

USD #347
Kinsley Junior / Senior High School
Student Handbook
2023-2024

716 Colony Ave.
Kinsley, KS 67547
620-659-2126



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1. USD #347 VISION STATEMENT

USD #347 seeks to provide a comprehensive curriculum emphasizing communication, problem solving, critical thinking skills, as well as knowledge that the student will use beyond the high school years. The curriculum is to be as flexible as possible in seeking to prepare the student to function in the 21st. century.

The instructional strategies include techniques that actively involve the students in the learning process, improving the student's sense of achievement. We address special needs, assuring an opportunity of success for all students.

Students are expected to be mentally and physically prepared to participate in a respectful manner in all activities of the program of the school. Staff members are expected to set a positive example as well as to have high expectations for themselves as well as for the students.

The total teaching staff (certified as well as non-certified) is responsible for continual professional growth. This comes by keeping current with contemporary events and with curricular trends dealing with the process of teaching and learning.

We encourage positive and constructive interaction among the students, the parents, the staff and the community. Interactions built upon mutual respect and understanding promotes growth and development. Teacher-to-teacher interaction should focus upon a collegial sharing with each other in an atmosphere stressing open communication, mutual respect, and cooperation.

We stress a positive school climate that gives each individual connected with the school a sense of belonging. Every aspect of the school--from the maintenance of the building to the classroom and extracurricular activities --is to promote a feeling of pride, of success, and of accomplishment.

2. PHILOSOPHY

Kinsley-Offlerle Junior/Senior High School serves all students who reside within the USD #347 school district and/or are attending our school from outside of the district and who have successfully completed the sixth grade. At KJSHS, the Board of Education, the administrators, and the teachers seek to create an environment for the maximum development of each student. The total program shall be student centered with the welfare of the student as the primary criteria by which all programs and proposals are evaluated. The school as a whole dedicates itself to providing not only academic and technical education but also to helping young people to understand themselves and the world around them. The staff also seeks to provide sound leadership for students by modeling the traits associated with morally and socially responsible citizens.

3. USD #347 DISTRICT MISSION STATEMENT

TO PROVIDE AN EQUAL OPPORTUNITY FOR EACH STUDENT TO RECEIVE A QUALITY EDUCATION, TO REACH HIS OR HER FULL POTENTIAL, AND TO BECOME A PRODUCTIVE MEMBER OF A DIVERSE AND CHANGING SOCIETY.

4. KJSHS MISSION STATEMENT

TO OFFER A SECURE PLACE WHERE ALL STUDENTS GAIN KNOWLEDGE, GROW IN CONFIDENCE, DEVELOP COMMUNICATION SKILLS, AND VALUE LEARNING FOR LIFE.

5. FIGHT SONG & ALMA MATER

KHS FIGHT SONG

Go U O' Kinsley
Fight for victory.
With your colors flying,
We will cheer you all the way.
Go--Rah, Rah
Go U O' Kinsley
Fight for victory.
Fight for the fame,
of her fair name,
and Go U Kinsley win this game.
-----Go Coyotes Go!
-----Go Coyotes Go!
High, Low, Come on let's go!
Go U O' Kinsley
Fight for victory
Fight for the fame of her fair name,
Now Go U Kinsley win this game.

ALMA MATER

Sing praises to the red and white
Our colors fair to see.
Come rally round her standard strong
It leads to victory
We love our high school Kinsley High,
We'll fight for her fair name.
We'll guard her honor, glorious school and long shall last
her fame.

Sing the truth of loyalty
Thy spirit ever guides.
Our hearts and hands we raise to thee
Thy truth with us abides.
As time rolls on we pledge to thee
That we shall e'er be true.
We'll fight for truth,
We'll fight for right, We pledge our
hearts to you.

K-I-N-S-L-E-Y, K-I-N-S-L-E-Y
Hit it! K-I-N-S-L-E-Y!
That's the way you spell it,
Here's the way you yell it, KINSLEY!!!!

6. BUILDING HOURS

KJSHS students are not to enter the building prior to 7:30 a.m. unless prior arrangements are made with a teacher or administrator. Students arriving between 7:30-8:00 a.m. are to report directly to the cafeteria. High School students will be allowed to enter the main part of the building at 8:00 a.m.; Junior High students will remain in the cafeteria until 8:10 a.m. Every student should leave the building by 4:00

p.m. unless working directly under the supervision of a staff member. Students not involved in after school activities should not remain in the building. KJSHS students should enter the main building through the south doors. All other doors will remain closed and locked throughout the school day.

Any time a student uses school facilities outside the normal daily school hours, whether it be in the gymnasium, in the weight room, in the auditorium, or in one of the lab rooms, the student must be under the direct supervision of a staff member.

7. SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. These events will be announced through the EZ Messaging parent notification system.

Bus drivers will not travel roads that appear to them to be dangerous or impassable. All school vehicles are equipped with FM business band radios for safer transportation services for the students of the school district.

8. HEALTH RECORDS AND MEDICATION

All students new to the USD #347 must have proof of current immunization records and must have proof of birth when entering school for the first time. When medication is prescribed by a physician to be given at school, the school will cooperate in the supervision of the medication used by the student. The physician is to sign a "permission for medication" form detailing the medication, the diagnosis, the administration times, and the possible side effects. The parents must also sign this "permission for medication" release form that releases the school district and the personnel from liability.

The medication will be sent to the school in a separate bottle provided by the pharmacy with the medication visible. The medication remains at the school for the duration of the time that the medication is to be given. The bottle cannot go back and forth from home and school. This provision is to eliminate the possibility of contamination of the contents.

The school does not provide health insurance for our students. The school will provide health insurance information to parents and students from companies who have contacted USD 347.

9. COMPLAINTS AND GRIEVANCES

Students who have a concern about the application of a school rule or regulation may file a complaint through procedures established in the Board of Education rules and regulations. The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level through the Board approved Chain of Command.

Any student may file a complaint with the principal against the application of any school rule or regulation applied against the student. The complaint must be in writing within 20 days following the application of the rule or regulation against the student, and must specify the basis of the complaint. The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed.

10. NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 and older) are afforded various rights with regard to education records which are kept and maintained by USD No. 347. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The rights to review and inspect all of your educational records, except those which are specifically

exempted.

2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exception. 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 "director information" and you have not objected to the release of such information; or
 - c. Disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This includes the right to request a hearing at which you may present evidence to show why the records should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD No. 347 has failed to comply with FERPA's requirements. The address of this office is: 400 Maryland Ave. SW, MES, Room 4074, Washington D.C. 20202. 5. The right to obtain a copy of USD No. 347's policies for complying with FERPA. A copy may be obtained from: Becky Burcher, Superintendent, Unified School District 347 Office, Kinsley, KS 67547.

For purposes of FERPA, USD No. 347 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: Name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have the 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 No. 347 at Unified School District 347 Office, Kinsley, Kansas 67547, on or before September 1st of the current school year. If a refusal is not filed, USD No. 347 assumes that there is no objection to the release of the directory information designated.

11. NON-DISCRIMINATION CLAUSE

The KJSHS does not discriminate on the basis of race, color, national origin, sex, age or disability in administration or access to, or treatment, or employment in its programs and activities. If you have any question regarding the above, please contact:

Kinsley Junior/Senior High School Attn: Principal
716 Colony
Kinsley, KS 67547
Telephone (620) 659-2126

NON-DISCRIMINATION CLAUSE FOR VOCATIONAL COURSES

All vocational opportunities will be offered regardless of race, color, national origin, sex or disability. Program offerings include: Woods I and II, metals, production technology, yearbook, desktop publishing, and introduction to woods, metals, or computer applications. Criteria to enter any vocational course will be printed pre-requisites in the course catalog and seniority of years in school if courses fill up. The KJSHS does not discriminate on the basis of race, color, national origin, sex, age or disability in administration or access to, or treatment, or employment in its programs and activities. If you have any question regarding the above or questions related to Title II, Title IX, or Section 504, please contact:

Lori Amaro, Superintendent
Kinsley-Offerle School District Office
120 W. 8th Street

Kinsley, KS 67547
Telephone (620) 659-3646

The school district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPPA) provisions ensuring the confidentiality of protected health information.

12. VISITOR PERMITS

During the school day, anyone entering KJSHS who is not a currently enrolled student or an employee of USD #347 or one of the cooperatives which serves KJSHS is considered a visitor. All visitors to the building, including parents, are to report first to the office so that personnel in the office know that visitors are present. This includes the parents of students who may need to speak to their children who are current students. If it is necessary for the visitor to access parts of the building, outside of the office, the secretary will then direct each visitor to sign in on the visitor log, wear/display a visitor pass, and then guide them to the appropriate location. Those visitors not complying with this request will be considered unauthorized persons and will be asked to leave the school grounds.

Visitors who continue to abuse the policy will be reported to the authorities and charged with trespassing, as loitering on school property is a violation of state law governing schools. Community individuals coming to the school to relay messages to students, teachers, or other employees shall also stop in the office to make proper arrangements. Parents of students attending KJSHS are encouraged to visit the school periodically to become better acquainted with the total program of the school. Parents shall also make contact with the office on coming into the building when school is in session.

13. SAFETY DRILLS

Fire, tornado, and crisis drills are required by law and are held regularly to develop practices that will help students to react quickly and safely in a real emergency. Rules of safety and evacuation routes are posted in each classroom.

During drills, students are urged to keep calm, to not rush or push, and to move promptly to the nearest exit or designated safe area. Each classroom has the nearest exit door posted. The fire alarm is a continuous ringing of the bells. For fire drills, once students are outside the building, they are to cross to the opposite side of the street, using the designated walkways. Please hold open doors for fellow students. The tornado alarm consists of a siren sound over the intercom. During tornado drills, all students go to the tornado shelter area in the dome.

We will be using the Standard Response Protocol (SRP) below for all drills. It is an all-hazards approach as opposed to individual scenarios. There are 5 specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive". Execution of the action is performed by active participants, including students, staff, teachers, and first responders. The SRP is based on the following actions:

HOLD! In your room or area. Clear the halls.
SECURE! Get inside. Lock outside doors.
LOCKDOWN! Locks, light, out of sight.
EVACUATE! Go to designated location.
SHELTER! Use appropriate safety strategy for the hazard.

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat, or if a crisis occurs at the school. The Standard Reunification Method (SRM) is a protocol that makes this process more predictable and less chaotic for all involved.

All persons are asked to take these drills seriously. Personal safety in a real emergency depends upon the readiness of the people to react to any situation.

14A. GRADE CONSISTENCY

Many items can be utilized to determine the knowledge a student has obtained and can demonstrate competencies in a class. Individual work, cooperative work, homework, quizzes, tests, labs, projects, notebooks, portfolios, are just a few examples of what goes into a grade to show the students level of understanding. The difficult part is that each class and subject matter is unique as are students. There is not one perfect way. All of these items mentioned before may or may not be utilized in determining semester grades; however, no one method will be utilized exclusively as a method to determine a students' grade. All grades will be based upon points earned out of points possible unless the class is a dual credit college course or dual credit technical class whose policy dictates a category weighting type of grading system.

14B. GRADING SCALE

- A = Superior performance 90-100%
- B = Very good Performance 80-89%
- C = Average Performance 70-79%
- D = Below average performance 60-69%
- F = Failing under 60%
- I = Incomplete work not completed

Any student receiving a grade of "I" must make arrangements with the instructor to make the work up and have the grade changed to one of the other designations. Unless other arrangements are made, the work must be completed, turned in, and graded 10 school days after the grading period has concluded. Incomplete grades exceeding this time will be automatically recorded as a failing grade.

15. STUDENT-TEACHER CONFERENCES

Teachers welcome opportunities to work individually with students on classroom projects. Some signs of the need for the student to ask for a personal conference include these:

- * Back work (daily assignments, book reports, special projects, tests, etc.) that has not been completed within a reasonable period of time.
- * Failing work.

In general, teachers are available to work with students from 8:00 a.m. to 8:20 a.m. and from 3:40 to 4:00 p.m. each school day. Students may request other times as many teachers make themselves available when prior arrangements have been made.

16. HONOR ROLL

- o Principal's Honor Roll - Grade point average of 4.0.
- o Coyote Honor Roll - Grade point average of 3.50 -3.99.
- o Red and White Honor Roll - Grade point average of 3.00 -3.49.

A student, parent, or guardian not wanting the student's name published with the honor roll must fill out and sign a school form to request such an action.

17. HS GRADUATION REQUIREMENTS

Students are required to have earned 24 ½ units of credit to graduate. The board may adjust these requirements to meet class changes or state mandated requirements, as needed. Grades are given

each semester and will go to the official transcript at that time. Each student shall complete the following course requirements as part of the total graduation credits.

I. 4 UNITS OF ENGLISH- 1 Unit of English 9, 1 Unit of English 10, 1 Unit of English 11, and 1 Unit selected from the following (if offered) :

- ½ Unit Technical English I
- ½ Unit Technical English II
- ½ Unit of Composition I (required dual enrollment & fees)
- ½ Unit of Composition II (required dual enrollment & fees)
- ½ Unit of Speech

II. 3 UNITS OF SOCIAL SCIENCE-1 Unit of American History, ½ Unit of Government, and 1½ units selected from the following (if offered):

- ½ unit of Economics
- ½ unit of Current Social Issues
- ½ unit of Government elective
- ½ unit of Psychology (required dual enrollment & fees)
- ½ unit of Sociology (required dual enrollment & fees)
- ½ Unit of World History
- ½ Unit of World Geography

III. 3 UNITS OF SCIENCE-1 Unit of Biology and 2 units Selected from the following (if offered):

- 1 unit of Environmental Science
- 1 unit of Earth/Space Science
- 1 unit of Chemistry
- 1 unit of Physics
- 1 unit of Anatomy & Physiology/Human Body Systems
- 1 unit of Biochemistry
- 1 unit of Research in Environmental Science
- 1 unit of Advanced Biology

IV. 3 UNITS OF MATHEMATICS- 1 Unit of Algebra 1, 1 Unit of Geometry, and 1 unit selected from the following (if offered):

- 1 unit of Remedial (with approval)
- 1 unit of Consumer Mathematics (with approval)
- 1 unit of Pre-Algebra
- 1 unit of Algebra II
- 1 unit of Transition to College Algebra
- 1 unit of Trigonometry
- 1 unit of Pre-Calculus

V. 1 UNIT OF PHYSICAL EDUCATION INCLUDING ½ UNIT OF HEALTH

VI. 1 UNIT OF PRACTICAL ARTS (examples below, if offered)

- Biochemistry
- AV Production
- Business
- Construction
- Production Technology
- STEM

VII. 1 UNIT OF FINE ARTS (examples below, if offered)

- Visual Arts

- Band
- Vocal
- Forensics

VII. 8 ½ UNITS OF ELECTIVES (please refer to Course Catalog for complete listing of courses)

18. PERFORMANCE BASED CREDITS/TESTING OUT

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument.

A written request to “test out” of a class must be submitted prior to the beginning of the class (if it is a semester class the request is due at the beginning of the semester; if it is a yearly class the request is due at the beginning of the year). A student may not request to “test out” of a class in which he or she is currently enrolled or has been enrolled. The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the building administrator and the student’s parent(s) or guardians(s). If the request is approved, the course instructor will have 30 days to design a performance instrument that reflects mastery of all course outcomes. Commercial available instruments may be used if they adequately cover course objectives.

The student has 10 school days in which those designated tasks developed by the teacher and approved by the administration must be performed. The principal, in consultation with the instructor, will determine the setting and the timelines for the administration of the instrument, as well as the criteria for successful completion of the tasks. Credit for such classes shall be awarded only on a pass/fail basis. Students will be allowed only one opportunity to “test out” of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the outcomes as noted in the curriculum guide, and class syllabus will be made available to the student.

19. GRADUATION CEREMONY PARTICIPATION

No student shall participate in high school graduation ceremonies until he/she has completed the requirements for graduation and paid any and all school fees accumulated up to the promotion/graduation ceremony. If the student has successfully met all academic requirements, he/she will be awarded the diploma. If there are outstanding fees due the school, the student will not be allowed to participate in the graduation ceremony. The students will be given until 3:45 p.m. on the Thursday before the graduation ceremony to complete any and all work that is essential for passing any required class.

20. REGENTS’ QUALIFIED ADMISSIONS PROGRAM

When a high school student first enrolls at KJSHS, he or she will be given a copy of the Regents’ pre-qualified admissions. All college bound students are strongly encouraged to complete the Regents’ qualified admissions program.

21. HIGH SCHOOL STUDENT CLASSIFICATIONS

To earn a diploma from KJSHS, a student must have obtained 24 ½ credits with 16 ½ of the credits being in required courses. For clarification purposes and for the student to understand what class he/she is in, the student must meet the following requirements to move up in classification and enjoy the privileges of the different class. Movement from one class to another will only occur at the end of a semester. Student classification will also apply for class activities.

SOPHOMORE: To be classified as a sophomore, a student must obtain at least 6 high school credits at some time in the student’s academic career.

JUNIOR: To be classified as a junior, a student must have obtained at least 12 high school credits at some time in the student's academic career.

SENIOR: To be classified as a senior, a student must have obtained at least 17 high school credits at some time in the student's academic career.

22. ACADEMIC INTERVENTIONS & ENRICHMENT

Students with low performing scores on FastBridge screeners, state assessments, and grades will be required to participate in intervention classes opposite of the lunch period. Students who are not in need of academic interventions will participate in enrichment activities. Students have the opportunity to move out of interventions at semester depending on whether or not they have made consistent and adequate growth in their intervention areas as determined by progress monitoring data.

23. CLASS CHANGES

Before a course term begins (a semester for a semester length course; an academic year for a two semester length course), schedule changes MAY be considered. Whatever changes are made should be made after the student consults with the parents as well as the principal and/or lead teacher. A class change request is to be submitted to the principal for final approval.

Once a course begins, the student has until the end of the first full week of school to make a request for a course change. After those dates only teacher requested changes will be considered. Unless initiated by the school, all dropped classes after these dates will result in an "F" being placed on the student's transcript. All class changes are subject to the approval of the principal and all teachers involved as well as the parents of the student. No changes will be made after the stated dates without special circumstances and the approval of the principal. Students should not expect to receive full credit for a particular course without completing all of the assignments involved and without taking the final examination for the course.

The following criteria will be applied to requested class changes:

1. The change will not overload the size of the existing class.
2. The change will not significantly deplete the enrollment numbers in an established course.
3. The change results in a reasonable program of study in terms of the established curriculum.
4. The change allows the student to more capably fulfill a proposed field of study.
5. The change has the approval of the parents, the teachers involved, and the principal.

24. STUDENTS WITHDRAWING FROM SCHOOL

A student planning to withdraw from school should first consult with the counselor. The counselor will issue to the student a withdrawal form that asks for the signature of each teacher, the librarian, the counselor, and the office personnel.

Any student that is choosing to withdraw from school but not transfer to another educational institution must meet with the counselor, the principal, and the students' parents or guardians to discuss other educational options and to fill out the appropriate paperwork.

Withdrawal procedure will not be completed and records, including grades, will not be forwarded to another school until all textbooks for the student are checked in and/or accounted for, until equipment and school properties are checked in, until any detention time is served, and until all outstanding bills are settled. The school reserves the right to withhold credit for work completed until the student complies with all of the withdrawal measures.

25. NEW STUDENTS

Any student entering USD #347 for the first time must have proof of age, i.e. birth certificate, family Bible, etc., and records showing all past school credits claimed and proof of immunizations. Any student attempting to enter KJSHS after September 20th of any school year must have been in attendance at another accredited educational institution or home school prior to this date. If the student does not meet these criteria, he/she will not be admitted until the beginning of the next semester. If the student is admitted, he/she is responsible for making up all missed academic assignments. In unusual cases, the student will be placed on a written contract with the school addressing academic requirements.

26. TRI-COUNTY EDUCATIONAL SERVICES COOPERATIVE

Special education services for KJSHS are provided by the Tri-County Educational Services. This cooperative was formed in 1973 for the purpose of improving and expanding special education services to school districts within a three county area including Edwards, Pawnee, and Hodgeman counties. The Coop offers services that the individual school districts could not effectively implement on an individual basis.

These services are offered to KJSHS by the Cooperative: psychological services; speech and language services; classrooms for the hearing impaired, the physically handicapped, the educable mentally handicapped, the trainable mentally handicapped; work-study programs for TMH and EMH; hearing conservation services; programs for the gifted; behavioral disorder programs; classes for students with specific learning disabilities.

To receive services offered by the Cooperative, the student is first referred to the school principal by a teacher or teachers. This referral, once verified and approved, is then sent to the director of the Tri-County Cooperative who then assigns the appropriate staff members of the Cooperative to assist the local school and the local teachers to meet the needs of the student.

27. IROQUOIS CENTER FOR HUMAN DEVELOPMENT

The Iroquois Center for Human Development, Inc. of Greensburg, KS offers mental health services to the students at KJSHS. These services include psychological counseling and any emotional counseling which may be needed. Students or parents who wish to make an appointment should contact the counselor.

28. ACADEMICS AND ELIGIBILITY

In an effort to maintain an emphasis on the academic portion of the educational environment, the Student Eligibility Policy is as follows:

KJSHS belongs to the Kansas State High School Activities Association (KSHSAA). As members, schools must meet KSHSAA academic standards. Those standards are: A student must have passed five (5) classes of unit weight during the previous semester in order to be eligible for participation in KSHSAA sponsored activities. Additionally, a student must be in good standing, i.e. said student cannot be under suspension or expulsion.

In order to be consistent with the KSHSAA rules and regulations, and the policies determined by the school board, the student must meet the following eligibility guidelines:

1. Students must meet Kansas High School Activities Association requirements to participate in any extra- curricular activity.
2. Eligibility will be taken at semester per KSHSAA rules, and as per USD #347 Board of Education

- policy. Eligibility will also be determined on a local semester basis throughout the school year.
3. To remain eligible, a student must fail no more than 1 course per semester. Students that fall below a 1.75 grade point average for the semester will be placed on probation for the next semester. During that semester they may play as long as their current semester's GPA stays above a 1.75.
 4. In addition to KSHSAA guidelines, students must also meet local eligibility guidelines. Students will be ineligible failing any class for two consecutive weeks. Eligibility is taken each Friday at noon for the following week. Eligibility runs from Monday to Sunday.
 5. Students may not participate or attend any games or activities during the week in which they are ineligible.

29. LEARNING SUPPORT

Teachers may, at their discretion, require a 30-minute period of assistance for any student based on attendance and academic performance. This 30-minute period, known as the At-Risk Support Program, could be served either before or after school in the teacher's classroom or the at-risk room. If the student ignores two attempts by the teacher to establish individualized instruction, the student will be guilty of insubordination and be required to serve detention before or after school and be considered ineligible for participation in activities until the requirements are met.

Teachers remain responsible for informing students in their classes and their parents concerning potential ineligibility matters.

The ineligibility list and probation list are automatic qualifiers for the program. The purpose of the program is to provide help for students who might be struggling in the academic areas, who are having difficulty getting their homework completed and turned in on time, or needing help with corrections. Assessment scores, FastBridge testing, and homework habits observed all help to determine recommendation for the At-Risk Support Program.

Students in grades 6-12 who are ineligible or referred by a teacher will be expected to attend before school from 7:45- 8:15 or after school from 3:45-4:15 four days out of the week. If the program is to be successful for the students involved it is important to have regular attendance.

30. EXAMINATIONS AND SPECIAL PROJECTS

Teachers may administer tests and direct special projects in their classes at their discretion throughout the school year. Teachers are to give advance notice of appropriate due dates.

The administration sets a definite date and time for the final semester exams. Each high school class in which the student is enrolled will administer a final examination. Finals will be comprehensive, project based, or a portfolio demonstrating competencies from the semester and will only consist of material taught during the semester. Finals will not be an end-of-the-chapter test. Finals will count for all high school classes at 10% of the final grade. Students who are required, but fail to take the semester examinations will be given no credit for the examination.

Teachers may use the following to determine who is exempt: Finals in 6-8th grade courses will be administered at the discretion of the classroom teacher and will follow the same guidelines as the high school listed above. The only exception is junior high students taking high school level classes will be required to take the cumulative semester final. Finals for 6-8th grade students are not required but highly encouraged as this is in preparation for secondary/post-secondary performance expectations. Students in "good-standing" in grades 9-12, as determined by the following criteria each semester, are exempt from taking finals with the exception of those courses taken for dual credit and a college final is a requirement for completion of the course. This criteria will be confirmed 2 days before taking the finals. Students exempt from finals are not required to attend school on the days finals are given.

- Students with a 3.0 or greater GPA for the semester, 6 or less full day absences (calculated by

each missed period), no I.S.S. or O.S.S referrals, and who have not been academically ineligible during the semester.

Assignments that are turned in for a grade will be graded, entered into Go.Edustar, and returned to the students within 1 week of the assignment's due date. Assignments turned in late (if allowed) will be given the same time frame, which will begin on the day the late assignment was handed in. Major assignments and essays that may take more than the allotted time to grade will have a specified timeline for the grading, feedback, and return time that will be communicated to the students and families.

31. ACADEMIC INTEGRITY

Good academic work must be based on honesty; therefore, the attempt of any student to present as his or her own work that which he or she has not produced is dishonest and regarded by the faculty and administration as a serious offense. Types of academic dishonesty include cheating, plagiarism, fabrication, falsification, and sabotage.

Students using inappropriate means (e.g. categories listed above) to complete coursework will be given a zero (0) for that work. Any instance of academic dishonesty will be referred to the high school principal.

32. GRADE REPORTS

Report cards are issued at the end of each semester. Letter grades are used to designate a pupil's level of progress. The final grade for a class reported on the student's final transcript will be the semester grade that the student has earned (semester grade + semester test score). Progress reports will be mailed quarterly. A progress report may commend a student for some action or may note a deficiency that needs correcting or attention.

Parents are encouraged to login to GoEdustar to view their child's grade. With internet connection, parents can apply for a password through the school to view their student's grade card, daily attendance, progress reports, and individual assignment grades at any time.

End of year final grades will not be mailed until all student responsibilities are met, i.e. textbooks handed in, financial responsibilities paid, project fees paid, etc. In addition, students with outstanding financial balances will not be allowed to participate in school-provided summer activities, i.e. sports camps, summer conditioning, activity camps, etc.

33. PARENT-TEACHER CONFERENCES/STUDENT-LED CONFERENCES

Parent-teacher conferences will be held once in the fall semester. Teachers welcome feedback from parents on a regular basis-either by a telephone call, e-mail, a visit, or a note. The student needs to know that the home and the school are working together for the benefit of the student. It is recommended that a time limit of 15 minutes be observed for these conferences, especially if other parents are waiting to see the teacher. The spring conference will be a college and career ready, student-led conference for all students except seniors who present their student-led conferences in the fall. The parents and students will be assigned a time to meet with their child's academic advisor.

34. ATTENDANCE

From the policies and regulations of the Board of Education, USD #347:

At KJSHS, state law on compulsory school attendance governs attendance rationale. ~~The board feels that~~ Each student should make every effort possible to attend school daily. Each absence or tardy reduces the efficiency of the school and the student. Make-up work is never as beneficial as that which was missed in the classroom. Cutting classes is a reflection on the character of the individual involved. It is the board's desire that each student complete the work satisfactorily. To do so, he or she must maintain a good attendance record. Poor attendance impedes that student's educational progress.

Regular attendance cultivates habits that will be of substantial value throughout life.

Turning in written homework assignments and taking tests are important, but these activities are only part of a student's possible educational experience. Teacher presentations, classroom discussions, small group work, and other supplemental materials are other vital elements in the total educational program. A student who is not present for these activities is losing valuable educational opportunities.

It shall be the policy of the board to encourage regular attendance at school by all students. Regular attendance contributes not only to a higher probability of scholastic success but also to the development of attitudes of consistent performance that will carry over into adult life.

When students arrive at school, they are to remain on campus until the conclusion of the school day. Parent permission is required for a student to "check out" of school for any part of the school day.

35. OPEN CAMPUS LUNCH

In order for a student to be considered for the Open Campus Lunch program, they must be passing all courses, have an attendance rate of 90% or higher (without activities counting), and have less than 5 tardies. **Students that are on academic probation or ineligible do not qualify for Open Campus Lunch.**

In order to participate, qualified students must have an authorization form completed and signed by a parent. Once signed, qualified students who maintain their status may leave campus during their normal lunch period to eat lunch off campus. Eligibility for this privilege will be reviewed weekly. Eligibility, attendance, and tardy requirements will start over at the beginning of a new semester.

Qualifying students who have a signed parental permission form on file in the high school office may participate in Open Campus Lunch privileges. It is the student's responsibility to:

- Use the main doors to exit/enter the building
- Sign in and out whenever leaving the school building
- Return to school on time for the next class period when using this privilege

36. CHECKING OUT OF SCHOOL

After a student has reported to school and the bell to begin the first class has rung, the student is not to leave the building at any time except after reporting to the office and receiving permission or after the school day has ended.

- If a student finds it necessary to leave during the day, he/she must report to the office for the secretary to make the proper arrangements. Permission to leave the building will not be granted unless the parents grant permission with a phone call. PLEASE NOTE--Parental permission for the student to leave will not necessarily result in the absence being excused. The decision to excuse or not excuse rests with the principal. If the reason for leaving does not appear to the principal to be necessary, the time missed will be considered an unexcused absence and the time will be made up after school. That will be communicated to the student before he/she leaves. ALSO PLEASE NOTE-- Calls by parents after a student has left the school without permission will NOT result in an excused situation. – THIS IS TRUANCY!
 - Failure of the student to follow the proper procedure when leaving the building will result in disciplinary action.
- When a class or an activity group leaves the building for a school related reason, the teacher or sponsor responsible for the group is to inform the other staff members in advance of the activity. In such cases, the student is not to be marked absent and is to be given an opportunity to make up the missed work. It remains the student's responsibility to make arrangements in advance with those teachers whose classes he/she will miss. Teachers or sponsors who are taking a group from the building shall turn in an attendance report on students who are supposed to be with the

teacher or sponsor.

- A student checking out and missing more than 1/2 of the class period will be counted absent.

37. STEPS FOR PARENTS/GUARDIANS AND STUDENTS TO FOLLOW BEFORE AND AFTER AN ABSENCE

1. Parents or guardians are asked to contact the school office the morning of a student's absence by 9:00 a.m. If the school is not contacted by 9:00 a.m. about a student's absence, an attempt will be made through the EZ messenger system to contact the parents or guardians to obtain the status of the student, based upon telephone numbers that the parents or guardians have left with the school. If no contact can be made and the office does not hear from the parent, the absence will be considered unexcused.
2. Since attendance is the responsibility of the student, then each student should be held accountable for changes and corrections to his/her attendance record. The attendance record can affect the semester testing schedule for the student and therefore affect the semester grade for the student.
3. Go.Edustar must be utilized by each classroom instructor. Attendance must be taken within the first 5 minutes of each hour. Once attendance is taken in the classroom, changes cannot be made by the teacher. Therefore, if a student has been marked absent and enters the classroom tardy (either excused or unexcused) and a change needs to be made, the office will be notified from the instructor by intercom or email or by the student with a teacher note immediately following class. If the office is not notified of a change either by the student or by the instructor, the student will have an unexcused mark on his/her record.
4. Students will have one day for each for each excused day missed. This total plus one additional day will be allotted to do the make-up work. Extended periods of absence due to prolonged illness may necessitate an extended period for make-up work. The principal, upon request of the student, will decide if this is necessary. It is the student's responsibility to contact each teacher to obtain assignments.

38A. EXCUSED/UNEXCUSED ABSENCES

In order for any absence to be considered "excused," students must have parents or guardians call the school on or before the date of the absence or have a note from the parents excusing the absence. One of these must occur, but does not automatically make the absence excused. The notification from parents is required to aid the principal in his determination. Parents or guardians must take this responsibility for the absence to be considered for excusal.

According to Kinsley-Offerle Board of Education policy (policy JBD-R), the following reasons are excused:

- Personal illness – a medical statement from a doctor may be required after the third day of illness per semester;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences pre-arranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

The principal is the designated employee in each building to determine the authenticity of each absence from the information provided. All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion for the district shall not be considered inexcusably absent. All absences which do not fit into one of the above categories would be considered an unexcused absence.

For unexcused absences of students 13 years of age and younger, truancy, as defined by KS law, will be reported to the local Department of Children and Family Services (DCF) on the third consecutive day of unexcused absence or on the fifth day of total unexcused absences. (USD 347 Policy JBE) When any student has accumulated a total of 15 days absent, excused or unexcused (not counting school-sponsored activities), a letter will be sent to the parents advising them of excessive absences. Change to: On the 18th day of absence, parents will receive a phone call from administration to discuss the absences. Student absences will then be reviewed and discussed with parents with each additional five absences.

38B. ACTIVITY PARTICIPATION AND ATTENDANCE

Any field trip or morning activity will require that the student be in attendance during the morning to be eligible for the activity. Students who are not in attendance the latter half of the day of a scheduled activity are not eligible to participate or attend in the activity unless there is a verifiable absence. If the activity occurs in the morning, students must be at school for the latter half of the previous day to attend. Students must check into the office by 12:00 p.m. (noon) to be eligible to participate in an afternoon/evening activity. If a portion of the latter half of the day is missed due to an emergency at home, then the principal may approve participation. Students must also be present the entire day following an activity for the student to be eligible to participate in the next activity unless the absence can be verified. A student who has been suspended (OSS or ISS) may not participate in any activities until reinstated.

39. HOMEWORK ASSIGNMENTS

When a student is absent from school, upon return, the student is to contact his/her teachers to request any missed work or instruction. Teachers utilize Google Classroom and to communicate missed work due to student absence. Students will need to check these resources as well as their school email to stay current with assignments when absent from school.

40. PRE-ARRANGED ABSENCE

Current policy lists reasons that our students are excused by Board of Education policy. For other items there is a pre-arranged absence form. Some items may still not be excused even if there is a pre-arranged absence form. Students must take the initiative to get a form and have it fully completed, including a parent signature, before turning it into the office prior to their absence for it to be considered for excusal. If students select the reason as "other", they will need to visit with the principal prior to the absence to discuss the reasoning. If parents or guardians have a question of concern, please contact the building principal. This form must be presented to teachers at least two days before the absence. Students will be permitted to make up class work and tests, without assistance, but must make these arrangements prior to the absence. There will not be a day for a day policy with pre-arranged absences.

Teachers will list what it is that a student will have to do and also set the deadline for it to count as full credit. This deadline will be set before the student leaves on his or her pre-arranged absence, so he or she is encouraged to plan early with his or her teachers. If the absence is marked disapproved by the building principal, the student can still go but the student will be required to abide by the student handbook policy for unexcused absences. The work will count for full credit as per the teacher's due date. Students will keep a copy of the pre-arranged absence and the office will keep a copy.

41. SCHOOL ACTIVITIES ABSENCES

When a student is absent due to participation in a school-sponsored activity, he/she will not be counted absent and will not need a call from home to be readmitted. Students absent because of a school sponsored activity are required to procure assignments and complete work in accordance with the instructor's guidelines. Again, there will not be a day-for-a-day missed policy with a school activity absence. Students should plan ahead and get assignments completed early.

When a student has been ill for an extended period of time and returns, the principal, in conference with teachers and sponsors, shall discuss whether the student should immediately miss additional classes because of school-sponsored events.

Student activities also should be noted as such on GoEdustar by teachers. Any teacher/coach/sponsor taking students out of their regular scheduled classes should notify the office so that it can be registered on Go.Edustar before the day of the event in order for the A-SA codes to show for a specific student. Teachers/coaches are also required to notify all staff members when taking students out of the building for any activities via email. This should be completed at least 48 hours in advance.

42. TARDINESS

Students are expected to be in their seats ready for class when the bell rings. Students in lab, activity, or physical education classes where this is not reasonable are expected to be in the room preparing to begin class when the bell rings. Any student not meeting these criteria is tardy. Tardies will be handled by the administration. First hour tardies should be sent back to the office for an admit slip. All tardies will be recorded by the teacher in the student information system.

- a. Students who are more than 20 minutes late to class will receive an unexcused absence for that period(s).
- b. Students will be given two warnings prior to punitive action for being tardy to class. The third tardy and up can result in a detention with the teacher at the teacher's discretion.

43 SKIP DAYS

Skip days are not approved and will be treated as unexcused absences.

44. SENIOR TRIP

In the fall of each school year, senior class sponsors and members of the senior class begin the process of planning a senior trip. The purposes for this adventure are multilateral: to offer each participating senior the chance to broaden his/her horizons and experiences through travel; to provide the opportunity for each participating senior to get to know his/her fellow classmates in a unique environment and to provide educational opportunities coached within the entire experience.

A tentative plan and budget must be submitted to the Board of Education by no later than the first board meeting in February of each school year. The final approval of the senior trip will be decided by the USD #347 Board of Education.

45. COLLEGE VISITATION DAYS

The principal or academic advisor will provide students all assistance needed relating to colleges of their choice, but the school officials will not go with the students for college visitations. Before any visitation is set up during school time, it must be cleared through the principal's office, and may be considered as an excused absence if arranged as a "Planned Absence".

46. LOCKERS & LOCKS

Each student is assigned a locker at the beginning of school. Those students in PE courses and athletics will also be assigned a locker. A lock will be issued for the locker(s) and each student will be required to keep all lockers locked at all times. The school is not responsible for any student items found missing from a locker.

Under no circumstances is a student to bring his or her own lock to school for use on the lockers. ONLY SCHOOL ISSUED LOCKS are to be used. Any other lock found on the lockers will be removed by cutting it off the locker. In the event a school-owned lock does not work, the student may bring it to the

office for an exchange. Students will be charged for lost or broken locks as well as for abnormal wear and tear on the locker.

It is the student's responsibility to keep the locker clean, neat, and free of writing or other marks both inside and outside. Outside locker decorations shall be limited to in-season spirit decorations by the cheerleaders. Students are not to change lockers for any reason without proper request to the office and reassignment. Lockers should be kept closed when not in use. Book bags and coats should not be hung from the locker door. During the school day, students are not to leave book bags on the floor next to their lockers. This is a violation of the fire code.

The lockers remain the property of the school and are on loan to the students for their use in an approved manner. The administration has the right to enter into and inspect lockers and bags, etc. at any time without prior notice. Students are required to use the lockers only in the approved manner. Any inappropriate items will be confiscated, and if necessary, disciplinary action will be taken.

The school reserves that right to contract with either law enforcement or a private company to use trained dogs to search for illegal contraband on school property or at school events. This is done to keep our schools safe.

47. HUMAN GROWTH AND DEVELOPMENT 'OPT OUT' POLICY

Parents have the right to "opt" their child out of all or part of the human sexuality/AIDS instruction curriculum. This curriculum is taught as a unit in the health class which is taken by all freshmen. Students who opt out will not be penalized in any way, but will be given other health-related materials to complete. A note will be sent home for parents to opt their child out of this curriculum and must be returned by the due date for the student to be opted out.

48. LUNCHROOM PROCEDURES

When in the cafeteria students will be expected to:

- Follow directions
- Be mindful of others
- Use manners
- Use appropriate language and volume
- Model behavior for others
- Use the restroom before or after lunch time
- Communicate with an adult in the lunchroom if you need to leave for any reason

Procedures and rules for the cafeteria include:

- Students will be seated in the cafeteria.
- Adding or removing chairs from tables is not permitted.
- Students will line-up when entering the cafeteria and will be served on a first-come-first-served basis.
- Assigned seating may be required due to behavior issues.
- If seconds are available, students will be dismissed to get into the seconds line.
- When finished eating, students should clear their table of any trash and scrape their tray and return it to the appropriate area.
- Students will return to their lunch table and remain seated until the bell rings.
- All food and drink must remain in the cafeteria.
- Students may only leave the lunch room due to an emergency or with the written permission of an instructor.
- A student may bring his/her own meal when he/she comes to school and space will be provided for those carrying their lunches to school. Students are not to keep lunches or beverages in their lockers.

49. MEAL PAYMENT POLICY

Purpose/Goals: To establish consistent meal charging and collection procedures districtwide. The goals of this procedure are:

- To maintain a positive experience for students during meal service.
- To treat all students with dignity and respect.
- To establish practices which are age-appropriate.
- To minimize meal charges and encourage parents to prepay for all meals.
- To promote parents' responsibility for meal payments and self-responsibility of the student.

Payment in advance for meals enables the District to achieve these goals. Emergency Meal Service Grades Pre-K through 4th Only: The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the child's statement of need shall be accepted and food will be made available based upon a site administrative decision. Annually, the principal, or designee, in cooperation with a Food and Nutrition representative, shall develop procedures to provide meals to students without lunch money.

Evaluate Individual Circumstances: When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, school administrators should consider if circumstances in the home warrant contacting social workers or Child Protective Services. Frequent requests may indicate the family's need for free or reduced price meals.

Pre-paid Meal System: All students, family, and employee's food service accounts may charge no more than \$20.00 before not being allowed to eat a hot meal. If parents or guardians are presently past the \$20.00 limit and have been sent their third request for payment or have not spoken to an administrator to set up payments, their student(s) will be cut off from all meals after the above given date. For the remainder of the year, they will not be allowed to charge any meals. They may purchase meals each day individually if necessary but no credit will be allowed. Students may bring sack lunches. Federal guidelines prohibit the Food and Nutrition operation from writing off bad debts as a result of charged meals. Every effort will be made to collect for unpaid meals.

Unpaid meal charges will result in the following:

- Daily emails sent to parents, provided an email is available, of negative balance.
- Weekly phone messages sent to parents.
- When the account is at -\$10.00, a letter will be sent home from the Food and Nutrition Department Nutrition Service.

Returned Check Policy: In the event that a check has been dishonored and returned to the district, said check will be subject to service charges and collection.

Program Limitations: Students with negative account balances can only purchase regular breakfast and lunch meals. Monies received from students and parents, such as yearbook payments or uniform fees, with a negative account balances must first be used to satisfy the negative balance. No change will be given back to students with negative account balances and any extra monies will be deposited into the student's account. At the end of the school year, the amount of uncollected meal charges must be paid to the Food and Nutrition fund/account. Uncollected meal charges at the end of the year will be turned over to a collection agency.

50. FOOD IN CLASSROOMS

Food and drink in classrooms will be allowed at the discretion of the classroom teacher. There is to be no food or drink in science rooms in which experiments are taking place or chemicals are being used, around computers/iPads, or around shop equipment. Finger food should not be consumed by students prior to using district technology without first washing hands.

If Second Chance breakfast is available, students will be allowed to take and consume their breakfast in the classroom (at the discretion of the classroom teacher) away from technology, tools, and chemical workstations. If Second Chance breakfast is not allowed in the classroom by the teacher, students may consume their breakfast in the lunchroom or at their lockers. Students receiving breakfast before school starts are to arrive at the building early enough to eat breakfast before class begins.

51. LOST AND FOUND ARTICLES

All lost and found articles are to be turned into the office. Jewelry items will be stored in the office until claimed. Articles of clothing are held one week. Check with the custodians or bus drivers when looking for lost items.

52. USE OF TELEPHONE

The use of the office telephone should be reserved for school business. However, students may request to contact their parent/guardian using the office phone. Use of the office phone must be approved by the office staff. The office staff will determine if an illness or emergency exists. Students will not be called from class for telephone calls, but a message will be placed on to the student board outside the office if necessary. Transportation needs should be arranged before the student arrives at school.

53. CELL PHONE POLICY

Students may have possession of their cell phones and accessories during school hours. Each classroom teacher will create and uphold their own policy in regards to usage of cell phones and accessories, such as smart watches and Bluetooth headphones (air pods). Violations to policies created by teachers will fall under the defiance of the authority point system. Violations include, but are not limited to:

- Distraction from student learning
 - Continuously checking phone for notifications along with replying to notifications
 - Watching movies or listening to music during instructional time
- Conflicts beginning on social media or through text messages
 - Participating in group texts and chats during the school day that cause conflicts or promote bullying
- Students making audio and/or video recordings or taking pictures of others without permission
 - Students taking photos or videos of themselves and/or friends with ill intentions

In areas, outside of the classroom, cell phone/accessory use is dependent on the activity, time, and location.

- Lunchroom: After students have finished eating lunch and have returned their tray, they may use their cell phone/accessories in an appropriate manner.
- Restrooms & Locker Rooms: Cell phones may be used for text messaging, but no video recording or picture taking is permitted.
- Hallways & Other Crossways: Cell phone use in hallways and other crossways (indoor and outdoor) is prohibited due to safety concerns. The use of both Airpods is prohibited to ensure students can hear any possible emergencies that may arise.
- School Vehicles: Student use of cell phones/accessories is determined by the adult driving or supervising in school vehicles.
- Gymnasiums: The use of cell phones in gymnasiums is dependent on the activity they are participating in. If students are in a class, the teacher's policy takes precedent. If students are in an assembly, cell phone/accessory use is prohibited. If students are participating in a sport or activity, cell phone/accessory use is prohibited. If students are pep band members or working concessions,

their use is determined by their sponsor. If students are observers during games/activities, they are permitted to use their cell phones/accessories.

Families are encouraged to contact the office for any types of messages for their student(s) or changes to normal routines, especially with bus route changes.

54. SCHOOL DANCE POLICY

KJSHS dances are designed for KJSHS students with these guidelines:

1. The principal must give permission to hold a school dance at least two weeks in advance of the dance date.
2. Outside dates to high school dances will be allowed on specific occasions, including fall homecoming, midwinter, and the junior-senior prom. This guideline does not apply to junior high dances.
3. A minimum of two faculty sponsors must be secured.
4. No student may enter a dance 30 minutes after the scheduled starting time unless previous arrangements have been made with the sponsor.
5. No student will be readmitted to a dance once he or she has left the building where the dance is held.
6. No drinking or smoking is allowed on school grounds or at any school function. The school reserves the right to have a breathalyzer requirement to enter any dance.
7. Any outside guest must be signed up in advance for those dances allowing outside dates, and the sponsoring student will be responsible for the actions of his or her guest.
8. A student may be removed from a dance for breaking school rules and/or any of the above guidelines. Students attending a dance are under the jurisdiction of the school and are subject to school disciplinary procedures, including suspension and expulsion.
9. A student must be eligible to attend. The only exception to the eligibility rule would be the JR/SR prom.

55. RULES AND EXPECTATIONS

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

Presence

- Showing up to school
- Punctuality to class and practice
- Contributing to your school

Responsibility

- For your work
- For your behavior
- For setting goals

Integrity

- Sticking to what you believe is right
- Being honest in what you do and respecting others
- Providing a positive example to others

Diligence

- Persevering through problems
- Finishing what you start
- Avoiding procrastination

Ethics

- Standing up for what is right
- Standing against what is wrong
- Conducting yourself in a moral and respectful manner.

Students are assigned discipline points for violations reported to the office, with proper documentation. Proper documentation must accompany all referrals. An accumulation of points will be made for each **semester** and will start at zero beginning the second semester. After students reach ten discipline points, the parents, student and administration will have a meeting to discuss the behaviors. Once certain point totals are reached, more severe consequences are incurred. Students may have the opportunity to earn back one discipline point for each fifteen school days without receiving a discipline point. Administration will have the final authority and can assign points or modify severity of consequences. Types of Consequences: Detentions (Before School, After School) Short-Term In School Suspension, Short-Term Out of School Suspension, and Long-Term Out of School Suspension. Consequences for point accumulation are at the discretion of the building principals, but these are the guidelines set in place:

- 1 point= detention time
- 2-5 points=detention time, or short term suspension in or out of school, 1-3 days- (depending on the severity of the infraction)
- 6-9 points= detention time, or short term suspension in or out of school, 1-5 days- (depending on the severity of the infraction). Possible behavioral plan will be implemented.
- 15-20 points= short term suspension 3-10 days, in or out of school, for each violation which advances the accumulated points. Students may be referred to the SIT Team for a Behavioral Plan.
- 21 points= up to 10-day suspension, out of school, with possible request for long term suspension. Students may be referred to the SIT Team for a Behavioral Plan.

1 point/referral: Teacher and/or administrator assigned detention time:

- Dress code violation, 1st offense
- Inappropriate language/use of profanity ,1ST offense (may be 2 or 3 points)
- Classroom learning environment disturbed (may be 2 or 3 points)
- Use of another student's lunch code
- Chronic tardiness (chronic defined as 5 times or more per semester)

2 point/referral: Teacher and/or administrator assigned detention time, or I.S.S. or O.S.S.

- Forging note/pass
- Dress code violation, 2nd offense
- Inappropriate behavior and/or language/use of profanity

- Library/ media center disturbance (2 violations will result in loss of library privileges)
- Skipping a teacher assigned detention
- Dishonesty to teacher or staff member
- Public display of affection
- Disorderly conduct (may be 3 or 5 points referral depending on incident) 3 point/referral: Teacher and/or administrator assigned detention time, or I.S.S. or O.S.S.

3 point/referral: Teacher and/or administrator assigned detention time, or I.S.S. or O.S.S.

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

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

- Tobacco (Juul, Vape), use or possession, including vehicle
- Alcohol, use or possession, including vehicle
- Fighting)
- Assault (will be reported to SRO)
- Fire alarm pull (could be 15 points)
- Hazing/ Harassment/ Intimidation/ Bullying/ Menacing (2nd offense – Automatic OSS)
- Theft (could be a 15 point offense as well)

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

recommendation for long term suspension or expulsion:

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

56. JURISDICTION OF THE SCHOOL FOR STUDENT BEHAVIOR AND DISCIPLINE

Students are responsible for their behavior during the following times:

- Before school
- During school hours (including lunch period)
- After school
- Before, during and after school-sponsored events (at home or out of town), and
- At other times “if engaged in conduct detrimental to the operation of the school” or “detrimental to the morale of the school.”

“The courts have stated that an examination of the authorities clearly revealed the true test of the teacher’s right to punish for offenses off school property to be ‘not the time or place of the offense, but its effect upon the morale and efficiency of the school’”

57. JURISDICTION OF SCHOOL PERSONNEL

Students are expected to comply with the directions of faculty (teachers and substitute teachers), student teachers, administrators, adult volunteers and school staff members during any period of time when properly under the authority of the school.

58. ACCEPTABLE USE POLICY

The use of USD 347’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 347 is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in USD 347. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms or conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. USD 347’s Responsible Use Policy and Student Handbook Policies, shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

59. PROBATION

There are basically two ways in which probation can be applied to the educational setting at KJSHS. They are as follows:

1. A probation situation might occur when a student is guilty of an infraction and a penalty is imposed. The student might serve a part of the penalty, and then proceed through the remainder of the penalty on probation conditioned as in #1. Example: A student might be given a long-term 90-

day suspension. Upon completion of a certain number of those days (perhaps 5) the student would return to school for the remainder of the 90-day period with the understanding that the dropping of grades below a certain level, or any other misbehavior, would then result in the continuation of the 90-day suspension until the full 90 days of suspension have been served. 2. Students suspended for more than one out-of-school day may also be placed on probation for a maximum of 45 days. Students on probation will not be allowed to participate in or attend school activities.

60. DETENTION

Students receiving a detention will be required to serve the detention at the discretion of the administrator or teacher. Parents will be required to arrange transportation from KJSHS to home after the required detention time has been served. No detention will exceed 60 minutes in length on any given day. Students earning additional detention time will serve the extra time after school the next day. If transportation arrangements cannot be made for the student to serve the detention the next day, students will be allowed one extra day for these arrangements to be made if and only if parents or guardians request the extra day in writing. Student jobs, after school activities, etc. will not be reason to miss a scheduled detention. If the detention time is an inconvenience to the student, that is part of the consequence. If the student misses a scheduled detention, the time will be doubled.

61A. SUMMER SCHOOL

If the Board of Education of USD #347 deems feasible, summer school will be required for those students who do not satisfactorily complete classes. Junior high students who are identified as needing to attend summer school must attend or they will be required to take remedial math and/or reading classes the next school year for each semester they did not pass.

61B. ACELLUS COURSE SCHEDULING AND SUMMER CREDIT RECOVERY

Online courses offered by KJSHS will be offered via Acellus. A student will only be enrolled in an Acellus course during the school year if there are unavoidable scheduling conflicts with the KJSHS class schedule. Enrollment into an Acellus course is subject to principal approval. If a student must be enrolled in an Acellus course during the regular school year then the cost of the course will be paid by the school. Acellus will not take precedence over in-person classes provided by KJSHS teachers.

It is the goal of Kinsley Junior/Senior High School to provide learning opportunities and work to encourage and instill successful habits in all KJSHS students. KJSHS will take the following steps to help ensure student success:

1. Identify at-risk students
2. Provide classroom support for at-risk student (ie. para support)
3. Provide vide support outside the classroom for the student (ie. resource room, or before/after school program)
4. Provide study-skills classes for students with approval of the principal/parents. Referral of regular education students for special education evaluation. Removal of students from electives to complete work. In addition to the steps listed above, progress reports will be sent weekly to students who are failing one or more courses. These reports will be sent via email, text message, and phone call.

It is the goal of Kinsley Junior/Senior High School to offer course recovery during the summer in order to help students graduate on time despite the student failing a required course during the school year. Acellus credit recovery courses will only be offered beginning on the Monday following the last day of school for students and will conclude on or before June 15th. Acellus credit recovery courses are only for those junior high and high school students who have taken, and failed, the course at Kinsley Junior/Senior High School, or as deemed necessary by the BOE and school administration. All coursework offered through Acellus will be accessible online or at Kinsley Junior/Senior High school during predetermined hours (ie. 8am-4pm M-F). Credit recovery courses are not mandatory. Credit

recovery courses will only be offered for core classes in the areas of English, Mathematics, Science, and Social Studies.

62. DRUG-FREE SCHOOLS

Students shall not, as a student at KJSHS, unlawfully manufacture, distribute, dispense, possess, or use tobacco (including any form of E-Cigarette or Vape), alcohol, or illegal drugs on school district property, leased property, vehicles, or at any school activity at any time. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following school sanctions:

First Offense

- A punishment up to and including a short-term suspension (1-5 days).
- Suspension from all student activities (Student will be considered Not in Good Standing) for a period of one month or until completion of school assigned cessation program.

Second Offense

- A punishment up to and including long-term suspensions (5+days).
- Suspension from all student activities (Student will be considered Not in Good Standing) for a period of one semester or four months or until completion of alternate school assigned cessation program.

Third + Offenses

- A punishment up to and including Expulsion from school for the remainder of the school year (Student will be considered Not in Good Standing).
- Suspension from participation in all student activities for the remainder of the school year, or until completion of requirements from referral specialist for aid in cessation.

63. WEAPONS

(From the USD #347 Board Policy handbook)

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). Students violating this policy shall also be referred to the appropriate law enforcement agency(s).

As used in this policy, the term "firearm" means any weapon (including a starter gun) 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.

As used in this policy, 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.

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possessing, handling, or using any weapon may result in suspension or expulsion from school.

64. SCHOOL PROPERTY

Any student that breaks, defaces, or destroys school property will be responsible to pay for the damage or replacement. No student will be allowed to attempt repair of any school-owned equipment.

65. BULLYING & SEXUAL/RACIAL HARASSMENT

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

It shall be a violation of this policy for any employee to bully or harass a student, for a student to bully or harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Bullying is:

1. Intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another.
2. An imbalance in real or perceived power must exist between bully and victim.
3. Not intentionally provoked by the victims.
4. Includes various forms of hazing (initiation rites).

Sexual harassment is unwelcomed 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:

1. Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. 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; unwelcomed touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

When acts of bullying or harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual(s) responsible. KJSHS staff has been trained to look for and immediately address bullying behaviors.

Any student who believes that he or she has been subjected to bullying or harassment should discuss the alleged instance with the principal, school social worker, 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 of bullying or harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

66. DRESS CODE FOR STUDENTS

Each student attending KJSHS is responsible for maintaining appropriate school dress and for maintaining personal grooming standards that present a neat, clean personal appearance. Extreme or sloppy styles are not allowed. Clothing which advertises or promotes alcoholic beverages, tobacco or tobacco products, or illegal substances is inappropriate. Also, clothing with racial or sexual slogans or comments shall be considered inappropriate.

All questions of dress will be addressed to the principal. The school has a few shirts that the student may wear that will allow the student to finish out the school day. If a student refuses to change immediately, he/she will be temporarily suspended and allowed to call a parent or guardian to correct the situation.

The following items constitute a partial listing of clothing considered inappropriate for school wear for boys and girls:

- Hats and sunglasses--to be left in the locker during school
- Shirts and tops for boys and girls:
 - Crop tops, tube tops, halter tops, tank tops, and spaghetti straps which do not cover the midriff at all times including when arms are held above the head, men's white or colored undershirts (wife beaters), armpits that are too low, and tops cut up or down the sides. Clothing must cover the chest area. If cleavage shows, it is too low. This includes covering the undergarments as well. (The difference between a tank top and a no-sleeve shirt is rather difficult to determine. We will use the index finger of the student in question to measure the distance from the collar to the missing sleeve. If the finger extends past the material, it is a tank top and therefore not allowed. If a "cover-up" is worn over any of the tops, it must stay zipped up or buttoned all day long.
- Jeans or pants should not have holes from the waistband down to the mid-thigh area. Baggy jeans worn below the waist are not acceptable attire.
- Shorts should not have holes from the waistband down to the mid-thigh area. Skirts, shorts, and shorts must be mid-thigh in length regardless of leg coverings.
- Shoes/sandals must be worn at all times. Bedroom slippers and pajamas are not allowed to be worn at school except during spirit week.
- T-shirts with obscenities, double meanings, that advertise or promote alcohol, drugs, and drug paraphernalia, sex, and tobacco products.
- Overalls with one strap unfastened are not permitted unless wearing a full length shirt underneath.
- Dress code for activities/trips will follow the school dress code unless uniforms are provided.
- During Spirit Weeks associated with Homecoming and Mid-Winter, dress-up days are approved by the principal and some of the above restrictions may be allowed during these weeks.

This policy will serve as a minimum for dress at all school-sponsored activities. This includes dances and the prom.

67. BUS RULES

All students will obey the bus driver and rules of USD #347 or may be denied the privilege of riding the bus. The requirements of this regulation shall apply to all passengers when transported in a school bus or school activity bus.

1. No student may leave the school grounds while waiting on the bus without permission of the principal or person in charge.
2. The bus driver shall have the authority to assign a seat to each student passenger, if needed.
3. The bus driver shall be in charge of all students while they are riding, loading on or unloading from the bus.

4. Follow the directions of the driver the first time they are given.
5. Stay seated and keep all parts of your body and personal belongings inside the bus and out of the aisle.
6. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
7. Animals shall not be transported in a bus.
8. Students must not throw waste paper or other rubbish on the floor of the bus or out the window.
9. Glass containers will not be allowed on the buses.
10. Students shall remain seated while the bus is moving.
11. Excessive noise, scuffling or other forms of horseplay will not be tolerated while students are on the bus.
12. Eating, drinking and possession of dangerous objects will not be allowed on any bus without permission of the driver or sponsor.
13. Be courteous and respectful of other persons and property.
14. Use of appropriate language and tone when speaking.
15. Students are required to have a note from parents granting permission to ride on a route he or she normally does not ride that he or she will give the bus driver.

Consequences:

- 1st Offense- Discipline notice and parents notified by the driver.
- 2nd Offense- Parent conference with the principal and the driver and/or loss of bus privilege for three days.
- 3rd Offense- Loss of bus privilege for three days or up to the remainder of semester. Contact parents regarding the student's behavior.

68. DRIVING AND PARKING REGULATIONS

Students are expected to drive responsibly when they drive to school. Parking is provided on the streets and in three parking lots. Students are asked not to park in the designated reserved or visitor parking spaces in front of the school. Students are also expected not to park in the grass area between the sidewalk and the street.

Students are not to be in or about the cars or parking lots when school is in session. If it becomes necessary for a student to go to a car during school hours, a permit must be secured from the office. All motor vehicles are included in the term "car" for this regulation.

It is very important for all students to walk within the crosswalks when crossing the street between the main high school building and the vocational building. Cars parked along the street and heavy traffic makes "jaywalking" extremely dangerous.

- The parking lot is considered an extension of the school property and all regulations of the school apply thereto.
- Maximum speed in a parking area is 10 mph.
- Once the car is parked, it is not to be driven during the school day without office permission.
- Students are not allowed to be in the parking lot during the school day without permission from the office.
- Any violation while sitting in a car on school property will be considered a violation of the policy of the school.

69. SUSPENSION OR REVOCATION OF A PUPIL'S DRIVING PRIVILEGES

This law applies to a pupil 13 years of age or older who attends a school in a school district or accredited nonpublic school and who has been expelled or given a long-term suspension from school under the state's suspension and expulsion statutes for:

- Possession of a weapon
- Possession, use, sale, or distribution of an illegal drug or controlled substance; or

- Behavior which results in, or was substantially likely to have resulted in, serious bodily injury to others.

In these instances, the principal of the school from which the pupil was expelled or suspended gives written notice thereof to the Division of Vehicles of the Department of Revenue. The notice must be given within three days, excluding holidays and weekends, after imposition of the expulsion or the suspension. The notice includes the pupil's name, address, date of birth, driver's license number, if available, and the reason for the expulsion or the suspension. Upon receipt of this notice, the Division of Vehicles suspends for one year the pupil's driver's license or privilege to operate a motor vehicle on the streets and highways. When the suspension period expires, the pupil may apply for return of the license or, if the suspension license has expired, for a new license. If the expelled or suspended pupil does not have a driver's license, the pupil's driving privileges are revoked. A driver's license may not be issued to a pupil whose driving privileges have been revoked for a period of one year.

If the pupil's driving privileges have been revoked, suspended, or canceled for another cause, the suspension or revocation under this bill applies consecutively to the previous action. (SENATE BILL 38)

70. CLASS ACTIVITIES/POINTS INFORMATION

High school students are encouraged to participate in their class sponsored activities such as a senior trip, prom, graduation, fundraisers, homecoming, etc. To help teach all students the value of sticking together through thick and thin, a point system has been developed to keep track of students' participation in their class sponsored activities. Students will obtain points through many of their normal class activities, and once the points are earned, the points cannot be taken away. The points will be kept by the class sponsors and will be used to determine whether a particular student has enough points to participate in some of the activities that the fundraisers/moneymakers support. It is simple, help your class with the fundraisers/moneymakers and participate with your fellow students to obtain those points and certain privileges will be yours.

THE GOAL IS FOR EACH STUDENT TO REACH A TOTAL OF 260 POINTS AFTER PARTICIPATING IN CLASS ACTIVITIES FOR FOUR CONSECUTIVE YEARS.

A good rule of thumb is to obtain at least 65 points per year. For those students who earn more than the expected 65 points per year, these students may carry over a maximum of ten points per year beyond. (Example: A student earns 65 points during his/her freshman year. The student begins his/her sophomore year with a total of 75 points to his/her credit.) If students are behind in points, they may work up to their maximum points during any given year.

HOW TO OBTAIN POINTS:

- Each concession stand worked-5 points per night. (Parents may be asked to work in a student's absence due to other responsibilities).
- Each concession stand the student brings the food item requested-5 points per night.
- Attendance at class meetings/committee meetings called by a class sponsor-1 point per meeting.
- Each annual fundraiser-up to 10 points.
- Helping decorate for prom outside of normal school time-2 points per night.
- Participating in a school activity, i.e. sports, clubs, activities, etc.-3 points per activity per year.
- If a parent works at a class event in lieu of the student, the student will earn 2 points.
- Community based activities as approved by the principal and the class sponsors, i.e. cleaning the football field, working a junior high contest for the booster club, assisting the custodial staff during breaks and during the summer, etc.-2 points per night/hour.

To participate in and attend the senior class trip, the student must be on track towards earning the required 260 points.

The Board of Education of USD 347 will pay a portion of the expenses associated with the graduation ceremonies. All other non-essential expenses must be paid for from senior class funds or by the individual student. Each student is expected to do his/her share of the class work in order to have sufficient funds to pay for those graduation expenses not paid for by the Board of Education.

All points are given at the final discretion of the principal and /or class sponsors in charge.

If a student comes up short on points and would like to purchase points, he/she may do so, only if he/she consents to buying those points at \$3.00 per point. Students will have the option of purchasing points for \$3.00 per point or the individual student cost (which is more likely greater than \$3.00 per point) and this cost will be determined by the class sponsors based on expenses for the event. These funds will go into the class fund. A student can only purchase 40% of their points.

Incoming students to Kinsley-Offerle-Junior/Senior High School will be given appropriate points when they file a request in writing with the principal. The principal will then assign the appropriate points.

Each class will vote for one interested parent for every 10 (ten) students to assist the faculty sponsor(s) organizing and running each concession stand, fundraisers/moneymakers, and assisting with the prom. Those parents who are selected to assist with the class will be voted in during the class's freshman year and will continue for the next four years if possible. These parent volunteers/sponsors will accompany the class on its senior trip with their lodging, transportation and various other expenses paid for out of senior class funds and will be given the closest seats at the graduation ceremony.

The principal is the only person who may make adjustments to the points, (i.e. the class did not have an opportunity to earn 65 points in one year.) The principal will do so after consultation with the class sponsors.

71. SPONSOR RESPONSIBILITIES:

Sponsors will keep a written log or sheet with the points earned by the students and will turn that log over to the principal at the end of each school year. This duty will not and cannot be delegated to anyone else, such as students. Sponsors may request class members be granted points at the end of a year due to lack of opportunity. This "whole class" request will be accepted or denied by the principal.

Beginning in December of each school year, point totals and a letter of explanation will be mailed to all parents/class members on a monthly basis.

Food and scheduling of workers for concession stands will be the ultimate responsibility of the class sponsors, as well as directing annual fundraisers/moneymakers. Sponsors answer directly to the principal.

72. SENIOR MODIFIED SCHEDULE

To allow students greater flexibility, the Kinsley-Offerle School District USD #347 will offer senior students the opportunity to pursue a wider variety of options during the last semester of their senior year. This will allow students to enroll in college classes previously unavailable to them due to scheduling constraints associated with meshing the college and KJSHS schedules or students could be released to work, earning more money for future educational experiences or endeavors. Students who chose this option may not be eligible for athletics or activities sponsored by the KSHSAA since they require a student to be enrolled in a minimum of five classes for participation in extracurricular activities. The following guidelines for participation in the early release program are as follows:

1. Only seniors who have enough credits to graduate with their class may elect to participate in this program.
2. All students who desire to participate in the senior early release program modified schedule must have their applications approved by the counselor, principal, and parent. The principal will have the

- final say in the level of participation that the student may be involved in.
3. Applications must be completed and returned to the guidance office during the fall semester of the student's senior year by November 15.
 4. Students must also be current on all financial obligations.
 5. Courses taken at KJSHS during the second semester must be consecutive hours. Activities sponsored by the KSHSAA since they require a student to be enrolled in a minimum of five classes for participation in extracurricular activities.
 6. Students may not enroll in Work Study and participate in this program during the second semester. (There would be no need for this concurrent enrollment.)
 7. Students may still participate in normal school functions if eligible such as prom, senior trip, and graduation ceremonies.
 8. Students are not to be on school grounds when not in a scheduled class unless approved by the principal.
 9. Students participating in the modified schedule program will, whenever possible, schedule appointments during the portion of the day in which they are not required to be in attendance.

73. GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN)

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

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

Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

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

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

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

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

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

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72- 3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of

a student who is acting out for the purpose of inducing the student to walk to a safe location.

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

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

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

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

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

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication; • Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

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

ESI Restrictions

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

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such a room shall be free of any condition that could be a danger to the student, well ventilated, and sufficiently lighted.

Training

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

Notification and Documentation

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

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting;

(D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

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

Law Enforcement, School Resource, and Campus Security Officers

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

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day

using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

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

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

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

Reporting Data

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

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such a meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence. For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

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

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

intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

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

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

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

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigators may be a board member, a school administrator selected by the board, or a board attorney. Such investigators shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommend corrective action, if any, to the board in executive session. Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

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

GAAF ESI Approved:

KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 6/18; 12/18

Kinsley-Offerle BOE approved 7/28/23