Lyndon USD 421
Student Handbook

2019-2020

A Publication of the Lyndon USD 421 Board of Education

421 E. 6th Street
Lyndon, KS 66451
(785)-828-4413
# TABLE OF CONTENTS

**Introduction** ................................................................................................................................. 1

**Nondiscrimination Statement** ....................................................................................................... 1

**Mission Statements** ....................................................................................................................... 1

**Enrollment/Withdrawal from School** ............................................................................................ 2
  - Resident Students ....................................................................................................................... 2
  - Non-Resident Students .............................................................................................................. 2
  - Address/Phone Number Changes .............................................................................................. 4
  - Assignment to School/Classes ................................................................................................... 4
  - Alternative Placement ................................................................................................................ 4
  - College Classes/Dual Credit Schedules .................................................................................... 4
  - Fees ........................................................................................................................................... 5
  - Disadvantaged Student Services .............................................................................................. 6
  - Transfers ..................................................................................................................................... 6
  - Qualified Admissions ................................................................................................................ 6
  - Student Assistants ................................................................................................................... 7
  - Withdrawal from School .......................................................................................................... 7
  - Records and Directory Information .......................................................................................... 7

**Academics** ...................................................................................................................................... 10
  - Exit and Grade Level/Course Outcomes ................................................................................... 10
  - Promotion and Retention .......................................................................................................... 10
  - Grading/Grade Classification .................................................................................................... 11
  - Report Cards .............................................................................................................................. 11
  - Parent/Student/Teacher Conferences ......................................................................................... 12
  - Honor Roll ................................................................................................................................. 12
  - Awards and Honors ................................................................................................................... 12
  - Valedictorian and Salutatorian ................................................................................................ 12
  - Scholarships ............................................................................................................................... 12
  - Kansas Governor Scholar Award ............................................................................................... 13
  - Class Ranks ............................................................................................................................... 13
  - Graduation .................................................................................................................................. 13
  - Reverse Credit ........................................................................................................................... 15
  - Homework and Make-Up/Redo Work ....................................................................................... 15
  - Allen County and Dual Credit Courses .................................................................................... 16
  - High Credit Recovery ................................................................................................................ 16
  - Shortened Schedules ................................................................................................................ 16
  - Academic Dishonesty ................................................................................................................ 17
  - AIDS and Sexuality Curriculum Inspection ............................................................................ 17
  - Opt-Out ....................................................................................................................................... 17
  - Special Programs ....................................................................................................................... 17
  - Technical College Programs ..................................................................................................... 18
  - School Site Councils .................................................................................................................. 18
  - Temporarily Disabled Students ................................................................................................. 18
Attendance.................................................................................................................. 19
  Compulsory Attendance........................................................................................... 19
  Attendance/Truancy ................................................................................................. 19
  Tardies....................................................................................................................... 21
  Sign In/Sign Out....................................................................................................... 22
  Release of Students during School ......................................................................... 22

Student Conduct/Discipline....................................................................................... 23
  Behavior/Conduct .................................................................................................... 23
  Discipline Guide and Student Expectations ....................................................... 25
  Vending Machines ................................................................................................. 28
  Weapons ................................................................................................................. 28
  Vandalism ................................................................................................................ 29
  Bullying .................................................................................................................. 30
  Sexual Harassment ................................................................................................. 30
  Racial and Disability Harassment ......................................................................... 32
  Dress Code ............................................................................................................ 33
  Drug Free Schools and Communities Act ........................................................ 34
  Random Drug Testing Policy .............................................................................. 35
  Tobacco .................................................................................................................. 36
  Bus Regulations .................................................................................................... 36
  Gangs ....................................................................................................................... 39
  Hazing/Initiations ................................................................................................. 39

Discipline Measures .................................................................................................. 40
  Detention ................................................................................................................ 40
  Suspension .............................................................................................................. 40
  Expulsion ............................................................................................................... 40
  Corporal Punishment .............................................................................................. 43
  Probationary Status ............................................................................................... 43
  Searches of Students ............................................................................................. 43
  Interrogations and Investigations ......................................................................... 44
  Emergency Safety Intervention ............................................................................. 44

Activities.................................................................................................................... 48
  Academic Awards ................................................................................................. 48
  Assemblies and Pep Rallies .................................................................................... 48
  Athletics .................................................................................................................. 49
  Homecoming and Winter Royalty Procedures .................................................... 49
  Clubs and Organizations ....................................................................................... 50
  National Honor Society ......................................................................................... 50
  Fund Raising .......................................................................................................... 50
  Parties/Social Events ............................................................................................. 51
  Dances .................................................................................................................... 51
  Extracurricular Activities Participation Requirements ....................................... 52
  Transportation to and from Activities ................................................................. 52
  College Visits ......................................................................................................... 52
  Field Trips ............................................................................................................... 53
  Student Publications ............................................................................................ 53
Health and Safety ........................................................................................................ 53
  Nurse .......................................................................................................................... 53
  Accidents, Reporting of ............................................................................................. 53
  First Aid ...................................................................................................................... 53
  Medications, Administering ..................................................................................... 54
  Inoculations .............................................................................................................. 54
  Health Services ....................................................................................................... 55
  Health Assessments ................................................................................................. 56
  Physicals .................................................................................................................. 56
  Communicable Diseases .......................................................................................... 56
  Designated School Crossing ................................................................................... 56
  Fire and Tornado Drills ........................................................................................... 55
  Weather Emergencies ............................................................................................. 56
  Kansas School Crisis Hotline .................................................................................. 58
  Head Lice ................................................................................................................ 58
  Asbestos .................................................................................................................. 59
  Pest Control ............................................................................................................ 59
  Disruptive Acts at School or School Activities ...................................................... 59

General Information ................................................................................................. 59
  Calendar ................................................................................................................... 59
  Complaints ............................................................................................................... 59
  Distribution of Materials ....................................................................................... 62
  Gifts ......................................................................................................................... 63
  Insurance ................................................................................................................ 63
  Orientation .............................................................................................................. 63
  Personal Property .................................................................................................. 63
  Posters .................................................................................................................... 63
  Telephone Calls ..................................................................................................... 63
  Senior Pictures and Announcements ................................................................... 64
  Use of Personal Vehicle ......................................................................................... 64
  Visitors .................................................................................................................... 64

School Property ......................................................................................................... 65
  Building Opening and Closing Time .................................................................... 65
  Appropriate Use of Equipment and Supplies ....................................................... 65
  Technology Use Policy .......................................................................................... 65
  Bring Your Own Device ......................................................................................... 67
  Lockers .................................................................................................................... 67
  Textbooks and Equipment .................................................................................... 67

Student Services ....................................................................................................... 68
  Counselor ............................................................................................................... 68
  Library .................................................................................................................... 68
  Food Service ........................................................................................................... 69
# Student Regulations

Music Performances ................................................................. 70
Physical Education ........................................................................ 70
Pick-Up and Drop-Off Procedures .................................................. 70
Recess/Playground Rules ................................................................ 70
Bicycles, Roller Skates, and Skate Boards ....................................... 71
LEMS Assignment to Classes ...................................................... 71

# Appendices

Consent to Participate in Field Trip or Other Activity ......................... A
Accident Report Form ..................................................................... B
Permission for Medication ............................................................. C
Sample Acceptable Use Policy for Computers ................................. D
Random Drug Testing Policy ........................................................ E
Chromebook Take Home Policy ...................................................... F
Introduction

Welcome to Lyndon Unified School District #421 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.usd421.org. We wish you the best for the 2019-2020 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 Lyndon USD #421 school district web page.

Nondiscrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district’s programs and activities is prohibited. Brad Marcotte, 421 E. 6th Street, Lyndon, KS 66451, 785-828-4413 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI 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. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district’s discrimination complaint procedure.

USD 421 Mission Statement

Students of USD #421 will demonstrate life learning skills, communicate effectively, apply technology, and function as self-sustaining citizens who accept responsibility for their decisions.

LHS Mission Statement

Lyndon High School will provide a learning environment where all students can excel in the 21st century world.

LEMS Mission Statement

The mission of Lyndon Elementary and Middle School with family and community involvement is to educate our students for tomorrow’s possibilities in a safe, engaging environment.

Lyndon USD #421 LEARNER EXIT OUTCOMES

Each student will demonstrate the following:
- Essential skills in communications, science, and math
- Competence in using technology
- Adaptability and skill in problem solving
- Awareness of the fine arts
- Integrity, ethical behavior, and civic responsibility
- Independent and group work skills
- Respect for diversity in a multicultural society
- Skills in developing and maintaining physical and emotional wellness
- Concern for the environment
- Basic life skills to be self-sustaining adults in society
Important Phone Numbers

BOE Office  785-828-4413
LHS  785-828-4911
LEMS  785-828-4622
Office hours are 7:30 a.m. to 3:30 p.m.

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.

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.
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 a
- 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 421 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 421 subject to annual approval. USD 421 reserves the right to terminate any approved application at any time for problems relating to student discipline, attendance, or academic achievement.

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.

<table>
<thead>
<tr>
<th><strong>Address/Phone Number Change</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please notify the school secretary within seven days if any of the following change:</td>
</tr>
<tr>
<td>• Numbers for home or parents’ work;</td>
</tr>
<tr>
<td>• Mailing or street address; or</td>
</tr>
<tr>
<td>• Emergency contacts.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th><strong>Assignment to School/Classes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

Lyndon Middle/High School students wishing to make schedule changes must contact the school counselor within the first three days of a new semester.

<table>
<thead>
<tr>
<th><strong>Alternative Placement</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A student who has been placed on an Individual Education Plan (IEP) may be placed at a school outside of USD 421. The decision to place a student who resides in the Lyndon USD 421 School District in an attendance center outside of the district will be made by the IEP team.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>College Classes Dual Credit</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The district may enter into agreements with the colleges for the purpose of allowing these students to receive dual credit. The following guidelines must be followed:</td>
</tr>
<tr>
<td>1. Students may enroll in any college course as long as it is not offered at LHS.</td>
</tr>
<tr>
<td>2. Students must provide proof of college enrollment.</td>
</tr>
<tr>
<td>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).</td>
</tr>
</tbody>
</table>
Schedules

LEMS Daily Schedule
7:30  Serving begins for breakfast
7:35  Teachers report and students arrive
7:45  First bell
7:50  School begins
3:15  Students dismissed
3:30  Teachers dismissed

Before and After School Procedures
When arriving at school in the morning, students in grades K-8 should report directly to the Middle School gym to their assigned area. Students should not be in the high school area before the arrival of the first bus. Students may go to breakfast after the first bus arrives; the buses are scheduled to arrive at the school no earlier than 7:25. Students are not to be on school property before 7:30 a.m. without special permission.

School is scheduled to be dismissed at 3:15 p.m. each afternoon unless previously announced. Each student is expected to leave the school grounds after school has been dismissed unless she/he is involved in a supervised after-school activity or has special permission. Any student who experiences transportation difficulties must report to the office.

LHS/LMS Daily Schedule
Doors open at 7:35 a.m.
1st Bell  7:45 a.m.
Period 1  7:50 – 8:43
Period 2  8:46 – 9:39
Seminar  9:42 – 10:09
Period 3  10:12 – 11:05
Period 4  11:08 – 12:01
1st Lunch 12:01 – 12:26
2nd Lunch 12:26 – 12:51
Period 5  12:04 – 1:23
Period 6  1:26 – 2:19
Period 7  2:22 – 3:15

The school will be in session each school day from 7:50 a.m. until 3:15 p.m. The tardy bell rings at 7:50 a.m., three minutes will be allowed for changing classes; and 23 minutes for lunch.

Fees

Students may be assessed fees for the following (not an inclusive list):
• Text book rental
• Student agenda
• Technology fee
• Art fees;
• Membership dues in student clubs;
• Voluntarily purchased pictures, publications, class rings, graduation announcements, etc.;
• Voluntarily purchased student accident insurance;
- Musical instrument rental and supplies;
- Activity trip fees; and
- Driver’s education

Refund Policy: Refunds of fees paid will be made in writing by the person who paid the fees, and the refund will go to the person that paid the fee(s).
- Full refund is paid for unused meal payments.
- One half of textbook fee will be refunded if a student withdraws from school within the first thirty days of the semester. No refunds will be paid after thirty days.
- Art and student agenda fees will not be refunded.

Disadvantaged Student Services

Homeless Students
Students living within the USD 421 boundaries that lack a fixed, regular, and adequate nighttime residency and meet specific criteria may be classified as a homeless student. Students that meet these qualifications may be entitled to federally funded assistance. Contact an administrator for more information if you feel that you may meet these guidelines.

Meal Assistance
Families that have students that attend USD 421 and meet federal guidelines may be eligible for free or reduced meals. Contact the Food Service Director for requirements and paperwork.

Academic Services
If a student qualifies for either of the above items, they also qualify for a variety of academic services. This may include but not be limited to: reduction of school enrollment fees, free ACT college testing services, and college admission fee waiver. Contact the high school counselor for additional information.

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 2019-2020 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 Composite score of at least 21 and 22 in Math; 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;
- Math: 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.

**Student Assistants**

Students who wish to assist teachers may enroll in this course. Only seniors with a 3.0 or higher GPA qualify. Eligible seniors may request receive permission from the instructor. Students may request to work in individual classrooms, office, or library and may enroll in one hour only. The grade for the course is pass/fail and will not figure into the student’s GPA.

**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; 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 421 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 421 policies for complying with FERPA. A copy may be obtained from Brad Marcotte, 421 E. 6th Street, Lyndon, KS 66451

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lyndon USD 421, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Lyndon USD 421 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 Lyndon USD 421 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 Lyndon USD 421 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. Lyndon USD 421 has designated the following information as directory information:

- Student name
- Telephone listing
- Electronic mail address
- Dates of attendance
- Grade level
- Degrees and honors received
- Address
- Photograph
- Major field of study
- Institutions attended
- Date and place of birth
- Awards received
- Weight and height on an 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.

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 Lyndon USD 421 Schools receives a request for access.

2. 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.

3. 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 Lyndon USD 421 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.

4. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's
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 Lyndon USD #421 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**
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, counselors and other appropriate school personnel.

**Middle School**

* Any 4th-8th grade student who fails one core curriculum class (Language Arts, Mathematics, Social Studies, and Science) will either repeat that class the next school year or will complete credit recovery online over the summer.

* Any 4th-8th grade student who fails two core curriculum classes will attend summer school/complete credit recovery online to make up one class and repeat the second class the next year, will complete credit recovery online over the summer, or will repeat both classes during the next school year.

* If any student in grades K to 5th fails one-half of their subjects, the student may be retained at the Principal’s discretion.

* Any 6th, 7th, or 8th grade student who fails more than two (2) core classes will be retained the next school year.

**Grading/Grade Classification**

Students shall be classified according to the specific number of units they have successfully completed as of September 15 of each year. For the class of 2015 and beyond; Freshmen – zero to 5 earned credits; Sophomores – six units of credit, but less than 14; Juniors – 15 units of credit, but less than 25; and, Seniors 18 or more units of credit.

Any student enrolled at Lyndon High School is considered a student and continues in that status until one the following occurs: The student graduates, the student withdraws from school after the age of 18 (effective July 1, 1996, student 16 or 17 years of age, must have written consent from parents and legal guardians); the student transfers to another school; or the student is expelled.

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**

Lyndon High School will only consider semester grades. Nine-week grades are not recorded. Only semester grades will be maintained and used on student transcripts. Grade point averages are determined on the following basis:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Lyndon Public Schools will use the following grade scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>59 or below</td>
</tr>
</tbody>
</table>
In grades K-2 parents will receive a quarterly report indicating the progress made towards meeting educational objectives. The system of grading for grades 3-8 will consist of a computer-generated quarterly report based on the letter grades A, B, C, D, and F for all subjects. For incomplete work an “I” may be given.

After the beginning of each quarter progress reports will be sent home with the students in grades 4-8 every two weeks. Parents are encouraged to contact the instructor to discuss their student’s progress. Teachers may send notes at other times as needed.

**Parent/Student/Teacher Conferences**

Parents and students are encouraged to attend the Parent/Teacher conferences scheduled during the first grading periods. Parents may contact the school with concerns at any time and schedule a conference with a teacher.

**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.

**Honor Roll**

Lyndon Middle/High School honor roll is as follows:

- **High Honors:** 4.00 – 3.75 GPA
- **Honors:** 3.74 – 3.50 GPA (no “D” or “F”)
- **Honorable Mention:** 3.49 – 3.00 GPA (no “D” or “F”)

Any student who does not wish to have his or her name to be published on the honor roll must notify the office in writing before the end of each nine weeks period.

**Valedictorian and Salutatorian**

Faculty at Lyndon High School support the directive of the Kansas State Board of Education encouraging students to take as rigorous selection of courses during their junior and senior years if they intend to further their education at the college level. Therefore, in order to be class valedictorian or salutatorian, class rank will be utilized and students must complete the Kansas Scholars Curriculum. If no student qualifies for the Kansas Scholars Curriculum LHS will use class rank to determine the valedictorian or salutatorian.

**Scholarships**

Students must be alert to information they see published and hear about through organizations their parents belong. Most scholarships are awarded mainly on the basis of ability and need. Ability is determined by grade average, subject completed, and scores on certain tests, such as the ACT and SAT.

Applications forms for many scholarships are available from the counselor. Scholarship announcements are made available through
bulletin, email notifications, board postings and daily announcements. Students are expected to familiarize themselves with the announcements and initiate scholarship applications before the posted deadlines. The high school counselor maintains scholarship information.

**Kansas Governor Scholar**

The Governors of the State of Kansas in conjunction with the Kansas State High School Activities Association (KSGSAA) annually acknowledges the valedictorian of each high school in the State of Kansas. Beginning with the Class of 2018, a requirement was mandated that each school can only have one (1) student be recognized as a Governor Scholar. Lyndon High School will use the following criteria in selecting it’s Governor Scholar:

The student having the highest GPA in the class and having completed the Kansas Scholars Curriculum. If a tie exists, the following criteria will be used to break the tie:

- The student with the highest ACT Composite score will be selected.
- If a tie continues to exist, a vote of the high school faculty will be conducted to select the Governor Scholar, minus the principal.
- If a tie continues to exist, the principal will break the tie and select the Governor Scholar.

**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 LHS, shall be eligible for graduation upon completion of the following requirements. A student must successfully complete 24 units of academic credit. The following courses are required to be a part of the 24 earned credits:

1. Four credits of English Language Arts including English I, II, III, IV or college composition I or II or Technical English.
2. Three credits of social studies which shall include one unit of World Geography, one unit of American History, one unit of American Government.
3. Three credits of mathematics.
4. Three credits of science, of which one credit shall be in Biology.
5. One credit of physical education.
6. One credit of fine arts.
7. One-half credit of Computer Applications.
8. One Half credit of Business Essentials
9. One-half credit of Health.
10. Seven units of elective courses.

Yearly Graduation Schedule of Required Courses:

**Ninth Grade**

PE – 1 Credit
Computer Apps – ½ Credit
Math (Alg. I, Alg. I (part I), or Geometry – 1 Credit
English Language Arts I – 1 Credit
Science – 1 Credit
Business Essentials – .5 Credits
Health ½ Credit

Tenth Grade
World Geography – 1 Credit
Math (Alg. I, Alg. I (part II), or Geometry
English Language Arts II – 1 Credit
Science – 1 Credit

Eleventh Grade
English Language Arts III – 1 Credit
Mathematics Course – 1 Credit
Science Course – 1 Credit
American History – 1 Credit

Twelfth Grade
English Language Arts VI, College Comp. I & II or Technical English – 1 Credit
American Government – 1 Credit

To be eligible to graduate from Lyndon High School, a student shall complete the required number of credits and courses established by the Board of Education and meet all other requirements established by the Kansas State Board of Education. Members of the senior class shall meet all requirements for graduation in order to participate in any commencement exercises. A normal class schedule of seven courses is required. Changes to class schedules must be completed in the first three class days in each semester. All changes to a student’s schedule must be made through the guidance counselor with final approval from the 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 guidance personnel in order to develop a graduation plan. The student’s graduation plan shall be turned-in to high school principal by the end of their sophomore year. 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 the valedictorian or salutatorian award of their graduating class.

**Reverse Credit**
Starting with the 2019-2020 school year, Lyndon High School will begin allowing reverse credit in the areas of English, Math, and Science from programs from either Flint Hills Technical College or Washburn Technology College. These credits will/can be acceptable in meeting requirements necessary for graduation from Lyndon High School. A document indicating what programs and how many credit hours are associated with each program can be found on the next page.

Specific information pertaining to reverse credit is indicated below:
1. Students utilizing the reverse credit option may not be able to meet the necessary requirements for Kansas Qualified Admissions and/or Kansas State Scholar.
2. Both parents and students must sign a document indicating that they are aware that these options may not be possible if using the reverse credit option.

**Homework and Make-Up/Redo Work**
Students are expected to complete homework assignments on time. 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.

All daily work must be completed and turned in on time to receive full credit. All missing assignments will be recorded as a zero and incomplete work will receive the score it earns.

Any 6th – 8th grade student can redo one daily assignment with a score of 70% or below in a two-week session in addition to, tests/quizzes to improve their grade at the discretion of the teacher. The redo must be completed by the time the next progress report comes out (every two weeks), or the grade for the test/quiz will remain. The student can make arrangements with their teacher to make up the test or quiz before or after school. The teacher will average the two higher grades with a max grade of 75% for the new grade.

**Allen County and Dual Credit Classes**

Allen County Community College classes are offered to juniors and seniors for college credit. Courses may include Composition I and II, College Algebra, Early U.S. History, Modern U.S. History, U.S. Government, and Local Government. Allen County Community College classes count for high school and college credit only if they are taught by a LHS licensed faculty member.

**High School Credit Recovery**

Students may be eligible for credit recovery during four-week in the summer based on approval by the principal. If the course(s) are successfully completed, a grade of (P) will appear on the student’s transcript. High school recovery courses are completed online through Greenbush.

**Shortened Schedules**

Senior students are required to complete a minimum of 7 units their senior year, shortened schedules can be arranged for students second semester. The shortened schedule will be for seniors only, which may leave at the end of 5th hour for work or college. The senior shall provide the principal with a copy of their college class schedule. The senior shall be employed and have written verification from the employer stating the hours to be worked. Students must be in good standing and receive approval from the principal to be permitted to have a shortened schedule. Students wanting to return to school for extracurricular activities must participate in a work study program, not a shortened schedule. Work study programs must be approved by the principal.
### 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.

**Summer School**

LEMS offers a summer school program to help with credit recovery and an optional elementary program that reinforces math and reading scores. The sessions are for four weeks in June, Monday through Thursday mornings.

**Special Education** - Lyndon USD 421 contracts our special education services through the Three Lakes Special Education Cooperative. While the majority of the services they provide are furnished within our school setting, more complex services may be provided outside USD 421 in accordance with TLSEC 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.

**Technical College Programs**

High school students in good standing and upon reaching their junior year may be permitted to attend the Washburn Institute of Technology or the Flint Hills College Technical College. An application to attend a Technical College must have a good record of attendance, behavior, and the ability to earn the minimum credits required to graduate. Application to attend a technical College must be completed the spring before close of the school year.

**School Site Councils**

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. Contact your school principal if you are interested in serving.

**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.

For the purposes of this policy, health care provider shall have the meaning subscribed to it in board policy JGFGBA.

**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**

**Excusing Absences**

Students who forgot a note signed by their parent or guardian excusing their absence or whose parent have not called the school by noon may receive an unexcused absence. The principal is designated to determine
the integrity and validity of all excuses presented by a parent to the principal.

A student who is a member of a school sponsored group or team must attend school the entire day in order to be eligible to participate in extracurricular activities and practices. Exceptions to this regulation may include doctor’s appointments that will be made at the discretion of the principal.

**Daily Attendance Reporting Procedure**
When a student is absent it is the responsibility of the parents/guardians to call the school office at 785-828-4622 for a LEMS student and high school (785) 828-4911 on the day of the absence. The call should be made by 8:30 a.m. The offices open at 7:30 a.m. for calls. Not doing so will result in a student being considered truant. In lieu of phone call, parents may send a note to school the day the student returns to school.

All class work missed due to an excused absence may be made-up. The student shall have the number of days missed, plus one more day for each excused absence to complete assignments. All class work missed due to an unexcused absence may not be made-up. A student’s attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. The responsibility of school attendance is with the student and his/her parents/guardians.

**Enforcement of Absenteeism**
Excessive absenteeism is defined as ten (10) or more absences, excused or unexcused, in a semester.
1. The purpose of the ten days in any semester is to allow for the following:
   a. Illness
   b. Serious personal or family problems
   c. Medical appointments
   d. Prearranged with principal
2. The principal may advise the parents of the number of absences and the situation on the 8th absence of each semester.
3. On the 8th absence in a semester, the principal may schedule a conference with the parents or guardians, the student, and the school counselor. The purpose of the conference is to establish rules and conditions the student shall follow to attend school the remainder of the semester.
4. When the student’s absences reach the maximum of ten in a semester, the student may be assigned four (4) hours of detention for each absence after ten (10) per semester to make-up school time missed.

**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 or missing ten days in a semester.
• Out of school suspensions will be recorded as an unexcused absence.

In reference to unexcused absences, under Kansas Truancy Reporting Law 72-113, whenever a child is required to attend school and such child is inexcusably absent either three (3) consecutive days or five (5) or more days in any semester, or seven (7) or more days in a school year, such child shall be considered to be not attending school as required by K.S.A. 72-111 and will lead to referral to the proper authorities.

The principal as the Board of Education designee will determine whether the absence is excused or unexcused. Kansas State Law allows USD 421 to accept only the following as valid reasons for excusing an absence:

1. Illness (long-term illness verified by notification from doctor).
2. Appointment for medical treatment (an appointment card must accompany the student upon return and be given to the office for the absence to be considered excused).
3. A family crisis.
4. Extended absences of the student when expressly requested by the parents or guardian and prior arrangements have been made in preparation for the absence. (Family vacations may not be considered excused.)
5. School approved activities.

**Tardies**

**Tardy Policy Preschool-5th grade**

Tardiness hurts learning. Frequent tardiness of even a few minutes clearly interferes with an individual student’s performance. By interrupting class, it also disrupts other students as well. ACTION STEPS FOR FREQUENT TARDINESS (Preschool-5th grade): If there is a frequent pattern of unexcused tardies, contact with parent/guardian will be as follows:

A. After three tardies in a quarter, a parent conference may be scheduled or conducted by phone. The intent is to find possible solutions to tardiness problems, and express consequences of continued tardiness.

B. After five unexcused tardies in a semester an in person parent conference will be required. After a parent conference has been attempted, and if a pattern of frequent unexcused tardies continues a truancy letter will be filed with the Osage County District Attorney. As with unexcused absences, this may result in legal action against the parents.

Reducing tardiness helps teachers get the morning’s learning activities underway for all students without interruptions or having to spend time helping late arrivals “catch up”. To be excused, a tardy must meet the same general criteria as an excused absence. Tardiness clearly due to
circumstances beyond a person’s control (such as a late bus) will be automatically excused.

**Tardy Policy 6th, 7th, 8th Grade**

The time allotted for passing between classes is more than adequate and unless detained by a teacher or unless the student has his/her teacher’s permission to be absent from the classroom, students are expected to be in the room when the tardy bell rings. A student tardy more than five (5) times during the quarter will make up 30 minutes that day after school, the following morning or the next day after school. Failure to report to the principal’s office for the detention will result in a complete day of ISS, per 30 minutes owed. If frequent tardiness continues an in person parent conference will be required.

A student who is a member of a school sponsored group or team must attend school the entire day in order to be eligible to participate in extra-curricular activities or attend practice sessions. The principal can make exceptions which are not limited to doctor or dentist appointments and funerals. A student-athlete MUST HAVE written verification from a doctor/dentist etc. if school is missed for appointments. It is seldom necessary to miss the entire day for such appointments. **Students that arrive tardy first hour will be rewarded one warning per semester. After this warning students may not participate in extra-curricular activities that day to include practices.**

**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.

**NO STUDENT WILL BE ALLOWED TO LEAVE WITHOUT A PARENT OR PARENT REPRESENTATIVE SIGNING HIM/HER OUT IN THE OFFICE.**

A student who leaves school premises without permission of the principal and without notifying the school office will be considered truant and may face disciplinary action, including suspension.

**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.

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 421 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. Behavior that disrupt a class or the learning environment
2. Bullying-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 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
10. Possession or use of tobacco products, alcohol, controlled substances, and illegal drugs or paraphernalia
11. Vandalism and destruction or misuse of school property
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. Conference with parents or guardians of the student
5. Assignment to a supervised area
6. In-School or Out of School Suspension
7. Placed on probation with a contract
8. 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.
F. Ineligibility for Student Activities

Students suspended (ISS and/or OSS) 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, unless approved by the building principal.

USD 421’s first priority is “Teaching and learning of the intended curriculum for all students, including misbehaving students.” To ensure that all students have an opportunity to learn, we are committed to maintaining a safe environment, an orderly environment, and a productive classroom environment for all students, including misbehaving students.

This discipline policy is designed to teach, model and use appropriate consequences to ensure a safe, orderly and productive learning environment, and to exercise reasonable methods to change unacceptable behaviors to acceptable ones. The policy is intended to be fairly and equally enforced and is designed to respond with an appropriate discipline to violations of the behavior code. To accomplish this goal, USD 421 requests the support of the staff, student’s parents and the community.

Part I. Expectations

To maintain a safe, orderly, and productive classroom environment, staff, students and parents will be expected at all times to:

• Demonstrate self-respect, respect for others, and respect for all things in their environment;
• Help maintain for all individuals at school and at school-related activities a safe and orderly environment through the use of self-discipline;
• Handle all conflicts without the use of violence or threats of violence and with respect for the rights of all;
• Be on task at all times while in the classroom or other learning activities;
• Assist misbehaving students to change their unacceptable behavior to acceptable behavior.

Part II. Levels of Misbehavior

The identified levels of misbehavior and the possible consequences for each level are designed to ensure a safe and orderly learning environment.

Level 1: Productive Personal Environment
Misbehaviors that relate primarily and affect only the disruptive student include, but are not limited to, the following:

- Not having appropriate equipment and materials;
- Sleeping;
- Being off task, but not disrupting others;
- Failing to turn in homework/failing to complete assignments;
- Failing to dress out for Physical Education Class.

**Level 1: Discipline**

Violations of Level 1 shall be handled as deemed appropriate within a reasonable time by the teacher, administrative staff or other authorized persons. Examples of possible discipline for violations of Level 1 include, but are not limited to, the following:

- Looking in the vicinity of the misbehavior;
- Walking toward the area of the misbehavior;
- Verbal reprimand;
- Informal talk;
- Isolation;
- Parent contact;
- Detention;
- Teacher-Parent-Student conference;
- Behavior contract.

**Level 2: Productive Classroom Environment**

Misbehaviors and inappropriate actions that take place in the classroom or at other school activities that interfere with learning and activities include, but are not limited to, the following:

- Failing to follow reasonable rules of the teacher, staff or other authorized person;
- Talking without permission;
- Disturbing others inappropriately;
- Being out of seat without permission;
- Cheating/Plagiarism;
- Profanity not directed at people;
- Misbehavior at school activities;
- Showing disrespect/defiance;
- Using equipment improperly.

**Level 2: Discipline**

Violations of Level 2 shall be handled by the teacher, staff or other authorized person to assure a productive learning environment. Possible discipline violations of Level 2 may include any or a combination of the following:

- Verbal reprimand;
- Isolation from classroom;
- Immediate detention;
- Teacher-parent conference;
- Behavior contract.
• Removal from classroom/activity;
• In-school suspension.

**Level 3: Orderly Environment**
Behaviors that may not necessarily cause harm or affect the safe environment, but are disruptive, disorderly or interfere with teaching and learning will not be tolerated. The following are examples of such types of actions and behaviors, but are not intended as complete and inclusive list:
• Loud and disruptive conduct;
• Destruction or defacement of property;
• Harassment (bullying, teasing, intimidation);
• Profanity directed toward other people;
• Pushing, shoving, verbal confrontations;
• Failing to follow reasonable request of the teacher, staff or other authorized person;
• Conduct intended to disrupt and interfere with a learning environment;
• Unexcused absences, truancy, tardy;
• Inappropriate use of motor vehicle;
• Inappropriate literature or material (electronic, paper, or other media);
• Inappropriate dress code violation.

**Level 3: Discipline**
Violations of Level 3 shall be dealt with as quickly as possible to assure an orderly environment. Possible disciplines for such behaviors may include any of the following or in combination:
• Verbal reprimand;
• Removal from classroom or activity;
• Immediate detention;
• Loss of school privileges;
• Warning, along with, putting on a shirt provided by the school, putting on an alternative shirt, etc.
• Conference with parents, school authorities;
• Behavior contract;
• In-school suspension;
• Out-of-School suspension;
• Expulsion from school (up to 186 school days)

**Level 4 Safe Environment**
Behaviors that cause or contribute to an unsafe environment will not be tolerated. Behaviors that are intended to physical harm, threaten, intimidate, harass, or are illegal will not be tolerated and will be dealt with immediately. Examples of this type of behavior and activity include, but are not limited to the following:
• Theft
• Fighting; Unauthorized or unwanted touching of another;
Threats, intimidation, assault, harassment; bullying
Sexual harassment of any kind;
Arson;
Possession of a weapon;
Possession of controlled substance or illegal drug;
Engaged in behavior at school which has resulted in, or was substantially likely to have resulted in serious bodily injury to others.

Also, the attempt to do any of these prohibited activities, or others which adversely impact a safe school environment, may also be subject to the same discipline as appropriate by the administration. Level 4 behaviors or activities will be reported to the appropriate law enforcement officials.

**Level 4: Discipline**
Violations of Level 4 shall be dealt with to assure a safe environment. The possible discipline for such behavior may include any combination of the following;
- Immediate detention;
- In-School suspension;
- Out-of-school suspension, either of a short or long term;
- Expulsion (up to 186 school days);
- Report such act(s) to the appropriate law enforcement age

**Loss of Activity Privileges**
Any student disciplined with expulsion or out-of-school suspensions shall not be permitted to participate in or attend any school activities during the duration of the discipline.

**Vending Machines**
Vending machines are available to students during school. Students are expected to dispose of trash and vending products in an appropriate manner and failure to do can result in the vending machines being turned-off or removed from school. **Students are not allowed in the workrooms.** No food, drink, candy, breath-mints or gum will be permitted in the classrooms or elsewhere in the building unless permission is granted by the teacher/principal.

**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.

**Possession of a Weapon and Destructive Devices**
Possession of a firearm or other weapons listed under the “Weapons and Destructive Devices” shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case
basis. 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.

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

**Definition of Weapon and Destructive Devices**

As defined in district 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 such weapon described in the
  preceding example;
- Any firearm muffler or 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, or falls, or is ejected into
  position by the force of gravity or by an outward, downward, or
  centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels
  of electricity, commonly known as a stun gun.

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

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 an individual is a victim of bullying or witnesses an act of bullying, he or she should follow these steps:

1st incident: Report the incident immediately to the nearest USD #421 staff member. The staff member shall use the conflict resolution method to remediate the situation and **document the incident in Powerschool**. If the behavior continues, the staff member will move to step 2.

2nd incident: The USD #421 staff member shall report the incident to a principal or counselor and a bullying report will be filled out. The principal will investigate the situation and appropriate actions will be taken.

3rd incident: The principal or counselor shall inform the bullying taskforce about the incident and take the appropriate action. The bullying taskforce team will keep a record of all incidents that occurred during the school year. A member of bullying taskforce team will follow-up with the victim of the incident or report to evaluate if the behavior has stopped.

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. The principal shall make the final determination regarding the
appropriateness of a student’s appearance. Students who are inappropriately dressed will be required to change their clothing. Grooming and attire shall not distract from the learning environment, nor be offensive or promote harassing and discriminatory behavior.

The board-approved dress code for school days and school activities is as follows:

- Decency and good taste are required.
  * Wearing apparel that is excessively short, excessively tight, or excessively low-cut may not be worn.
  * No ripped shirts or pants, pajama pants, mesh shirts, bare midriff/bellies, bare backs, or spaghetti straps, etc. No biker shorts, body tights (spandex) or swimsuits. Waistband of pants shall be worn at or above the hips. No clothing articles specifically made to be worn as undergarments shall be showing.
  * All shorts shall be hemmed.
  * All shirts and tops must reach the top of the pants or shorts when arms are raised.

- Writing or pictures on clothing shall not display or promote alcoholic beverages, illegal drugs, suggestive or obscene language, violent acts, or double meaning.

- Accessories that are distracting to the learning environment are not to be worn or used at school. The following are not permitted to be worn or used, by students in the building: Hats, caps and doo rags, sunglasses, chains, laser pointers, cigarette lighters and electronic games/devices. 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.

Infractions of the above may result in disciplinary action being taken by the principal, including,

1. Warning and substitution of clothing being provided to the student to wear.
2. Parent of the student being called to bring a change of clothing to school for the student.
3. Student being required to return home to change clothes.
4. Being assigned to one or more periods of in-school suspension
5. Conference being conducted with student, parents, administrators, and faculty.
6. Student behavior improvement plan being implemented.
7. Full day of in-school suspension for repeated violation of the dress code.

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.

The mission of the USD #421 Random Drug Testing Policy is to provide a safe and drug free educational setting where all students can achieve their full potential. The purpose of this program is twofold:

(1.) To provide for the health and safety of students participating in school sponsored activities; and
(2.) To undermine the effects of peer pressure by providing a legitimate reason for students involved in extra-curricular activities to refuse the use alcohol and illegal substances.
For the purpose of this policy, the term “Extra-Curricular Activities” shall be defined as any activity not falling within the scope of regular curriculum. This policy applies to USD #421 students in grades 7-12 who participate in KSHSAA sponsored activities, school clubs, or school sponsored extra-curricular activities will be subject to random drug testing. This policy applies to a student’s middle and high school career.

See Appendix E for the entire USD #421 Random Drug Testing Policy.

**Tobacco**

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

Violations of this policy will result in a student being suspended from school for a period of one to ten school days. Administrators shall 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. Students attending technical Schools will be transported to school in district vehicles. 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.

Inquiries regarding bus operation may be made to the Transportation Coordinator at (785-828-4413) 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.
- 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/superintendent 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.

**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.
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. 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, excluding tests/quizzes. 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.

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.
- 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. They will surrender their cell
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;
- 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.

**Short-term Suspension Procedures**

A short-term suspension (not exceeding five school days) must be preceded by oral or written notice of the charges to the student. 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.

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 in ISS 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;
- Have a parent or guardian present;
- Hear or read a full report of testimony of witnesses;
- Confront and cross-examine witnesses who appear in person at the hearing;
- Present his or her own witnesses;
- Testify in his or her own behalf and to give reasons for his or her conduct;
- An orderly hearing; and
- 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.

**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.

**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.
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.

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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.

**Definitions** (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint

“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.

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

“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 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; or (7) a student who has reached the age of majority or is an emancipated minor.

“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.

“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.

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

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 by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
Use of mechanical restraint, except:
- Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
- Any device used by law enforcement officers to carry out law enforcement duties; or
- Seatbelts and other safety equipment 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.

Seclusion Restrictions
A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. 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.

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 and shall be 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 the use of emergency safety interventions. 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 classified 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 documentation regarding the training that was provided and a list of participants.

Notification and Documentation
The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student’s parents.

The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used 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, once it has been developed, 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 involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, 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 intervention,
- Type of intervention,
• Length of time the intervention was used, and
• School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent 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.

**Three (3) Incidents of ESI for Same Student**
If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student’s IEP team or Section 504 team shall meet within ten (10) days following the third incident to 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, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider 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 after a third ESI incident shall be invited to attend the meeting. 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 who has not had three ESI incidents in a school year.

**Local Dispute Resolution Process**
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. 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 ESI.

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 and recommended action 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 a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Activities

Academic Awards

In order to recognize exemplary academic accomplishment by Lyndon High School students, the school established an “Academic Letter” that will be awarded to eligible students each year. Letters will be awarded to students who earned and maintained a GPA of 3.75 or better for the calendar year. Freshman will be counted at the end of their first semester.

Gold honor cords will be awarded to Seniors who have a 3.75 cumulative GPA or better and have completed the Kansas Scholars Curriculum. Silver honor cords will be awarded to seniors who have completed the Kansas Scholars Curriculum.

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.
Interscholastic activities are offered for students in grades sixth through twelve.

GUIDELINE VI. PARTICIPATION IN INTERSCHOLASTIC ATHLETICS UNDER S.B.R. 91-31-34

1. No school shall allow students below the sixth grade to participate in interscholastic athletics.

2. No school shall allow students in sixth grade to participate in tackle football, wrestling or boxing, if those interscholastic athletics are offered.

3. Schools allowing sixth grade students to participate in all other interscholastic athletics shall follow the guidelines established for seventh grade students by the Kansas State High School Activities Association (KSHSAA) for each specific sport. Please note that sixth grade students participating in interscholastic athletics are not covered by KSHSAA’s Liability and Catastrophe Insurance plan. The KSHSAA Rules Handbook may be obtained from the KSHSAA office, online at www.kshsaa.org or the Kansas State Department of Education. Sixth graders will not be allowed to participate in football. Information pertaining to athletics may be obtained from the building principal.

Homecoming and Winter Royalty Procedures

Students must have a GPA of 2.0 or higher to be selected as an attendant or Royalty.

Homecoming Queen

* Must be a senior girl.
* Must be a member of the volleyball, cross country, dance, pep band, or cheer team.
* Nomination will be made by the volleyball, volleyball, cross country, dance, pep band, and cheer team members.
* Queen is selected by vote of the student body.

Winter Royalty Queen

* Must be a senior girl.
* Must be a member of the girl’s basketball, powerlifting, dance, forensics, scholar’s bowl, or cheer team.
* Nomination will be made by the girl’s basketball, powerlifting, dance, forensics, scholar’s bowl, pep band, and cheer team members.
* Queen is selected by vote of the student body.
* Homecoming Queen is not eligible.

Homecoming King

* Must be a senior boy.
* Must be a member of the football, pep band, or cross country team.
* Nomination will be made by the football, pep band, or cross country team members.
* King is selected by vote of the student body.
Winter Royalty King
* Must be a senior boy.
* Must be a member of the boy’s basketball, forensics, scholar’s bowl or powerlifting team.
* Nomination will be made by the boy’s basketball, forensics, scholar’s bowl, pep band, and powerlifting team.
* King is selected by vote of the student body.
* Homecoming King is not eligible.

Homecoming and Winter Royalty Attendants
* Must be a member of the class he or she will represent.
* Former Homecoming and Winter Royalty attendants are ineligible.
* The principal must approve deviation from these rules.

Nominations and Elections
* One girl and one boy from grade 9, 10, & 11.
* Homecoming – Boy must be a member of football, pep band, or cross county teams. Girl must be a member of the basketball, dance or cheer team.
* Elections will be by the individual classes.
* Winter Royalty – Boy must be a member of the basketball, forensics, scholar’s bowl, pep band, or powerlifting team. Girl must be a member of the basketball, powerlifting, pep band, forensics, scholar’s bowl, dance, or cheer team.

> Powerlifting students must have attended all powerlifting meets prior to Winter Royalty to be eligible.

School Dances
* Homecoming – Sponsored by the Sophomore Class
* Winter Royalty – Sponsored by the Freshmen Class
* Prom – Sponsored by the Junior Class

**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.
National Honor Society

National Honor Society is open to all students who have completed three years of more semesters and have earned a GPA of 3.5 or higher. Emphasis is placed on service, leadership, academics, and character.

A selection procedure shall be determined by the faculty selections committee and must be published. Students’ academic records shall be reviewed to determine scholastic eligibility. Eligible students shall be notified and informed they are being considered for membership in the NHS Chapter. Students shall complete the Student Activity Information form to be considered for membership. The Faculty Selection Committee shall review the Student Activity Information form and other verifiable and pertinent information about the student’s candidacy to determine membership qualifications and membership into the Lyndon High School NHS Chapter. All candidates shall receive written notification whether they were selected to be a member. The Faculty Selection Committee, individually or as a group, shall not give reasons why a student was not selected for membership. The NHS sponsor and principal may communicate to a student why they were not selected as a NHS member.

Fund-Raising

Solicitations by students of 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.

Celebration Policy for LEMS

No birthday parties are permitted, but students may share treats to help celebrate their birthday. Students are not allowed to pass out party invitations at school unless every student receives an invite. Flowers, balloons, gifts, etc., must be delivered to the main office and will be held there until the end of the school day.

Invitations

Personal party invitations are not to be distributed at school unless the entire class is invited.

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.

Middle School Dances/Game nights

Three middle school dances or game nights are allowed for all LMS students. Only Lyndon 7th and 8th graders may attend the first two. Lyndon 6th, 7th and 8th grade students may attend the third. K-5 and high school students may not attend. Eligibility guidelines will apply. One dance designated as the 8th grade promotion dance will also be
Only 8th grade students and their guests may attend. Other guests approved by the principal may also attend the 8th grade dance. Guests may be from other middle schools. **All students attending any dance/game night will follow the school dress code or will not be allowed into the dance.** The three middle school dance/game nights will begin at 7:30 PM and end at 10:00 PM. The 8th grade promotion dance will begin at 8:00 PM and end at 10:00 PM. Students are not allowed to leave the building during a dance/game night. Parents will be notified if a student leaves the dance/game night early. Appropriate school behavior is expected. Food and drink should be consumed in the commons area only.

### Extracurricular 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.

#### 8th Grade requirements for attending the end of the year 8th grade field trip:

All 8th graders must meet the following requirements:

1. He/She must have all finals/end of the year projects completed.
2. He/She must have passed all classes.
3. He/She must not have more than 3 office referrals for each semester.
4. He/She has all dues paid to district. (Lunch, book, t-shirt, fundraiser items, etc.)
5. All detentions and tardy time have been completed.

- **Any 8th grader that does not meet the requirements will be expected to attend school that day and will be given his/her WOF ticket to be used at a later date for his/her own personal use.**

### 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 prior approval is obtained from the building principal.

If you desire to pick up your child at the activity, a sign out sheet must be signed. 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

We encourage seniors to make visit to colleges and universities. We urge students to schedule visits to postsecondary institutions on days...
Lyndon USD #421 is not in session. The school counselor can assist students in scheduling visits, including for admission, finance, and department academic advising, and entrance exams. Prior to visiting a college or university requiring the student to be absent from school, the student must complete and submit forms to the school counselor. No visit may be taken during the week of nine-week or semester. Juniors are permitted two visits during a year – one per semester. Seniors are permitted to make up to two college visits per semester.

**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. All students are required to ride district provided transportation. 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, the 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.

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.
**Inoculations**

See Appendices D for a sample medication permission form.

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 ≥ 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. At no time will an ill child be permitted to walk home. Parents will be notified when a student has injuries that appear to require a doctor’s treatment, and appropriate steps will be taken. A student should be without a fever without medication 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.

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.

Designated School Crossing

The Kansas Department of Transportation, the City of Lyndon, and USD #421 determined the intersection of U.S. 75 and 6th Street to be safe and shall be the official site for a school crossing where a designated adult crossing guard is stationed in the mornings and afternoons crossing times. The district recommends students, who must cross Highway 75 to get to school, utilize the designated crossing. Students are expected to follow the school crossing guard’s directives.

Fire and Tornado Drills

Fire, tornado, and other crisis drills will be conducted throughout the school year. Students shall be informed of emergency drill procedures at the beginning of each school year. Students shall follow directions of school personnel during emergencies and emergency drills. In case of fire students are required to remain 100 feet from the school building.

During a tornado drill or when a tornado warning is issued, school offices will sound the appropriate alarm to warn staff and students to move to pre-designated shelter areas in the buildings. Students will be informed at the beginning of the school year where pre-designated
shelter area are located. All classrooms will have a fire and tornado map to indicate the shortest route to exit the building in case of fire and to a shelter in case of a tornado.

**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 Topeka 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 school is dismissed early.

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.

**Two-Hour Delay Procedure**

Should the need arise due to extreme conditions or other short-term emergencies, Lyndon School District may implement a Two-Hour Delayed Start procedure for school. A decision to engage the Two-Hour Delayed Start procedure will be made and announced by 6:00 a.m. When a Two-Hour Delayed Start is implemented students are expected to arrive two hours later than their regular start time.

- **Bus pick up schedule will be delayed two hours.** Bus drivers will make every effort to be punctual, although road conditions may delay picking up students.
- Parents dropping off students, students who walk and students that drive to school should arrive no earlier than 9:30 a.m. Teachers and support staff shall arrive at school not later than 9:35 a.m.
- Before school, morning programs and meetings scheduled prior to 9:50 a.m. are cancelled.
- Morning preschool programs are cancelled when there is a Two-Hour Delayed Start schedule.
- Students attending Flint Hills and Technical College classes will not attend classes and will report to school no later than 12:00 p.m. and check in to the high school office prior to attending their 5th hour class.
Breakfast will be served on days with two-hour delayed start at 9:30 a.m.
School dismissal time will remain on regular schedule. All afternoon and evening programs will continue as scheduled unless announced otherwise.

Two-Hour Delayed Start Announcement Procedure

When the decision is made to delay the start of school two hours the district will use the following means to announce this decision:
1. A recorded announcement will be sent via school messenger.
2. A text message will be sent to parents.
3. Notification of the delayed start will be placed on the school district’s website, Facebook, and Twitter accounts.
4. Notification will be made to local and Topeka TV and radio stations.
Please be aware that while we notify and request radio and television stations run our announcements, the decision to broadcast these announcements is a decision made entirely by station managers. To be sure you have the correct information, please check our school website www.usd421.org.

Possible reasons for implementing a Two-Hour Delayed Start

The following conditions and situations may result in the district implementing a Two-Hour Delayed Start. This list is not all inclusive of reasons for delaying school but only serves as possible circumstances for delaying the start of school.

1. Dense fog conditions that reduces visibility that creates dangerous driving conditions.
2. Snow and ice that is creating hazardous conditions.
3. Dangerous storm conditions exist that includes tornado warnings.
4. Emergencies not related to weather conditions such as power failures.
5. Excessive cold weather and wind that makes it unsafe for anyone to be exposed to the extreme cold conditions for even a short duration of time. The district receives up-to-date advisories from the National Weather Service office in Topeka when threatening weather conditions exist. Freezing temperature and wind that combine to create dangerous cold wind chill values is another reason the district may delay the start of school two-hours. The district uses the National Weather Service’s Wind Chill Temperature index to determine if the wind chill value warrants delaying the start of school.

Kansas School Crisis Safety Hotline (1-877-626-8203)

The hotline allows students to anonymously report possible impending violent acts in schools. The hotline is to the Kansas Highway Patrol, who will then alert local law enforcement and they will alert school officials.
### Head Lice

When a student is discovered to have head lice, they will be sent home with the parent, guardian, or some responsible person given parental authorization to take charge of the student. Students will not attend school or any school related day or evening event until treated, has the principal/nurse approval, and/or has written notification from the health department that the student no longer has lice. If your student has two or more cases of live lice, he/she will be required to be nit free before being allowed to return to school.

### 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 webpage 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, Lyndon USD 421 421 E. 6th Street, Lyndon, KS 66451, (785)828-4413, 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.
  * 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 GAAF.

**Distribution of Materials**

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

**Gifts**

**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 and fall sports meetings. Medical expenses are the responsibility of the parents.

**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.

**Telephone Calls**

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.

Students must not have their cell phones on their person during the school day or use them during the school day except in the school office or in the presence of a USD 421 staff member. They may be turned off and kept in their lockers, or in the school office, but students would do this at their own risk. USD 421 will not assume responsibility for damage, theft or loss of their cell phone.

If a student is caught with a cell phone, it will be confiscated and kept in the principal’s office. The first offense, the student may pick up their cell phone at the end of the school day. The second offense and thereafter, parents will be notified and parent/guardian will need to pick up the cell phone and the student will serve a 30-minute detention.
Parents are invited to call the school at any time during the day with any matter that concerns them. Students will not be called out of class unless it is an emergency. If either the principal or teachers are occupied when you call, you may leave a message on their voice mail.

Senior Pictures and Announcements

Senior pictures can be taken by any photographer. Senior pictures displayed in the class composite and the local newspaper at graduation time will be taken by Kramer Photos on a date designated by the high school office. Seniors have the option of submitting their own senior photo for the yearbook as long as it meets the size requirement and if deemed appropriate by the principal.

Senior announcements are ordered in the fall for delivery in the spring. A Josten representative will be at school for showing announcements and related items and will return to school to receive orders. If you choose to order, a $50 deposit is required with your order.

Use of Personal Vehicle

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.

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:

- 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.

LHS Procedures

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.

We do require all visitors to our schools to register in the school office. Visitors are required to wear a visitor’s pass while they are in our schools. People without a visitor’s pass will be asked to leave the building immediately.

A student wishing to bring a guest to school must have at minimum of one day prior written permission signed by all of that student’s teachers to allow the visitor to attend school. Teachers can deny permission for the guest to attend class(es), which will require the visitor to remain in the school office. Students are responsible for the guest behavior and a visitor can be asked to leave the building.
LEMS Procedures
Part A (Student)
Part B (Adult)

Part A: Students who have attended USD #421 in the past are welcome to visit school during lunch, but must sign in at the office. Students who are thinking about attending USD #421 may attend for a full day with prior approval from the principal. Other student visitors are discouraged from attending class with USD #421 students. They may join the classes for lunch with permission from the principal.

Part B: Adult persons visiting our school must sign in at the office and wear a name tag provided by the office. Those who do not comply with this regulation may be considered unauthorized persons and be asked to leave the school grounds. It is recommended that prior arrangements should be made with the teachers or the office if visiting during the regular scheduled school day in order to not interrupt teacher instructional time. Visitors are discouraged from coming to visit classrooms unless a project or special class activity is being done. Students that are checked out for lunch will be considered unexcused. Visitor parking is located on the north side of the school. Doors on the north side of the building remain unlocked for visitor use between 8:00 and 3:30.

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.

Technology Use Policy
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:

- 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.
- Users 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**

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, Lyndon Public School District has implemented a 1 to 1 Chromebook policy. Please refer to Appendix F to review the policy. Students are encouraged to use the district assigned Chromebook and not bring any personal devices from home.

**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 are responsible for the condition of their locker assigned to them and if the locker is damaged in any way, the student will be responsible for the damage to the locker. Nothing shall be written on the locker and gummed stickers and labels are not permitted to be used on or in lockers.

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 shall 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 #421 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
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 technical 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.

The counselors will work with individual students to help them deal with problems or situations. The counselor’s office will always be open to work with students and their parents. Before seeing the counselor, students need to have permission from the classroom teacher. Group counseling will also be used to help classes adjust to schedules, social situations, and special or unusual occasions. Classroom lessons are presented weekly/monthly to students in grades K-12.

**Library**

Students are encouraged to explore the many books, research materials, audio-visual materials, and computer/software that our library media center contains. The purpose of the library program is to provide students and teachers with instruction and materials that supplement and enrich the curriculum of the school and encourage life-long reading. Parents can help by showing their children how reading is useful in work and everyday life. Each teacher schedules instructional and checkout time with the school library specialist.
Please help teach your child to be responsible for library books used by designating a special place at home to store materials, and to return their books on time.

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/Cafeteria**

Students will remain at the school during meal time which also includes field days. Lunch will be eaten in the designated area. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home.

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 shall follow the cafeteria policies and follow all directions from adults present in the cafeteria. Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are to remain in the cafeteria until they have finished eating and are dismissed by the staff in charge.

Students must have their own lunch card or money. No borrowing is allowed. Students are allowed to charge up to the price of two meals. Once they have exceeded the amount they will not be guaranteed the regular lunch. The district will provide a student with a meal with basic nutrients, such as peanut butter and jelly sandwich, fruit, and milk. If there is a problem with funding a card, the parent needs to contact the office and arrangements can be made for the student to have lunch.

Parents will be notified their child’s meal account is deficient of funds through the PowerSchool automated phone notification system. Parent can access their child meal account through the PowerSchool system and deposit funds in their child’s account.

**High school 2nd chance breakfast** will take place at the end of seminar time from 10:02 – 10:09. Breakfast costs $1.50. If your student qualifies for free or reduced meals, the reduced price is $0.30. Your student is still able to eat at traditional breakfast before school.

If they eat the regular before school breakfast, they will have to pay $1.50 for the second chance breakfast regardless if they qualify for free or reduced. If your child is signed up for doubles, they will be able to eat traditional and at 2nd chance for the additional $1.50 unless you contact Mrs. Crystal Brabb at brabbcc@usd421.org and inform her not to allow this. There will be a variety of options available at the 2nd chance breakfast such as: Breakfast Bars & Go Gursos, Pop Tarts, Muffins, String Cheese, Parfaits, Breakfast sandwiches, Breakfast Bowls, cereals, Mini
Pancakes, Mini Waffles and Breakfast Burritos. These are a few of the options that will interchange. There will be multiple choices available for them to choose. There will also be Fruit, Fruit Juice and Milk.

Students in grades 6-12 may choose to go through the salad bar instead of the regular lunch line. Students K-8 must eat all food in the cafeteria. Students bringing their lunch to school may also bring a drink to consume with the lunch. Pop may not be consumed by students in the cafeteria with breakfast and/or school meals. This includes sack and/or school meals. Students are not to bring glass containers into the cafeteria. Students may bring a clear container of water to consume with their lunch. Students may not trade or give away portions or all of the food on their tray or from their sack lunches.

**Student Services**

**Music Performances**

Students in vocal music and band classes are expected to be present for the evening performances as an extension to the regular class participation. The evening performance will have the same weight as a major test. If the student is absent from the evening performance, she/he will have five school days to complete a substitute activity or written assignment. If she/he fails to turn in the alternate assignment, a failing grade for the missed performance will be assigned. All absences need to be approved by the principal. If a student fails to show up for a performance without notifying the teacher/principal, the student will receive a zero his/her grade.

**Physical Education**

Physical Education in grades K-5 does not require students to wear special athletic clothes, but they must wear tennis shoes. No showers will be taken in grades K-5. Physical education for grades 6-12 requires students to provide their own appropriate shorts, shirts, towels, soft-soled shoes, and socks if needed. Students will dress out for each class unless otherwise informed by the teacher. Physical education lockers will be provided for students. Items needed for classes other than physical education should not be stored in these lockers. Students must take part in all of the activities. A doctor’s (medical or chiropractor)/trainer’s note is required if an illness or injury prevents a student from participating. A parent/guardian note will not be accepted. If ill or injured, a student must do a substitute activity assigned by the teacher. Not taking part in physical education activities will result in a lower grade.

**Pick-up and Drop-Off Procedures**

A pull-through loading zone is located west of the elementary building. Do not leave your vehicle parked in this area unattended. School entrance doors from this area are locked after 8:00 a.m. Students arriving after 8:00 will need to enter by the north main doors. If your vehicle is left unattended, local law enforcement will be notified.
When picking up your student, please either be in the circle drive or park in the parking lot across the street and come to the gazebo to wait on your student. K-5 students will not be released by the teacher until he/she sees that child has a ride.

### 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.

### Bicycles, Roller Skates and Skateboards

Bicycles must be placed in the school bicycle racks. Bikes are not to be ridden on sidewalks and should be walked while on school grounds. Wearing bicycle helmets is strongly suggested.

Students must not bring roller skates or skateboards to school during school hours. “Wheelies” or any type of shoes with wheels are not permitted. Roller skating and skate boarding is not allowed on school property at any time.

### LEMS Assignment to Classes

Children are assigned to classes by teachers and the principal. Considerations of assignment are made with respect to the girl-boy ratio, unique needs, personalities, and behavior. All teacher requests are due in writing to the office by May 1st for the next school year. Teacher requests will be taken into consideration (not guaranteed) when assigning students for the next school year.
Appendix A

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 Lyndon USD #421 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
Appendix B

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? Yes ______ No ______ If not, why not?

Date Reported: ____________________________ Employee’s Name:

What were you doing at the time of the accident?

Were there any witnesses? Yes ______ No ______ 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

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<th>Name of Student:</th>
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<td>School:</td>
<td>Grade:</td>
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<tr>
<td>Teacher:</td>
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<tr>
<td>Medication:</td>
<td>Dosage:</td>
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<td>Date Started:</td>
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<td>Time of day medication is to be given:</td>
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<table>
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<tr>
<th>Date:</th>
<th>Signature of Physician</th>
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</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature of Parent or Guardian</th>
</tr>
</thead>
</table>

**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.
LYNDON USD 421
LYNDON UNIFIED SCHOOL DISTRICT 421
ACCEPTABLE USE POLICY FOR COMPUTERS AND NETWORK

This document identifies the terms and conditions for the acceptable use of computer resources and facilities provided by Lyndon Unified School District 421 (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. 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.

11. 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.

12. Users shall to follow policies regarding computer and computer usage as set forth by the Lyndon Board of Education. This policy is found under section IIIBF and IIBG in the Board Policy and is available upon 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.
Appendix E

Random Drug Testing Policy
U.S.D. #421 Lyndon
(Approved June 15, 2016)

The mission of the USD #421 Random Drug Testing Policy is to provide a safe and drug free educational setting where all students can achieve their full potential. The purpose of this program is twofold:

(3.) To provide for the health and safety of students participating in school sponsored activities; and
(4.) To undermine the effects of peer pressure by providing a legitimate reason for students involved in extra-curricular activities to refuse the use alcohol and illegal substances.

For the purpose of this policy, the term “Extra-Curricular Activities” shall be defined as any activity not falling within the scope of regular curriculum. This policy applies to USD #421 students in grades 7-12 who participate in KSHSAA sponsored activities, school clubs, or school sponsored extra-curricular activities will be subject to random drug testing. This policy applies to a student’s middle and high school career.

The Random Drug Screen process outlined below:

Drug Testing Process:
1. The testing facility will randomly select students to be tested from the eligible pool of students mentioned above for testing throughout the school year. Parents/Guardians/Custodians will be notified in advance by the Principal or Superintendent of students who have been selected for testing and have the option to be present when test samples are taken.
2. The Principal or Nurse will clip a sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number, and verify or “vouch for” accuracy by initialing the envelope.
3. The collected samples will be sent to a drug testing facility for analysis by certified mail within 2 business days.
4. Parents/Guardians/Custodians will be contacted by the Principal, or Superintendent and given the results of each test within two to four weeks of the submission of the hair sample. Contact by phone and/or certified mail will be made for negative test results. Contact by phone and certified mail will be made for positive results.
5. Students whose test has a positive result will meet with their Parents/Guardians/Custodians and Principal or Superintendent within 7 calendar days to review consequences.
6. Positive test results are considered cumulative during a student’s middle school and high school years.
7. Test results will be available only to the student, the Parents/Guardians/Custodians, and school officials.
8. Once a student has been tested and the results have been returned, his/her number is placed in the general pool for further random testing. It is possible that a student may be tested more than once during the school year and several times during their six years at USD #421 Lyndon.
9. If Parents/Guardians/Custodians question the validity of the test results they may request a second test be conducted on the same hair specimen at their own expense. It is important to note that any positive results will have had two
completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test prior to the notification of a positive result.

10. The Testing Facility uses a liquefying method to process hair samples. To help ensure valid test results, students taking prescription medications and/or any supplements will write (with parental/guardian/custodian assistance if necessary) the names of any and all medications or supplements they are taking on the envelope that will be sent to the lab.

11. Any student who refuses to submit to a drug test after being randomly selected and who is a participant or spectator, will be deemed a positive result with disciplinary actions outlined below.

12. Use, consumption of, and/or possession of any drug and/or alcohol on school property is prohibited and students are subject to the disciplinary actions outlined in the student handbook.

13. The board reserves the right to have its staff randomly use a Breathalyzer for students participating in any school activities.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

Whenever a student(s) test result indicates the presence of an illegal drug or banned substance, the provision set forth will apply:

Self-reporting of Drug Usage

A student or parent/guardian/custodian may self-report a student’s drug usage at any time before the random drug test. Consequences may be avoided by self-reporting to the Principal or Superintendent, prior to the random drawing. A subsequent positive test result will count as a second positive test. Self-referral may be used only **once** by a student throughout middle and high school attendance. The Principal or Superintendent will provide a list of Certified Chemical Dependency Professionals to the student and parent/guardian/custodian. Self-referral can only be used prior to a first offense under this policy.

A. 1st Violation of a USD #421 Student

1. If a student tests positive, the parent/guardian/custodian will be contacted by the Building Principal within 24 hours of the positive result. The student will **miss 10 calendar days as a participant or spectator**. The student is expected to continue to practice with the team/organization but will not attend competitions/activities outside of practice during the suspended time period. The student will be required to complete an initial Chemical Dependency Assessment done by a Certified Chemical Dependency Professional. The district will make available a list of providers to assist student and parent. Parent/Guardian/Custodian will be responsible for the cost of the assessment. If financial assistance is requested, a form will be made available for district assistance in payment up to $150. Subject to stipulation within 30 days. Proof of completion required.

2. The student will be placed into the Random Drug Testing Pool for 1 (one) consecutive tests.

3. The student will be expected to complete follow-up drug test(s) that will be scheduled in 90-100 day increments.
B. 2\textsuperscript{nd} Violation of a USD #421 Student (Two Positive Test Results)

1. No competition as a participant or spectator at any district event for thirty (30) calendar days. The student is expected to continue to practice with the team/organization but will not attend competitions/activities outside of practice during the suspended time period.

2. The student will be required to complete an initial Chemical Dependency Assessment done by a Certified Chemical Dependency Professional or Treatment Program options. Any incurred expense for drug assessment and/or treatment beyond an initial assessment and Alcohol/Drug Information Session (ADIS) OR one treatment session as described above will be the responsibility of the student/parent/guardian/custodian. The district will make available a list of providers to assist student and parent.

3. Proof of completion is required before a student will be allowed to participate or be a spectator.

4. The student will be expected to complete follow-up drug test(s) that will be scheduled in 90-100 day increments.

5. Student will be placed into the Random Drug Testing Pool for 2 (two) consecutive tests.

C. 3\textsuperscript{rd} Violation of a USD #421 Student (Three Positive Test Results)

1. A (365) three hundred sixty five calendar day suspension from activities as a participant or spectator.

2. The (365) three hundred sixty five calendar day suspension may be reduced to (180) one hundred eighty days if student completes either a Certified Inpatient or Outpatient treatment program. The parent/guardian/custodian will be responsible for the cost of such program.

3. Proof of completion is required before a student will be allowed to participate or be a spectator.

4. The student will be expected to complete follow-up drug test(s) that will be scheduled in 90-100 day increments.

5. Student will be placed into the Random Drug Testing Pool for 3 (three) consecutive tests.

\textbf{CONSENT TO PERFORM RANDOM DRUG TESTING USD #421 LYNDON}

Agree to Random Drug Testing (Opt-in Form)

\textbf{AS A STUDENT:}
I understand and agree that participation in the privileges may be withdrawn for any violation of the Random Drug Testing Policy at USD 421.

1. Participation in KSHSAA activities
2. Participation in KSHSAA athletics
3. Participation or spectator in all school clubs and extra-curricular activities.

I understand the consequences that I will face if I am selected for a random drug test and have a positive test results.
I understand that to be eligible for the privileges outlined above, I will be subject to random drug testing, and if I refuse, I will NOT be allowed as a participant or spectator in any KSHSAA activities/athletics, or school clubs and extra-curricular activities. I understand this agreement is binding while a student at Lyndon Middle School and/or Lyndon High School. Parents may choose to rescind their consent at any time by submitting a signed “decline Random Drug Testing” form to their student’s current school.

________________________      ________________     _____________________
Student Name                            Grade                        Date of Birth

________________________      _____________
Student Signature                       Date

AS A PARENT/GUARDIAN/CUSTODIAN
I have read the policy for Random Drug Testing of USD #421 students and understand the responsibilities of my son/daughter/ward as a participant or spectator at any KSHSAA activities/athletics, or school clubs and extra-curricular activities. My child will participate in random drug testing, and if he/she refuses, they will NOT be allowed to participate. I have read and AGREE to the terms of the policy. I understand this is a binding agreement while my son/daughter/ward is a student at USD #421 Lyndon.

______________________       __________________     _____________________
Parent/Guardian/Custodian           Home Phone                  Work Phone

______________________________     __________________
Parent/Guardian/Custodian Signature           Date

CONSENT TO PERFORM
RANDOM DRUG TESTING
USD #421

DECLINE RANDOM DRUG TESTING

AS A STUDENT:
I HAVE READ THE Policy for Random Drug Testing of USD #421 students and have decided to DECLINE involvement. I understand I will NOT be allowed as a participant or spectator in any KSHSAA activities/athletics, or school clubs and extra-curricular activities. I understand this agreement is binding while a student at USD #421 Lyndon.

___________________________     __________________     _____________________
Student Name                                Grade                           Date of Birth

___________________________     __________________
Student Signature                           Date
AS A PARENT/GUARDIAN/CUSTODIAN:

I HAVE READ THE Policy for Random Drug Testing of USD #421 students and have decided to DECLINE involvement. I understand my son/daughter/ward will NOT be allowed as a participant or spectator in any KSHSAA activities/athletics, or school clubs and extra-curricular activities. I understand this agreement is binding while a student at USD #421 Lyndon.

Parent/Guardian/Custodian Signature  Date
Chromebook Take Home Policy

In this packet you will find the policies that pertain to the USD 421 Chromebook Take Home Initiative. Teachers may make additional requirements for chromebook use in their classrooms.

Table of Contents:

Obtaining Your Device 2
Day Loaner Program 2
Responsible Care 2
  Warranty and Repair Procedures 2
  Repair Costs 2
Appropriate Use 3
  Internet Filter 3
  Saving to the Cloud 3
  Use at Home 3
  Personalizing the Chromebook 3
  Installed Software 3
  Charging 3
  Care and Cleaning 4
  Storing Your Chromebook 4
  Digital Citizenship 4
Privacy 4

Common Questions 5
  Do students turn in their chromebooks at the end of the year? 5
  Can students bring their own chromebooks? 5
  What if my family does not have access to the Internet at home? 5
  Will students be able to print from their chromebooks? 5

Student Pledge 6

Parent Responsibilities 7
Obtaining Your Device
As part of the USD 421 Take Home Initiative students will be systematically issued chromebooks for use both at home and at school. Parents and students must sign both the attached student and parent take home agreements as well as the Acceptable Use Policy (AUP) and have paid the district technology fee before a student will be issued a take home chromebook. In addition to the chromebook student’s will also be issued a charger and a protective case. Students are responsible to the care of these items once issued to them. It is expected that all items will be returned in a reasonable and usable condition at the end of each year, graduation, withdrawal from school, or termination of this contract by the district. Failure to return items, or failure to return items in the expected condition may result in fees which if not paid could result in not being allowed to participate in end of year activities and commencement ceremonies.

Associated Costs
Outside of the cost for repairs or replacement as outlined in the Responsible Care section the only other fee associated with the USD 421 Take Home Initiative is the district wide technology fee paid by all K-12 students.

Day Loaner Program
Students who forget to bring their chromebooks to school, bring their chromebooks without significant battery life, choose not to check out a chromebook for take home use, have had their take home privileges revoked, and any other issue deemed necessary by the administration will be issued a ‘day loaner’, if available. Day loaners must be approved by the Principal or the Technology Director. Students will be held to the same guidelines with the day loaner as they are with a take home device. Day loaner chromebooks must be turned in by 3:15 the same day they are checked out.

Responsible Care
It is important that student take proper care of their chromebook and report any issues and/or damage promptly.

Warranty and Repair Procedures
Students are responsible for daily care, proper use, and security of their issued chromebook. If a student finds their chromebook is not functioning properly or has physical damage the student should immediately report it to the building principal. If a device has been accidentally damaged (this includes chargers), the student will be charged 25% for the first incident. If a device has been purposely damaged, the student will be responsible for the full cost of repair or replacement. For any further incidents the student will be charged an amount equal to the cost of the repair. USD421 will do our best to provide students with a ‘loaner or day loaner’ chromebook to use while theirs is being repaired but because there is a limited number of chromebooks available the student cannot be guaranteed to receive one. Any damage done to a ‘loaner/day loaner’ while issued to a student falls under the same guidelines as the original chromebook issued to the student. Once the LHS administration and/or technology department has determined the cost associated for repair the student will need to pay for the necessary costs associated with the repair.

Repair Costs
Please see http://www.usd421.org/1to1 for a pricing list, as cost vary based upon the type of device issued to the student.
Appropriate Use
Students will be trained on the appropriate use of the chromebook prior to receiving the device. This training will cover but is not limited to; how to use the chromebook, physical care, and appropriate use.

Internet Filter
All devices with network access while at school MUST use the district provided network and will be subject to a content filter guided by both CIPA and administrative policies. Any attempt to bypass the filter by modifying machine settings, using 3rd party services, or providing own data connection will be deemed an immediate violation of this policy.

All devices while off campus will NOT have a content filter but students are still expected to comply with all guidelines outlined in this document and the AUP. Families should be advised actions and behaviors will be monitored by the school district.

Saving to the Cloud
Chromebooks have limited storage on the device so students are expected to save/back up their work to their Google Drive. Google Drive accepts all file types.

Use at Home
While a wifi connection will be necessary for some functions of the chromebooks students can make select files available offline in order to complete work without a wifi connection. Students will be shown the offline feature and how it works. Information on this can also be found at: http://www.usd421.org/1to1

Personalizing the Chromebook
Chromebooks and their cases must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that were not placed there by USD421 staff. Students are not to remove the chromebook from its provided USD421 case or any USD421 inventory markings. Spontaneous checks for compliance could be done by administration or USD421 technology department staff. Non-compliance is vandalism and will be treated as such.

Installed Software
Chromebooks are not designed to download and install software instead they run apps or extensions. Students may install any pre-approved applications available from the Chrome Web Store ONLY. Side-loading applications and/or placing the chromebook in developer mode is not permitted. Any applications installed on the chromebook by USD421 staff must remain on the chromebook in usable condition and easily accessible at all times. There is limited hardware space available on the chromebook therefore any applications needed for class will take priority over applications personally installed by the student. Any attempt to alter data, the configuration of a chromebook, or the files of another user, without the direct consent of the building administrator or technology department, will be considered an act of vandalism. Any attempts to ‘hack’ the chromebook, either physically or the software, is not permitted. Software requests need to be submitted by a teacher and approved by the Technology Director through TalentEd.
Charging
It is the student’s responsibility to bring their chromebook to school fully charged. Students will not be allowed to charge their chromebooks in the classroom unless the battery power is BELOW 10% and with teacher permission. Should this be a consistent problem, students may lose the right to take their chromebook home and be assigned a day loaner.

Care and Cleaning
Here are some DOs and DON’Ts for taking proper care for the chromebook.

<table>
<thead>
<tr>
<th>DO</th>
<th>DON’T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do lift/carry your chromebook closed or by the base</td>
<td>Don’t pick your chromebook up by the screen or store/carry it with the screen open.</td>
</tr>
<tr>
<td>Do make sure there is nothing place between the keyboard and the screen before closing your chromebook</td>
<td>Don’t store anything (paper, etc.) between the screen and the keyboard</td>
</tr>
<tr>
<td>Do use a soft, dry cloth (such as a lens cleaning or microfiber cloth) to clean the screen</td>
<td>Don’t use cleaner or paper towels to clean your screen. If liquid is needed to remove dirt use a small amount of water applied to your soft cloth.</td>
</tr>
<tr>
<td>Do keep your case free of crumbs and debris</td>
<td>Don’t eat or drink over your chromebook. (Cafeteria)</td>
</tr>
<tr>
<td>Do keep your chromebook secure and in your possession</td>
<td>Don’t loan your chromebook to other students or leave it unattended.</td>
</tr>
<tr>
<td>Do carry your other belongs in a separate backpack. The chromebook case is for protection not storage.</td>
<td>Don’t place anything inside the case that will put pressure on the screen</td>
</tr>
</tbody>
</table>

Storing Your Chromebook
If a student cannot have their chromebook with them they should be secured in their assigned locked locker. Nothing should be placed on top of the device. Students should take their chromebooks home every night regardless of whether or not they are needed for school work. Chromebooks should not be stored in a vehicle either at school or at home due to possibility of theft and/or extreme temperatures.

Digital Citizenship
When using the chromebook at school or at home students are expected to be good digital citizens and to follow the guidelines in the Acceptable Use Policy for social etiquette, cyberbullying, intellectual property, and copyright.

Privacy
As stated in the Acceptable Use Policy students should have no expectation of privacy in regards to their usage or the content of their chromebook. Due to the USD421 Take Home initiative students should be aware that this is regardless of where the chromebooks is used (school or home) or how it is connected to the internet (USD421 internet connection or any other internet connection). Chromebooks are subject to inspection at any time without prior notice. While student usage will be monitored in a variety of ways the built-in webcam will not be one of them.
Common Questions

Do students turn in their chromebooks at the end of the year?
Students will turn-in their chromebooks before leaving for summer vacation. Devices and district provided accessories (case, charger, cables) will be collected by the student's seminar teacher. The chromebook will need to be fully charged when turned-in. Students will be assigned their same chromebook when school resumes in August.

Can students bring their own chromebooks?
It is encouraged for students to use the chromebook they were issued by the district; take home device or day loaner because they need to use a USD421 managed device in order to have access to district provided resources. Outside devices must be approved by the building Principal. The school district will not be responsible for those that use their own device.

What if my family does not have access to the Internet at home?
If you do not have internet access at home many functions of the chromebook will work offline as long as the student has followed the procedures at school to make them available. There are also several places in Lyndon that have free wifi. For more information on making files available offline go to http://www.usd421.org/1to1.

Will students be able to print from their chromebooks?
Yes, using cloud print services students will be able to print to the same printers they currently have access to. It is encouraged to print only when necessary to encourage a paper free environment.

I need help with my Chromebook. Now what?
You have 2 options listed below. It's always advised to try to fix the problem yourself but if you feel like you've tried everything then feel free to reach out for Tech Support.

Self Help
The USD 421 Website maintains 1 to 1 link which has a support blog. That blog will provide tips for common problems we see happening locally. http://www.usd421.org/1to1

Additionally google provides a "Chromebook Help Center" that can be very useful for fixing common issues. https://support.google.com/chromebook/#topic=3399709

Onsite Tech Support
The Technology Department welcomes walk ins from students but it must be after honest effort has been made to resolve the problem themselves by using both of the above resources. When they come in we go by the “10 minute rule”. If we can’t fix it in 10 minutes we will provide the student a substitute computer (as available) and return theirs when fixed.
Student Pledge

I pledge that ....

- I will take good care of my device
- I accept responsibility if I leave the device unattended
- I accept responsibility if I loan out my device to other individuals
- I will know where my device is at all times
- I will charge my device battery nightly, so it has a full charge at the beginning of each school day
- I will keep food and beverages away from my device since they may cause damage to the device
- I will not disassemble any part of my device or attempt any repairs
- I will protect my device by keeping it in the protective case that has been provided
- I will use my device in ways that are appropriate, meet USD 421 expectations, and are educational in nature
- I will not place decorations (such as stickers, markers, etc.) on the device. I will not deface the serial number or USD 421 inventory markings
- I understand that my device is subject to inspection at any time without notice and remains the property of USD 421
- I will follow the policies outlined in this Chromebook Take Home Policy, Technology and Acceptable User Policy, and Student Handbook while at school, as well as outside the school day.
- I will file a police report in case of theft or vandalism
- I will be responsible for all damage or loss or theft of device
- I agree to return the USD 421 district device and charger in good working condition and to pay for any damages beyond normal wear and tear.
- I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the guidelines set forth in the above Chromebook Take Home Policy including the device policies, procedures and information; the Technology and Acceptable User Policy, the Student Handbook and the above Student Pledge.

Student Name: _______________________________________
Grade: ______________
Please Print

Student Name: _______________________________________
Date: ______________
Signature

Students who graduate early, withdraw, receive long-term suspension or be expelled, or terminate enrollment at LHS for any other reason must return their device and accessories on the date of termination.
Parent Responsibilities
I understand that...

- **My student's chromebook will not have content filtering away from Lyndon Schools and that it is my responsibility to monitor their internet activity while away from the school.**
- My student will be issued a chromebook, protective case, and charger for which they will be responsible for its care and safety.
- My student will be trained on the appropriate use of the chromebook prior to receiving the device, including but not limited to; how to use the chromebook, physical care, and appropriate use.
- My student will have access to their device 24/7 so as a parent I may need to establish ground rules for device use outside of the school day.
- At discretion of the building administrator any Inappropriate use of the chromebook or accessories may result in my student losing his/her right to the device.
- My student may opt-out of a take-home device; however, many assignments will require a device to complete. All students will use a device at school even if they do not take it home.
- While internet is needed for the chromebook to be fully functional. If my student enables offline access before leaving school for the day there are many functions that will work without internet access and it is my student’s responsibility to make sure this is done.
- Use of district technology is a privilege, not a right.
- The chromebook provided to my student is for their educational use and should not be borrowed by or loaned to anyone else.
- My student and I will need to file a police report in case of theft or vandalism.
- My student and I will be responsible for all damage or loss or theft of device. The first damage incident will be **25% of cost** but any incidents after will be equal to the cost of the repair. Any loss or theft of the device will be **100% replacement cost**.
- My student will turn-in their chromebook and all district provided accessories (case, charger, cables) before leaving for summer vacation.
- Should my student graduate early, withdraw, receive long-term suspension or be expelled, or terminate enrollment at LHS for any other reason their device and accessories must be returned to the school on the date of termination.

I have read and agree to the guidelines set forth in the above Chromebook Take Home Policy including the device policies, procedures and information; Technology and Acceptable User Policy, the Student Handbook, the Student Pledge and the Parent Responsibilities.

Parent Name: ______________________________ ______________________________ Date: __________________

I acknowledge my child's chromebook will have limited filtering when not at school _____(initial)

- **We choose to opt out of taking a chromebook home and opt-in to the day loaner.**

Parent Name: ______________________________ (Signature) Date: ______________