placed on the bus unless the parent has sent a note to the teacher and the bus driver or telephoned in advance.

Notes for the teacher and the bus driver are also necessary when a bus student is to ride a different bus or when a non-bus student is to ride home with a bus student.

## BUS EXPECTATIONS

### **Be Safe and Respectful by:**

- Staying in Seats at all times
- Listen to Driver Instructions
- Use Inside Voices

### **Respect the Bus by:**

- Picking up your trash
- Avoiding food and drink on bus
- Not damaging the bus

### **Respect each other by:**

- Not Yelling
- Not Fighting
- Not Pushing

## **WHEN EXPECTATIONS ARE FOLLOWED**

- Students will be greeted by a Driver with a polite familiar face daily whose focus is always on the road ahead.
- Students will enter each bus safely and comfortably.
- Students will arrive to school or home safely, having enjoyed a safe, positive experience on a USD 333 Bus.

## **WHEN EXPECTATIONS ARE NOT FOLLOWED**

The USD 333 Transportation Department makes safety our primary focus whether making decisions regarding inclement weather, emergency evacuation drills or student discipline. All discipline referrals for poor bus behavior will be first handled by each respective building principal with consequences as outlined in each buildings respective student handbook. In the instance the behavior is not corrected or extremely severe, the Transportation Director will become involved with a face to face parent meeting. Transportation privileges may be suspended for a specific number of days or for the remainder of the school year, depending on the severity of the misbehavior.

## **INCLEMENT WEATHER PROCEDURES**

The USD 333 Transportation Department makes safety our primary focus whether making decisions regarding inclement weather, or emergency evacuation drills. When decisions are made to run buses late, or not to run at all, an announcement will be made as soon as possible through our School Messenger system, [www.usd333.com](http://www.usd333.com), Facebook, Twitter, as well as KNCK Radio (1390 AM) (94.9 FM) on your radio dial for such an announcement.

The Board of Education has indicated when there is any doubt about a situation; the decision will be in favor of not running the buses which might endanger the safety of children.

State law requires that twice a year school buses must conduct an emergency evacuation. Your child may bring home a note asking for your permission to help with the evacuation.

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

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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;

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- 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

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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.

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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

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documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

**Law Enforcement, School Resource, and Campus Security Officers**

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

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of

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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.

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### 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

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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

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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 30<sup>th</sup> 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.

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Approved:

KASB Recommendation – 6/19; 12/13; 6/15; 6/16