

Easton USD 449
Student Handbook

A Publication of the Easton USD 449 School Board

2017 - 2018

32502 Easton Road

Easton, KS 66020

913-651-9740

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Introduction

Welcome to Easton Unified School District #449 Schools. The role of our school district is to provide each student with a quality education to become a productive citizen. Please pursue your academics seriously and enjoy the many activities provided. It is both to your advantage and your responsibility to acquaint yourself with the information in this handbook. This handbook should be shared with your parents and is also available on the Internet at www.easton449.org. We wish you the best for the 2016-2017 school year.

The purpose of this handbook is to provide a basis for communication to students and parents about district policies and procedures affecting students and to serve as a ready reference. Several items are summaries of board of education policies and administrative procedures. Should questions arise about a specific policy or procedure, please refer to a copy of the complete text of current policies available in the principals' offices and in the district office, and on the Easton USD #449 school district web page.

Nondiscrimination

The Easton Public Schools prohibit discrimination on the basis of race, color, national origin, sex, age, or disability in admissions, access, treatment or employment, in its programs and activities as required by: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. The Easton Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding non-discrimination policies may be directed to the Superintendent, 32502 Easton Rd., Easton, KS 66020; phone 913-651-9740. Interested persons including those with impaired vision or hearing can also obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the Superintendent.

Any person may contact the regional Office for Civil Rights at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Mo. 64106 with regard to the school district's compliance with the regulations implementing Title II, Title IX or Section 504.

Mission Statement

The mission of USD 449 is to provide the opportunity for the development of each student's academic, physical, and social potential and to prepare all students for the demands of living and succeeding in a rapidly changing informational society.

PRHS Mission Statement

To provide a safe and secure environment in which all students can learn to their potential. We seek to instill a sense of ethics, citizenship, self-respect, and a commitment to excellence that will last a life time.

PRMS Mission Statement

The goal for PRMS is to provide a stimulating learning environment for our students that instills respect, knowledge and skills necessary to achieve success in life.

PRES Mission Statement

The mission of Pleasant Ridge Elementary School is to provide students with a foundation for learning. They will be treated with dignity and respect in a secure environment.

Important Phone Numbers

BOE Office	651-9740
PRHS	651-5556
PRMS	651-5522
PRES	651-5595

Enrollment/Withdrawal from School

Resident Student

All resident students shall be admitted to attend school in the district unless they have been expelled.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are homeless, as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, parent means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, person acting as a parent means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records, or data, or other documentary evidence the board deems satisfactory.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order address and telephone number of the lawful custodian. If proper proof of identity is not provided within 30 days of enrolling, administration shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any non-resident application.

Such criteria may include student grades, attendance and disciplinary records, and other factors as determined by the board, including:

1. Children of District Employees: All employees of USD 449 who are non-residents of USD 449 will be allowed to enroll their children at a USD 449 attendance center in accordance with the application provisions listed below.
2. All employees of the Keystone Learning Service Interlocal who are non-residents of USD 449 will be allowed to enroll their children at a USD 449 attendance center in accordance with the application provisions listed below.
3. Siblings of non-resident students already attending school in Easton Unified School District #449 during the 2017-2018 school year as long as they meet acceptable attendance, academic, and disciplinary criteria and other factors.
4. Approval through the District Application Process.

A parent/guardian or person acting as parent/guardian may apply for a nonresident pupil to attend school in the district. Applications shall be on forms approved by the Board and shall be available at each of the District's attendance centers and the District office. The application must be submitted on an annual basis to the principal of the school the parent is requesting their child be allowed to attend. There is no expectation of continuation of enrollment on a year to year basis.

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Application Provisions

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- name(s), phone number(s) and address of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of the student's physician; and
- description of any medical conditions of which the staff needs to be aware.

This information is kept on file and made part of the student's record. The pupil's parent or person acting as parent will provide all information requested by the principal or the superintendent in a timely manner. Principals of the attendance centers in the district shall review all applications in a timely manner and submit them to the superintendent with a recommendation for acceptance or rejection. The principal and the superintendent shall have the authority to deny the acceptance of any out of district student. The board shall act on applications recommended for approval by the principal.

The board of education, superintendent and principal shall consider all matters they determine to be relevant to such a request, including:

1. Classroom space is available at the attendance center where the pupil is requesting to be enrolled. Non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.
2. The pupil's academic, attendance and discipline records. (Parents will be required to sign a release of records to allow district officials to contact schools of prior attendance to see the student's prior academic, attendance, and disciplinary history).
3. The reason(s) the pupil and his/her parent or person acting as parent request enrollment in an attendance center in the district.
4. Whether a sibling is already in attendance at one of the attendance centers in the district.
5. If any out of district student is prohibited from attending school in USD 449 due to disciplinary action, they will not be allowed to attend school in another building in the future. Siblings of such students will be allowed to continue to be enrolled in USD 449 subject to annual approval. USD 449 reserves the right to terminate any approved application at any time for problems relating to student discipline, attendance, or academic achievement.
6. A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Transportation

Opportunities for transportation of out of district students may be made available to the student as long as the student is picked-up within the boundaries of the school district. If parents are unable to meet this provision then parents will be responsible for transporting their child to and from school.

Address/Phone Number Change

Please notify the school secretary within seven days if any of the following change:

- numbers for home or parents' work;
- mailing or street address; or
- emergency contacts.

Assignment to School/Classes

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student and information received from the student's previous school. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

PRHS students wishing to make schedule changes must contact the School Counselor within the first five days of a new semester.

Alternative Placement

A student who has been placed on an Individual Education Plan (IEP) may be placed at a school outside of USD 449. The decision to place a student who resides in the Easton USD 449 School District in an attendance center outside of the District will be made by the IEP team.

College Classes Dual Credit

With parental permission, seniors who can complete graduation requirements prescribed by the board are eligible to be released from school during the regular school day to go to college. The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit. The following guidelines must be followed:

1. Students may enroll in any college course as long as it is not offered at PRHS.
2. Students must provide proof of college enrollment.
3. Any student wishing to enroll in college courses must submit the appropriate request by August 1 (for fall semester enrollment) and December 1 (for spring semester enrollment).
4. To be released early, students must be enrolled in a minimum of three classes at PRHS.

Schedules

Building schedules are as follows:

PRHS 8:00 to 3:20

PRMS 8:00 to 3:20

PRES 8:05 to 3:27

Fees

Students may be assessed fees for the following (not an inclusive list):

- text book rental
- technology fee
- materials for class projects;
- membership dues in student clubs;
- voluntarily purchased pictures, publications, class rings, graduation announcements, etc.;
- voluntarily purchased student accident insurance;
- musical instrument rental and supplies;
- personal apparel, used in extracurricular activities, that become the property of the student; and
- activity trip fees; and
- athletic fees
- driver's education

Transfers

In the middle school (junior high) and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final

placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Qualified Admissions

Under Kansas law, a graduate of an accredited Kansas high school is entitled to admission to a State Board of Regents' Institution if during the 2017-2018 academic year, you the student completes the Qualified Admission or Kansas Scholars curriculum with a 2.0 GPA and by meeting on the following requirements:

- *ACT score of at least 21; or*
- *SAT Score of at least 980; or*
- *Graduate in the top 1/3rd of your class.*

Take notice that the Qualified Admissions curriculum requirements consists of:

- four units of English & ½ unit may be Speech;
- Option A, 3 approved units and meet the ACT college Readiness math benchmark of 22; Option B, 4 approved units, one of which must be completed in the graduating year,
- three units of social studies;
- three units of natural science, one of which must be a full unit of Chemistry or Physics; and
- three approved elective units

One unit is equivalent to one year, or two semesters. All courses must appear on your high school transcript, and courses completed in middle school or junior high do not fulfill these requirements. The University of Kansas has different admission standards from those listed above, visit admissions.ku.edu for more information.

Also, take notice that a total of 24 units of credit are required by this district for graduation from high school. Consult with a school counselor to determine specific graduation requirements. See Graduation, p. 11.

Withdrawal from School

A checkout form must be obtained from the principal's office. All rented books and school material must be returned and the locker emptied. All bills must be paid before credits will be transferred to another school.

Records and Directory Information

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

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 which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights which include:

-
- The rights to review and inspect all of your educational records excepting those which are specifically exempted.
 - 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 other persons will occur only if:
 - We have your prior written consent for disclosure;
 - The information is considered directory information and you have not objected to the release of such information (see “Directory Information,” p. 6); and disclosure without consent is permitted by law.
 - The right to request your educational records be amended if you believe your record is misleading, inaccurate, or otherwise in violation of your rights. The right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
 - The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 449 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
 - The right to obtain a copy of USD 449 policies for complying with FERPA. A copy may be obtained from Tim Beying, 32502 Easton Rd. Easton, KS 66020

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Easton USD 449, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Easton USD 449 may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Easton USD 449 to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs)

receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Easton USD 449 to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 1st. Easton USD 449 has designated the following information as directory information:

- Student name
- Telephone listing
- Electronic mail address
- Dates of attendance
- Grade level
- Degrees and honors received
- Weight and height on a officially recognized athletic team
- Participation in officially recognized sport or activity
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.
- Address
- Photograph
- Major field of study
- Institutions attended
- Date and place of birth
- Awards received

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Easton USD 449 Schools receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the Easton USD 449 Schools to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to

amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Easton USD #449 Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Academics**Exit & Grade Level
Course Outcomes**

Exit and Grade Level Course Outcomes are available on the district website or may be requested from the school office.

Promotion and Retention

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

**Grading/Grade
Classification**

From each graduating class at the high school, the member with the highest grade point average for the four years of high school will be awarded valedictorian honors, and the second highest will be awarded salutatorian honors. Pluses and minuses will not be used for computing grades for this honor. A student must be enrolled for two full years at the high school to be considered for valedictorian and/or salutatorian honors. Valedictorian and Salutatorian designation at the high school will be based on students being enrolled and attending seven classes at the high school, or a combination of high school classes and classes at one of the Technical Centers PRHS is affiliated with. Students not enrolled in seven class periods will not be eligible for Valedictorian/Salutatorian designation.

Students must have accumulated a specific number of credits to be classified in a particular class at the high school. Students must have a minimum of five credits to be a sophomore, 11 credits to be classified as junior and 17 credits to be classified as a senior.

Students who transfer into the high school from a school district that used a weighted grading scale will have their grade point averages calculated using a 4.0 scale.

Report Cards

Report cards shall be issued for each student at the end of each specific grading period for each subject taken. Periodic reports either written, by telephone or individual conference with the parent(s) may be made to parents during the interim between formal reports being issued.

The grading scale for USD 449 is as follows:

- A – 90-100
- B – 80-89
- C – 70-79
- D – 60-69
- F – 59 or below

The elementary schools also use the following scale:

- S – Satisfactory Performance
- N – Needs More Time and Work
- U - Unsatisfactory Performance

Parent/Student/Teacher Conferences

Parents and students are encouraged to attend the Parent/Teacher conferences scheduled during the first and third grading periods. Parents may contact the school with concerns at any time. Parents are encouraged to attend Parent/Teacher Conferences scheduled during the first semester. During the second semester, conferences at the high school will be “Career Conferences” and parents and students are encouraged to meet with the student’s Seminar teacher and discuss career information, including what the student has done to prepare for his/her post-secondary experiences.

Honor Roll

The criteria for honor roll is as follows:

Principal’s Honor Roll	All A’s
Rams Honor Roll	All A’s and B’s

Awards and Honors

Awards and recognition for other activities may be given throughout the school year. Students in middle school and high school may receive letters for academic/athletic achievement. Lettering requirements may be obtained from the building principal. Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

Class Ranks

Students will be “ranked” in their respective class, based on grade point average. The grade point average will be for all classes the student has taken, while in high school.

Graduation**Graduation Requirements**

A student, at PRHS, shall be eligible for graduation upon completion of the following requirements. A student must successfully complete 24 units of academic credit of a type meeting state and district requirements in order to be eligible for graduation. The following courses are required to be a part of the 24 earned credits:

1. Four units of English language arts.
2. Three units of social studies which shall include one unit of World History, one unit of American History, one-half unit of American Government, and one-half unit of social studies electives.
3. Three units of mathematics.
4. Three units of science, which shall include one unit as a laboratory course.
5. One unit of Health and Physical Education.
6. One unit of fine arts.
7. Nine units of elective courses. If a student is allowed to attend the Highland Community College Technical Center, one-half unit of elective credit can be waived per semester, with approval of the building principal.

Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case by case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

Other situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances:

If such student is an adult learner whose four-year cohorts have graduated; or

if such student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, or other hardship conditions.

Graduation Exercises

Students who have completed the requirements for graduation shall be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

Early Graduation

Students who complete all state and local graduation requirements may request permission to graduate early. A student who wishes to graduate from high school early may request permission to do so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. Each request shall require board action and shall be based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, shall state the reasons supporting the request; include a copy of the graduation plan; and include a letter of support from the student's parents. The letters of request shall be sent to the superintendent who shall forward them to the board.

A student who graduates early shall not be eligible for valedictorian or salutatorian of their graduating class.

Homework

Students are expected to complete homework assignments on time. See "Make-Up Work."

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Upon return to school, the students will be allowed one day to obtain missed assignments, and one day per day of absence to complete missed assignments. Unless other arrangements are made with the instructor, no credit will be given to any work not returned to the instructor within the allotted time frame.

Academic Dishonesty

Academic dishonesty--as in cheating or plagiarism--is not acceptable. Cheating includes copying another student's work--such as homework, class work, or test answers--as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

AIDS and Sexuality Curriculum Inspection

The human sexuality and AIDS curriculum is available for inspection from the building principal.

Opt-Out

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum.

To receive information on the opt-out provision contact the principal's office.

Special Programs

Resource Program - The Resource Program concentrates on different subjects. Some students receive instruction for a few weeks while others for the full year. The length of time depends on instructional programs based on needs of the students. The Resource Program instructs in remedial assistance, as well as, acceleration instruction. The classroom teacher refers students to the Resource Program.

Title I Services - The Title I Program is a federally funded program focusing on math and reading at the elementary level. Students are referred to this program based on testing data and Teacher or Parent recommendation. Students receive individualized or small group instruction. Students may receive instruction in math or reading, or both subjects. Parent approval is required for Title I Services.

Special Education - Easton USD 449 contracts our special education services through the Northeast Kansas Special Education Interlocal #608. While the majority of the services they provide are furnished within our school setting, more complex services may be provided outside USD 449 in accordance with NEKSEI practices and policies. The following onsite special education programs have specific state and federal guidelines for students to receive such services.

Learning Disability - Some children with average or above average ability may still have difficulty in school because of a specific learning disability. Students who meet the Federal and State guidelines may receive help through the learning disabilities program. The children in this program will be spending various amounts of time based on their individual education plan with the Learning Disability teacher in a structured setting. This will depend on the type of program constructed for the child. Some children, with just a small amount of extra help,

can be phased out of this program in a short time. Others continue all year to receive help while also working in the regular classroom as much as possible. The aim of this program is to give the students the extra learning strategies and skills to aid them in their academics.

Speech Therapists- The speech therapist conducts sessions with small groups of children having speech or language difficulties. Students may require the services all year and some may continue for several years. Early identification of speech difficulties will benefit the child by allowing for early remediation. If you feel your child may have a need of the services of the speech therapist, please let the classroom teacher or principal know.

Gifted Program- Students who qualify will receive additional instruction in a program designed for their specific needs. The teacher for this program is in the building on a rotating basis and will be periodically reporting to parents the progress made by their child. Call the school office to set an appointment date with the teacher whenever you have any questions.

School Psychologist - The services of the school psychologist includes counseling with parents, teachers, and pupils; helping to fully develop and make more effective use of cumulative records of all pupils; providing for assistance in grade placement and follow-up; and referral to available services outside the school system.

Vocational Programs

High school students, upon reaching their junior year may be permitted, with Board of Education approval, to attend the Highland Community College Technical Center or Kansas City Kansas Community College Pioneer Career Center. Prior to being admitted to a Technical Center program, the high school student must take the WorkKeys test, receive qualifying scores and complete the required application.

Off-Campus Programs

Only Junior and Seniors will be permitted to enroll in off-campus courses/programs. This includes courses and programs requiring students to leave school property to attend.

School Site Council

All schools in the district have School Site Councils. These councils provide support, advice, assistance, and counsel to the district and individual schools regarding their established School Improvement Plan..

Temporarily Disabled Students

Students who are temporarily disabled by illness, operation, or accident authenticated by a health care provider's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program.

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a health care provider's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of an evaluation under Section 504.

Attendance

Compulsory Attendance Requirements

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

- they have attained a diploma or GED; or
- they are enrolled in an approved alternative education program, recognized by the local board of education; or
- a court orders exemption; or
- the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- the academic skills the child has not yet achieved;
- the difference in future earning power between a high school graduate and a high school dropout; and
- a list of educational alternatives available to the child.

Disclaimer forms may be obtained from the building principal. Students age 16 or 17 who are not exempt shall be reported as truant. See "Attendance/Truancy," below.

Specific Regulations Pertaining to 18-Year Old Students

If and when a student turns 18 years of age, he/she will not be permitted to sign themselves out of school, to excuse themselves from school, or excuse themselves from tardies without having a meeting with the administration and parents. Appropriate paperwork must be completed, and kept in the office, for the student to be permitted to excuse themselves. If the 18-year old is not living with parents and/or guardians, there will be a meeting with the administration and the student and a detailed plan will be established so that guidelines are in place when a student is absent.

Attendance/Truancy**Definition of Unexcused Absences**

Any absence not excused is unexcused.

- A doctor's note is required after each absence of three or more consecutive days.
- Out of school suspensions will be recorded as an unexcused absence.

Definition of Significant Part of the School Day

A significant part of the day is defined as four hours or more.

Truancy

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused days in a school year, whichever comes first. If after ten excused days of absence a doctor's note or legal papers are not submitted to the office, the absences will be counted as unexcused. A total of five tardies to school will equal one unexcused day of absence. A total of four unexcused absences from any class will equal one unexcused school day. The building principals shall report students who are inexcusably absent from school to the appropriate authority

Tardies

Tardiness is defined as arrival in the classroom after the scheduled starting time for class. Students are expected to be inside their respective rooms before the last bell for the period. Students who are tardy to class may be subject to detention.

Sign In/Sign Out

Students must be signed out in the office before leaving school premises during the school day. Students must be signed in when arriving at school after the scheduled start time.

Release of Student During School

Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

**Student Conduct/
Discipline****Behavior/Conduct**

Students may be disciplined for any of the following reasons:

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

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. See “Suspension/Expulsion,” p. 25.

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

USD 449 Board Policy provides the following guidelines with respect to discipline:

A. Student Rights and Due Process

Each student is guaranteed the preservation of his or her private rights in any disciplinary matter. This includes the administration ensuring that the student will be informed of the charges against him and will have the opportunity to hear and react to the evidence and witnesses against him. Respect, fairness, and recognition of responsibilities for both parties must prevail in all relations. Penalties are according to the disciplinary code.

B. Definition of Breach of Discipline

Breach of discipline is any conduct of pupils, which interferes with the maintenance of school discipline. Acts of behavior which tend to conflict with the educational program or which are antagonistic to the safety and welfare of other students cannot be tolerated. Breach of discipline includes, but is not limited to:

1. Temper tantrums, which disrupt a class
2. Bully-type behavior. Open defiance involving refusal to conform to the rules and regulations; profane language; loud and boisterous conduct which disturbs the orderly, efficient, and disciplined atmosphere and operation of the school; refusal to comply with the

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- request or directions of teachers, administrators, or other school personnel, including requests to identify oneself or similar actions
3. Willful disobedience
 4. Continual breaking of rules
 5. Physical attack or threats of physical attack
 6. Personal misbehavior
 7. Personal Display of Affection
 8. Display of bigotry, intolerance, intimidation, harassment including sexual harassment
 9. Criminal behavior of students or non-students
 10. Possession or use of tobacco products, alcohol, controlled substances, and illegal drugs or paraphernalia
 11. Vandalism
 12. Theft
 13. Possession and or use of a weapon including but not limited to a firearm, knife, explosive device and dangerous objects.

C. Scope of School Control

Areas in which disciplinary control of pupils is to be exercised are as follows:

1. While on school premises.
2. While in proximity of school premises. Conduct of pupils away from the school grounds is subject to school discipline if it directly affects the good order, efficiency, management and welfare of the school.
3. While on school-owned and operated school buses or on school-chartered buses
4. While engaged in school related activities.

D. Recommended Actions in Handling Breaches of School Discipline

The following possible actions are authorized to be taken in all cases of breach of school discipline regulations:

1. Reprimand
2. Detention, before and/or after school
3. Denial of privileges, exclusion from class and/or extra-curricular activities
4. Assignment to a supervised area
5. In-School or Out of School Suspension
6. Placed on probation with a contract
7. Expulsion from school

E. Authority

Teachers and administrators must have the authority to use reasonable and appropriate means at the moment as may be necessary to prevent breach of discipline, or to stop a continuing breach of discipline. Factors to be considered are age, previous history, maturity of pupil, and seriousness of the action requiring control, the teacher's motives and state of mind, the nature of the danger to the pupil or the nature of

danger to others. The teacher may use moderate physical force to restrain a student or break up physical disruption between students or in self-defense.

All desks and other storage areas are school property and may be inspected at any time by school personnel.

F. Ineligibility for Student Activities

Students suspended from school will not attend or participate in any school-sponsored activities during the suspension except with approval from the building principal. All other violations of applicable policies may result in the student being declared ineligible for attendance or participation in any activities. Ineligibility may be declared by the athletic director, head coaches or sponsors with prior approval of the building principal. Ineligibility may also be declared by the superintendent or the building principal. Students not in attendance at school during the day will not be allowed to attend school sponsored activities that evening.

Behavior Expectations

Hallway Expectations

Students are expected to behave in an appropriate manner when in the halls. Students should walk to the right side of the hall. Running, horseplay, loudness, shouting, inappropriate language, shoving and public display of affection is unacceptable behavior. Students are not permitted in the halls during class periods unless; dismissed by an announcement, a teacher accompanies them, fire or tornado alarm, or have a hall pass from a staff member.

Vending Machines

Vending machines are available to students before and after school. No food, drink, candy, breath-mints or gum will be permitted in the classrooms or elsewhere in the building unless permission is granted by a staff member. No outside drink containers may be brought into the building for student consumption, either during the school day or at school sponsored activities. Exceptions may be made for plastic bottles with the lid screwed on.

Vehicles

Middle school students who have a legal driver's license and whose parents find it necessary for them to transport themselves should note that students' cars are not allowed to park in the school parking lot. Middle school students may not drive at any time during school hours on school property and they cannot give rides to non-family members.

Weapons

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

Weapons and Destructive Devices

- As used in this policy, the term “weapon and/or destructive device” shall include, but shall not be limited to:
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement; and
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Weapon Violations

Possession of a weapon and/or destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

Vandalism

The board shall seek restitution according to law for loss and damage sustained by the district.

When a juvenile is involved in vandalism to district property, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

Bullying

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

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

If you believe you have been bullied report the incident to a teacher and/or building principal.

Sexual Harassment

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a

sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure in policy KN.

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

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

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited.

***Racial and Disability
Harassment***

Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- * Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- * Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- * Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

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

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

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

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

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

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

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

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited.

Dress Code

Neatness and decency are emphasized as guidelines for the dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to cover up or change their clothing.

The following are not permitted to be worn or used, by students in the building: Hats, caps, sunglasses, chains, laser pointers, and cigarette lighters. Do not bring personal care items to class, such as hairbrushes, make-up, etc. Do not bring any items or materials that can hurt or disturb staff or students.

Any student involved in extra or co-curricular activity in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration.

Drug Free Schools and Communities Act

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the *Drug Free Schools and Communities Act*, P.L. 102-226, 103 St. 1928.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

A violator shall be subject to one or more of the following sanctions:

- A punishment up to and including short-term suspension.
- An evaluation from an acceptable drug and alcohol program.
- A punishment up to and including long-term suspension.
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.
- A punishment up to and including expulsion from school up to 186 days.
- Suspension from participation and attendance at all school activities for the duration of the suspension/expulsion.
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if

the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is available from the building principal. Parents or students should contact the directors of the programs to determine the cost and length of the program.

Compliance with this policy is mandatory.

Tobacco

Smoking by students and/or the possession or use of any other tobacco product or nicotine delivery device (E-Cigarettes) is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events, and on school owned or operated property. Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

Bus Regulations

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations. See "Behavior/Conduct," p. 17.

Inquiries regarding bus operation may be made to the Board of Education at 913-651-9740 or to your child's school principal. Parents **MUST** send a note to the teacher if your child is **NOT** going to ride the bus home after school and the student **MUST** tell the driver of the bus that he/she is not riding. If school or bus personnel are not notified of special transportation, all students will be required to ride the bus.

Riding the school bus is a privilege extended to students. All students being transported are under the authority of the bus driver and must obey the driver's request. Students riding the bus should go directly from the bus to the building each morning, and board the bus after school. Failure to observe all rules may result in a referral and/or denial of bus riding privileges. All rules and regulations apply when traveling on a bus for activities. At no time will a student be allowed to go home from an activity with anyone besides his/her parent if we bused him/her

there. Students may be dropped off at a different destination other than their regular route stop if the student's parents/guardian provides the district bus supervisor or bus driver written permission that includes the place/address, and date the student is to be dropped-off. This is only if space is available on the bus.

SCHOOL BUS RULES AND REGULATIONS

The following rules and regulations have been adopted pursuant to Kansas Statute to insure the safest, most enjoyable and efficient transportation for your children and students.

- The bus driver shall be responsible for the order and passenger conduct of those transported.
- The bus driver has the authority to assign seats and will do so. Vandalism of seats will be paid for by the passenger(s) assigned to that seat.
- Passengers should promptly and willingly obey any reasonable directive of the bus driver.
- Outside of ordinary conversation, classroom conduct is to be observed. Shouting, vulgar language, or gestures are not permitted.
- Passengers must remain in a seated position, facing toward the front of the bus.
- Students may not board or depart from the bus at any stop other than stops which have been authorized, by the parents or school authorities.
- Passengers shall not extend hands, arms, heads, or objects from the bus windows at any time.
- Passengers are not permitted to shout or gesture to passing vehicles or pedestrians from the bus.
- Passengers may adjust windows only when permitted to do so by the driver.
- Passengers may not throw any object, including trash or paper, within or out of the bus. While waiting or after leaving the bus this rule also applies.
- Passengers must stay out of the driver's seat and may not tamper with any operating equipment.
- Passengers may not exit from the emergency door unless directed to do so by the driver.
- Eating food and drinking beverages on the bus is permitted under the direction by the bus driver. Hard candy and suckers are prohibited.
- The use of tobacco, drugs, or alcohol in any form shall not be permitted on the bus.
- Animals, knives, matches, firearms, including cap and water pistols, explosives, glass, and other similar breakables or any other items creating a safety hazard are not permitted on the bus. Passengers are not to transport any item on the bus that they are unable to confine to their seating area.

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- Students riding any bus other than their regularly assigned bus must give the bus driver a signed note from either a parent or their school principal.
 - Any student desiring to take another student home with them who does not ordinarily ride that particular bus, must obtain prior permission from the bus driver so as to assure the bus is not overloaded.

BOARDING AND LEAVING THE BUS

- Students must be at the bus stop on time. Drivers will not wait.
- While waiting at the bus stop, students must wait on the sidewalk, driveway, or as far off traveled portion of the road as possible.
- Students must wait in an orderly manner and wait until the bus comes to complete stop before approaching the bus.
- If it is necessary to cross the street or roadway, students must wait until driver signals them to cross.
- Students must enter the bus single file and be seated as quickly as possible in their assigned seat.
- Upon leaving the bus, wait until the bus comes to a complete stop before exiting.
- Exit single file in an orderly manner and walk away from the bus. Students are not allowed to get mail from mailboxes, visit through windows with other students, etc.
- Upon leaving the bus, if you must cross roadway, walk approximately 10-15 feet beyond the front of the bus so you can see the driver. Do not cross road until the driver signals you to do so.

DISCIPLINE AND SUSPENSION

Pupils transported in a school bus shall be under the authority of and responsible directly to the operator of the bus. Disorderly conduct or refusal to submit to the authority of the operator shall be sufficient reason for refusing transportation to any pupil. Kansas law requires operators to report misbehavior by students on the bus. School authorities reserve the right to treat misbehavior in accordance with school policy; however, such reports will generally be handled as follows”:

1. **WARNING.** The student will be written up on an "Incident Report" of which copies will be given to student and the school principal. A conference will be held with the principal and a letter will be sent to parents notifying them of incident.
2. **SECOND OFFENSE.** Revocation of riding privileges for a period of at least two school days on the second offense. A conference will be held with the principal and letter will be sent to parents notifying them of incident.

3. **THIRD OFFENSE.** Revocation of riding privileges for a period of at least 4 school days on the third offense. A conference will be held with the principal and a letter will be sent to parents notifying them of incident.

4. **FOURTH OFFENSE.** Revocation of riding privileges for a period of at least 10 school days on fourth offense. Conference with school principal, parents, student, and driver. Principal will provide a written summary of the conference. At this time the student will be afforded a hearing.

5. **FIFTH OFFENSE** Permanent revocation of riding privileges and a conference with the school principal, parents, student, and driver. Principal will provide a written summary of the conference. At this time the student will be afforded a hearing.

All warning and suspension reports must be signed by either parents or guardians of the student before the student may board the bus the next day the student is eligible to ride.

The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

Gangs

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related;
- shall not present a physical safety hazard to self, students, staff, and other employees;
- shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary. *See "Suspension/Expulsion," p. 30 and Behavior/Conduct," p. 17)*

Hazing/Initiations

Incidents involving initiations, hazing, intimidation, and/or bully related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace, resulting in physical or mental harm, or which affect the attendance of another student, are prohibited. See "Gangs," p. 29.

Discipline Measures

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.

Detention

A detention means that students are being punished for a period of time before or after school, Monday through Thursday. Students will be given 48 hours to make transportation arrangements. Parents will need to visit with the building principal by phone or personal visit if transportation is a problem.

Suspension

Suspension may be either In-School or Out of School. Students are not allowed to participate in co-curricular activities during the period of suspension. Fighting, profanity (written or oral), threats, refusal to comply with authority, etc. are suspendable offenses. All assignments given during an out of school suspension can and should be turned in for credit upon return. Out of school suspensions will be recorded as an unexcused absence.

Expulsion**Suspension and Expulsion Procedures**

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal.

A suspension may be for a short term not exceeding five school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

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- Students serving detention will not be permitted to use any personal electronic devices during the time they are serving.
 - A student may be assigned an In School Suspension for violations of any school/district rules. Students will serve ISS from 8:00 until noon on the day that they are assigned to serve. Students will work on academic work during this time. Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
 - A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
 - A student who has been suspended or expelled shall be notified of the day the student can return to school.
 - If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
 - If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
 - The days a student is suspended or expelled are not subject to the compulsory attendance law.
 - During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.

Reasons for Suspension or Expulsion

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

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes commission of a misdemeanor of felony, at school, on school property, or at a school supervised activity and/or has been found 1) in possession of weapon, 2) in possession of a controlled substance or illegal drug, or 3) to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in serious bodily injury to others.

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- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and

Short-term Suspension Procedures

Except in an emergency, a short-term suspension (not exceeding five school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Long-Term Suspension or Expulsion Procedures

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.
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Corporal Punishment

Corporal punishment shall not be used in the district.

Probationary Status

Any punishment, suspension or expulsion, may be deferred by the superintendent, principal, or assistant principal. The student involved may be placed on probation for a set period of time.

The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

Any probation arrangements resulting from violations of the weapons policy shall be handled by the superintendent. See “Weapons,” p. 19.

Searches of Students

Principals are authorized to search students’ clothing and belongings if there is reasonable suspicion that district policies, rules or directives are being violated.

Interrogations and Investigations

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student’s parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

Emergency Safety Interventions (ESI)

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

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

Definitions

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

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

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

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

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

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

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

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

Prohibited Types of Restraint

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

Using face-down (prone) physical restraint;

Using face-up (supine) physical restraint;

Using physical restraint that obstructs the student’s airway;

Using physical restraint that impacts a student’s primary mode of communication;

Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and

Use of mechanical restraint, *except*:

Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;

Any device used by a certified law enforcement officer to carry out law enforcement duties; or

Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

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

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file. Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (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 an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

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

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

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

Reporting Data

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

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss

proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the

informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

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

Activities

Assemblies and Pep Rallies

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies. Each student is responsible for the impression made by the entire school. Unacceptable conduct includes whistling, uncalled-for-clapping, rowdiness, and/or talking during a program.

Athletics

Interscholastic activities are offered for students in grades seven through twelve. Information pertaining to athletics may be obtained from the building principal.

Clubs and Organizations

School Sponsored Clubs

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during non-instructional

time, non-school sponsored student clubs may also meet in school facilities.

Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor.

Fund-Raising

Solicitations by students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities.

All student sales projects shall require the principal's prior approval.

Parties/Social Events

All classroom parties and other school social events must be approved in advance by the principal.

Dances

Unless prior permission is granted, students will not be permitted to leave then return to the building during dances or other similar school functions. A student may not bring a guest not enrolled in the district unless prior permission is given by the principal.

All students must be in good standing, as determined by the building principal, to attend any school-sponsored dance.

Extra Curricular Activities Participation Requirements

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements; and
- other requirements established by the administration.

Eligibility

All district and Kansas State High School Activities Association requirements for eligibility must be met before a student will be allowed to participate in extra-curricular activities.

ELIGIBILITY

In addition to KSHSAA regulations, the following eligibility requirements for all extra-curricular activities will be used:

- For the purpose of determining eligibility grades will be checked every three weeks, at 8:00 a.m. on Friday. If a student has an "F" in any class he/she will be declared ineligible. At the conclusion of the first week, if the student who has an "F" on the previous Friday, has all of his/her grades at the passing level, he/she will be declared eligible to participate in activities. If at the conclusion of the first week the student still has a failing grade in any subject, he/she will be declared to be ineligible for the next two weeks.

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- Students who are declared ineligible may not participate in any activities from 8:00 a.m. on Monday through the following Sunday evening.
 - In addition, any student who is under school discipline or whose character or conduct is such as to reflect discredit upon the school is not eligible.
 - A student who is otherwise ineligible may participate in an activity if participation is required as part of the grade for a class.
 - A student must be present the entire school day on the date of the activity unless special permission is obtained from the building principal to waive this restriction.
 - All district and Kansas State High School Activities Association requirements for eligibility must be met before a student will be allowed to participate in extra-curricular activities.

All students taking part in the athletic program (including cheerleaders and dancers) must have a physical examination by their family doctor who will complete the necessary certificate required by the Kansas State High School Activities Association (KSHSAA). The form must be signed by the parent or guardian and filed with the administration before the student/athlete will be allowed to practice or any equipment issued. Physical examinations must be after May 1 and before participation begins.

Additional information on KSHSAA rules is available upon request.

Transportation to and from Activities

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.

If a parent or guardian wants to pick up their child at the activity-the parent or guardian shall authorize it in writing to the sponsor. At no time will we allow a student to leave from an activity with anyone other than that student's parent or legal guardian.

College Visits

All college visits must be arranged through the PRHS Counselor.

Field Trips

Students may participate in a field trip if the parental consent form for the trip has been turned in. See Appendices B for a sample consent form. Students who are not in good academic standing or have displayed excessive inappropriate behavior may be subject to exclusion of said trip.

Student Publications

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

No student shall distribute any publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

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

Health and Safety***Nurse***

The school district has a nurse. The nurse makes sure our health records are up-to-date and is available for student's problems and questions. The nurse also arranges for special presentations at the request of the teacher or principal.

Reporting of Accidents

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, school staff members and principal shall seek emergency medical treatment. See Appendices C for sample student accident form.

First Aid

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

***Medications,
Administering***

All medication will be kept and dispensed through the office.

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any medications, including

prescription and non-prescription drugs, to students except as outlined in board policy.

In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of non-prescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

The building administrator may choose to discontinue the administration of medication provided he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefore.

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

See Appendices D for a sample medication permission form.

Inoculations

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the

parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or early childhood programs operated by a school.

- Diphtheria, Tetanus, Pertussis (DTaP): five doses required. Four doses acceptable if dose 4 given on or after the 4th birthday. A single dose of Tdap is required at Grades 7-12 if no previous history of Tdap vaccination regardless of interval since the last Td.
- Poliomyelitis: four doses required. Three doses acceptable. One dose required after age 4 regardless of the number of previous doses, with a 6 month interval from previous dose.
- Measles, Mumps, Rubella: two doses required.
- Hepatitis B: three doses required through grade 12.
- Varicella (chickenpox): two doses required for grades K-12 unless history of Varicella disease documented by a licensed physician.
- Hemophilus influenza type b (Hib): four doses required for children less than 5 yrs. of age in early childhood programs. Total doses needed for series completion is dependent on the type of vaccine and the age of the child when doses given.
- Pneumococcal conjugate (PCV): four doses required for children less than 5 yrs. of age in early childhood programs. Total doses needed dependent on the age of the child when doses given.
- Hepatitis A: two doses required for children less than 5 yrs. of age in early childhood programs. The first dose is given at 12 to 18 months of age, with a 6 month interval between the first and second dose.

In addition to the immunizations required for school entry listed above, the ACIP recommendation also includes the following for school children:

- Meningococcal (MCV4): one dose *recommended* at 11 years with a booster dose at 16 yrs. of age; not required for school entry.
- Human Papillomavirus (HPV): three doses *recommended* for males and females at 11 yrs. of age; not required for school entry.
- Influenza: yearly vaccination *recommended* for all ages \geq 6 months of age; not required for school entry.

Health Services

If a child comes to school with a disability that will prevent him from participating fully in the daily activities, a doctor's permit stating the child's situation and also the degree of allowable activity inside and outside the building will be honored.

Children who exhibit symptoms of illness should not be sent to school. School personnel reserve the right to decide whether or not a child should remain in school. No student having a fever will be allowed to stay in school. A student should be without a fever for 24 hours before returning to school.

Health Assessments

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time. See “Physicals,” below and “Inoculations,” above.

Physicals

Students participating in athletics, cheerleading, and dance team must have a physical on file before participating. Kindergarten students are required to have a physical.

Communicable Diseases

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student’s physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student’s physician indicating the student is free from all symptoms of the disease.

If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student’s physician before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the child’s medical condition, the child’s behavior and neurological development, and the expected type of interaction with others in the educational setting. Final decisions will be made by school administration after receiving input from the student’s physician, public health personnel, the student’s parent or guardian, and personnel associated with the proposed care or educational setting.

Drills

Students shall be informed of emergency drill procedures at the beginning of each school year.

Weather Emergencies

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over the Kansas City Metro area radio and television stations.

It is the responsibility of the parents to make arrangements for supervision of your student if schools are closed early. School could be closed early because of heat, water problems, etc. not just for snow and ice.

All students should know where to go and what to expect if early closing happens.

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day. See “Release of Student During the School Day,” p. 16.

Asbestos

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the District Office.

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the District Office.

Disruptive Acts at School or School Activities

Disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel, or other persons; to damage school property; or to interfere with school or school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Possession of a Firearm

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; in an employee’s personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program, or event. This prohibition includes possession of concealed and/or openly carried weapons; however such prohibition shall not apply to the secured storage of a handgun in a district employee’s own locked vehicle on school property so long as such weapon is maintained out of plain sight.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

General Information**Calendar**

A copy of the school calendar may be obtained from the school district web page or the District Office.

Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. Superintendent, Easton USD 449, 32502 Easton Rd, Easton, KS 66020-7260, (913)651-9740, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures in policy KN:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the

complaint is resolved in this manner, the building compliance coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the building compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Formal Complaint

- * A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
- * A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- * If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- * A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.
 - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

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- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
 - * Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
 - * The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
 - * Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission
 - * If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAP

Distribution of Materials

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

Gifts

Student Gifts to Staff Members

The giving of gifts between students and staff members is discouraged. Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Any student organization gift to the district shall become district property when accepted by the board.

Insurance

Information about the student insurance program will be made available at enrollment. Medical expenses are the responsibility of the parents.

Orientation

Student orientation/Back to School Nights will be scheduled at each building.

Personal Property

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen repair or replacement is the student's responsibility.

Posters

Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

<i>School Colors</i>	Navy Blue & Gold
<i>Mascot</i>	Ram
<i>School Song</i>	<p>Pleasant Ridge come on let's go. We're going to fight right through the foe. Shouting our Battle cry. Whether we do or die. Side by side along we'll go. Rah, Rah, Rah! We will win our victory, come on and fight, fight, fight straight through. We'll lead you on with cheers of loyalty. Come on and fight we're right with you! Fight!</p>
<i>Telephone Calls</i>	<p>District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal.</p> <p>Parents are invited to call the school at any time during the day with any matter that concerns them. If either the principal or teachers are occupied when you call, you may leave a message on their voice mail.</p> <p>High School Policy— All cell phones are to be turned off during class time. Any student who is caught using his/her cell phone during class time, without the permission of the classroom teacher, will be given a 30-minute detention and the phone will be confiscated and kept in the high school office for the remainder of the school day. The second violation of the cell phone policy will result in a 60-minute detention and the cell phone will be confiscated and kept in the office. The third offense will result in a 60-minute detention, the phone will be confiscated, and a parent will be required to come to the school and pick up the phone.</p> <p>Students are permitted to use their cell phones during passing periods and during lunch. During the periods of permitted cell phone use, students are prohibited from texting another student who is in a class. If this occurs, and the students are caught, both students will receive detentions, as prescribed in the above referenced series of actions.</p>
<i>Use of Personal Vehicle</i>	<p>It is board policy that no middle school students drive on school grounds. Students who drive to school shall park in the designated parking areas. Students may not go to their vehicles during the school day without permission from the principal.</p> <p>A student who is observed driving recklessly on or near school property shall be reported to the building principal. The principal shall review the violation with the student at the first opportunity and sanctions including but not limited to the following may be applied:</p>

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- the student may be prohibited from parking or driving on school property;
 - a letter may be sent to the student's parents;
 - the student may be disciplined according to the disciplinary code.

Visitors

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal.

To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds.

Students are not allowed to bring visitors to school without prior permission of the principal.

School Property**Building Opening and Closing Time**

Students should not arrive prior to 7:30 a.m. The school buildings are not open until 7:30 a.m. Students arriving late for the start of school, must report to the office before going to class. If possible the parent/guardian should go to the office with the student or call.

Appropriate Use of Equipment and Supplies

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher.

Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

Computer Use

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

Any e-mail or computer application or information stored in district computers, computer systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device.

Acceptable Use Guidelines

The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet. Users shall adhere to the following guidelines of acceptable use:

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- All use of the Internet will be in support of educational activities.
 - Users will report misuse and breaches of network security.
 - Users shall not access, delete, copy, modify, nor forge other users' e-mails, files, or data.
 - Users shall not use other users' passwords nor disclose their password to others.
 - Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
 - Users shall not disclose confidential information about themselves or others.
 - User shall not utilize unlicensed software.
 - Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.
 - Students shall not disable or attempt to disable Internet filtering software.

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

Penalties for Improper Use

Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The district has the right to make the determination of what constitutes inappropriate use and use as an educational tool.

Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

***Bring Your Own Device
Laptop & iPad Program***

As new technologies continue to change the world in which we live, they also provide many new and potential educational benefits for classroom instruction. With those benefits come new challenges regarding acceptable and responsible use of communication technologies. To prepare students as 21st century thinkers and learners, Easton Public School District encourages students to bring their own technology to campus and take advantage of school district provided iPads and laptops.

The Board of Education is committed to aiding students and staff in creating a 21st century learning environment. Therefore students and staff will be permitted to access the District's wireless network with their personal devices during the school day. Student and staff use of communication technologies (whether or not owned or operated by the school district) on school property or at school events is a privilege for the educational benefit they provide. Failure to adhere to these administrative guidelines may result in disciplinary action including, but not limited to, temporary or permanent loss of use.

Definition of Device or Communication Technologies

A "device" as part of this protocol would be privately owned wireless and/or portable electronic handheld technology that includes, but is not limited to, existing and emerging communication and smart technologies, portable Internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing.

For the purpose of these guidelines, communication technologies include the Internet, World Wide Web, online services, email, and other internet related services, school and school district computer networks, and other applicable services or technologies either in use or implemented in the future. Communication technologies are for the educational benefits of students. Student use of communications technology services and equipment for purposes other than educational purposes is prohibited without prior approval by an administrator.

Students in kindergarten through fifth grade will have access to a district iPad. Students in grades six through eight will have access to an iPad or laptop. Students at Pleasant Ridge High School will be permitted to take their laptop home to allow for continuous use both at school and at home.

Security and Damages

Responsibility to keep the personal devices secure rests with the individual owner. The Easton Public School District is not liable for any personal device stolen or damaged on school owned and operated property or at school sponsored activity. If a personal device is stolen, lost or damaged, it will be handled through the administrative office as other personal items that are stolen, lost or damaged.

High school students are required to keep their school issued laptop in proper and optimum working condition. This includes bringing the laptop computer to school every day, fully charged. Students are required to keep their laptop secure and free from damage and report the loss of or damage to a laptop to school officials within 12 hours, or the first day back to school after vacation or weekend. Failure to do so will result in the loss of the use of the laptop for a specified period of time, up to the remainder of the school year.

High school students shall pay the school district to replace a stolen or lost laptop computer. If a computer is damaged, students will pay a maximum of a \$100 to repair the damaged computer. In the event a damaged laptop can be repaired for less than \$100, the student will pay the entire cost to repair the laptop.

Students are not permitted to install software or applications on their laptop without written permission from the principal and Director of Technology. Requests to add software on your laptop computer shall be requested in writing using the appropriate form and filed with the school's administrative office.

The school district retains the right to inspect a laptop any time. The school district can and will monitor student's use of their laptop computer including all software applications and Internet browsing history. An Internet content filter to limit the browsing to appropriate content will be strictly adhered to and applied. Any attempt to circumvent the Internet content filter may result in the laptop being taken away from the student and disciplinary action to be taken.

Students are not permitted to lend their laptop to other people, including other students at Pleasant Ridge High School. Students are responsible for the care and condition of their computer while in their possession.

Kindergarten through eighth grade students shall take reasonable care of an iPad or laptop they use at school. A K-8 student who checks out an iPad or laptop to use outside of school will be subject to the same rules and expectations for high school students.

Easton School District Rights and Responsibilities

As education provider, the district has a responsibility to help students develop information skills necessary to successfully use technology in an appropriate and responsible manner. The district also has a responsibility to integrate the use of technology with the board approved curriculum. If a student uses communication technology in an unacceptable manner, the district will take appropriate disciplinary action and will notify parents/guardians and other officials as necessary.

To ensure the security of district information resources, confidential student and personnel data, the district may restrict access to network services and reserves the right to access student electronic files and account information on district owned devices.

iPad/Laptop and Bring Your Own Device Student and Parent Agreement

The use of technology to provide educational materials is not a necessity but a privilege. A student does not have a right to use his/her electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit both the learning environment and student.

Students and parent/guardian participating in the iPad/Laptop and Bring Your Own Device program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly the Computer Acceptable Use policy in the use of these devices at school, on district owned property, in school vehicles and school sponsored activities, programs, and events. Parent and student must sign the agreement (Appendix E) and file it with the building principal prior to being allowed use their own device at school.

Lockers

Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing.

The combinations and/or keys to all locker locks shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students shall not place locks, other than those issued by the school, on any locker.

Students will report all breakage, loose bolts, and other defects in their lockers to the principal as these things are discovered, and in writing. Damages not reported to the office will be assessed against the locker's occupant.

Students should keep their combination to themselves.

Do not bring valuables to school. If items are brought for specific presentation students should secure articles of value in the office for safekeeping. Be sure to mark all your belongings with permanent marker.

For the safety of the students and staff, random searches will occur throughout the year. At times we may have specially trained drug-sniffing dogs conduct random searches of student lockers and campus vehicle parking areas.

Textbooks and Equipment

Students in USD #449 are responsible for textbooks and workbooks assigned to them. If a book or workbook is lost or damaged beyond use by the student, replacement costs will have to be made by the student responsible for the book. Books include workbook, textbook, reference book, library book, or special skills book issued to a student by the school for his/her use - either at school or to take home.

A student who loses or damages a book or equipment will be assessed for the replacement costs such as determined by the building principal. The building principal will always use the new replacement costs in determining the cost.

Judgment by teachers in issuing books may be done so that careful determination of amount to be repaid for the lost or damaged book or equipment can be made.

Student Services***Counselor*****Academic Counseling**

Students are encouraged to talk with a school counselor, teachers and principals in order to learn about the curriculum, course offerings, graduation requirements, qualified admissions for Regents Universities and other academic issues. The counselor can provide information about vocational training schools, colleges and universities, careers and financial aid.

Personal Counseling

The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns. The student, their parents, teachers, principal, counselor, or another significant person in the student's life may refer a student to the counselor.

Some of the counselor's duties include teaching counseling classes for all students, individual education related counseling, and assisting with transitions between schools.

Library

Students are encouraged to explore the many books, research materials, audio-visual materials, and computer/software that our library media center contains. Students are responsible for the materials they check out. If materials are not returned on time a fine may apply. If materials are not returned in good condition, a charge equal to the current replacement price will be assessed.

Food Service

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

Students may charge no more than \$10 worth of meals to their accounts. Charging of ala carte or extra items to this account will not be permitted.

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

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit.

All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three times in not less than ten-day increments by the superintendent or superintendent's designee via letter sent by U.S. First Class Mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the account withdrawals.

If, within ten days after the second notice was mailed, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent's designee to pay it, a third and final notice shall be sent to the debtor by mail.

If the clerk does not receive full payment within ten days after mailing final notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes or the superintendent or superintendent's designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district.

Payments for school meals may be made at the school, district office or online at <https://easton449.revtrak.net/tek9.asp>. Students and parents are encouraged to prepay meal costs.

Breakfast and lunch will be served every day at the high school. Meals will be eaten in the designated area and will only be permitted in classrooms with administration or teacher approval. Microwaves are available for students to heat up meals brought from home.

Students who attend Highland Community College Technical Center or Kansas City Kansas Community College Pioneer Career Center may order a "to go" lunch. HCCTC students, as well as any other student who leave school and wants a "to go" lunch must sign up by 8:00 a.m. If a student signs up for a "to go" lunch, and they do not

pick it up, they will be charged for the meal. The meals will be picked up as the students leave the high school to go to their designated program. All trash must be disposed of properly.

Parents, grandparents and older siblings may eat lunch with a high school student, but contact must be made with the high school office, prior to the planned visit. Parents may bring outside meals to students, but those meals must be dropped off at the office. Students, who return to school after an appointment but before their scheduled lunchtime, may bring a meal from outside the high school, but only for themselves or siblings, not for other students.

Only Seniors are permitted to eat outside, but must stay at the tables designated for eating and may not go into the parking lot or anywhere else while they are eating. Teachers may have their own rules regarding food/drink in their classrooms. All drinks in the building, whether brought in from the outside, or purchased from a vending machine in the building, must be in plastic bottles, with the cap on the bottle. There will be no drinks in cups brought in from outside the building. There will be no drinks in cans in the hallways, the classroom or kept in lockers. This policy, regarding outside drinks, will also be in effect for activities held in the evening in the high school.

Students are expected to have their school-issued ID when they go through the breakfast or lunch line. Students who fail to have their ID, or are paying with cash, will go to the end of the line and will be served after all other students have been served.

Elementary Section

Recess/Playground Rules Recess is held daily. Students should be dressed appropriately for outdoor recess, as students will go outside, except when it is not safe to do so. Coats, gloves, boots, and hats are expected in case of inclement weather. Students who are not dressed suitably may be asked to remain indoors. Outdoor recess (whether excessively cold or hot weather) will be decided by teacher discretion.

Students must obey the staff supervising the playground. Students are not permitted to leave the playground area without supervising staff members' permission. Students are expected to notify the recess supervisor in case of injury, inappropriate behavior, or unsafe conditions.

<i>Birthday Treats</i>	Birthdays are celebrated. If parents would like to send treats, please send something small and individual. Contact your child's teacher to make arrangements.
<i>Invitations</i>	Personal party invitations are not to be distributed at school unless the entire class is invited.
<i>Holiday Parties</i>	PRES hosts Halloween, Valentine's Day, Winter, and Spring parties. Please consider helping your child's class celebrate by volunteering to serve as a Room Parent.
<i>Personal Items</i>	Students are not to bring personal items (toys, games, etc.) to school without prior teacher approval. If such items are brought to school, the teacher will keep the items until parents can pick them up.

**Consent to Participate in Field Trip or Other Activity
and Consent for Treatment**

**NOTE: This form must be signed and returned to the school by _____(date)
if the student named below is to participate in the field trip or activity.**

I, _____, the parent and legal guardian of _____

give my consent for my child to participate in the field trip/other activity described here:

on _____ date. I further give my legal consent and authorize any representative of
_____ School to authorize emergency medical treatment, including any necessary surgery or

hospitalization, for my above-named child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity noted above by any physician or dentist licensed in accordance with the provisions of the *Kansas Healing Arts Act*, K.S.A. 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency services incurred on behalf of my child.

I acknowledge and agree that _____ School is not responsible for any medical, hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original. If my child requires emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize that treatment. To facilitate contacting me, I agree to continue to provide current work and home phone numbers to the school.

Parent or Legal Guardian

Accident Report Form

A student who has been injured on school property must fill out an accident form as soon as possible following the injury.

School Name:

Your Name:

Your Home Address:

Your Home Phone Number:

Social Security Number:

Date of Accident:

Time of Accident:

In your own words, describe what happened:

What physical problems are you experiencing as a result of this injury?

Did you report this injury to a school employee?

If not, why not?

Date Reported:

Employee's Name:

What were you doing at the time of the accident?

Were there any witnesses?

If yes, who?

Did you go to the hospital/clinic?

Address of hospital/clinic:

Name of treating physician:

Additional comments:

Date:

Signature:

Appendix C

Permission for Medication

Name of Student:	
School:	Grade:
Teacher:	
Medication:	Dosage:
Date Started:	
Time of day medication is to be given:	
Date:	Signature of Physician

I hereby give my permission for _____ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

Date:	Signature of Parent or Guardian
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NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage and times to be administered.

Appendix D

Please read the following carefully before signing. This is a legally binding document.

EASTON UNIFIED SCHOOL DISTRICT 449 ACCEPTABLE USE POLICY FOR COMPUTERS

This document identifies the terms and conditions for the acceptable use of computer resources and facilities provided by Easton Unified School District 449 (hereinafter referred to as “District”), including but not limited to computers, information networks and Internet resources in the District. This policy insures that the use of computing facilities and network resources is consistent with the goals, mission, and objectives of the District. These guidelines are provided so that Users may become aware of their responsibilities. If a User violates these provisions, his or her access privileges and futures access may be terminated or denied in accord with these rules and regulations; consequences for violations may also include termination or expulsion in accordance with board policy.

TERMS AND CONDITIONS

1. Any person who accesses a resource provided by the District through District computing resources shall be deemed a User.
2. Users are expected to abide by the generally accepted rules of network etiquette.
3. The computer resources and facilities are provided for the purpose of research and communication. The use of accounts must be in support of education and research and be consistent with those educational objectives of the District. It is the User's responsibility to only access files that are consistent with the learning outcomes or objectives. The use of computer networks, network services, and the Internet are a privilege; not a right. Inappropriate use will result in suspension or termination of computer, network, and/or Internet privileges or possible board action. The system administrators will deem what is inappropriate use and their decision is final. The administration may request the system administrators to deny, revoke, or suspend specific user accounts or privileges at any time.
4. Users are not permitted to use any computing resource for commercial purposes, product advertising, political lobbying, or political campaigning.
5. Users are to follow all copyright laws and regulations related to software, web pages, hardware, etc.
6. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
7. Users are responsible for their passwords and user IDs. Users should change their passwords periodically to protect their rights. Using another User’s password or ID or trespassing in another User’s folders, work, or files is prohibited. Allowing another to use your password or ID is prohibited. Personal data such as a User’s personal (home) address, phone number, or password should not be revealed. Should a User’s ID appear in connection with a violation of these Terms and Conditions, that User is responsible for that violation.
8. E-mail and social media not specifically provided by the District shall not be accessed by any User from the District computer facilities.
9. Security on any computer system is a high priority, especially when the system involves many users. Any User who has reason to believe he or she has identified a security problem on the District’s computers or network must notify District Technology Coordinator immediately. A User should not attempt to demonstrate the problem to other users. Any attempt to login to the District networks as a system administrator will result in cancellation of user privileges and disciplinary action. Any User identified as a security risk or having a history of problems with other computer systems may be denied access to the District’s computer resources.
10. Users shall respect the integrity of the computers and networks; by accessing the District’s computer facilities, Users agree that the computer systems are set up by the system administrator and shall not be altered in any way.

11. The District makes no warranties of any kind, expressed or implied, for the computer and computer network services it provides. The District shall not be responsible for any damages suffered by a User. The District shall not be responsible for any damages caused by a User in violation of these Terms and Conditions. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or User errors or omissions. Use of any information obtained via District computer resources shall be at the risk of the User. The District specifically denies any responsibility for the accuracy of the information obtained.
12. Vandalism will result in cancellation of the User's privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of the District, or another User, the Internet, or any of the organizations of other networks that are connected to the Internet. Vandalism includes, but is not limited to, the uploading or creation of computer viruses.
13. Users shall to follow policies regarding computer and computer usage as set forth by the Easton Board of Education. This policy is found under section IIBG in the Board Policy and is available up on request. This policy includes the following provisions:
 - a. Users shall have no expectation of privacy when using District e-mail, internet, or other official communication systems.
 - b. All information created by staff and students shall be considered District property and shall be subject to unannounced monitoring by District administrators.
 - c. Users shall not bring software to use on any District computer unless specifically approved by the District Technology Coordinator.
 - d. No software, freeware, or shareware may be installed on District computers until cleared by the District Technology Coordinator.
 - e. Software acquired by Users using either district or personal funds, and installed on District computers, must comply with copyright laws. Proofs of purchase (copy or original) may be required.
 - f. Users shall not install unapproved hardware on District computers, or make changes to software settings that support District hardware.
 - g. Computer materials or devices created, as part of any assigned District responsibility or classroom activity undertaken on District time shall be the property of the Board.

AGREEMENT:

I have read the foregoing Acceptable Use Policy and agree to follow the terms and conditions contained in this policy. I understand that if I violate these terms and conditions my computer privileges could be suspended or terminated and I may face other disciplinary actions.

Printed User Name: _____

User Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(Required if User is under 18)

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

EASTON UNIFIED SCHOOL DISTRICT #499

BRING YOUR OWN DEVICE AND PROTOCOL FOR THE USE OF COMMUNICATION TECHNOLOGY BY STUDENTS

As new technologies continue to change the world in which we live, they also provide many new and potential educational benefits for classroom instruction. With those benefits come new challenges regarding acceptable and responsible use of communication technologies. To prepare students as 21st century thinkers and learners, Easton Public School District encourages students to bring their own technology to campus and take advantage of school district provided iPads and laptops.

The Board of Education is committed to aiding students and staff in creating a 21st century learning environment. Therefore students and staff will be permitted to access the District's wireless network with their personal devices during the school day. Student and staff use of communication technologies (whether or not owned or operated by the school district) on school property or at school events is a privilege for the educational benefit they provide. Failure to adhere to these administrative guidelines may result in disciplinary action including, but not limited to, temporary or permanent loss of use.

Definition of Device or Communication Technologies

A "device" as part of this protocol would be privately owned wireless and/or portable electronic handheld technology that includes, but is not limited to, existing and emerging communication and smart technologies, portable Internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing.

For the purpose of these guidelines, communication technologies include the Internet, World Wide Web, online services, email, and other internet related services, school and school district computer networks, and other applicable services or technologies either in use or implemented in the future. Communication technologies are for the educational benefits of students. Student use of communications technology services and equipment for purposes other than educational purposes is prohibited without prior approval by an administrator.

Students in kindergarten through fifth grade will have access to a district iPad. Students in grades six through eight will have access to an iPad or laptop. Students at Pleasant Ridge High School will be permitted to take their laptop home to allow for continuous use both at school and at home.

Security and Damages

Responsibility to keep the personal devices secure rests with the individual owner. The Easton Public School District is not liable for any personal device stolen or damaged on school owned and operated property or at school sponsored activity. If a personal device is stolen, lost or damaged, it will be handled through the administrative office as other personal items that are stolen, lost or damaged.

High school students are required to keep their school issued laptop in proper and optimum working condition. This includes bringing the laptop computer to school every day, fully charged. Students are required to keep their laptop secure and free from damage and report the loss of or damage to a laptop to school officials within 12 hours, or the first day back to school after vacation or weekend. Failure to do so will result in the loss of the use of the laptop for a specified period of time, up to the remainder of the school year.

High school students will be charged \$100 to repair a damaged laptop computer. In the event a damaged laptop can be repaired for less than \$100, the student will pay the entire cost to repair the laptop. Students will pay full price to replace a lost or stolen laptop computer.

Students are not permitted to install software or applications on their laptop without written permission from the principal and Director of Technology. Requests to add software on your laptop computer shall be requested in writing using the appropriate form and filed with the school's administrative office.

The school district retains the right to inspect a laptop any time. The school district can and will monitor student's use of their laptop computer including all software applications and Internet browsing history. An Internet content filter to limit the browsing to appropriate content will be strictly adhered to and applied. Any attempt to circumvent the Internet content filter may result in the laptop being taken away from the student and disciplinary action to be taken.

Students are not permitted to lend their laptop to other people, including other students at Pleasant Ridge High School. Students are responsible for the care and condition of their computer while in their possession.

Kindergarten through eighth grade students shall take reasonable care of an iPad or laptop they use at school. A K-8 student who checks out an iPad or laptop to use outside of school will be subject to the same rules and expectations for high school students.

Easton School District Rights and Responsibilities

As education provider, the district has a responsibility to help students develop information skills necessary to successfully use technology in an appropriate and responsible manner. The district also has a responsibility to integrate the use of technology with the board approved curriculum. If a student uses communication technology in an unacceptable manner, the district will take appropriate disciplinary action and will notify parents/guardians and other officials as necessary.

To ensure the security of district information resources, confidential student and personnel data, the district may restrict access to network services and reserves the right to access student electronic files and account information on district owned devices.

iPad/Laptop and Bring Your Own Device Student and Parent Agreement

The use of technology to provide educational materials is not a necessity but a privilege. A student does not have a right to use his/her electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit both the learning environment and student.

Students and parent/guardian participating in the iPad/Laptop and Bring Your Own Device program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly the Computer Acceptable Use policy in the use of these devices at school, on district owned property, in school vehicles and school sponsored activities, programs, and events. Parent and student must sign the agreement (Appendix E) and file it with the building principal prior to being allowed use their own device at school.

Parent/Guardian Signature

Student Signature

Date

Date