

# **Student & Family Handbook**

**Grades 4 – 8  
2023-2024**



**Santa Fe Trail**

**USD 434**

**Pioneer League**

**School Colors – Royal Blue and Red**

**Santa Fe Trail Junior High - Carbondale Attendance Center**

**315 North 4<sup>th</sup> Street – Carbondale, KS 66414**

**1-800-836-9525, Extension 3**

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**SFTJH Staff, Our Student and Family Handbook is available via our website. Please read this over and follow through with all it entails.**

**RED - ADDITION OR REVISION**

spacing and page breaks will be cleaned up after approval and before publication

~~STRIKETHROUGH - REMOVING~~

## USD 434 INFORMATION

### Board Members

Tanner Black - President

Michelle Schmale

Stephenie Ganger

Kylie Hastings

Justin Ramsdell

Madison Sowers

Jason Supple

### District Leadership

Faith Flory, ~~Deputy Superintendent/Preschool Principal~~

*Inspiring and Empowering Every Charger, Every Day!*

### Board Policy

All currently approved policies for USD 434 may be found on the district webpage <https://www.usd434.org/vnews/display.v/SEC/District%7CPolicies> or copies may be obtained by calling the District Office. Exclusion and restraint information is required to be in the handbook, and can be found, in its entirety, at the end.

## ACCEPTANCE OF ACCOUNTABILITY

Achieving the Board of Education goals is a shared responsibility. The primary responsibility is accepted by the Board of Education and Superintendent of Schools, building administrators, faculty members, and support personnel of the district. Students are accountable for taking advantage of educational opportunities and experiences provided throughout the district. The parents and community contribute to the achievement of these specific goals by upholding these goals and actively supporting the school and students. The Santa Fe Trail School District expects support from government agencies involved in education.

Santa Fe Trail USD 434 does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities.

If you have questions regarding the above, please contact:

Superintendent of Schools  
(800)836-9525

104 S. Burlingame Ave.  
Scranton, Kansas

## Carbondale Attendance Center Contact Information

Jodi Testa, principal	<a href="mailto:JTesta@usd434.us">JTesta@usd434.us</a>
Austin Hershberger, assistant principal, activities director	<a href="mailto:AHershberger@usd434.us">AHershberger@usd434.us</a>
Chelsie Masters, food service clerk, office assistant	<a href="mailto:CMasters@usd434.us">CMasters@usd434.us</a>
Shelley Schmale, office manager	<a href="mailto:SSchmale@usd434.us">SSchmale@usd434.us</a>
Emily Watts, counselor	<a href="mailto:EWatts@usd434.us">EWatts@usd434.us</a>
Dodie Greenfield, nurse	<a href="mailto:DGreenfield@usd434.us">DGreenfield@usd434.us</a>
Phil Shepard, school resource officer (SRO)	<a href="mailto:PShepard@usd434.us">PShepard@usd434.us</a>
Individual Teacher Email Address: first initial then last name followed by @usd434.us	
Phone	1.800.836.9525 extension 3
Fax	1.785.783.6521
Mailing Address	315 N. 4th St. Carbondale, KS 66414
Santa Fe Trail USD 434 website	<a href="http://www.usd434.org">http://www.usd434.org</a>
SFTJH/CAC Facebook	<a href="https://www.facebook.com/CACSFJTJH/">https://www.facebook.com/CACSFJTJH/</a>

Dear CAC Families,

Growing up in a rural Kansas community I loved and trusted our local educators nearly as much as I trusted my own family. School spirit, local traditions, and a love of learning were at the forefront of my mind as a child and molded me into the person I am today. Now, I am honored to impact the lives of our rural Kansas children as the principal at Santa Fe Trail Junior High - Carbondale Attendance Center. In this role I can celebrate your children in ways similar to my own childhood experiences. It is truly an honor to join the CAC school family!

I have been an educator for 28 years and 24 of those years were in USD 475 Geary County Schools, teaching first and third grades before moving into school administration in 2012. I raised my own children in the Junction City community and the USD 475 school district. I am extremely proud of the adults they have become. My son, Tim, is returning to USD 475 as a physical education teacher, boys' basketball coach, and the boys and girls cross country coach at Junction City High School. He and his wife, Lexi, have two school-age boys and a 1 year-old daughter. My daughter, Erica and her three children also live in Junction City. Erica teaches early childhood students in Junction City. My family and I are very close and I absolutely cherish my role as Noni to my six grandchildren.

I am extremely proud of our CAC staff who work tirelessly for your children. They are passionate, caring, and energetic people who truly work together, with your children as our common goal. I would like to welcome you to visit the school website (<https://www.usd434.org/>) to learn about and stay connected to our school. You are a very important part of your child's educational team. Children learn best in caring communities where they feel safe and significant. I want to focus on the many strengths of CAC and continue to build a school-wide community where all staff, students, and their families feel welcome at the school. Staff, students, and families all have a significant role in making the school feel welcoming and safe for others. Please join us in our efforts!

This year at SFTJH/CAC we have accepted the challenge to encourage all school staff, students, and families to Bolt Up! We have embraced this theme as a focus promising to not only Bolt Up for ourselves but also for others. We will focus on taking care of one

another as learners, humans, and citizens. We will be kind to others in the good times and the bad. We will work to understand and accept the diverse perspectives of others while embracing and sharing our own opinions and perspectives. In a nutshell, Bolt Up simply means to work hard and love people! I hope you will join us as we work to shape a positive future for our students and school.

~~We will constantly challenge each other to do what is right even when no one is watching.~~ Please know I am here for you and can be reached at [JTesta@usd434.us](mailto:JTesta@usd434.us). Never hesitate to get in touch with me. I look forward to seeing you and your children at school! Let's make this an amazing school year for our CAC Charger family!  
Jodi Testa

Dear CAC Charger Families,

We here at Santa Fe Trail - Carbondale Attendance Center are excited to partner with you in the development of your children. Each of us plays a crucial role in this process and must be active participants along the way. It truly takes a village. The relationships between students, staff, and families at CAC are what make this a special place to be, and I am honored to serve this great community in the role of Assistant Principal/Activities Director.

I was born and raised in South Central Kansas in the small town of Hesston. My upbringing in a community similar to this one has given me a special appreciation for the close-knit bond between the school and the community it serves. Small town Kansas has experiences and opportunities to offer our students that are unlike any other. The sense of pride that takes place as the community rallies behind school activities and student accomplishments is unrivaled. This culture is unique and it is one that can only be found in rural communities. I'm proud to have found that here at Santa Fe Trail.

My wife and I currently reside in Lawrence, KS. We have two sons, one of which is 5 years old and will be attending his first year of Kindergarten in Lawrence. Our youngest son will celebrate his first birthday in August. This will be my 9th year in education. In my brief career, I have had the opportunity to serve students K-12 as both a teacher and a coach. Stops on my journey to Santa Fe Trail have included Baldwin, Auburn-Washburn, and most recently, Basehor-Linwood. I am thankful for these experiences as they have played an enormous role in my development as an educator, and ultimately inspired me to pursue administration. They have provided me the opportunity to impact students through various roles, and I hope to expand on that here at CAC by inspiring students to chase their dreams and persevere.

Please do not hesitate to reach out to me, introduce yourself, or ask questions; I am here for you! I look forward to meeting you and your children in the near future, and can be reached at [AHershberger@usd434.us](mailto:AHershberger@usd434.us). Strides will be made, ground will be charged, and goals will be reached in the 2023/2024 school year. I am excited to be a part of it. I am truly proud to call myself a Charger!

## **You are ALWAYS welcome!**

We love having parents at school! Please start by pressing the doorbell at the front door. All visitors must pass through the office and wear a visitor tag. Please do have an ID with you in case we do not yet know you. When you are ready to leave, we ask that you stop by the office and sign out.

### **Artificial Intelligence Use**

## **SUPPORT PROGRAMS**

### **Art**

Students in grades 4-6 will participate in arts classes on a regular basis with a focus on exploring various types of media as well as artistic expression. Students in grades 7/8 will have the opportunity to participate in art as an elective. The development of creativity and appreciation for art and how it enriches lives are major goals of the program.

### **Counseling**

The mission of counseling to students in grades 4-8 in Santa Fe Trail Schools is to provide a program that emphasizes academic, career, personal, and social development for all students. The K-8 human development curriculum is taught through the counseling program in cooperation with our school nurse, administrators, and the classroom teachers. Counseling services are available by calling the school office.

### **Fitness**

Fitness education is provided to all students in grades 4-6. Students in grades 7 and 8 have the opportunity to participate in fitness as an elective class. Exceptions (on a daily or long-term basis) are made with a written note from a student's physician. For fitness classes, all students are required to have clean gym shoes with non-marking soles, which are not worn elsewhere. Students in grades 7/8 will dress out in a fitness uniform consisting of athletic shorts/pants, and a school-appropriate t-shirt.

### **Instrumental and Vocal Music**

Vocal music is part of the academic program in all USD 434 schools. It provides an opportunity for children to develop a solid foundation in musical knowledge, as well as an appreciation for music in the world around them. Band is provided as an elective for students in grades 5-8. Students are responsible for securing and caring for their instruments. Performances are a vital part of the vocal and instrumental programs of USD 434. Students enrolled in these classes are expected to attend and participate in all scheduled performances. Failure to attend may impact the student's grade.

## **Reading and Math**

Students in 4/5 grades will receive math instruction from the Savvas curriculum and the Illustrative Mathematics curriculum for students in 7th and 8th grades. Students in grades 4-5 will receive reading instruction from the Open Court curriculum and students in grades 6-8 will receive reading instruction from the Amplify curriculum. Students will participate in Charger Time (tutoring) when their achievement data reflects that extra support is needed. Home support and parent participation are encouraged to aid in the development of reading and math skills.

## **School Resource Officer**

Through a partnership with the Osage County Sheriff's Department the district has secured the services of a school resource officer for each school. The SRO is responsible for assisting administration with the general safety of the building, instruction of students on various social and legal matters, and staff updates on crisis planning and management.

## **Special Services**

USD 434 schools, in accordance with Public Law 94-142, offer a full range of special education services through the Three Lakes Special Education Cooperative. For further information, contact the school office or the Three Lakes Special Education Cooperative in Lyndon at 785-828-3113.

## **Technology**

Santa Fe Trail USD 434 is committed to providing meaningful learning activities for all students. We view the use of electronic devices as central to the delivery of our educational programs and an essential part of our students' learning experiences. Each student in grades 4-8 will be assigned a Chromebook for use in classes at CAC as determined by the teacher. Students will check out computers when scheduled by the teacher for homework use.. Computers are available both in classrooms and in the school computer lab. Other forms of technology with which students become familiar include iPads, ~~scanners~~, 3D printers, green screen, and use of the Internet. Staff will follow the USD 434 technology policies as adopted by the Board of Education.

## **POLICIES AND PROCEDURES**

While in attendance at Carbondale Attendance Center seventh and eighth grade students have the opportunity to participate in the following athletics and activities:

- cross county
- football
- volleyball
- basketball
- wrestling
- track and field
- Scholars Bowl
- band
- choir
- cheer
- FBLA
- Student Council - open to students in grades 4-8
- KAY

If your child chooses to participate in the above activities and/or athletics, please be sure to read the Activity Handbook for very important information.



## **ACTIVITY PASSES**

Activity passes will not be needed for students of USD 434. Free entry to games and activities allows all students to promote school spirit and support their peers. Please join us, Chargers! Adults can purchase activity passes for admittance to all home events for \$50.00 by calling the front office.

## **ACADEMIC INTERVENTIONS**

SFTJH students are expected to earn passing grades in all coursework. Students who do not pass will have their efforts evaluated by a Student Improvement Team (SIT) consisting of administration, teachers, and counselors. The team will consider the student's failing grades and how they relate to their attendance and effort. Extenuating circumstances such as health issues and learning disabilities will also be considered by the team. Students and parents may meet with the SIT to provide input on expectations and academic interventions planned and implemented.

## **ANIMALS IN SCHOOLS**

Guidelines for animals at school are found in the "Animals in Kansas Schools" pamphlet published by the Kansas State Dept. of Health and Environment and will be followed. If specific permission is obtained in advance from the building principal, the following animals may be brought to school for short visits: domestic dog, domestic cat, domestic ferret, domestic ungulate (e.g. cow, sheep, goat, pig, horse), pet rabbit, or pet rodent (e.g. mice, rats, hamsters, gerbils, guinea pigs, chinchillas). Parrots, parakeets, cockatiels, and other such birds should be confined to cages and will not be handled by children.

Animals brought to school must be clean, healthy, free of disease, and free of external parasites such as fleas, ticks, and mites, as well as skin lesions. Female dogs and cats should be determined not to be in estrus (heat) at the time of the visit. Current rabies vaccinations by a licensed veterinarian should be documented for all dogs, cats, and ferrets brought to school for instructional purposes. All such animals should be restrained by collar, harness, cage, leash, or other safe container while at school and should be restricted to the areas designated by the building principal.

The following animals are not allowed at school at any time: wild animals, poisonous animals (spiders, reptiles, amphibians, etc.), wolf-dog hybrids, stray animals, baby chicks and ducks, and aggressive animals.

## **ARRIVAL AND DISMISSAL**

### **Changes to Routine Dismissal and Early Dismissal**

SFTJH/CAC has a complex dismissal routine because our school is the central hub for the district transportation plan. It is because of this it is imperative that parents call the office for all changes to a child's normal dismissal routine. Telling your child of the change is important. Though notifying our office so we can communicate with the staff member who is responsible for your child during dismissal is imperative. Calls for early dismissal should be made to our office before 2:00 pm so staff has time to communicate all changes for the day to the proper personnel.

In case of early dismissal from school due to inclement weather or other emergencies, arrangements should be made with a neighbor, friend, or relative to receive your child if you are not home during the day. Specific instructions should also be given to students so they know what arrangements have been made. When the weather is threatening, local media will provide news of early dismissal. The district School Messenger will provide news of early dismissal or an emergency situation.

### **Arrival Procedures:**

Classes begin at 8:00 a.m. in all four schools. Students will be bussed to their attendance center from their home community school building. The buses will leave the buildings according to the schedule set by the transportation provider. The schedule will be provided to parents ASAP via email.

The doors of the building will open at 7:20 a.m. Upon arrival CAC students will move to the gym to be supervised. Those riding shuttle buses between Overbrook, Scranton, and Carbondale will gather outside when the temp is 20 degrees or higher including wind chill. All shuttle buses will be parked in front of the building on 4<sup>th</sup> Street, heading south. Shuttle buses will depart promptly at 7:30 a.m. Students being dropped off to attend CAC or to catch the shuttle buses to OAC, SFTHS, and SAC should be dropped off either in the east parking lot drop-off lane or in the south parking lot. For the safety of our

students, they should only be dropped off in those locations and cross only at the crosswalks. **Parents need to use the crosswalks to model safe behavior for our students.** The drop-off lane in the east parking lot is the outside lane. DO NOT use the actual parking lane to drop off students.

CAC students will be supervised in the gym until the daily morning assembly concludes unless they are buying a school breakfast. CAC students who eat breakfast will move to the gym after eating. High school students should wait on their morning bus on 4th Street near the south end of the building.

#### **Dismissal Procedures:**

All shuttle bus riders and Carbondale walkers not waiting for siblings who arrive on a shuttle will dismiss at 3:20 p.m. The Scranton bus typically arrives at 3:30 and we will dismiss those students when the bus arrives. Students riding Carbondale route buses, those staying for after school practices and meetings, and students waiting for siblings to arrive on shuttle buses will remain in the classrooms until the 3:40 p.m. dismissal bell.

K-8 students are prohibited from driving vehicles to school and/or parking on school property. Student drop-off and pick-up will be in the above-mentioned designated areas only. Students will need to use the crosswalks with the direction of the supervisors on duty. Parents and families are encouraged to do the same as we all work together to provide safe models for our students.

#### **Shuttle Bus Procedures:**

Each morning all shuttle buses depart from CAC, OAC, and SAC promptly at 7:30 a.m. Students who arrive after the shuttle departure must be driven to their attendance center by a family member.

Afternoon shuttles arrive at the home schools at approximately 3:40 p.m. At that time students transfer to a route bus, are picked-up by a family member, or walk home. They should not remain on school property unless participating in an afterschool program.

Students must comply with school rules on all school property and district transportation. Please see the SFT Transportation Handbook for more information.

#### **ARTIFICIAL INTELLIGENCE USE AT SCHOOL**

**This will be determined by staff and the BOE at a later date and will be shared with students and families when ready.**

#### **ATHLETIC EVENTS**

All fourth, fifth, ~~and sixth-grade~~ students should be accompanied to athletic events by a parent or responsible adult and should not be left unattended. Accidents or incidents due to horseplay, pickup games, etc. at USD 434 district events are a parent responsibility.

All students are expected to display proper courtesy, etiquette, and sportsman-like behaviors while attending athletic events and school activities. It is also expected that all parents, older siblings, and guests in the school will show proper courtesy, respect, and sportsmans-like behaviors as we model appropriate choices for our students.

Students should be seated in the bleachers during athletic events. **Trips to the concession stand should be limited and mostly occur during breaks in the game.** Students should not be running ~~around~~ at any time and are expected to follow building procedures pertaining to refreshments. They may not go in and out of the building or stand in doorways. When a student leaves the building during a game/activity, he/she is not allowed to re-enter without the accompaniment of a parent or guardian. All athletic and activity attendees will enter and exit the school via door 2 unless in case of emergency.

The timeframe between the dismissal of school and game time is not supervised unless students remain in the school, specifically the gym. Those students who leave the school at dismissal should only do so with the permission of their parents. Please communicate your family expectations to your child **and the front office via email or phone call well in advance.**

#### **Sportsmanship**

**As a voluntary member of the Kansas State High School Activities Association, our school is obligated to follow all rules of the KSHSAA, including "Rule 52—Citizenship/Sportsmanship." The provisions are as follows:**

- 1. Be courteous to all (participants, coaches, officials, fans, and staff)**

2. Know the rules, abide by and respect the officials' decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, team and school.
6. Permit only positive sportsmanlike behavior to reflect on your school and its activities.

**Pioneer League Sportsmanship Guidelines:**

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to cheerleaders.
3. Respect the property of the school and the authority of the school officials. (Do not stomp on bleachers).
4. Show respect for an injured player when he/she is removed from the contest.
5. Do not applaud errors by opponents or penalties inflicted upon them.
6. Do not heckle, jeer or distract members of the opposing team.
7. Avoid profane language and obnoxious behavior which are unethical to good sportsmanship.
8. No artificial noise-makers or band playing during "time-in".

**DISTRICT CALENDAR**

To gain access to current event dates/times and the district calendar please visit [www.usd434.org](http://www.usd434.org)

**ATTENDANCE & TRUANCY**

**Attendance**

USD 434 schools enforce the laws of the State of Kansas concerning attendance and absences from school. Kansas law requires that school be in session for a minimum of 1116 hours during the school year. A student's attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parents.

Chronic cases of absence or other unexcused absences will be handled in accordance with the truancy laws of Kansas K.S.A. 72-1113 which declares: "Whenever a child is required by law to attend school and such child is inexcusably absent on either three (3) consecutive days, or five (5) or more days in any semester, or seven (7) or more days in a school year, such child is truant. A child is inexcusably absent from school without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child." For the purpose of determining truancy, three (3) tardies to a student's first class of the day will count as one day of truancy. If a student has an unexcused absence for more than one hour (60 minutes) of school on a given day, that day will count as a day of truancy.

Building principals are designated as truancy officers and are supported in this by our school counselors. They will report to the county attorney and DCF any student who is found to be truant from school. Excessive absences may be referred to the Student Improvement Team for action. the consideration of supports needed.

The principal will determine whether the absence is excused or unexcused. Kansas state law allows USD 434 to accept only the following as valid reasons for excusing an absence:

1. Illness (long-term illness verified by notification from doctor).
2. Appointment for medical treatment (an appointment card must accompany the student upon return and be given to the administrative assistant in the front office).
3. A family crisis.
4. Extended absences of the student when expressly requested by the parents or guardian and prior arrangements have been made in preparation for the absence as defined in the Student Handbook.
5. School approved activities.

The following procedures concerning absences will be followed:

1. Parents are to notify the school before 9 a.m. if a child will be absent or tardy. If the school is not notified, the school may contact the parent/guardian to determine the reason for the absence.
2. Absence due to medical or dental treatment will be excused upon receiving an appointment card or written verification of the treatment from the provider.
3. Absence due to illness or injury will be excused upon receiving written or verbal notification from the parent.
4. Absence for attending funerals or religious events will be excused upon receiving a written note from the parent
5. Reasons for an absence not previously covered must be approved by the building principal prior to the absence. Notification of an absence by a parent does not necessarily mean that the absence will be excused by the school.
6. Students who receive an unexcused absence for skipping class, leaving the school without permission, or presenting a falsified or forged excuse note will receive an unexcused absence.
7. Tardies recorded after 10 a.m. and early dismissals after 1:30 p.m. will be recorded as an absence for that half day.
8. Prior to an anticipated absence, it is the responsibility of the student to obtain assignments which will be missed and to turn in homework assignments before they become late. Work missed when absent will be made up. It is the responsibility of the student to obtain missed assignments. To obtain credit for makeup work, it must be turned in to the appropriate teacher on time.
9. Work missed when an absence is unexcused or during an out-of-school suspension must be made up. The student will receive credit for their work.
10. All students arriving after 8:00 a.m. must first report to the office for an admit slip.
11. The schools reserve the right to require written notes from the attending physician when absences are exceeding Kansas truancy guidelines.
12. Students riding the bus will not be counted as tardy if the bus is delayed.

### **TRUANCY - BOE Approved 7/13/16**

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made. The building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

#### **Waiver of Compulsory Attendance Requirements**

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

#### **Involvement of Law Enforcement**

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian, or to another location designated by the board to address truancy issues.

#### **Reporting to Parents**

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

#### **Dual Enrollment Students**

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school, or Washburn University.

### **BICYCLES AND SKATEBOARDS**

Bicycles should be parked and locked up in the designated racks south of the gym. Bicycles are not allowed in the school building or on the sidewalks before or after school. Skateboards, shoes with wheels, and scooters are not allowed on school property.

### **BULLYING - BOE Approved 7/11/18**

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 434 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or stepparent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may consider the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to

district facilities; district property; school-sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

### **BUS RULES AND PROCEDURES**

Please refer to the USD 434 Transportation Handbook for guidance regarding transportation.

### **CLASS PLACEMENT**

The building principal is responsible for the assignment of students to classes. Parental input, teacher input, gender mixes, behavioral history, and academic performance are among the factors considered when assigning classes.

Parent requests for a particular teacher are discouraged. Exceptions could include previous conflicts with a teacher or requests for separation from another student(s). Other social reasons are not valid reasons for requests. Parent requests must be made in writing by April 15 for the following school year and must include the reason for that request and a first and second choice of a teacher. Class assignments will be announced prior to our back to school Meet the Teacher event in August. Once class assignments are made, they will not be changed, except when the reason is determined by the building principal to be in the best educational interest of the child.

In determining the grade level of a new student, the principal considers the previous schooling of the student. The student may be assigned to a higher or lower grade level if the best interest of the student is served. In all cases, the parents will be involved in the decision.

### **CONFERENCES**

Parents are urged to be a full partner in the educational process. All parents are asked to attend the regularly scheduled parent-teacher conferences concerning the progress of their child. If they cannot attend, they are encouraged to call the teacher to plan for an alternate time. Conferences will be held twice a year. Please see the monthly newsletter, the USD 434 website, and our SFTJH Facebook page for dates/times.

Conferences with teachers may be arranged at any time by calling the school office or by contacting the teacher.

### **CURRICULAR RESOURCES, MATERIALS, AND LIBRARY BOOKS**

USD 434 schools have a textbook rental program, with rental fees established and collected each year for the use of the books. A fee may also be charged to cover the cost of consumable materials related to the curriculum. USD 434 also has a tech fee for the purchase and maintenance of district-issued computers for student use.

Any book lost or badly damaged will be charged to the student's account. Compensation for lost or damaged books is based on the replacement cost.

Library books and periodicals checked out to a student are also the responsibility of the student. Students will receive notice when books are overdue. When books are long overdue, parents will receive notice of the replacement cost of the book or materials if not returned.

### **CUSTODIAL & NON-CUSTODIAL PARENT RIGHT - BOE Approved 01/09/19**

The district recognizes that parents often share caregiving and custody of their children and that parents, if not otherwise prohibited by court order, should have equal access to information regarding their child's school records.

Any parent may obtain copies of school information such as report cards and progress reports upon request to a child's principal, unless otherwise prohibited by law or court order.

### **BEHAVIOR MANAGEMENT**

Discipline is the development of self-control, character, and proper respect for self, others, and property. It is one of the most important goals of education. Discipline and good order are necessary for a proper learning environment.

The SFTJH/CAC Code of Conduct requires students:

1. Be Ready
2. Be Respectful

### 3. Be Responsible

Beyond our Code of Conduct students are expected to exhibit personal behaviors which assure the right of students to learn and feel emotionally and physically safe, the right of every teacher to teach, and respect for the personal and property rights of others and the school district. Students are expected to arrive at school and to class on time each school day. Students are expected to display acceptable standards of courtesy, decency, and morality, as well as comply with provisions of civil law. The use of profanity, racial and cultural slurs, and conversations (written or spoken) about personal appearance and body parts simply do not have a place in our school and will not be accepted.

Classroom teachers will communicate their behavior expectations consistently and repeatedly with students and parents will receive the same communication at the start of the class session. As concerns arise parents will be contacted by teachers with a request for support with their child's school behavior. Consequences for misbehaviors will be assigned and may include the following: after school detention, loss of academic points, loss of free seat choice at lunch, loss of peer time at recess, loss of free seat choice during assemblies and morning gatherings, extra academic assignments, in-school suspension, out-of-school suspension. If your child receives a behavior office referral he/she will receive an after school detention or a suspension and a parent will be contacted by an administrator. Please review these guidelines with your child.

The administration reserves the right to assign consequences to any misbehavior not listed under the Behavior Management section of this handbook and may deviate from the consequences listed as deemed necessary. Every effort will be made to implement consequences in a logical manner that will guide the student to learn from the behavior mistake.

#### **DRESS CODE**

As the district works towards the goal of preparing our students for successful life work, we believe that dress and appearance standards should reflect that. The dress code is one component in the development of practices and habits which will enhance all students' employability in a wide variety of work environments. The school reserves the right to determine the appropriateness of dress and appearance while attending school and/or school-related activities. Please discuss this dress code with your child. To meet this goal, students will adhere to the following guidelines:

- ★ Pajama pants can only be worn on designated spirit days.
- ★ Clothing should be neat and clean.
- ★ Clothing must be of sufficient length to cover the trunk of the body to the mid-thigh of the legs and the entirety of the clavicle bone.
- ★ Clothing designed as undergarments should not be visible.
- ★ Slippers are not safe attire for school.
- ★ Hats, hoods, caps, and other non-religious head coverings that make it difficult to identify students are not to be worn at school during the regular school day.
- ~~★ In cases of inclement weather, the supervising staff member may allow hoods and hats to be worn outside.~~
- ★ Clothing that is disruptive or having any reference by word or influence to violence, death, racial slurs, profanity, sex acts, drugs, or alcohol is not allowed.
- ★ Face painting and writing on skin is prohibited unless authorized by the administration.
- ★ ~~Students~~ Carrying, wearing, and/or using blankets inside the school building will be prohibited.
- ★ Backpacks, bags, and purses will be kept in student lockers rather than worn.

Other issues or items that are deemed inappropriate for a work environment or the educational process as deemed by the administration will be dealt with on an individual basis. Modifications to the dress code may be made for certain student activities or student groups determined by the building administration. The building administration or the school counselor will address violations of the dress code.

#### **DRILLS**

Bus evacuation drills are practiced each school year according to state requirements.

Fire evacuation drills are conducted four times each school year, as required by state law.

Tornado drills are conducted at least two times each school year, as required by state law.

Crisis drills are conducted at least three times each school year, as required by state law.

### **DRUG FREE SCHOOLS - BOE Approved 7/11/18**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGFB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

### **Student Conduct**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to expulsion as a consequence for violation of JDDA.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, *et seq.* Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such a program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

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

### **ELIGIBILITY**

Academic achievement and student responsibility will be emphasized over athletics and activities. Students must meet eligibility requirements to participate in sports, clubs, and other extracurricular activities.

The following specific guidelines apply:

1. Students must follow our Code of Conduct as well as our behavior expectations. Unserved after school detentions or suspensions will result in a student being ineligible for athletics and activities.

2. Eligibility is determined on a weekly basis. Any student who has less than a 60 percent average, cumulative for the quarter, in two or more subjects will be ineligible for the next week, which will run from 6 a.m. Sunday until 6 a.m. the following Sunday. Eligibility reports will be run weekly by noon on Wednesday with letters of ineligibility sent to parents via email or US Postal Service no later than Thursday. Please make sure we have a working email address in PowerSchool.

3. As per KSHSAA rules, students must pass five or more credits of unit weight during a semester in order to be eligible the following semester.

4. Ineligible students are encouraged to notify their parents prior to receiving the written notice. Parents are encouraged to sign up for weekly academic grades via PowerSchool. This includes parents of all SFTJH/CAC all students in grades 4-8.



5. Ineligible students must attend athletic practice, but may not participate in competitions or any other extra-curricular activity during the week for which they are ineligible. They are discouraged from attending any school activities during the time they are ineligible from participating. After three weeks of ineligibility, the coach/sponsor may suspend the athlete from the team/organization.

6. Home-schooled students may participate in KSHSAA interscholastic activities, provided they meet the KSHSAA criteria. The criteria are: (1) students must be enrolled at the school for five or more credits of unit weight during the current semester, and (2) students must have passed five or more credits of unit weight during the most recent semester of attendance.

7. There shall be a one-week grace period at the beginning of each quarter in which students will not be held out of activities due to failing grades. Notices of deficiency will be sent, but students will be allowed to participate. Failing grades earned during or after the second week will result in students being deemed ineligible for the next week's participation. Administration discretion will be allowed in case of extenuating circumstances.

### **EMERGENCIES**

All parents must have on file in PowerSchool current contact information (home, work phone numbers and email addresses) where they can be reached. If this information changes during the year, the school must be notified. Parents are encouraged to include the email addresses of all legal guardians of each student so communication is most effective. The district School Messenger will provide news of an emergency situation. School closures due to inclement weather will be presented to WIBW. It is recommended that each student have two emergency contacts listed in PowerSchool. These emergency contacts should not be the parents/guardians of the student but rather people who could assist in picking your child up from school if ill or offering assistance to school staff in reaching the parent/guardian in case of emergency. If you do not receive any text messages from SFTJH/CAC please contact our office for support.

### **EMERGENCY SAFETY INTERVENTIONS - BOE Approved 01/09/19**

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 affect 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. Such documentation must include all of the following:

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

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

#### **Reporting Data**

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

#### **Parent Right to Meeting on ESI Use**

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such 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 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

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

### **FEES**

Fees are charged for textbooks/materials/computers used in the classroom, with payment due at the time of enrollment. Checks are made payable to the school district. Fee waivers are **may be** available upon proper qualification, using the same guidelines as those for free lunch. Free/Reduced fee waiver **applications** are available at any school office. Seventh and eighth grade students participating in any sporting activity will be required to pay the district activity fee at enrollment.

### **FIELD TRIPS**

Subject to approval by the administration, class field trips which are of an educational nature and pertain to the prescribed curriculum for that class for that year, may be made. Due to limited financial resources and instructional time, field trips will generally be held to a minimum and within a 100-mile radius of the school. When beyond the 100-mile radius, permission is required from the district administration and/or Board of Education. **Parents may be asked to pay a field trip fee of no more than \$10 if fees apply. If you are not able to pay the fee please contact your child's teacher or our front office. The fee will be waived for you and the child will participate in the field trip with funds from generous donors.** Field trips will generally be made by school bus, with adequate **sponsorship** supervision provided. Due to insurance and liability issues, parents who serve as sponsors or chaperones may not bring along children other than those in the field trip group. That includes younger or older siblings or relatives. Students will be excluded from field trips if serving in-school or out-of-school suspension.

## FOOD SERVICE

Breakfast is served daily. Students will eat breakfast in the buildings in which they attend. Breakfast times will be determined as per arrival of buses at each attendance center. At CAC breakfast is available from 7:20 to 8:00 daily.

All students must eat lunch at school, unless they are excused by parents and the school office is notified. Parents may send a sack lunch with their child or purchase a meal from school. School meal prices are:

Gr 4-8 Student Breakfast:	full price \$1.75	reduced price \$.30
Gr 4-8 Student Lunch:	full price \$3.00	reduced price \$.40
Adult Meals:	breakfast \$2.20	lunch \$3.80

No student, nor school employee, will be allowed to accumulate more than two weeks of food service debt, regardless of whether or not they are reduced lunches or full-pay. Parents will be notified **via email from** the school office when accounts are delinquent and notified again should an account become two weeks delinquent.

## FUNDRAISERS

From time to time students have the opportunity to participate in fundraising activities for the purpose of providing funds for special activities **and events**. All fundraisers must be approved by the BOE prior to the start of the school year. A list of planned fundraisers will be presented by the building principal at the August BOE meeting. All fundraising projects are voluntary, with all funds raised becoming the property of the school.

## GIFTS/DELIVERIES

Flowers, balloons and gifts delivered to students at school will be picked up in the office at the end of the day after notification by staff. ~~Flower, balloon and gift deliveries will not be taken to the classroom and will be the responsibility of the student to pick up at the end of the day.~~

## GRADE 8 GRADUATION

Graduation exercises will be under the control and direction of the building principal and the eighth grade sponsor, **Veranna Bauske**. Students who are found to be in good standing will be allowed to participate in promotion activities. Good standing is defined to be no disciplinary action pending and all district debts paid. Students who achieve a cumulative GPA of 3.85 or higher in grades 7 and 8 will be given an honor cord to wear during promotion. Students who achieve a cumulative GPA of 4.0 in grades 7 and 8 will be given an **academic medal** and an honor cord to wear during promotion.

## HEALTH SERVICES

The SFT Director of ~~Health Education~~ **Nursing** coordinates health services for all students through screenings or individual counsel. It is the responsibility of the parent or guardian to inform the school health personnel of existing or newly developed health concerns. **Our school nurse is Dodie Greenfield**.

**Assessments/Physicals** - Any child 8 years or younger who enters a Kansas school for the first time, including preschool students, must show proof of a health assessment which has been conducted within twelve months of school entry. Health assessments may be signed by a physician, a person acting under the direction of a physician, or a nurse who is certified by the Department of Health and Environment for assessments. Students not meeting this requirement within 90 days of school entry will be excluded. Yearly sports physicals are required prior to participation in KSHSAA activities and/or practices. Parents should turn in physicals for the school year on or before the first day of practice so their child can participate in practices and activities when the season starts.

**Immunizations** – The USD 434 abides by Kansas law as it applies to immunizations of students. The state guidelines that determine which immunizations are given, at what age necessary, and how often are all on file with the district RN. Please address questions and concerns to Sam Carothers at the Santa Fe Trail High School.

Students who have not completed the required vaccinations are given 90 days after the first day of school to comply with this law. A parent or guardian is notified in advance of delinquent immunizations.

In May, the nurse notifies the parent/guardian of students in need of immunizations for the following year. Therefore, the 90-day notification period is effective over the summer break and students will present current immunization histories before entering school in the fall. Medical exemptions for immunizations must be renewed yearly.

**Accidents/Illness** -The school nurse or nurse assistant will be notified in the event of serious injury or illness. Injuries will be managed according to standard first aid protocol. Students will be sent to the health office when they are too sick to stay in class. Office staff will notify the parent or guardian to obtain specific arrangements for the child. **Please know your child will not be the responsible person to call you for early dismissal due to illness or any other reason.** It is the parent's responsibility to provide the names and phone numbers of persons to contact when a child is injured or ill. A student who has been ill should remain home until he/she has been free from fever and/or vomiting for 24 hours. Any student that is seen by a physician for a non-athletic illness or procedure (ex: surgery, asthma, illness, dental procedure) and has restrictions applied **MUST** submit a clearance note. Students ~~WILL NOT~~ will not be allowed to return to practice, games, PE class, or **weightlifting class** until a clearance note is received. In the event they are unable to do PE **class or weightlifting class**, an alternate assignment will be assigned at the discretion of the teacher. **Nurse Dodie will make every effort to make parents aware of incidents and accidents that happen at school when they are of a medically significant nature.**

**Emergency Transport/ Emergency Room Treatment** - Any student with an injury or illness that requires transport to or treatment in an emergency department must make follow up appointments with their family doctor or appropriate specialist, and be cleared, in writing, by that physician. Students ~~WILL NOT~~ will not be allowed to return to practice, games, PE or **weightlifting** until a clearance note is received, ~~NO EXCEPTIONS~~. Emergency Department discharge papers will ~~NOT~~ not be accepted for return to ~~play~~ participation. In the event they are unable to do PE or **weightlifting**, an alternate assignment will be assigned at the discretion of the teacher.

**Medication** - It is desirable for medication to be administered in the home. However, it is recognized that some students are able to attend school regularly because of the effective use of medication in the treatment of chronic disabilities or illness. It is also recognized that in many short-term illnesses, medication may need to be continued after a student returns to school. It is the district's intent to cooperate with the parent and physician in seeing that a student receives the correct medication and dosage at the proper time. The district nurse is responsible for supervision of the medication policy and delegation of nursing tasks to unlicensed assistive personnel.

**Medication Policy** -Medication (prescription and over-the-counter) may be administered as delegated by the district nurse under the following conditions:

**Prescription Medications**

1. A written physician order and signed parental consent are on file in the school office. Physicians' orders must include the medication name, dosage, schedule, anticipated number of days to be administered, reason for the medication, and side effect of the medication. (Prescription medication in an original, properly-labeled container may be substituted for the physician's written permission if the medication is to be given for two weeks or less.)
2. All medication must be brought to school in the original container and be appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and the times to be administered. Two containers, one for home and one for school, may be requested from a pharmacist.
3. Only oral administration of medication will be permitted, except in emergency situations. Administration of insulin may be monitored by delegated unlicensed assistive personnel. However, insulin injections may not be given by unlicensed personnel.
4. Any change in the type of medication, dosage, and/or time of administration must be accompanied by a written physician's order and parent/guardian permission.
5. All medications must be kept in a locked cabinet in the health office.
6. The building principal will have final authority to revoke medication privileges.

7. Permission for the supervision of prescription medication expires at the end of each school year.

**Non-Prescription Medications (Over-the Counter)**

1. Non-prescription medications include, but are not limited to, Tylenol, Advil, cough drops, and Midol.
2. Written parental consent must be on file in the school health office. Information that must be included in the consent includes medication name, dosage, schedule, anticipated number of days to be administered, reason for the medication, and side effects of the medication.
3. Non-prescription medications must be in the original container. They will be administered per the package directions on the label, unless accompanied by a written doctor’s order. Caffeine pills fall under the category of non-prescription medications, and must be stored in the health office. The consumption of power energy drinks is strongly discouraged.
4. All medications must be kept in a locked cabinet in the health office.
5. The building principal will have final authority to revoke medication privileges.
6. Permission for the supervision of non-prescription medications expires at the end of each school year.

**Self-Administration of Asthma Inhalers/Epi-pens**

The self-administration of medication used for the treatment of anaphylactic reactions or asthma is permitted for students K-8 if the students meet the following criteria:

1. A written physician’s order and parental consent are on file in the school health office. Written consent must include the name and purpose of the medication, the prescribed dosage, the conditions under which the medication is to be self-administered, any additional special circumstances under which the medication is to be administered, and the length of time for which the medication is prescribed.
2. The written consent from the physician and parent or guardian will also show that the student has been instructed on self-administration of the medication and is authorized to do so in school.
3. The medication will be brought to school in the original container appropriately labeled by the pharmacy or physician, with the student’s name, the medication name, dosage, and times to be administered. It is recommended that the pharmacy label be applied to the mouthpiece of the asthma inhalers rather than the box. This helps in the identification of inhalers that might be lost or misplaced.
4. The school district and its employees are not liable for any injury that may result from the self-administration of asthma inhalers or epi-pens.
5. The school district and its employees are not liable for lost or misplaced inhalers or epi-pens.
6. Permission for the self-administration of asthma inhalers and/or epi-pens expires at the end of each school year.

## ~~USD 434 District plans for Safe Return to In-Person Instruction and Continuity of Services~~

### ~~PART I:~~

~~The district will maintain the health and safety of all students, staff, and visitors which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC:~~

#### ~~Universal and Correct Wearing of Masks~~



~~Mask mandates have been removed in District Buildings and on District Property. Any staff, student or visitor will have the choice as to whether or not they wear a mask. Further guidance from KDHE and the Osage County Health Department will be taken into consideration.~~

~~At any point in time during the school year we may adopt reasonable safety measures to protect the safety of district personnel, students, and visitors during school-related activities if needed. Reasonable safety measures may include, but may not be limited to, cleaning and sanitization plans, use of physical safeguards and barriers, and the use of personal protective equipment (PPE). Exceptions to any requirements may be granted as required by law, state, county, and/or local health officials, and on a case-by-case basis. The district will continue to monitor national, state, and local government and health agency mandates, guidance, and recommendations as well.~~

~~If there are changes in policy those will be communicated to all stakeholders. The district will train and prepare stakeholders for any new policies that may be made during the school year.~~

~~Modifying facilities to allow for physical distancing and temperature checks (e.g., use of cohorts/podding)~~

~~Physical distancing and temperature requirements will not be mandated at this time. Further guidance from KDHE and the Osage County Health Department will be taken under advisement.~~

### **Handwashing and Respiratory Etiquette**

~~Handwashing and respiratory etiquette will continue to be taught to students with emphasis and practice protocols rehearsed more frequently in the primary grade levels. Signage will continue to be posted throughout our buildings as reminders of handwashing and respiratory etiquette. In addition, hand sanitizing stations and liquids will continue to be made available for use in all classrooms.~~

### **Cleaning and Maintaining Healthy Facilities, including Improving Ventilation**

~~Custodial staff will continue to follow specific cleaning protocols and procedures. The district will continue to consider assignments/reassignments to applicable shifts in order to continually clean high traffic and high contact surfaces. The district will continue to use cleaning solutions that are rated to eliminate the COVID-19 virus. HVAC systems are in the process of being evaluated for update and improvements.~~








### **Contact Tracing in Combination with Isolation and Quarantine, in Collaboration with the State, Local, Territorial, or Tribal Health Departments.**

~~The district nursing staff and administration will conduct all contact tracing and complete documentation as needed throughout the school year. Each building administration and nursing staff will contact individuals who have been in close contact with a person who has tested positive for COVID-19. The district recommends that those individuals follow current quarantine/self-isolation guidelines and recommendations. Local County Health Department Guidelines will be followed in regards to contact tracing, isolation and quarantine.~~

### **Diagnostic and Screening Testing**

~~Students, staff, and community members can access COVID-19 diagnostic or screening tests through a variety of community partners. School nurses and health support staff will continue to monitor for symptoms, trends, clusters, and request that students and staff seek medical services as appropriate. The district will have rapid testing at the nursing stations in each building if students/families wish to be tested at school. Please review the following protocols:~~

~~**District health protocols for fever/vomiting are still in effect.**~~

I NEED TO STAY HOME IF...						
I have a fever	I am vomiting	I have diarrhea	I have a rash	I have head lice	I have an eye infection	I have been to the hospital
						
Temperature of 100° or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching and/or fever	Itchy head, active head lice	Redness, itching and/or "crusty" drainage from eye	Hospital stay and/or ER visit
I AM READY TO GO BACK TO SCHOOL WHEN...						
Fever free for 24 hours without the use of fever reducing medications, such as Tylenol and Ibuprofen.	Free from vomiting for at least 24 hours.	Free from diarrhea for at least 24 hours.	Free from rash, itching and/or fever. I have been evaluated by a medical provider if needed.	Treated with an appropriate lice treatment and proof is provided to the school nurse.	Evaluated by my doctor and a note has been provided when I am able to return.	Released by my medical provider to return to school. I have a note with the date I can return and any restrictions I may have.
*Any time I see a doctor, it is best practice to return with a note with proof of doctor visit and any restrictions that may be a result of that visit.						

USD 434 will adhere to the current guidelines regarding COVID-19 as provided by KDHE, CDC, and our local health department. Santa Fe Trail School District has prioritized the ability to attend school as often as possible and is committed to the health and safety of our students and staff by following the School Testing Program provided by KDHE. It has been effective at preventing transmission and should be continued to enable students and staff to safely remain in school.

**Efforts to Provide Vaccinations to School Communities**

School staff has been provided with vaccination opportunities. Local agencies and pharmacies are making vaccinations available to students. The District will not refuse, withhold from, or deny a person any services, goods, facilities, advantages, privileges, licensing, educational opportunities, health care access, or employment opportunities based on the person's COVID-19 vaccination status.

**Accommodations for Children with Disabilities with Respect to Health and Safety Policies**

The district will provide reasonable, necessary, and appropriate accommodations to its policies and practices for students with disabilities as determined by individual student needs and in accordance with an individual's documented accommodations and/or individualized education plan (IEP). Parents or guardians of students requiring accommodations should contact the applicable building administrator(s) to request information on plans for students with disabilities

**Coordination with State and Local Health Officials**

Applicable district personnel currently participate, and will continue to participate, with our local county health department and/or agencies on a frequent basis to determine next steps as needed.

**Part II:**

The district will ensure continuity of services, including but not limited to:

**Services to Address Students' Academic Needs**

The district has implemented a summer learning program to assist students with academic recovery. The district plans to continue full time in-person instruction beginning the fall of 2021. Additional

instructional personnel have been added or reassigned where possible to implement further academic recovery efforts in core curriculum areas. Where possible, specialists, para-educators, and educational consultants will be available and utilized during the instructional day, on professional development days, and/or during before and after school programs throughout the year to support students.

### **Students' and Staff Social, Emotional, and Mental Health**

The district has K-12 staff to monitor and address the social and emotional learning needs of our students. We will continue to partner our district social worker, counselors, teachers, administrators, and local mental health services with the goal of helping students and families overcome obstacles with connecting to school. Staff social and emotional wellness and mental health are also top priorities for the district as we move into the new school year. Training, support, and collaboration will be put in place to ensure our staff have resources they need to be successful.

### **Other needs, which may include Student Health**

Reasonable services and resources that support student success will be met with the partnership from all stakeholders.

### **HOMEWORK/LATE WORK/MAKEUP WORK**

Each classroom teacher may assign meaningful homework according to the needs of each child. Homework that is assigned is expected to be completed independently by the child. We do ask that parents refrain from doing the written parts of the assignments for their child unless we have documented that as a special modification on his/her IEP. While assignments every night may not be required, students are expected to spend time outside of school improving those skills learned in school.

Parents should give teachers adequate advanced notice when they plan to pick up homework for a child who has been absent. This notice allows the teacher time to get assignments ready and keeps classroom interruptions to a minimum.

It is expected that all classroom assignments will be completed by the assigned due date unless that child has been absent. The score of assignments will be deducted by 20% of the points available on the assignment. Reasonable deadlines will be set for those with an excused absence, as per Board of Education policy. After five days late, the student will receive a zero, and the assignment will be recorded as missing. Fourth and fifth grade teaching teams have established guidelines for homework and late work. Our sixth, seventh, and eighth grade content teams have established their guidelines, as well. Teachers of electives will write their own homework and late work guidelines. These guidelines will be shared with you by your child's teachers.

All teachers will supply make-up work assignments at the first opportunity in cases of absences. Credit will be given for all such make-up work completed and turned in to the teacher within five days.

### **INSURANCE**

Information on the KanCare insurance program, for those who qualify, is available during enrollment and in the office throughout the year. KanCare information can also be accessed at [www.applyforKanCare.ks.gov](http://www.applyforKanCare.ks.gov).

### **INVITATIONS AT SCHOOL**

Invitations brought to school to be distributed will include everyone in that student's class. Please do not put the teacher in an awkward situation and ask him/her to make an exception for your child.

### **MEANINGFUL JOBS FOR STUDENTS**

Many students want to voluntarily assume responsibilities for taking on school jobs just to help the good of the cause. Research shows students who assume a job at school feel a stronger connection to the school, the students, and the staff. This increased sense of belonging then translates to improved academics and behavior choices.

~~Those students who are interested will need to fill out a job application.~~ Upon selection for a job the students will have a yearly evaluation and an assigned staff member supervisor. An academic grade will not be assigned for a school job.

Those students who are selected by staff to be a teacher's aide as a class period will be provided a copy of the expectations and a written explanation of he/she will be graded for this class. Being a student aide

is a privilege. Failure to comply with the expectations consistently will result in a class schedule revision and teacher aide privileges revoked.

## LEARNING CELEBRATIONS

Each ~~quarter~~ ~~semester~~ we will celebrate student ~~learning~~ ~~successes~~ with an ~~evening~~ presentation of certificates ~~awards~~ for A and A/B Honor Rolls as well as Perfect Attendance and Outstanding Citizenship certificates.

Citizenship Award - 5 winners per grade level per semester

- Contribute to community through service or volunteering
- Participates in extracurricular activities - school related or outside of school
- Outstanding achievements - school related or outside of school
- Good character
- Hard work
- Honest
- Take pride in their actions
- Positive treatment of others
- Make the community and school a better place
- Leader and role model
- Positive Attitude
- Acceptance and tolerance of the differences in others

Outstanding Effort Award - 5 winners per grade level per semester

- Ready
- Respectful
- Responsible
- Raising their potential
- Safe
- Persevering through obstacles
- Showing progress or improvement

Outstanding Attendance

- 3 or fewer days absent from school (sports and activities excluded)

A Honor Roll

- A in core and elective classes

A/B Honor Roll

- A or B in core and elective classes

Students of the Month

- Passing all classes
- Positive attitude towards learning
- Positive role model for peers
- No office referrals
- Follows rules and expectations
- Encourages peers to follow rules and expectations
- Respectful to others and property
- Shows leadership
- Shows genuine concern for others and their feelings
- Helpful and thoughtful to self and others
- Friendly and welcoming to all in the school community
- Exhibits 3 Rs - ready, respectful, responsible

Parents will be invited to attend the awards presentations and award winners will be published in the Osage County newspaper.

### **LOCKERS**

Lockers will be assigned to students in grades 6-8. Lockers may also be assigned to students in fifth grade. Lockers are school property and may be inspected by school officials for reasons listed in board policy, and with the principal's consent. Lockers are not to be shared. Lockers are the property of USD 434. Students shall have no expectation of privacy when using the locker. USD 434 is not responsible for items placed in the lockers. If a student should lose a padlock, a new one can be issued at a fee of \$5.00. Personally-owned locks are prohibited. Students should not give out their locker combination to others. Hall and PE lockers should be locked at all times. Book bags, toys, electronic devices, and any other items not necessary for school work completion are to be kept in lockers during the school day and not taken to classrooms. School approved decorations may be displayed on lockers. Do not write on lockers. Students should not leave money and other valuables in their lockers, in locker rooms, or elsewhere about the building. Items of value may be checked into the office for safe keeping during school hours. Any item that is claimed by more than one student will remain in the possession of the administration until a resolution is found.

### **MONEY**

All checks for fees or food service should be made payable to SFT. Money brought by students should be in a sealed envelope with the student's name, grade, and the homeroom teacher's name on the outside of the envelope. The school cannot be responsible for money or valuables that are lost or misplaced.

### **PARTIES**

Parties are approved for ~~special~~ holidays, such as Halloween, Christmas, and Valentine's Day. Room parents may assist the teacher in planning and in supervising party activities.

Birthday treats are permitted. Advance arrangements should be made with the classroom teacher.

Food and beverages for classroom rewards, parties, and celebrations are permissible. Party foods will not take the place of the federal lunch program meals.

### **PERSONAL ELECTRONIC DEVICES**

Phones, headphones, and electronic devices are not permitted during the instructional day. For more information regarding personal electronic devices on school buses please refer to the Transportation Handbook. Personal electronic devices must be turned off and left in the student's locker. Violation of the policy will result in confiscation of the device and parents may be called to pick them up from the office. The school will not be responsible for any lost, stolen, or damaged personal electronic devices.

### **PUPIL PROGRESS AND EVALUATION**

The school year is divided into four quarters, with grades given at the end of each quarter. Grades represent the achievement of the student for that period of time, and are based on one or more of the following criteria:

1. District grading scale (see below)
2. Skills checklists, with a designated scale of progress
3. Portfolios illustrating progress
4. Qualitative/narrative comments

The district will formally schedule parent-teacher conferences two times per year. Parents and/or teachers may request additional conferences as deemed necessary to monitor the progress of students.

Parents may request progress information at any time from their child's teacher. Additionally, students in grades 4-8 and their parents/guardians may monitor progress at any time through the use of the PowerSchool website. Access codes and passwords for Power School will be provided to parents and students upon request.

There are two honor rolls:

A HONOR ROLL - 4.0 GPA

A/B HONOR ROLL - 3.5-3.99 GPA

## DISTRICT GRADING SCALE

<b>Grades 5 - 8</b>
A = 92.5 to 100
A- = 89.5 to 92.4
B+ = 86.5 to 89.4
B = 82.5 to 86.4
B- = 79.5 to 82.4
C+ = 76.5 to 79.4
C = 72.5 to 76.4
C- = 69.5 to 72.4
D+ = 66.5 to 69.4
D = 62.5 to 66.4
D- = 59.5 to 62.4
F = 59.4 and Below

## RACIAL AND DISABILITY HARASSMENT - BOE Approved 01/09/19

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

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

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

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

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

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the

student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

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

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

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

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

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

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy shall be posted in each district facility and shall be published in student handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

## **RECESS**

Students are expected to participate in recess activities. Food and snacks are not to be consumed on the playground to avoid potential choking hazards and to keep our campus tidy and free of debris. If the temperature is 20 degrees or higher (temperature or wind chill) and the weather is not inclement, students will go outside for recess. The building principal, in cooperation with the child nutrition secretary will consult local weather stations to decide when recess is held outside.

Individual students are not allowed to stay in because they do not want to go outside. Generally, if a child is able to come to school, he/she is able to go to recess. Rare exceptions to this rule may be made under special circumstances. If a child is to stay in during recess, a doctor's note is required, and the child will be provided supervision. Excusals from recess, PE, and weightlifting participation are to be requested via the school nurse.

## **SAFETY HOTLINE**

The statewide toll-free number, 1-877-626-8203, may be called to report school violence.

## **JGEC Sexual Harassment**

**BOE adopted - August 12, 2020**

(See GAAC, GAAD, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

The superintendent of schools has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400



Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at [OCR@ed.gov](mailto:OCR@ed.gov); or both.

### **Response to Harassment Complaints**

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

### **Definitions**

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The “complainant” means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person’s acts by Kansas or applicable federal law.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are

not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its recurrence.

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

1. Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
2. Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

### **Supportive Measures**

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include

counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **The Formal Complaint**

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

1. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
2. A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
3. A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
4. An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

### **Formal Complaint Notice Requirements**

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
  - a. the identities of the parties involved, if known;
  - b. the conduct allegedly constituting sexual harassment; and
  - c. the date and location of the alleged incident, if known.
  - d. an explanation of the district's investigation procedures, including any informal resolution process;
  - e. a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
  - f. notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and

- g. notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

#### **Formal Complaint Investigation Procedures**

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

1. ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
2. provide an equal opportunity for the parties to present witnesses and evidence;
3. not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. allow the parties to be accompanied with an advisor of the party's choice;
5. provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate;
6. provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
7. be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
8. not have conflicts of interest or bias for or against complainants or respondents;
9. not make credibility determinations based on the individual's status as complainant, respondent, or witness.

#### **Formal Complaint Investigation Report**

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

#### **Decision-Maker's Determination**

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

1. identify the allegations potentially constituting sexual harassment;
2. describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
3. include the findings of fact supporting the determination;
4. address any district policies and/or conduct rules which apply to the facts;

5. address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the district to the complainant; and
6. the procedures and permissible bases for the complainant and/or respondent to appeal the determination.
7. a copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed; or on the date the opportunity for an appeal expires.

#### Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

1. procedural irregularity that affected the outcomes;
2. new evidence that was not reasonably available at the time that could affect the outcome; and/or
3. the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.
4. the request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be on the record and heard by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.
5. the appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

1. Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
2. Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing.
3. Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;

4. Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
5. Describe the result of the appeal and the rationale for the result in the decision;
6. Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

#### Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

1. The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
2. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;
3. The parties voluntarily and in writing consent to the informal resolution process; and
4. The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

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

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

The filing of a complaint or otherwise reporting sex discrimination including sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination, including sexual harassment, is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility shall be published in student handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

### **SCHOOL SITE COUNCILS**

Approved 8/13/14

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions. The membership of each council shall include, at a minimum, the building principal, and representatives of teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders. Each site council shall establish meeting schedules that shall be subject to board approval. Each council shall report to the board at least one time a year.

### **SELLING TO STUDENTS**

Students are not to sell food or anything else to other students during the instructional day **unless they are participating in a school-sponsored fundraising event.**

### **STUDENT PRIVACY POLICY - BOE Approved 07/13/16**

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

#### **Student Data Restrictions**

Any student data submitted to and maintained by a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act ("FERPA").

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian's signature; and 2) shall state student data submitted to and maintained by a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;

- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

\*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. “Aggregate data” means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student’s parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

### **Student Data Security Breach**

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

### **Biometric Data**

The district shall not collect biometric data from a student or use any device or mechanism to assess a student’s physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. “Biometric data” includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

### **Select Student Surveys**

No test, questionnaire, survey, or examination containing any questions about a student’s or the student’s parents’ or guardians’ personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

- the parent or guardian is notified in writing; and
- the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.



Students may be questioned:

- in the provision of psychological services,
- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

### **STUDENT RECORDS - BOE Approved 8/13/14**

Individual student files are not available for public inspection. Except as provided in IDEA with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in this policy.

#### **Directory Information**

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;

- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs.

The data collected by such officials with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

#### **Forwarding Pupil Records**

Administrators shall forward student's school records upon request and may not withhold them for any reason.

### **SUBSTANCE ABUSE POLICY - BOE Approved 3/13/14**

#### ***Controlled Substances, Alcoholic Liquor, & Cereal Malt Beverages Policy***

Santa Fe Trail High School and Santa Fe Trail Junior High are committed to the education of every student in drug and alcohol awareness and have pledged to work cooperatively with parents to create a substance free educational environment. Santa Fe Trail High School and Santa Fe Trail Junior High have established policies that are consistent with our mission of supporting a safe and drug free educational facility. This policy recognizes that students of high school and junior high age are physically and emotionally vulnerable to social pressure that may lead to the illegal use of controlled substances and potential addiction. The policy is intended to provide students and their parents with assistance in identifying and addressing the use of these substances. The Santa Fe Trail Substance Abuse Policy is

defined in accordance with Kansas's statutes concerning alcoholic liquor, cereal malt beverages and controlled substances. Nicotine and other tobacco products are also prohibited on school property and carry consequences for use consistent with the disciplinary policy/point system. The Santa Fe Trail policy for alcohol and drugs (controlled substances) prohibits:

- The possession, use, consumption or sale of drugs/alcohol on school property or at school activities.
- Any student who comes onto school property or attends school activities under the influence of controlled substances as defined above.
- Any student who has substances, residue or paraphernalia in their vehicle, on their person or in their belongings while at school.

In order to provide a drug free environment and to assist in the education and treatment of students who have engaged in drug use, Santa Fe Trail students in grades 7-12 who participate in extracurricular activities, school organizations, are issued a school parking permit and/or use the school parking lot will be subject to random drug testing. The mandatory random drug screening process is outlined below:

### **Drug Testing Process:**

1. Kansas Drug Testing will randomly select students for testing throughout the school year.
2. The parent/guardian and the student are required to sign a written consent for drug testing prior to participating in activities in USD 434 grades 7-12. Any time the student in activities refuses testing, it will be considered a failed test.
3. Students must register to be in the random drug testing pool at the beginning of the school year and/or at the beginning of fall activity practices/meetings. If students do not participate in fall activities, but will participate later in the year, they must have the form granting permission to participate in random drug testing submitted to the athletic director's office no later than the first Tuesday after Labor Day. Failure to register within the designated time disqualifies students from participation in athletics, activities, dances, etc.
4. Students new to the school who enroll after Labor Day will be given the random drug testing consent form in the enrollment packet. The student must return this form within a week of the first day of attendance in USD 434.
5. Students who do not register for random drug testing are not eligible to participate in activities in USD 434. If a student fails to register and later wants to participate in activities he/ she may participate but must take the drug test at parent/guardian/student expense.
6. Parents/Guardians will not be notified prior to testing. They will only be notified on failed drug screens.
7. A **FIRST** positive test result, will result in the following consequences:
  - A one calendar week suspension from school activities. Students are expected to continue to practice with the team/organization, but will not attend competitions/activities outside of practice during this time period.
  - Santa Fe Trail will cooperate with the student and parents/guardians by providing information regarding drug education and/or treatment program options.
8. **TWO** positive test results will result in the following consequences:
  - No practice or competition as a participant or spectator at any district event for thirty (30) calendar days.
  - Information in drug education and/or treatment program options will again be provided to the student and parents/guardians and attendance will be strongly encouraged.
9. The **THIRD** positive test result, will result in the following consequences:
  - A 365-day ban, including participation in and as a spectator, from all district activities. Participation in graduation exercises will be at the discretion of the school administration. To be reinstated after serving the 365-day ban, students must successfully pass a drug test administered by the school.

- Information in drug education and/or treatment program options will again be provided to the student and parents/guardians and attendance will be strongly encouraged.
10. Test results will be available only to the student, the parents/guardians, and to Santa Fe Trail administration with a legitimate educational interest in the student.
  11. Once a student has been tested and the results have been returned, his/her number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their six years at Santa Fe Trail Junior High or Senior High.
  12. If parents/guardians question the validity of the test results they may request a second test be conducted at their own expense.
  13. Any student who refuses to submit to a drug test after being randomly selected and is currently participating, been participating in, or plans to participate in any of the school activities listed, will be deemed a positive result and will result in the discipline actions outlined above.
  14. Use, consumption of, and/or possession of any drug and/or alcohol on school property is prohibited and are subject to the disciplinary actions outlined in the student handbook.

**Santa Fe Trail High School and Santa Fe Trail Junior High Activities**

- The Santa Fe Trail High School and Santa Fe Trail Junior High School reserve the right to randomly use a Breathalyzer for students participating in/attending school activities, including, but not limited to, school dances.

Participating in the following activities at SFT will subject you to the substance abuse policy:

All KSHSAA sponsored athletics and/ or activities:

- Football, Volleyball, Cross Country, Girls and Boys Golf, Wrestling, Boys and Girls Basketball, Baseball, Softball, and Track
- FBLA, KAY, SADD, NHS, Band, Mixed Choir, Choraliars, Debate, Forensics, StuCo, Multimedia (Newspaper), Digital D & P (Yearbook), HS Musical, HS Play, Cheerleading, Dance Team, Scholar’s Bowl, Odyssey of the Mind, and Renaissance
- Students driving to school

**TECHNOLOGY/INTERNET ACCEPTABLE USE POLICY  
BOE APPROVED 6/04/2020**

Santa Fe Trail USD 434 is committed to providing meaningful learning activities for all students. We view the use of electronic devices as central to the delivery of our educational programs and an essential part of our students’ learning experiences. To that end, students in Kindergarten will be assigned an iPad and grades 1-12 will be assigned a Chromebook for the school year. Students will be required to review the Acceptable Use Policy for all district technology, and they and their parent/guardian must sign the Acceptable Use Policy form prior to receiving their device. All devices will be returned in satisfactory condition at the end of each school year for maintenance and summer storage.

The district has strict policies regarding Internet and Email usage, Cyberbullying, the Network, and Security. This information is contained below and can be found on the district website. In the student handbook of each building, information regarding the care and maintenance, building expectations, policy on damage, repair, missing or stolen devices, and the usage fee will be published. Again, the signature page of this document must be completed and on file with the office before students will receive their device.

**Internet and Email Rules**

Students shall have no expectation of privacy when using district e-mail or computer systems. Students are responsible for appropriate online behavior just as they are responsible for appropriate behavior in the classroom and hallways. Communications online are often public in nature. General school rules for behavior and communications apply.

The following is NOT permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language

- Giving out personal information, such as name, address or phone number.
- Agree to meet with someone they have met online without parental approval.
- Harassing, bullying, insulting or attacking others
- Vandalism or sabotage of computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files

### **Network**

The purpose of the Santa Fe Trail computer network is to promote the exchange of information to further education and research and is consistent with the mission of USD 434.

- The network is not for private or for commercial business use, political or religious purposes.
- Any use of the network for illegal activity is prohibited.
- Use of the network to access obscene, pornographic or dangerous material is prohibited.
- Students will immediately inform his/her teacher or the network supervisor if he/she mistakenly accesses inappropriate information.
- Students shall not use school resources to engage in "hacking" or attempts to otherwise compromise system security.
- Using programs that harass other network users or infiltrate a computing system and/or damage the software is prohibited.
- Users will make the most efficient use of network resources to minimize interference with others.

**Cyberbullying** is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices to harass or stalk others. The District's computers, computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purposes of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of the Acceptable Use Policy. Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyberbullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. Violations may result in the loss of access as well as other disciplinary or legal action.

### **Security**

- Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
- Users may not share their account with anyone or leave the account open or unattended.
- Users will keep all accounts and passwords confidential and not accessible to others.

### **Repair Fees / Replacement Cost**

- Santa Fe Trail students will be charged a \$40 fee for:
  - minor damages to device requiring replacement parts / repair
  - damage or loss of charger
  - damage or loss of case
- Students will be charged the full replacement cost for:
  - intentional damage to the device
  - loss of the device

### **TELEPHONE USAGE**

The school phones are to be used for school business only. Students are permitted to use the phone only after receiving permission from office personnel. staff. Students will not be permitted to call parents to obtain permission to change after-school plans. Student cell phones should remain turned off and stored

in the student's locker during school hours. Repeated use of a cell phone without permission from school personnel will result in the need for a parent retrieval of the device from the front office. Students are not to use their cell phones to request they are picked up from school early for medical reasons or otherwise. Parents are asked to avoid putting their child in a situation of breaking school rules by texting or calling their cell phone during school hours. Office staff are more than willing to deliver messages that need to reach your child in a timely manner.

## **USE OF SCHOOL BUILDINGS/FACILITIES**

### **Gym Use Fee**

The use rate for individuals wanting to use district facilities, not in conjunction with community recreation programs, will be \$20 per hour for weeknight activities (paid in advance). Weekend hourly rates will be established at \$30 per hour and capped at \$200 for full day use (8 hours). Should additional time beyond 8 hours be needed, on a weekend, the additional time will be billed at \$20 per hour (paid in advance).

Should custodial support be needed (required on the weekend events) an additional \$20 per hour charge will apply, with time beginning one hour prior to the event. School district organizations and activities may use district facilities for fund raising activities at no charge, with permission of the building principal. A charge for custodial support may be required.

### **Use of Other School Facilities**

The use of other school facilities and costs associated with the use will be determined on an individual basis based on the facilities requested to be used.

## **VIDEOS**

Videos may be utilized for educational purposes. If movies rated more mature than “PG-13” are to be shown to students in grades 6-8, prior parental notification and permission is required. If movies rated more mature than “PG” are to be shown to students in grades 4-5, prior parental notification and permission is required. All videos must be previewed by the teacher prior to student viewing. Use of videos will be held to a minimum.

## **VISITORS**

Parents, grandparents, and community members are invited to visit the school. Prior notification is appreciated by the classroom teacher. Visitors should enter through the north front door and are required to sign in with the office staff upon arrival and to sign out when they depart. Guests must have state issued identification, such as a driver’s license, to obtain a visitor badge which is to be worn while in the building.

Parents/grandparents wishing to speak with their students should make arrangements through the school office. Emergency messages are delivered immediately, while messages of a non-emergency measure are delivered at the end of the day.

Students from other schools are not allowed to visit classrooms without prior permission of the building principal.

## **WATER BOTTLES**

We encourage students to bring a clear water bottle to school each day. For safety and health of all students the water bottle should be made of clear plastic and filled with only water. The powder add-in flavors are not allowed at school. We have had multiple spills on a day and this is an unnecessary burden on our custodians. Those choosing may use the water fountains.

## **WEAPONS - BOE Approved 7/13/16**

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

### **Weapons and Destructive Devices**

As used in this policy, the term “weapon and/or destructive device” shall include, but shall not be limited to:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

#### **Penalties for Weapon Violations**

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

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

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

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