

# INTRODUCTION

This handbook is designed to assist with communicating to students and parents important issues, whether they are required by law, regulation, Board policy, or practice.

The Board's goal in creating this handbook for the students of Golden Plains is to create the best possible educational climate. This handbook is designed to prevent misunderstanding by students about their responsibilities and privileges.

Each section of this handbook is arranged with topics listed in the left-hand column. If there is a corresponding District Policy, it has been recorded under the topic to cross-reference the Board's policy language.

**If a conflict exists between a handbook rule/regulation and district policy, the policy (if it is not in violation of state law) shall take precedence.**

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## Acknowledgment of Receipt of Handbook (choose one)

We acknowledge that we have received a copy of or will view online, the Golden Plains Student Handbook for the 2013-2014 school year and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

- I CHOOSE TO ACCESS THE ELECTRONIC FORM OF THE STUDENT HANDBOOK ONLINE AT [www.usd316.k12.ks.us](http://www.usd316.k12.ks.us)
- I REQUEST TO RECEIVE A PRINTED HARD COPY OF THE STUDENT HANDBOOK.

**The handbook contains the yearly-required notification on the following issues:**  
Nondiscrimination, p. 6  
**Family Educational Right to Privacy Act, p. 10**  
Directory Information, p. 11  
**Drug Free Schools and Communities Policy, p. 23**  
Inoculations, p. 42  
**Availability of Asbestos Plan, p. 44**

**As a condition of enrollment, I am required to abide by all regulations contained in this handbook as well as other policies established by the USD #316 Board of Education.**

**If I choose not to abide by the regulations contained in this handbook, any other policy established by the USD #316 Board of Education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.**

Date: \_\_\_\_\_ Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Parent: \_\_\_\_\_

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## **NONDISCRIMINATION**

Discrimination against any student on the basis of race, color, national origin, gender, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Superintendent of Schools, *Darrin Herl, 210 West 6th, Selden, KS 67757, (785) 386-4560*, 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.

## **DISTRICT MISSION STATEMENT**

The mission of Golden Plains Unified School District No. 316 is to coordinate and further the efforts of the parents, community, administration, faculty, and staff to provide the best education possible for each student enrolled in our district.

## **HIGH SCHOOL OUTCOMES STATEMENT**

Students completing the Golden Plains High School program will:

- **Meet the core requirements for graduation.**
- Be proficient in life and social skills.
- **Communicate orally and write effectively.**
- Demonstrate flexibility to adapt to daily demands of society.
- **Read and comprehend a variety of subject matter.**
- Be proficient in technology in an ever-changing world.

## **MIDDLE SCHOOL OUTCOMES STATEMENT**

Students completing the Golden Plains Middle School curriculum will:

- Make the transition from being dependent elementary school learners in self-contained classrooms to become responsible, confident and independent learners in a fully departmentalized organization ready for high school.
- **Academic:** Students will demonstrate mastery in core areas, with an emphasis on application of knowledge in: Science, Math, Social Science, Language Arts (English, Reading, Speech and Communications).
- **Exploratory:** Students will explore areas of study that will lead to practical choices in decisions applicable to high school programs: Fine Arts (band, vocal), HYPER (PE), careers, and computers.
- **Social Characteristics:** Students will attain security, support, and success: accept mental, physical and emotional changes being experienced, and accept those changes in peers; recognize intelligent choices in maintaining healthy behaviors; use appropriate skills and proper etiquette.

## **Board of Education Members**

Paul Bruggeman - President  
Matt Vogler – Vice President  
Matt Cheney  
Chad Focke  
Sandra Lobato  
Jason Rogers  
Jeremy Schiltz

## **Important Phone Numbers**

Elementary School, 210 W. 6th Street, Selden **785-386-4560**  
FAX ... 785-386-4562  
E-Mail ... [dherl@usd316.org](mailto:dherl@usd316.org)

**Central Office, 210 W. 6<sup>th</sup> Street, Selden** **785-386-4559**

**Middle and High School**, 335 School Street, Rexford **785-687-3265**  
FAX ... 785-687-2285  
E-Mail ... [dherl@usd316.org](mailto:dherl@usd316.org)

**USD 316 Information Line** **785-687-3801**

**Kansas School Safety Hotline** **1-877-626-8203**

### ***Darrin Herl***

Superintendent/MS & HS Elementary Principal  
E-Mail: [dherl@usd316.org](mailto:dherl@usd316.org)

### ***Mr. Travis Smith***

Administrative Assistant  
E-mail: [travis@usd316.org](mailto:travis@usd316.org)

### ***Golden Plains website address***

[www.usd316.k12.ks.us](http://www.usd316.k12.ks.us)

# Enrollment/Withdrawal from School

**Admission Requirements JBC** 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.

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 or other documentation which the Board determines satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records. *Children who are homeless as defined by Kansas Law and who are located in the district will be admitted as resident students.*

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 and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the Board considers satisfactory

**Non-Resident Students JBC** Beginning in the 2010 – 2011 school year a non-resident student students admitted to the district shall be evaluated each spring using the following criteria: academic standing (did the student make progress; attendance (was the student's attendance regular and punctual) and disciplinary record (did the student abide by the student conduct code and avoid major disciplinary problems or a large number of referrals for minor disciplinary problems.) Students may be readmitted or denied admission for the next year based on the results of these meetings. Parents shall be informed of the administrative decision no later than May 1. A new JBC policy was adopted June 21, 2010, which includes this information. This policy and the evaluation of non-resident students will apply to non-resident students enrolling after June of 2010.

**Pupil Information Form** Each year during enrollment, parents and students must fill out a pupil information form including:

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

This information is kept on file and made part of the student's record.

**Address/ Phone Number Change** Please notify the school secretary within seven days if any of the following change:

- Numbers for home or parents' work;
- Mailing or street address; or
- Emergency contacts.



**Assignment to School/Classes JBC** the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. 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.

**College Classes/ Dual Credit** With parental permission, juniors and seniors and or a student identified as gifted through the special education process who has a written Individual Education Plan (IEP) in grades 9 through 12 who can complete graduation requirements prescribed by the USD 316 Board of Education are eligible to receive dual credit for college courses taken during the regular school day at Golden Plains High School for dual credit.

The college courses names and grade will be recorded on the high school transcript. The grades will be calculated in the overall GPA of the student.

Students are financially responsible for tuition, textbooks and all fees associated with the college class they are taking for dual credit.

High School students taking college classes for dual credit will receive the following high school credit:

Three (3) hour college course with 45 contact hours = .50 credit per semester  
(ex. English Comp I)

All other college classes with more contact hours will be prorated accordingly to the number of contact hours.

### **Work Release JJ**

*Outside Employment* - A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

*Vocational or Other Work Experience:* A student who works in a Board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

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

- Materials for class projects;
- Membership dues in student clubs;
- Voluntarily purchased pictures, publications, class rings, graduation announcements, etc.;
- Voluntarily purchased student accident insurance;
- Musical instrument rental and supplies;
- Personal apparel, used in extracurricular activities, that become the property of the student;  
and
- Activity trip fees

Books will be rented by all students. The rental fee is due on the day of enrollment. If it is not possible to pay the rental fee on the day of enrollment, arrangements should be made in the office for payment on the earliest possible date.

There will be charges for lost or abused books and/or equipment.

**Transferring Credit JBC** In the middle school 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 the student has completed the pre-college curriculum prescribed by the State Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale.\* This law applies to students who graduate in the year 2001 or later.

Take notice that the pre-college curriculum consists of

- Four units of English;
- Three units of mathematics;
- Three units of social studies;
- Three units of natural science; and
- One unit in the field of computer technology
- .5/One unit of Speech;

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

See "Graduation,"

\*The law also specifies that a graduate is eligible for admission if he or she has a composite ACT score of not less than 21 points or ranks in the top 1/3 of his or her high school class upon completion of seven or eight semesters of study.

### **Withdrawal from School**

See "Compulsory Attendance,"

**Records/FERPA JR** 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 USD 316. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records except those which are specifically exempted. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - a. We have your prior written consent for disclosure;
  - b. The information is considered directory information and you have not objected to the release of such information (see “Directory Information,”); and
  - c. Disclosure without consent is permitted by law.
    - The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.
    - The district will disclose a student’s education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 316 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Ave. SW, Room 4074, Washington, D.C. 20202-4605.
5. The right to obtain a copy of USD 316 policies for complying with FERPA. A copy may be obtained from the Central Office, 210 W. 6<sup>th</sup> Street, Box 199, Selden, KS 67757.

**Directory Information JRB** For purposes of FERPA, USD 316 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information:

- Student’s name, address, phone number, electronic mail address

- Date and place of birth date
- The student's involvement in officially recognized activities/sports
- Weight and height of members of athletic teams
- Dates of attendance
- Class designation or grade level
- Degrees, honors, and awards received
- The most recent previous school district attended by the student
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Major field of study and photographs
- Any other similar information

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 316 at 210 West 6<sup>th</sup>, Box 199, Selden, KS 67757 on or before August 25 of the current school year. If refusal is not filed, USD 316 assumes there is no objection to the release of the directory information designated.

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

## Pictures

Life Touch Pictures from Hays, KS takes the students' pictures twice per year. The portraits and class pictures will be taken in the fall and will be used for the yearbook pages. Second semester portraits are scheduled for the spring. Prices are controlled by Life Touch Pictures. No student is required to purchase pictures.

## Academics

**Exit Outcomes** Each student will:

1. Demonstrate the acquisition and application of academic and technical skills
2. Demonstrate the ability to communicate effectively.
  - Students will demonstrate communication competency in the areas of verbal, written and reading skills
3. Increase her/his knowledge and understanding of the cultural diversity of the people of the world.
  - Students will demonstrate the ability to work cooperatively toward a common goal in small and large group settings
  - Students will develop knowledge and skills that will enable them to participate effectively in a democratic society.
4. Demonstrate the ability to use critical thinking and problem solving skills, as well as multiple types of reasoning processes.
5. Be able to use technology effectively.

- Students will be able to use technology skills and strategies as tools for learning
  - Students will demonstrate basic technological knowledge and skills
  - Students will use technology interactively with other learning methods in order to accomplish appropriate tasks
6. Be self-directed learners who are adaptable to change
    - Students will realize the value of continued learning to meet career and personal goals in a changing society.
    - Students will be able to find, evaluate and use information
  7. Demonstrate a positive work ethic
  8. Acquire the knowledge and skills necessary to maintain mental, emotional, and physical well-being.

**Testing Program II** The district educational testing program shall consist of multiple assessments. These assessments shall include, at a minimum, individual teacher subject matter tests, Individual Curriculum Based pre-post tests given at grades 1-12; and any state required tests (Kansas State Assessment Tests) given at grade levels as determined by the state. All students must take these tests except those exempt by state guidelines.

**Promotion Retention JFB** Elementary Promotion and Retention Guidelines: If retention of a student is under consideration by a teacher, it is important that parents be informed early and frequently throughout the year. Grade cards should reflect “poor” or “failing” grades in reading, language arts, and/or math.

Factors, which would be considered in possible retention of a child, are age, maturity, academic progress, test scores, ability, results of psychological evaluations, student motivation, previous retentions, parents’ comment and opinions, and teacher recommendations. Retention of a student more than one time should be considered an exception.

Prior to May 1st, a final conference should be held with the parent(s) to include in-put from the parent, teacher, principal, and any other involved party. At that time, one of the following options should be recommended:

1. Promote the student unconditionally
2. Promote the student on the condition that s/he enroll in and satisfactorily complete a summer school program, as specified in the recommendation
3. Retain the student in the same grade.

As a result of the conference or if the parent does not concur with the recommendation, one of the following options may also be considered:

1. Promote the student with an “Allowed Pass”; allowing him/her to be promoted because of various pertinent factors, even though the student has not satisfactorily completed the work of the present grade. The parent shall agree to this in writing
2. Promote the student over the objection of the school team and place the following statement on the child’s grade card: “*Name of child* has not satisfactorily completed the work of *level of the grade*, but is promoted to the *level of the grade* because of parental request.” The parent shall agree to this in writing.

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

***Middle/High School Promotion/Retention Guidelines:*** Students may be promoted when they have demonstrated mastery of the Board approved learning objectives.

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

**Grading/Grade Classification** USD #316 uses the same grading scale for grades K-12.

This scale is effective for all students beginning with the 2006-07 school year.

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

For the purpose of classification, the following will apply:

- Freshman graduation from the eighth grade
- Sophomore 4.5 units of credit
- Junior 11 units of credit
- Senior 17 units of credit

**Report Cards JF** Periodic reports either written, by telephone, or individual conference with the parent(s) may be made to parents during the interim between formal reports being issued. Staff shall contact parents of students who are failing to master the learning objectives or whose grades have shown a decrease since the last formal reporting period.

Formal reports shall be made to students and parents not less than seven days following the end of each established grading period. The formal report shall be in writing

**Power School** If you have access to a computer and Internet, you may look at your students' grades anytime. Contact either office to receive your password for Power School.

**Parent/Student/ Teacher Conferences JFAB** Parents and students are encouraged to request a conference with teachers at any time convenient to all parties.

Parents shall be notified of the date and times of Parent-Teacher Conferences.

**Honor Roll** The students' grades will be calculated on a 4.0 grade point average. There are no weighted classes. The Superintendent's Honor Roll is a 4.0. The Principal's Honor Roll is 3.00 – 3.99. Honor Rolls will be posted at the end of each quarter; Honor Roll lists will be released to area publications. Any student with a current grade below a "C" (2.0) will not be considered for the honor roll.

**Graduation JFC, JFCA**

***Graduation Requirements:*** Graduation requirements of the State of Kansas and USD 316 Board of Education include:

- 1 unit American History
- 1 unit American Government
- 1 unit World History
- 4 units Language Arts
- 3 units (including one lab) Science

- 3 units Mathematics
- .5 unit Health
- .5 unit Physical Education
- 1 unit Communications (beginning for Class of 2015)
- 1 unit Computers
- 1 unit General Business
- 1 unit Fine Arts

Golden Plains students will need 25 credits to graduate; however, an exception can be made if a student has transferred from another school district, which does not offer seven period days. In that case, the Superintendent may recommend that student to the Board for graduation with fewer than 24 credits.

See “Qualified Admissions,”

***Graduation Exercises:*** Formal public graduation activities will be conducted at the high school and middle school levels. At eighth grade and high school graduations, the students who participate will be required to wear:

- Boys are required to wear a collared shirt with tie, slacks, socks, and shoes.
- Girls are required to wear a dress (which meets the dress code guidelines) and shoes.

Students who have completed the requirements for graduation may 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.

***Valedictorian/Salutatorian Selection:*** are based upon Cumulative semester GPA and completion of all USD 316 requirements for graduation and a student in good standing. All criteria must be met and final selection will be made by the Principal/Superintendent.

***Early Graduation:*** Students who complete all state and local graduation requirements may request permission to graduate early. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. Each request shall require Board action and shall be based on the circumstances of the individual student. The student’s request shall be in writing, addressed to the superintendent, shall state the reasons supporting the request, and include a copy of the graduation plan and 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.

**Homework IHB** Students are expected to complete homework assignments on time.

See “Make-Up Work,” below.

**Make-Up Work** It is the student’s responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

The student should get a make-up slip from the office before being absent and should have the make-up work completed before being absent. For absences due to illness, the student must secure a make-up slip before returning to class.

See “Attendance/Truancy”.

Any student who is going to be gone from school must notify the office with a note or phone call at least 1 day prior to being gone. The student must get a make-up slip from the office and

present it to the teacher. IT IS UP TO THE STUDENT TO FINISH ALL LATE WORK. FAILURE TO DO SO WILL RESULT IN A ZERO FOR THAT ASSIGNMENT.

- 2 days will be given for every EXCUSED absence
- 1 day will be given for every UNEXCUSED absence.

When a student needs to be gone AND the office has not been notified at least 1 day prior the following must occur: The parent, legal guardian, or adult person acting as parent must come to the school and sign the student out of class or call the office giving permission to the office staff that your child may be released from school. The student must then obtain a make-up slip for the classes he/she will be absent from. Emergencies do occur and if these present themselves students will be dismissed with a phone call.

Emergencies are defined as a family disaster or unforeseen occurrence.

**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 and claiming it as one’s own. Materials taken from electronic sources are covered by this policy. 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, parent conference, and other disciplinary measures.

**AIDS and Sexuality Curriculum Inspection IKCA** The human sexuality and AIDS curriculum is available for inspection from the office of the Middle/High School Principal in Rexford.

**Opt-Out IKCA** A parent or guardian (or student 18 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.

## ATTENDANCE

**Compulsory Attendance Requirements** Kansas law requires students to attend school until the age of 18. Sixteen and 17 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.

Students age 16 or 17 who are not exempt shall be reported as truant. See “Attendance/Truancy,” next.

**Attendance/Truancy JBD, JBE** *(Elementary students see attendance policy in elementary section)*

It is expected the parents/guardian will notify the school to inform them of the reason the student is absent. When a student is absent and the parent has not contacted the school, the school secretary or designee will contact the parent or guardian to determine the reason for the absence. If the parent(s) guardian does not call, send a written note, or cannot be reached by the school, the absence will be counted as an unexcused absence. An excused absence is defined as:

- Personal illness and professional appointments (a note from the professional will be required).
- Serious illness or death of a member of the family.
- Obligatory religious observances.
- Participation in a district approved or school sponsored activity.
- Absences pre-arranged by parents, approved by the attendance board and all class work is made up prior to the student being gone.

The attendance board (principal/designee/classroom teacher(s)) has been designated to determine the acceptability and validity of excuses presented by the parent(s)/guardian or the student.

**Excused/Unexcused Absences**

When a student reaches 10 absences (days or class periods) in a school year, they must make up the full class time. Only absences documented by a doctor’s note will not be counted toward the 10 absences. All other absences (excused or unexcused) will accumulate toward the time to be made-up. It is up to the student to talk to the teacher about a make up date. Saturdays will be an option. Student grades will be determined by the quality and all work turned in to the teacher.

***Definition of Significant Part of the School Day:*** A significant part of a school day is more than one hour. The following guidelines will be used for counting tardies and absences.

<b><u>Checking In</u></b>		<b><u>Checking Out</u></b>	
8:15-9:30	Tardy	Before 9:20	Full day absent
9:30-12:00	½ day absent	9:54 – 12:00	½ day absent
After 2:35	Full days absent	After 2:35	Full day present

***Consequences for Unexcused Absences:*** If a student is absent from school unexcused, the work must be made up with full credit within three days of the absence. If the student refuses to comply, other disciplinary action may be taken by the administration, which may include:

- 1<sup>st</sup> unexcused absence 1 day in-school suspension, parent conference
- 2<sup>nd</sup> unexcused absence 3 days in-school suspension, parent conference

- 3<sup>rd</sup> unexcused absence 5 days in-school suspension, parent conference

**Truancy** The building principal and/or superintendent shall report students who are inexcusably absent from school to the appropriate authority (students 13 and under shall be reported to the local office of Social Rehabilitation Services and students over 13 shall be reported to the county or district attorney.)

Truancy is defined by USD #316 as:

- Not attending school after leaving home to do so
- Leaving school without permission
- Not attending a class the student is enrolled in without a legitimate pass to do so
- Leaving class without permission.

Truancy is defined by state law as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school ay shall be considered truant.

***Reporting Truant Students to Parents:*** If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

***Reporting Truant Students to Authorities:*** The Superintendent is authorized to report students who are inexcusably absent from school to the appropriate authority. Prior to reporting to either SRS or the county/district attorney, a letter shall be sent to the student’s parent or guardian notifying them that the failure of that student to attend school without a valid excuse shall result in the student being reported truant.

**Tardies** When a student reaches 1 unexcused tardy in a class, they must make up 45 minutes of time. It is up to the student(s) to arrange the make up time with the teacher

**Sign In/Out** Students must sign out in the office before leaving school premises during the school day. Students may sign out of school only

- In case of an emergency.
- Only if a parent, guardian, or older reliable adult pick the student up at school or with verbal permission from the parent/guardian to the building administrator.

Students must sign in when arriving at school after 8:15 am.

**Release of Student During School JBH** 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.

See “Sign In/Sign Out,” above.

# Student Conduct/Discipline

## Behavior/Conduct JCDA

***Public display of affection:*** Students may hold hands while passing in the halls. Any other affectionate contact, which might influence or embarrass members of the student body or faculty, is strictly forbidden. This regulation is in effect any time school is in session, in school transportation, or during any school related activity.

***Classroom behavior:*** A student who violates classroom regulations in class may be subject to disciplinary referral. Misbehavior may include, but is not limited to, such things as disrespect for authority, disobedience, excessive talking, failure to work, or sleeping in class. Before an administrator will consider administrative action for classroom misbehavior, other than in extreme cases of misbehavior, the teacher must show that actions have been taken to resolve the student's problem prior to referral to the administration.

Such actions may include student-teacher conferences, parent-teacher conferences, detention, or referral to the counselor. When a student is sent to the office for disciplinary action, parents will be notified. Failure of a student to come to the office on request can result in suspension. A student who walks out of a class and/ or from the building without permission will be subject to suspension from school. A student must secure an admit slip upon returning to her/his class.

***Tobacco Use:*** *Smoking* by students and/or the possession and use of any tobacco product and/or electronic cigarettes is prohibited in any attendance center, at school-sponsored events, or on school property. Administrators may report students who are in violation of this regulation to the appropriate law enforcement agency or may result in suspension.

See "Drug Free schools and Communities Act,"

***Phone Use:*** *Parents* may call the school office and request a student to come to the phone for urgent matters when necessary. Under ordinary circumstances, however, the secretary or administrator will relay messages to the student. Students may return calls to parents during vacant periods in their schedules. No personal student phone calls will be made during school hours. Elementary students may use the front office phone, but only with permission from the administrator or secretary. No long-distance calls shall be charged to the school at any time.

***Hall Passes:*** *If* a student needs to be out of her/his scheduled place during class time, s/he must have a hall pass from her/his teacher. The hall pass will tell the student's teacher, the student's destination, and the time the hall pass was issued. Any student in the hall without a pass will be considered tardy to class.

***Attendance in class:*** The student is expected to be in the classroom on time (in the room and seated when the bell rings) and have the necessary basic material (pencil, paper, texts, etc.) when entering the classroom each day. While in class, the student is to do the work s/he understands and ask the teacher for help if s/he does not understand. The student is not to cause disruptions in the class and is expected to be respectful toward the teacher and other students. Repeated failure to meet these basic requirements shows a lack of interest and may be grounds for termination from the class.

***Food and Drinks:*** Students are not allowed to bring outside drinks into the school. Only water in a clear container or sports drinks from the vending machine are permitted. No food allowed unless classroom teacher has given permission.

***Behavior which will not be tolerated***

- Swearing: the use of profane or obscene language or gestures
- Verbal threat to a teacher, staff member, or other student
- Under the influence of alcohol or illegal drug at school, at a school activity, on school transportation, or on school property
- Theft
- Willful destruction of any property
- Fighting
- Assault and/ or physical attack of student, definitely not precipitated by the student being attacked
- Assault and/ or physical attack of a staff member
- Assault and/ or physical attack of a student or staff member with a weapon

***Students may be disciplined for any of the following reasons***

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the right 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 including suspension and/or expulsion.

See “Suspension/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.

There is a statewide school safety hotline that is staffed by the Kansas Highway Patrol. The purpose of the hotline is to give students an opportunity to report “impending school violence.” The toll free number is 1-877-626-8203. This is an emergency call. The Kansas Highway Patrol will then report back to a school official.

**Weapons JCDBB** 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.

Criminal use of weapons is defined as carrying concealed on one's person, or possessing with intent to use the same unlawfully against another, a dagger, dirk, billy, blackjack, sling shot, dangerous knife, straight-edged razor, stiletto or any other dangerous or deadly weapon or instrument of like character, **except that an ordinary pocket knife with no blade more than four inches in length shall not be construed to be a dangerous knife, or a dangerous or deadly weapon or instrument.**

A weapon shall be defined as any gun, bludgeon, sand club, throwing star, metal knuckles, switchblade knives, and any blade that is mechanical in opening.

Possession of a Weapon (as defined by the State of Kansas) shall result in expulsion from school for a period of one year (186 school days). The superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see "Expulsion," and "Probationary Status"). Expulsion hearings shall be conducted by the superintendent (or his designee/s) 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 SRS.

Definition of Firearms and Destructive Devices: As defined in district policy, the term "firearm" means 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, or any firearm muffler or silencer, or any destructive device.

All rifles and shotguns are exempt from the sporting definition. Any rifle or shotgun in the rack on school property, at school, or a school-sponsored activity is in violation of the law.

The term "destructive device" means 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 one-quarter ounce, mine, or other device similar to any of these devices.

**Vandalism EBCA** 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.

**Sexual Harassment JGEC** Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by Board members, administrators, certified 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 employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate refer for investigation, any complaint lodged under the provisions of district policy.

Sexual harassment is defined as 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.

Specific examples of sexual harassment include:

- Making sexual comments or jokes;
- Looking or gesturing in a sexual manner;
- Touching, grabbing, pinching in a sexual way;
- Brushing up against;
- Flashing or mooning;
- Spreading sexual rumors about an individual;
- Pulling clothing in a sexual manner;
- Showing or giving sexual pictures, messages or notes;
- Blocking passage in a sexual way;
- Writing sexual messages or graffiti on walls, locker rooms, etc.
- Forcing a kiss on someone;
- Calling someone gay or lesbian;
- Forcing someone to do something sexual other than kissing;
- Spying while someone is showering or dressing

When acts of sexual harassment or other violations of district policy are substantiated appropriate action shall be taken against the individual. 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.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

### **Dress Code JCDB** *elementary students see dress code in elementary section*

Specific rules and regulations concerning student dress code at all attendance centers shall be established by the respective building principals and shall be adopted as part of the annual approval of the school handbook.

Neatness and decency are emphasized as guidelines for the dress code. Although dress and grooming habits are certainly changing, the Board of Education and Administration believe that certain standards of dress and grooming habits are necessary to maintain a wholesome and inspiring learning atmosphere for students. USD 316 will endeavor to work with parents to ensure that students come to school each day in clean, neat, and appropriate attire, and that school attire shall be based on common sense and good taste by both students and parents. 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.

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

- Appearance must be neat and clean:
- Hair must be clean and well groomed.
- Facial hair must be trimmed and maintained.
- Clothing must not be unreasonably soiled or badly worn.

Common Sense, decency and good taste are required:

- Shoes must be worn at all times. **FLIP FLOPS and SLIDES ARE NOT ALLOWED.**
- Shirts must be tucked in or cover the waistband of pants, skirts, or shorts when arms are raised above the head.
- No shirts with degrading/demeaning messages, writing or pictures with alcohol/tobacco or illegal drug memoranda/depiction.
- No sleeveless undershirts, spaghetti straps, tube tops, halter-tops, backless tops, or one-sleeved tops will be allowed.
- No low-cut tank tops. All tops must have shoulder straps at least three fingers wide
- No hats, scarves, bandannas, headgear or sweatshirt hoods may be worn in the building during school hours; i.e. 8 am – 4 pm
- Shorts may be worn during the school day and to school activities. Spandex and short-shorts may not be worn. Skorts are considered to be a skirt. Shorts must be fingertip in length. Skirts must reach the top of the kneecap. If skirts include a slit, the slit must be no more than finger length when the wearer's arms are hanging in a rest position.
- Any student involved in extra-or co-curricular activities shall purchase a school polo shirt(s) that will be provided through the district office. The shirt(s) will be worn with khaki pants on game days, or for any activities in which the student is representing the Golden Plains' Schools. (NOTE: The activity's individual sponsor and/or sponsors at their prerogative may specify a mode of dress not related to polo shirts/khaki pants' attire.)
- No footwear with wheels included or attached in school buildings or at school events.

The district reserves the right at all times to regulate dress and/or grooming of any student that is deemed to be a distraction to the learning process, is of questionable decency, is offensive to the normal décor of the school community, and/or creates a health or safety hazard.

The administration shall have full responsibility and authority for enforcing the dress code regulations and shall take necessary steps, including disciplinary action as appropriate, as may be required to maintain appropriate standards of student dress and appearance.

**Drug-Free Schools and Communities Act JDDA** Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. 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.

***Student Conduct*** - 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:

Coaches and/or Sponsors will report all violations as disciplinary referrals. On the first offense the student will be suspended from the team for one complete week (7 days). The second offense will result in dismissal from the squad with no honors or awards received. If the student is not currently participating in any school activity, he/she will be suspended from school for one full week. **Coaches & Sponsors reserve the right to lengthen the term of suspension depending on individual circumstances or team/group rules.**

***Alcohol Free School Activities*** – Maintaining alcohol free school activities is important in establishing an appropriate learning environment for the district students. The School District is advising all students that they may be tested, and their guests may be tested at school activities. A “breathalyzer” may be used at any and all school activities.

The sponsors, and/or supervisors of any student activity may use a breathalyzer upon entering the dance and/or activity, upon leaving the dance and/or activity, at the close of any activity involving special occasions, such as the “after prom party,” and upon any suspicion of alcohol usage during the routine of a normal school day.

Testing may be done on a random basis, or when a sponsor and/or supervisor of an activity, using his/her judgment, believe through the observation of an individual, that they may have used alcohol. The individual who is suspected of alcohol use will be given the option of taking the Breathalyzer to establish they have not used alcohol. If the individual has not used alcohol, they shall be allowed to participate in the activity.

If the individual refuses the test, or the test indicates that they have used alcohol, then, the parents of the individual shall be contacted to determine if the parent is going to pick up the individual, or if some other responsible person will pick them up from the activity. Additionally, if the test indicates that a student has used alcohol, and he/she chooses not to



remain at the school until a parent or some responsible person can pick the student up, law enforcement shall be notified.

If a parent is not available, is not responsive, or is uncooperative in having the individual picked up, or having a responsible person pick up the individual, then, and only then, shall law enforcement be contacted.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in Board policies and Kansas statutes, K.S.A. 72-8901, *et seq.* Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If 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 on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory

**Use of Trained Drug-Dogs To Search JCAB** We reserve the right to use drug-detecting dogs in school facilities without prior notice

**Tobacco JCDA** Possession and/or use of any tobacco product and/or electronic cigarettes by students are prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events, or on the school grounds.

See "Tobacco Use,"

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

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations.

See "Behavior/Conduct,"

Regular route buses and shuttle buses between Rexford and Selden are provided to students for both before and after school. If a student chooses not to ride the buses, the school is not liable for the students, and they become the responsibility of their parents.

***Instructions to Pupils***

- Your driver is in charge of both pupils and bus. Pupils must obey the driver immediately.
- Keep the bus clean; do not throw trash on the floor.
- Students shall not, at any time, walk about while the bus is in motion

- Any damage to the bus must be reported to the driver.
- Bus transportation is a privilege, not a right. Protect this privilege.

### ***Pupil Behavior Procedures***

- The requirements of these regulations shall apply to all passengers when transported in a school bus or school activity bus.
- The bus driver is in charge of all passengers while they are riding, loading on, or unloading from the bus.
- The bus driver shall have the authority to assign a seat to each passenger.
- Students shall not extend any part of their bodies out of bus windows.
- Students shall not stand in the traveled portion of a roadway while waiting for a bus.
- Students should not get on or off the bus or move about while the bus is in motion.
- Smoking inside the bus is prohibited
- Intoxicating liquors, alcohol, or illegal drugs shall not be consumed or carried on the bus
- Animals shall not be transported on a bus
- No weapons of any type, except side arms carried by a law enforcement officer, shall be transported on a bus.

### ***Disciplinary Procedures for Bus Students***

The following procedures will be used for bus disciplinary problems:

- The first time: a note goes to the parents designed by the bus driver and the school principal.
- The second time: the parents are notified and the student may be barred from riding the bus for one week
- The third time: the parents are notified and the student may be barred from riding the bus for an indefinite time period to be determined by the District Transportation Director and/or administration.

### ***Out-of-District Bus Riders***

Properly enrolled out-of-district students may ride USD #316 buses providing they meet the bus and board it within USD #316 district boundaries or have permission from the home-site district for USD #316 buses to enter into its boundaries. Arrangements must be made with the principal and District Transportation Director and must be approved by the Board.

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

**Gangs JHCAA** 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 JHCAA** Incidents involving initiations, hazing's, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited.

See "Gangs," previous.

**Harassment/Intimidation/Bullying/Menacing JDDC, EBC, GAAB**

The board is committed to providing a positive and productive learning and working environment. *The Golden Plains School District will endeavor to maintain a learning and working environment free of bullying.* Harassment, intimidation, menacing, or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district in any form on school property, including electronic means, in a school vehicle or at a school sponsored activity or event.

*Bullying is defined as the act of one or more individuals intimidating one or more individuals through verbal, physical, mental, or written interactions. Bullying can cause undo anxiety relative to attending school, playing on the playground, participating in or attending activities, or riding on the bus. This can adversely affect student or employee performance.*

*Examples of bullying include but are not exclusive to:*

- *Intimidation—either physical or mental*
- *Threats of any kind*
- *Assault—verbal, physical, mental, or toward property.*

The school board expects administrators and supervisors to make it clear to students and staff that bullying in the school building, on school grounds, on the bus, or at school sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students, and termination for employees.

Individuals may also be referred to law enforcement officials.

## **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 JDB** Detention periods may be established by building principals and administered according to rules approved by the Board.

Detention may be assigned to students who fail to follow the guidelines in the classroom or as outlined in this handbook.

The final determination of detention shall be at the discretion of the building principal.

Parents will be given a 24-hour notice when a student, for disciplinary reasons, is required to stay after school making them late for the regular bus schedule. Parents will be required to provide transportation when this occurs.

Students who drive to school do not require a 24-hour notice of detention.

Failure to serve a detention may result in in-school suspension.

**Make-Up Time** Make-up time, or time-for-time, may be assigned to a student in place of or as part of detention.

The final determination of time-for-time will be at the discretion of the building principal.

**Suspension/ Expulsion JDD** 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, or assistant principal.

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

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certified employee or committee of certified 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 who are suspended for more than 5 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 5 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:

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

At the informal suspension hearing, the student shall be...

- Notified of the right to be present;
- Informed of the charges;
- Informed of the basis for the accusation; and
- Allowed to make statements in his/her defense.

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

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

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.

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

Student Rights During a long-term Suspension/Expulsion Hearing - The student shall have the right:

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

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

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

A student **may or may not** be given the option to complete daily work for a grade and will be given the opportunity to make up tests.

**Reporting to Law Enforcement JDDB** Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- In possession of weapons
- In possession of controlled substance or illegal drug; or
- With electronic devices

- To have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the (principal/superintendent) shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Must be reported to law enforcement even if no disciplinary action is taken against the student.

**Corporal Punishment JDA** Corporal punishment shall not be used in this district.

**Probationary Status JDC** 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.

See “Suspension/Expulsion,”

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

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

Any probation arrangements resulting from violations of the weapons policy shall be handled by the superintendent.

See “Weapons.”

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

See “Lockers.”

**Interrogations and Investigations JCAC** 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.

# Activities

## Activities

1. When the district provides transportation to an activity, participating students are prohibited from driving personal vehicles to and from district-sponsored activities held during or after the school day. Students may be released to their parent or guardian before the return trip by signing a statement requesting that the student be released to the parent or guardian. This statement must be signed in person by the parent or guardian in the presence of the coach, sponsor, school administrator and/or athletic director OR prior to leaving on a trip a phone call from the parent or guardian verified by the principal. The superintendent may, with parental consent, modify the requirements to meet emergency situations. (See Board of Education policy JGG-R)
2. Drug, alcohol, or tobacco consumption or possession is strictly forbidden. An athlete shall be subject to disciplinary action if s/he violates any of the following: consumption or possession of alcoholic beverages, controlled substances, any form of tobacco, or violates any criminal law of the State of Kansas as defined by the Kansas Code (other than minor traffic violations). Coaches will report all violations as disciplinary referrals. On the first offense the student will be suspended from the team for one complete week (7 days). The second offense will result in dismissal from the squad with no honors or awards received. **Coaches & Sponsors reserve the right to lengthen the term of suspension depending on individual circumstances or team/group rules.**
3. Any behavior that embarrasses the school and/or the team will result in a conference with the head coach. Penalties may vary depending on the situation.
4. Penalties can carry over from season to season. This can only happen when a student has not served his or her suspension.

## Activities/Athletics

5. A student who has been dismissed from a squad for two violations will be allowed to compete in the next sporting season provided s/he follows the training rules for that sport.
6. Athletic practice and events are an extension of the school day. Students are therefore, responsible for following all school rules and may receive disciplinary action for any rules that are broken.
7. It is up to the coach and/or principal to determine the reliability of sources of information for any violation of any athletic rule.
8. In addition to the preceding regulations for athletes, each coach will establish team rules in writing and contract form which are specific to her/his activity and which shall be approved by the Board. All team rules will be represented to athletes on their first day of practice and will be discussed in full. Athletes and their parents must sign the rules and return them to the coach before the third practice.
9. In order for a student of USD #316 to be eligible to participate in a school activity, the student must be in attendance at school no later than 12 noon and in attendance for the remainder of the school day. The only exception to this rule is if the student is at a doctor's appointment or attending a funeral.

## Head Injury

This section shall be known and may be cited as the school sports head injury prevention act.. "School" means any public or accredited private high school, middle school or junior high school. "Health care provider" means a person licensed by the state board of healing arts to practice medicine and surgery.



The State board of education, in cooperation with the Kansas state high school activities association, shall compile information on the nature and risk of concussion and head injury including the dangers and risks associated with the continuation of playing or practicing after a person suffers a concussion or head injury. Such information shall be provided to school districts for distribution to coaches, school athletes and the parents or guardians of school athletes.

A school athlete may not participate in any sport competition or practice session unless such athlete and the athletes' parent or guardian have signed and returned to the school, a concussion and head injury information release form. A release form shall be signed and returned each school year that a student athlete participates in sport competitions or practice sessions.

If a school athlete suffers, or is suspected of having suffered, a concussion or head injury during a sport competition or practice session, such school athlete immediately shall be removed from the sport competition or practice session.

Any school athlete who has been removed from a sport competition or practice session shall not return to competition or practice until the athlete is evaluated by a health care provider and health care provider provides such athlete a written clearance to return to play and the health care provider provides such athlete a written clearance to return to play or practice. If the health care provider who provides the clearance to return to play or practice is not an employee of any the school district, such health care provider shall not be liable for civil damages resulting from any act

**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.

For assemblies and pep rallies, teachers will escort their students to the area where the assembly or rally is being held and will sit with their students.

**Cheer/Yell Leader** Cheer/Yell Leader tryouts are open to all GPHS students. Seven will be chosen, forming one squad.

***Tryout Regulations*** - Tryouts will be held before the third week of May. Cheer/Yell Leader tryouts will consist of a prescribed routine, which will include:

1. One floor chant that everyone learns. It is to be performed three times, as a group.
2. One chant made up by each individual trying out. This is to be performed three times, alone.
3. The choice of three of the following jumps: spread eagle, banana, bambi, three slap tucks, toe touch, hurdler, pike or any other jump.
4. A 2-8-count routine.

Preparation time of two weeks will be allowed. Practices will be held before and after school to accommodate those out for sports.

***Judging*** - A panel of three people from outside the Golden Plains community will be selected by the coach and approved by the high school principal for the purpose of judging tryouts and rating candidates. The panel's ratings shall count for 70% of the selection process. Student body vote will count for 30% of the selection process. Head Cheerleader will be determined by the cheerleader with the most experience. The high school principal and the cheerleading coach will count the votes. In case of a tie, a vote of only those who tied will be held as soon as practical with the judging committee.

***Filling a Vacated Squad Position During the School Year*** - In case of a vacated squad position during the school year, the next candidate in the original ranking process shall have the option to fulfill the vacated spot of Varsity cheer/yell leader.

***Rules of Conduct*** - “Rules of Conduct” (like all other athletic rules developed by specific team-sport coaches) shall be developed by the cheer/yell leader coach and shall be approved by the Board of Education. These “Rules of Conduct” shall include the requirements of service as a member of the squad, including team requirements and penalties for such matters as attendance, tardiness, and behavior. This policy shall be part of the “Rules of Conduct.” The “Rules of Conduct” form will be signed, as well as parental consent forms, before tryouts. Anyone without these forms turned in on the day of tryouts will not be allowed to participate in tryouts.

***Grades*** - Squad member’s names will be on the weekly eligibility sheets and must meet the same eligibility requirements as any other extra-curricular participant.

***Physical Fitness*** - Each squad member will have a physical completed and the form shall be on file with the office before attending summer camp.

Attitude and Leadership - Each squad member must:

1. Maintain a desirable attitude and a spirit of cooperation.
2. Strive to be a good role model and exhibit positive leadership.
3. Be cooperative with the head cheer/yell leader and the coach(es).
4. Make every effort possible to be a good public representative of GPHS while in uniform. This includes grooming, personal appearance, sporting conduct, and attitude.

***Camp*** - Each squad member may attend camp at their own expense. If a decision to participate in camp is made by the squad and its sponsor, the only acceptable excuses for not attending summer camp shall be illness or injury of the squad member or a death in the family. The basic cost of the summer camp and transportation to and from the camp shall be at the expense of the participants.

***Uniforms and Expenses*** - The cheer/yell leader uniforms will be approved by the board of education. The school will provide the basic cheerleader’s uniform (consisting of one sweater, two skirts, and two tops). The school will provide the basic yell leader’s uniform (consisting of one pairs of pants, one pair of shorts, and two tops). In determining the approved uniforms, due consideration shall be given to the durability of such uniforms for multiple-year service.

It is the responsibility of each squad member to care for the uniform issued to the squad member. Each squad member is responsible for replacement cost of lost or damaged uniforms. Any other article deemed by the coach to be a uniform necessity (for example: shoes, socks, bloomers, wind pants, gloves, jacket) shall be at the expense of the individual squad member. The coach will provide information to prospective squad members and their parents concerning cost of participation before tryouts. Other than the cost of basic uniforms, individual squad members are responsible for their own expenses.

Fund raising is acceptable provided it follows the guidelines set forth under Fundraising in this handbook.

**Games** - Each squad member must attend all team-sport activities. Medical reasons and family death will be the only excuses accepted for absence. All squad members must be prepared to attend any post-season games.

**Practices - During the school year:** From the first day of school until the end of the basketball season, two unexcused absences of a scheduled practice will result in suspension from participation at the next game. Family death, the squad member's illness, and inclement weather are the only exceptions from this ruling; all other reasons require advance approval at the discretion of the squad's coach or the absence shall be considered unexcused. Any squad member who can not make a practice is expected to notify the coach in advance. *During the summer:* The coach and head cheer/yell leader may call practices during the summer. Attendance at summer practices is highly advisable but is not mandatory.

**Tardiness** - Squad members are expected to be dressed in complete and correct uniform and be ready to cheer one minute prior to the beginning of the game. The coach shall determine on appropriate policy regarding squad members who also participate in other sports.

**Transportation** – Squad members will ride the school bus or other official transportation provided. Squad members shall follow the “traveling with the team” administrative regulations as stated in the Student Handbook.

**Dismissal and Suspension** – Squad members shall follow the athletic rules as stated in the Student Handbook. This includes the “Addendum to Rules for Athletes.” Squad members shall adhere to all other school conduct policies.

### ***Cheerleading Rules***

1. Excellent behavior is a #1 priority. You represent your school and this squad. Your behavior must be excellent at all times while you are in uniform. You must show good sportsmanship during events, good behavior at school, and you are to treat all members of the squad with kindness and respect.
2. No gum, candy, or food is allowed while you are cheering.
3. No jewelry is to be worn while you are cheering.
4. Hair apparel must be soft. It cannot have metal or hard plastic.
5. All stunts must meet safety guidelines and be approved by KSHSAA and sponsor.
6. Cheerleaders will be expected to cheer during events in which they are not participating as a player. (If participating as a player, cheerleaders should shower in a timely manner and join the squad as quickly as possible. In basketball, all cheerleaders are expected to be in formation by the end of the first quarter following the completion of their game. Cheerleaders will eat during halftime or between events, not during ongoing games).
7. If a cheerleader quits the squad during the school year, she/he will not be allowed to participate on the squad for the rest of that school year.

Rules 3,4, & 5 are standard cheer safety rules.

Consequences for not following the rules shall result in one or most of the following depending upon severity of infraction:

- Pushups at practice
- Benched for an event
- Removal from squad

### **Attitude and Leadership – Each squad member must:**

- Maintain a desirable attitude and a spirit of cooperation.

- Strive to be a good role model and exhibit positive leadership.
- Be cooperative with the head cheer/yell leader and the coach(es).
- Make every effort possible to be a good public representative of GPHS while in uniform. This includes grooming, personal appearance, sporting conduct, and attitude.

I am aware of USD 316 Student Handbook policies and cheerleading rules. I agree to abide by those policies and to make every effort to represent my school with dignity and pride.

\_\_\_\_\_  
Signature of Cheerleader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**Clubs and Organizations JHC**     *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 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 but shall not participate in the group’s activities.

**Fund-Raising/Solicitations JK**     Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration.

Solicitations by students of students during school hours and on school property shall be done only when they are related to school-sponsored activities and when the solicitations do not interfere with the educational process. All student sales projects, other than those listed below shall require the prior approval of the principal, superintendent, and board of education.

Fund raising projects will be assigned and limited to each class as follows:

- Freshmen:     Bake sales and car washes
- Sophomores:     Candy sales, workers’ auction
- Juniors:     Concession stands, carnival
- Seniors:     Magazine and flower sales, cake raffle
- Cheerleaders:     Candle sales, Youth cheerleading camp, FB jersey auction, Popcorn sales
- Yearbook:     Advertising sales

Representatives from commercial schools, colleges, armed forces or other agencies shall be permitted to meet with students only by permission of the principal. Student contact by these organizations shall be arranged for and supervised by the guidance office.

All funds raised by any school organization through any school activities of the group are school money and not the property of the individuals of that group. All funds so raised must be spent in accordance with school regulations and the approval of the group sponsors and the administration. Such approval and regulations shall be subject to policy adopted by the Board of Education of Unified School District #316 and any question of the policy may be referred to the superintendent of schools. The following general regulations shall apply to all Activity Funds;

- A. All funds raised by any school organization shall be deposited in the Activity Fund and shall be paid out on approval of group sponsors and officers, in accordance with approved school policy subject to approval of the school administration. In all cases, the books of the treasurer of the organization should show all receipts and expenditures.
- B. Funds raised by school organizations by group activity may not be spent for personal entertainment of the members of that group except where these funds were raised for specified purposes such as Junior-Senior Prom/Banquet, etc., where approval is given by the school administration for the fund raising activity and the expenditure. (This is not to be interpreted as including assessments made on members for entertainment purposes.)
- C. Gifts to any individual or organization outside the school may not be made by any school organization from funds raised by any such school activity. Gifts to sponsors, play coaches, etc., within the school should be limited to nominal sums. Classes, such as the Senior Class, may indicate their preferences for a gift or disposition of any funds they may have left at the close of their senior year subject to the principal's approval. (See KASB recommended policies GAJ & JL.)
- D. If funds are left by any organization without agreement as to their disposition they will become the property of the school and must be spent for school purposes that will benefit the school groups in general. (See KASB recommended policies DK & JH)

**Parties/ Social Events** All classroom parties and other school social events must be approved in advance by the principal.

**Dances** Times and dates for school dances are to be arranged in the principal's office. All dances are subject to the following rules:

1. Dances must be scheduled at least two weeks in advance.
2. Dances must be held on Friday or Saturday nights unless special permission is granted by the principal.
3. Dances will conclude by 11:45 PM.
4. Parents and/or teachers must be present as chaperones.
5. A student may not bring a guest not enrolled in the district unless prior permission is given by the principal. Students must sign a list in the office for outside dates.
6. Only building level students may attend that building level's dances.
7. Unless prior permission is granted, students will not be permitted to leave then return to the building during a dance or other similar school functions.

## **GOLDEN PLAINS HIGH SCHOOL "GOOD STANDING" GUIDELINES**

"Good Standing" is a means for identifying levels of student privilege. Students in good standing exemplify acceptable behavior, academic progress, and good attendance and are positive representatives of our community. USD #316 maintains a philosophy that there exists

“four levels of good standing.” These levels are identified by a specific set of standards and carry certain privileges. The four levels of good standing are:

### **Level I – Leadership**

Leadership Privileges:

- Eligible for Valedictorian or Salutatorian Honors recognition.
- May serve as a class officer, be a member of Stuco, be an NHS member, or serve as a “club” leader.
- May represent the school and student body on advisory councils, special camps, etc.
- Will be afforded all privileges of levels two and three.

Leadership Standards:

- Maintain an attendance rate of 98%.
- Maintain a 3.25 cumulative grade point average with NO failing grades.
- Fewer than ten (10) unexcused tardies during the academic year.

Regaining “**Leadership**” Student Level I Good Standing:

- Re-evaluation of Leadership Level Good Standing status will be reconsidered following a 9-week period.

### **Level II – Achievement**

Achievement Privileges:

- Run errands off campus for classes or programs such as prom, journalism, etc. with permission from sponsor and release from parent.
- Serve as Teacher/Office Aids
- Represent the school at clubs and other such events.
- Plus all the privileges afforded the Basic Student Level III.

Achievement Standards:

- Maintain an attendance rate of 95% attendance. (Attendance includes medically excused (Dr’s Note) and school related activity absences)
- Minimum cumulative GPA of 2.00 with NO failing grades.
- Fewer than fifteen (15) unexcused tardies per year.

Regaining “**Achievement**” Student Level II Good Standing:

- Re-evaluation of Achievement Level Good Standing status will be reconsidered following a 9-week period.

### **Level III – Basic**

Basic Privileges:

- Attend after school sponsored social events, dances, etc. as specified by principal’s office.
- Participate in field trips not required for grades.
- Participate or attend school sponsored athletic/non-athletic activities

Basic Standards:

- Maintain an attendance rate of 90%
- Maintain cumulative GPA of 1.25 with NO failing grades.
- Fewer than twenty (20) unexcused tardies per year.

Regaining “**Basic**” Student Level III Good Standing:

- If attendance standards are met the standard related to grades will be re-evaluated on a weekly basis.
- If attendance standards are lacking the student must appeal to the Principal for re-evaluation.

**Level IV - Unsatisfactory**

Unsatisfactory Privileges:

- None – all privileges related to participation in school-sponsored activities are revoked.
- Student rights for educational opportunities will be protected – if a grade is involved they will participate.

Unsatisfactory Standards:

- Student does not meet the established standards for Level III (see above)

Regaining “**Basic**” Student Level III Good Standing:

- See “**Student Level III**”

**Eligibility** All districts and Kansa High School Activities Association requirements for eligibility must be met before a student will be allowed to participate in extra-curricular activities.

Golden Plains USD #316 requires a weekly eligibility check. Every middle school and high school student’s academic eligibility will be determined each week by the teacher, coach and/or sponsor and the activities director.

There will be an ineligibility list issued each week. High school grades will be reviewed by 12:00 on Thursday. The period ineligibility shall begin at 11:00 P.M. on Saturday and run until 11:00 P.M. the following Saturday. Check grades on PowerSchool if you have questions. Parents can access the PowerSchool link at <http://www.usd316.k12.ks.us> to check student’s grades. Ineligible students will be notified verbally and it is the student’s responsibility to communicate this information to their parents.

Participants or trainers who are ineligible under this policy are required to attend practice during the period of ineligibility unless the administrator and teacher of the class he/she is ineligible in feels that non-practice would better serve the student’s educational direction.

- An ineligible student may attend but not participate in KSHSAA sanctioned activities held outside of the school day if no portion of the school day will be missed.
- An ineligible student may not leave during the school day for an activity without prior approval from the principal.
- An ineligible student may not attend any one day activities not sanctioned by KSHSAA unless for educational purpose or grade.
- A student that is ineligible will not be allowed to attend an over-night trip sponsored by the school.
- An ineligible student may not participate in any school sanctioned activity outside of the school day such as a school play.

### **Middle School**

Eligibility will be taken each Monday at noon for all middle school students, beginning the first Monday of each quarter. At the end of each week, students who are failing or have an incomplete in one or more subject(s) for the current 9 week grading period will be ineligible for one week. The previous quarter's final grade will be used for the first week of each new quarter. An ineligible student may practice but not participate in any athletic event or activity.

In order for a middle school student to be eligible to participate in any school activity, he/she shall have *no "F" grades* and no more than *one "D" grade* at the time of eligibility reporting.

### **High School**

Golden Plains USD # 316 requires a weekly eligibility check. *Eligibility will be based upon the student's cumulative semester grades.* The first two weeks of a *semester* will be considered a probationary period for all high school students.

In order for a high school student to be eligible to participate in any school activities she/he shall have no "F" grades and no more than two "D" grades during any one week.

### **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.



No student will be released from the obligation of traveling to a school-sponsored event in school-operated vehicles. When a student is a participant in two school-sponsored activities (ex. KMEA/Basketball, Scholarship test/Football, Scholar's Bowl/Basketball, etc.) and it is possible for the student to participate in both activities, the student may choose to participate in both activities and may be transported by their parents/guardians or other school personnel to the second activity rather than riding with the team. Prior permission shall be requested and granted by the Superintendent/Principal, Administrative Assistant. No student will be released from the obligation of traveling from a school-sponsored event in school-operated vehicles unless the student's parent releases, in writing, the student from such obligation. A "Transportation Log" will be carried by every coach or sponsor; and unless prior written notice has been given, the parent must sign the Transportation Log in the presence of the coach or sponsor or other school personnel in order for that student to be released. The superintendent may, with parental consent, modify the requirements to meet emergency situations. See "Athletics."

**Field Trips IFCB** Students may participate in a field trip if the parental consent form for the trip has been turned in.

**Senior Trip** The purpose of the senior trip is to provide high school seniors an opportunity to experience educational and recreational activities that are unavailable within the district boundaries in order to expand their knowledge and experience of the society in which they live. The senior trip also provides students with the opportunity to participate in planning, budgeting, and group decision-making experiences as they research and plan their trip.

*Senior Trip Eligibility and Participation* - The cost of the senior trip is financed from money raised by the class throughout their high school years. In some cases, an individual member of the class will either enter or leave the class at points other than the beginning of the freshman year. The purpose of these regulations is to clarify the process and requirement for individual student participation in the fund raising activities and participation in the senior trip:

1. In order for a student to participate in the senior trip, that student must have been actively involved in the class fund raising activities throughout that student's attendance at Golden Plains High School.
2. Any student who wishes to be excused from active participation in fund raising activities will be required to submit a written statement, and a senior trip waiver in which the student and the parent agree, by their signature, that the student will not participate in the senior trip. By filing such a written statement, the student may be excused from participation in fund raising activities for the trip. Such statement shall be final and irrevocable. Students submitting such a statement will still be encouraged to participate in fund raising activities for other class related expenses, such as prom and graduation costs. Students submitting a senior trip waiver following their participation in fund raising activities will not receive any financial compensation from the class funds.
3. If a student fails to participate in the fund raising activities of the class, but has not submitted a senior trip waiver statement required in section 2 above, that student may be determined to have waived his/her right to participate in the senior class trip. The principal will make such determination after conferring with the student and the student's parent/guardian.
4. Any student who transfers into Golden Plains High School as a regular member of the class will be accepted as a member of the class for all appropriate purposes,

including participation in the senior class trip. Eligibility of such transfer student to participate in the senior class trip will be made solely upon his/her participation in fund raising activities during the period of his/her enrollment and other applicable provisions of policy and regulation. The student shall not be required to pay any amount into the class fund as a condition of his/her participation in the senior class trip.

*Academic Eligibility* – In order to participate in the senior trip, a student must be in good standing at the school at the time of the trip. This includes being fully eligible to participate in school activities according to the district eligibility policy and not subject to any school disciplinary actions.

*Non-Participation* – A student may elect to not participate in the senior trip as a personal choice or by not participating in class fundraising activities. If a student chooses to not participate, he/she must “sign off” by using the appropriate district provided senior trip waiver form that must be signed by the student, the student’s parent, administrative representative, and class sponsor. Once a student signs off to not participate in the senior trip, he/she may not be expected to participate in, nor penalized for non-participation in, class fundraising activities for the purpose of raising funds for the trip. The student may still be requested to participate in activities to raise funds for other class-funded activities such as prom, senior recognition, and graduation expenses. Funds raised by a student prior to choosing to not participate in the trip will be forfeited to the class upon the student’s decision to “sign-off.” No student should benefit financially from choosing to not participate.

*Fundraising/Financing the trip* – Class funds should be sufficient to provide for all travel, lodging, activity, and meal costs for the senior trip. It should not be necessary for trip participants to provide any personal funds for the trip except as desired for individual personal purchases. Students may not be required to pay to participate in the senior trip other than as class-assessed fines for non-participation in specific fundraising activities as documented by class sponsors. Fundraising activities for the senior trip must fall within the district approved fundraising policies.

*Permission* – Students will be required to submit to the trip sponsors the following information prior to departing on the senior trip. Sponsors will transport this information with them on the trip for use in case of emergency situations.

1. Permission to Participate form signed by student and parent/guardian
2. Medical release form signed by parent/guardian including insurance information
3. Emergency Contact Information
4. School physical forms

*Travel Dates* – Students should plan their senior trip so that their travel takes place during the school year prior to graduation ceremonies. Students should not be out of school for more than five days for their senior trip. Any days missed in addition to five days will be considered unexcused absences.

*Travel Locations* – Students should plan their travel location so that it can be accessed by allowable transportation (see below) during the time allowed. It is the preference of the board that travel locations be limited to near-by surrounding states. Flying on public or private airlines will not be allowed.

*Transportation* – Transportation for the senior trip, including vehicle(s), fuel, and drivers, should be secured by the class and paid for out of class funds. School vehicles are generally

not available for the senior trip, as they are needed for regularly scheduled school activities during the time of the trip. It is the preference of the board that students lease transportation from a third party, such as a leased tour bus, and not fly on public or private airlines.

*Sponsorship* - Sponsors for the senior trip must include at least one adult male and one adult female sponsor. Additional sponsors may be required by the Board of Education depending upon the size of the class and individual needs of participants. At least one of the sponsors shall be a certified or classified staff member, currently under contract with USD 316. Sponsors travel expenses for the senior trip will be provided by the senior class trip funds. The district may provide travel expenses for additionally required sponsors. Certified staff members supervising the senior trip will not be required to take any district-provided leave, either personal or professional, to sponsor the senior trip as they are participating in a school activity. They will receive their regular pay for the time of the trip. Non-certified staff members that may be sponsoring the senior trip will not be required to take any district provided leave, either personal or professional and they will receive their regular hourly pay, as if they were in district (limited to 8 hours per day with no overtime) during the time of the trip. The district will provide for substitute teachers and/or substitute classified staff as needed for senior trip sponsors. Adult senior trip sponsors who are not employed by the district as either certified or classified staff, including Rule 10 coaches, supplemental only class sponsors, parents, spouses, etc., will receive no financial compensation from the district for sponsor the senior trip.

*Board Approval* - A budgeted itinerary, including dates of travel, must be approved by the board of education prior to the senior class making any travel commitments. The school board has the final approval of all aspects of the senior trip.

**Student Publications JHCA** 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.

## **Health and Safety**

**Accidents, Reporting of JGFG** 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.

**First Aid JGFG** 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.

See “Accidents, Reporting Of.”

**Medications, Administering JGFGB** 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; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and 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.

The medication shall be examined by the school employee administering the medication to determine if 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 JGCB** 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.

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15 of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonable available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations able include:

1. A list of sources for additional information; and
2. Related standards issued by the national centers for disease control and prevention.

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 may be excluded from school during any outbreak.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

*Exclusion from School for Non-immunized students* - Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-base basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine-preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella.

Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/guardian's signature on the prescribed release form signified knowledge of the outbreak and risks to the child.

### **Epinephrine in Schools K.S.A. 65-2872a**

authorizes any person to administer epinephrine in emergency situations to a student or a member of a school staff. It exempts from liability for civil damages and from the practice of the healing arts any person who gratuitously and in good faith renders emergency care of treatment through the administration of epinephrine to a student or a member of a school staff at school, on school property or at a school sponsored event if the person acts as an ordinary and reasonably prudent person would have acted.

A school may NOT maintain an epinephrine kit unless the school has consulted with a pharmacist licensed by the state board of pharmacy. The consultant pharmacist shall have supervisory responsibility for maintaining the epinephrine kit. The consultant pharmacist shall be responsible for developing procedures, proper control and accountability for the epinephrine kit. Periodic inventory of the epinephrine kit shall be required. **K.S.A. 72-8258 and K.S.A. 65-1680A** authorizes any person to administer epinephrine in emergency situations to a student or a member of school staff when: (1) the person administering the

epinephrine reasonably believes that the student or staff member is exhibiting the signs and symptoms of anaphylactic reaction; (2) a physician has authorized, in writing, the school to maintain a stock supply of epinephrine; and (3) the epinephrine is administered at school, on school property or at a school sponsored event.

**Health Assessments JGC** All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

See “Physicals,” below, and “Inoculations,” above.

**Physicals** Students participating in athletics, cheerleading, drill team and any other sanctioned KSHSAA activity must have a physical on file before participating.

**Communicable Diseases JGCC** 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.

**Wellness Policy** Golden Plains School is committed to providing school environments that promotes and protect children’s health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy DO316, Golden Plains School that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education’s Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- Students will be provided with adequate time to eat in settings that are clean, safe, and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs and related community services.

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

Periodically throughout the school year, to insure the safety of the students, emergency drills will be held. Fire drills are distinguished by a continuous alarm and everyone shall leave the

building in a quiet and orderly fashion. Fire routes and exits are posted in each room. Once outside, the teacher shall take a roll call.

Tornado drills are short blasts from the alarm and everyone should move orderly and quietly to the designated areas.

**Weather Emergencies EBBD** When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closing or cancellations by announcements made over the following radio/TV station(s):

- KXXX/KRDQ Radio
- KFNF radio
- KGCR Radio
- KWCH-TV
- KAKE-TV
- KSN TV
- Golden Plains Hotline – 785-687-3801

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.

**Asbestos** An asbestos management plan has been developed for the school district. A copy of the management plan is available from the central office in Rexford.

**Pest Control** The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the central office in Selden.

## General Information

**Electronic Devices/Cell Phones for Middle School** Electronic Device/Cell Phones are to be kept in the student's locker from 8:15 am until 3:45 pm. If a student has an electronic device with them in class the following will occur:

- 1<sup>st</sup> offense: Taken from student and given to office until 3:40.
- 2<sup>nd</sup> offense: Same as above, **plus after school detention**. Parents pick up the phone
- 3<sup>rd</sup> offense: Same as above, **2 after school detentions**, Parents pick up the phone

NOTE: After 3<sup>rd</sup> offense, students will be asked to leave phone at home. If it is brought to school again, the student will serve a 1-day **IN** school suspension.

**Electronic Devices/Cell Phones for High School** Golden Plains High School students will not be allowed to use their cell phones, electronic device, headphones or earbuds are

allowed at any time during a class period, in the hallways, restrooms or locker rooms. They are to be placed in a basket in each classroom at the beginning of each class period. They shall be turned off. The only time a high school student may use an electronic device/cell phone during the school day is during their lunch period and while in the lunch room only. If a student is caught using their cell phone, it will be taken to the office and may be picked up after school. The following consequences will occur when caught with a cell phone.

- 1<sup>st</sup> offense: Phone is placed in the office. Student may pick up their phone after school.
- 2<sup>nd</sup> offense: Phone is placed in the office. Parents must come to school to pick up their student's phone.
- 3<sup>rd</sup> offense: 1 days in-school suspension and phone call to parents. Parents must come to the school and pick up their student's phone.

### **Sexually Explicit, Vulgar or Violent Material JDD**

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, threatening or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its education value.

### **Electronic Images and Photographs**

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic depictions of nudity—themselves or others—lewd, threatening or otherwise illegal images or photographs whether by electronic data transfer or other means, including but no limited to texting and e-mailing.

### **Digital Photography**

School staff will discourage digital and other photos being taken in school by students, due to privacy concerns. Students and staff should not participate in being photographed at school unless the photographs are for an official or authorized publication. Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

**Complaints About Policy JCE, KN** Any student may file a complaint with the principal concerning a school rule or regulation if it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

**Distribution of Materials KI** Materials unrelated to the schools curriculum may not be distributed without prior consent of the principal.

### **Gifts JL**

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

*Student Organization Gifts to the School* - Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior Board approval.



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

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

**Insurance JGA** Parents or guardians shall be notified annually in writing of student insurance provided by the District.

Students may purchase optional insurance. This information (Company, Coverage, Cost) will be available for each student upon enrollment.

KSHSAA provides Catastrophic Insurance for injuries incurred while participation in a KSHSAA sanctioned activity and if the expenses meet a certain minimum. Complete information about this coverage is available at the Rexford office from the Activities Director.

Medical expenses not covered by the policies listed 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.

Students are encouraged to place a lock on their lockers. An extra key or combination will be turned in to the office. 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.

See "Lockers."

**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.

**Staff-Student Relations GAF** Staff members shall maintain professional relationships with students which are conducive to an effective educational environment.

**Student Privacy Rights** District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employee is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including, termination.

**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.

**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. (See Board of Education Policy JGFF.)

Students will not be permitted to drive cars, motorcycles, or other vehicles during the hours that school is in session, including the lunch hour.

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

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

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

**KN JCE Complains and Grievances** In order to provide an opportunity for the expression of legitimate concerns of students with respect t the application of any school rule or regulation, the board may consider complaints and grievances through the procedures established in this policy.

Any student may file a complaint with the principal against any school employee or any school rule and regulation. Said complaint must be in writing, and it must be filed within 20 days following the act or event about which the complaint arose. Said complaint shall be specific and in reasonable detail as to who, what, where, and when of the complaint. Any complaint not filed within said 20-day period shall be deemed to have been waived.

Any student may file a complaint with the superintendent against any building principal. Said complaint must be in writing, and it must be filed within 20 days following the act or event about which the complaint arose. The complaint shall be specific and in reasonable detail as to the what,

where, who and when of the complaint. Any complaint not filed within the said 20-day period shall be deemed to have been waived.

Any complains fulfilling the requirements of this rule shall be acted upon by the appropriate administrator, whose decision shall be final.

The time period for filing a written complaint set forth in this policy shall not apply to complaints for which there is a specific procedure for complaint, investigation and disposition elsewhere in board policy, or those complaints related to acts or conduct regulated by state or federal laws.

**Student Grievance Procedure:**

1. Student must file a complaint that states what the student feels he/she has been discriminated against by another student or staff – or – rule or regulation.
2. The complaint must include; description and date of the act, who was involved and the witnesses to the act.
3. The complaint must be addressed to the lead principal and must be signed by the student and the parent/guardian.
4. The complaint must be submitted within twenty calendar days of the incident.

**Review Steps:**

- The complaint will be reviewed by the school principal and administration team
- The grievance will be acted upon by an impartial investigation.
- All parties involved will be notified of the outcome of the complaint within a reasonable time frame.
- If complainant is dissatisfied with the final ruling, the complainant may seek outside counsel.

*USD 316 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment of employment in its programs and activities. All students attending USD 316 may, regardless of race, color, national origin, age, handicap, or sex, participate in education programs and activities.*

## **Open Records Act**

The Kansas Open Records Act requires the district to adopt procedures for requesting access to or obtaining copies of public records.

KORA grants the public the following rights:

- The right to have our freedom of information office respond to your questions about KORA. The Freedom of Information Officer for USD 316 is Darrin Herl, Superintendent.
- The right to inspect any public record that we have in our possession that is not exempt. We are not required to create a record for you if the record does not already exist.
- The right to have copies of public records, but we can charge a fee for making copies.
- The right to be informed of the procedures you must follow in requesting access to or copies of our records.
- The right to inspect or obtain copies of our records during our regular business hours. The regular business hours of USD 316 are 8:00 – 4:00 Monday through Friday.

- The right to have access to a record not later than three business days after you request it.
- The right to a written explanation of the reason we are denying you access to a record if we refuse to allow you access to a record.
- The right to bring an action against us in the district court if you believe we are denying you access to a record you have a right to see
- The right to have your attorney’s fees paid by us if the court determines we intentionally violated your rights under KORA and had no reasonable basis for denying your request.

## **School Property**

**Building Opening and Closing Time** Teachers report to the school building at or before 8:00 am and are dismissed at 4:00 PM. Students should not be in the building before after that time unless directly supervised by a faculty member.

**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 and building principal.

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

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

### ***Safety Procedures and Guidelines***

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

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

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

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minor’s access to materials harmful to them.

- Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

### ***Permission/Agreement Form***

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

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

### ***Employee Use***

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

### ***Community Use***

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

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

### ***Disregard of Rules***

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

### ***Responsibility for Damages***

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

### ***Responding to Concerns***

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

### ***Administrative Audits***

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

## **Children's Internet Protection Act (CIPA) Safety Plan**

### ***Goals:***

It is the policy of USD 316 to take the following measures in order to better protect our district students from harmful online and electronically transmitted content:

- Install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography or visual materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- Monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- Address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- Educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyber bullying awareness and response;
- Hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- Prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- Comply with the Children's Internet Protection Act.

### ***Access to Inappropriate Material***

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

### ***Inappropriate Network Usage***

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

## Education, Supervision and Monitoring

It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

- Students shall report suspected violation of this policy to any classroom teacher.
- Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

## **Disciplinary Measures**

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

### **Adoption**

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD 316 at a public meeting, following normal public notice and a hearing, on (Month Day, Year). Approved: KASB Recommendation – 6/12

## **IIBG Computer and Device Acceptable Use**

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

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

Approved: KASB Recommendation – 1/04; 6/12

**Lockers JCAB** 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.

See “Personal Property,”

**Textbooks IF** Books will be rented by all students. The rental fee is due on the day of enrollment. If it is not possible to pay the rental fee on the day of enrollment, arrangements should be made in the office for payment on the earliest possible date. Students will be charged replacement cost for lost or abused books.

## Student Services

### **Counselor II**

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

*Personal Counseling* - The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns. Students who wish to meet with the counselor should make an appointment with him/her.

**Food Service JGH** Students will remain at the school through meal periods. Lunch will be eaten in the school cafeteria according to the schedule for each building. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home. Soda pop, chewing gum and candy are not allowed in the cafeteria during lunchtime.

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.



# **Board of Regents Qualified Admissions Pre-College Curriculum**

Under the provisions of 1996 House Bill No. 2668, a graduate of an accredited Kansas High School is entitled to admission to a State Board of Regents' Institution if the student has completed the pre-college curriculum prescribed by the State Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale.\* This law applies to students who graduate in the year 2001 or later.

Take NOTICE that the pre-college curriculum consists of:

1. Four units of English;
2. Three units of Mathematics
3. Three units of Social Studies
4. Three units of Natural Sciences; and
5. One unit in the field of Computer Technology
6. Foreign Language – recommended but not required

Also take NOTICE that a total of 24 units (25 beginning class of 2015) of credit are required by this district for graduation from high school. Consult with a school counselor to determine specific graduation requirements.

## **ACKNOWLEDGMENT**

We acknowledge receipt of a copy of this Notice

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

*\*The law also specifies that a graduate is eligible for admission if he or she has a composite ACT score of not less than 21 points or ranks in the top 1/3 of his or her high school class upon completion of seven or eight semesters of study.*

# Elementary Section

## **Recess/ Playground Rules**

- Recess is scheduled by each grade level teacher and is supervised by an adult.
- Students shall use the playground only under adult supervision.
- Recess is a privilege and students are expected to conduct themselves with good behavior.
- Recess privileges may be eliminated for misbehavior.
- All students shall be expected to follow the directions given by supervisors.

**Birthday Treats** Elementary students may schedule with their teacher an appropriate time to share birthday treats with their classmates. Students are not required to provide birthday treats for their class.

If you are planning a birthday party outside of school, birthday invitations may be sent home with the students as long as each student in the class receives an invitation.

## **Holiday Parties/Room Parents**

- Each classroom teacher may schedule holiday room parties. Each classroom teacher will ask parents/guardians to volunteer for help with holiday parties. A schedule will be established; each parent will receive a copy of the schedule.
- Students are not required to participate in any holiday party.

**Attendance/Truancy JBD, JBE** Attendance at Golden Plains is necessary for the success of the school and most importantly the students. The Golden Plains School district is audited every year by the state on its attendance. Attendance counts toward the schools Annual Yearly Progress report. Because of this the following will now occur:

Absences per nine weeks, per class:

- 4<sup>th</sup> Absence (excused or unexcused): Phone call from school and note home from administration
- 5<sup>th</sup> Absence (excused or unexcused): (and every absence occurring after): 30 minute detention after school and Attendance Team contacted

Parents or person acting as a parent may release their student from school with a written or verbal request (see pg. 16).

Any absence, other than school-related absence, which has not been excused according to this policy, will remain unexcused.

***Definition of Significant Part of the School Day:*** A significant part of a school day is more than one hour. The following guidelines will be used for counting tardies and absences.

<u>Checking In</u>		<u>Checking Out</u>	
8:15-9:00	Tardy	Before 9:00	Full day absent
9:00-12:00	½ day absent	9:00 – 12:00	½ day absent
After 2:45	Full days absent	After 2:45	Full day present

**Tardies** Tardies are considered unexcused unless the student has a hall pass. A combination of three tardies to any class or to school anytime during the day, during a quarter, will result in the student staying in 30-minute detention after school. The student is tardy if s/he is not in the building. Parents will be required to pick their child up after the 30-minute detention.

**Make up Work** For any student who is going to be gone from school, a parent must notify the office or classroom teacher with a note or phone call at least one day prior to being gone.

The student will be given a make up work sheet to list assignments that must be made up. Three (3) days will be given to make up work.

**Cell Phones** Students PreK-5 WILL NOT be allowed to have cell phones on the bus or at school. If cell phones are present, school personnel will take phone from the student and take to the office. The parent will be responsible to come to the office and pick it up.

**Dress Code JCDB** Specific rules and regulations concerning student dress code at all attendance centers shall be established by the respective building principals and shall be adopted as part of the annual approval of the school handbook.

Neatness and decency are emphasized as guidelines for the dress code. Although dress and grooming habits are certainly changing, the Board of Education and Administration believe that certain standards of dress and grooming habits are necessary to maintain a wholesome and inspiring learning atmosphere for students. USD 316 will endeavor to work with parents to ensure that students come to school each day in clean, neat, and appropriate attire, and that school attire shall be based on common sense and good taste by both students and parents. 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.

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

- Appearance must be neat and clean:
- Hair must be clean and well groomed.
- Facial hair must be trimmed and maintained.
- Clothing must not be unreasonably soiled or badly worn.

Common Sense, decency and good taste are required:

- Footwear must be worn at all times. Bedroom slippers are not allowed and for elementary students, backless footwear is not allowed. Parents should ensure that the footwear their students wear to school does not impede their safety.
- Shirts must be tucked in or cover the waistband of pants, skirts, or shorts when arms are raised above the head.

- No shirts with degrading/demeaning messages, writing or pictures with alcohol/tobacco or illegal drug memoranda/depiction.
- No cutoff shirts without an undershirt will be allowed.
- No sleeveless undershirts, spaghetti straps, tube tops, halter-tops, backless tops, or one-sleeved tops will be allowed.
- No low-cut tank tops. All tops must have shoulder straps at least three fingers wide
- No hats, scarves, bandannas, headgear or sweatshirt hoods may be worn in the building during school hours; i.e. 8 am – 4 pm
- Shorts may be worn during the school day and to school activities. Spandex and short-shorts may not be worn. Skorts are considered to be a skirt. Shorts must be fingertip in length. Skirts must reach the top of the kneecap. If skirts include a slit, the slit must be no more than finger length when the wearer’s arms are hanging in a rest position.
- Any student involved in extra-or co-curricular activities shall purchase a school polo shirt(s) that will be provided through the district office. The shirt(s) will be worn with khaki pants on game days, or for any activities in which the student is representing the Golden Plains’ Schools. (NOTE: The activity’s individual sponsor and/or sponsors at their prerogative, may specify a mode of dress not related to polo shirts/khaki pants’ attire.)
- No footwear with wheels included or attached in school buildings or at school events.

The district reserves the right at all times to regulate dress and/or grooming of any student that is deemed to be a distraction to the learning process, is of questionable decency, is offensive to the normal décor of the school community, and/or creates a health or safety hazard.

The administration shall have full responsibility and authority for enforcing the dress code regulations and shall take necessary steps, including disciplinary action as appropriate, as may be required to maintain appropriate standards of student dress and appearance.

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| 1 <sup>st</sup> offense | Note will be sent home and attire will be changed at school            |
| 2 <sup>nd</sup> offense | Parent will be required to come to the school with a change of clothes |

