

*Rock Hills*

Jr/Sr High School

**GRIZZLIES**

Student Handbook

2022-2023

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**USD 107 Mission Statement**

The USD #107 – Rock Hills Schools, in partnership with our communities, will provide opportunities to become lifelong learners and responsible citizens.

**Rock Hills Jr/Sr High School Mission Statement**

The Rock Hills Jr/Sr High School community will create a safe learning environment where all learners feel worthwhile and valued, while demonstrating and cultivating respect, integrity, and leadership skills to promote their future opportunities as lifelong learners and to challenge them to achieve their maximum potential in all areas.

**Safe School Environment**

Rock Hills Jr/Sr High School strives to provide a safe and orderly environment. A student is requested to inform a teacher or the Principal if their safety is in question. A student may also call the state hotline about safety concerns in their school. HOTLINE # 1-877-626-8203

**Board of Education**

Kenny Miner, President	Marc Grout, Vice President
Bobi Fogo	Wayne Frost
Brandon Hollerich	Justin Angleton
Brenden Wirth	

**Rock Hills Jr/Sr High School Licensed Staff**

Sam Meyers	Principal
Billie Cox	HS Math, District Technology Coordinator,
Otis Hendryx	HS Social Sciences
Barbara Elbracht	K-12 Music
Jenna Langer	Agriculture, FFA,
Kara Gilbert	HS Science
Chris Rhea	JH/HS Science,
Jamie Harvey	Physical Education
Tiffany Collins	HS Math
Virginia McKeown	Art/Ceramics
Zach Duffy	Weights, Athletic Director
Kelly Hendryx	JH/HS English
Kevin Ost	Industrial Technology
Jennifer Walker	HS English
Jill Griffith	Business, FBLA
Kevin Feldkamp	JH Math
Nick Naasz	JH Social Studies, MTSS
Shyanne Kastrup	Counselor
Suzanne Eckhardt	Library/IPS/MTSS

**Beloit Special Education Cooperative Staff**

Amy McDill	Special Education Teacher
June White, June Pumphrey, Dusty Herz	Special Education Paraprofessional
Chandra Wagner, Daisy Volker, Stuart Vance	At-Risk/MTSS Paraprofessionals

**Rock Hills Jr/Sr High School Classified Staff**

Jaid Runft	Administrative Assistant
Laurie Nielson, Daniel Reed	Custodial/Maintenance
Brenda Flinn, Sheila Lorence	Food Service

## SEVERE WEATHER

If the Superintendent decides the weather to be of such a nature that the safety of students is threatened, the following radio/TV stations will be notified to broadcast closing information:

- **Alert Solutions:** All parents will be notified by phone, text message, or e-mail if parents have provided this information to the school.
- **TV Stations:** KOLN Ch. 11; KHAS Ch 5; and KWCH Ch. 7
- **Radio Stations:** KDNS FM 94.1 or KZDY FM 96.3-- Glen Elder; KREP AM-FM 92.1-- Belleville; KRFS AM-FM 104 --Superior; and KSVS AM 1190/FM 105.5 --Beloit.
- **Websites or social media sites that will list school closings:**  
www.kwch.com/weather/schoolclosings; www.kdcountry94.com; www.krfsfm.com; www.1011now.com/weather/closings; www.khastv.com/weather/closings; www.kr92country.com; www.ksvsradio.com; and Rock Hills Elementary School and Rock Hills Junior/Senior High School Facebook pages.

## FIRE AND TORNADO DRILLS

School-wide drills are practiced as required by law. Each room has a poster telling students which exit to use. Students should read these posters to become acquainted with the correct exit to use during a drill or an emergency.

- Fire Drill Signal: A loud, piercing horn sounds in one-second intervals. Exit a minimum of 50 feet from the building.
- Tornado Drill Signal: A loud, warbling siren that sounds continuously. Go to assigned area.

## ACADEMIC DISHONESTY (PLAGIARISM)

Cheating, defined as copying another's work and claiming it is your own, and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty, including any individual who provides materials to be copied will be subject to the loss of credit for the work in question, as well other possible disciplinary measures. All decisions may be subject to review by the building Principal.

## CLASS/CREDIT RECOVERY PROGRAM

USD #107 will accept classes taken by students for credit recovery under these preliminary conditions:

- Transfer students to Rock Hills who find themselves behind will be considered.
- If given permission from administration to take classes for credit recovery, the below items will be followed:
- USD #107 will not pay any fees or transport for any student to class destination.
- Online classes will be taken during the academic day for credit recovery and will be considered for credit on a case by case basis when the counselor, building

administrator and Superintendent determine this is in the best interest of the student and the district.

- Credit for classes will be given for only those classes needed for recovery to allow student to get back on track for graduating on time with his/her regular class.
- No class credit will be accepted to advance high school placement for early graduation.

#### **CLASS ENROLLMENT**

Students who enroll in classes for college credit may drop/add these classes at the end of the semester. If students choose to drop, then the students must choose another class that same hour that is offered by RHJSHS. All other classes offered at RHJSHS are year-long classes and cannot be dropped after a three-day grace period at the beginning of the first semester.

#### **CLASS RETAKE**

Students will retake the semester of a required class if student receives an “F” grade for that semester.

#### **COLLEGE VISITS**

Rock Hills students have the opportunity to visit colleges of their choice during the school year. Seniors are given three days for visits, Juniors are given two days and Sophomores are given one day. If the visit is set up through the office at the Jr/Sr High School, the absence will not be counted against the student. If the student sets up the visit on his/her own and not through the school, the absence will be recorded as a regular absence from school. Students are required to sign out for college visits as they do for any other extra-curricular activity.

#### **CONCURRENT CLASSES/COLLEGE CREDIT CLASSES**

Juniors and Seniors who desire to take classes for college credit and meet enrollment criteria, may do so and dual credit will be given for those courses. A student must meet the necessary prerequisites set by the college in order to take a class and must have a minimum GPA of 2.5. Any costs arising from enrollment in the above will be at the expense of the student. A student who receives a grade below a C on an online concurrent class will not be allowed to take another on-line class the following semester.

#### **EARLY GRADUATION**

A student, who for educational or vocational reasons, wishes to graduate from high school in less than the normal four-year grade (9-12) sequence may request permission for early graduation. The student shall request in writing to the Board of Education permission for early graduation with reasons supporting this plan and request. A parent or legal guardian of the student must submit a letter in support of the student's written request to the Board of Education. The request letter should be submitted to the Superintendent no later than six months prior to the anticipated completion of the required high school program. The Board will consider each request on the merits of the individual circumstances; one case shall not set a precedent for others.

### ELIGIBILITY

Eligibility will be taken weekly after the first three weeks of each semester. Any student who has earned one F or three D's at the eligibility check will be deemed ineligible (as well as loss of Student in Good Standing status) until the next eligibility check.

### GRADING SYSTEM

The following is an explanation of the grading system used in Rock Hills Jr/Sr High School:

A+ 98-100	B+ 87-89	C+ 77-79	D+ 67-69	F Below 60
A 94-97	B 83-86	C 73-76	D 63-66	INC Incomplete
A- 90-93	B- 80-82	C- 70-72	D- 60-62	W Withdraw or Withheld

Grades reflect a student's progress in the adopted Rock Hills Jr/Sr High School curriculum. Teachers will utilize a structured system of guided learning and/or assessments to provide an accurate representation of the student's mastery of the course. Examples of guided learning include homework, outlines, daily practice work, and projects with assistance. Examples of assessments include quizzes, tests, independent projects, and performance tasks. Assessments require each student to independently demonstrate his/her mastery of knowledge and skills stated in the learning objectives.

### GRADUATION

All students who have completed the requirements for graduation shall be entitled to participate in graduation exercises unless participation is denied for just cause as determined by the Board of Education. In emergency situations, either the building Principal or Superintendent may make such determination.

### GRADUATION REQUIREMENTS

English	.....	4 Units
	English I, English II, English III and either English IV or Composition	
Mathematics	.....	4 Units
	Mathematics classes will be determined by placement (one unit must be taken the year of graduation)	
Science	.....	3 Units
	Physical Science, Biology, 1 elective	
Social Science	.....	3 Units
	World History/Geography, U.S. History, Government	
Business Communications/Personal Finance	.....	1 Unit
Physical Education/Health	.....	1 Unit
Fine Arts	.....	1 Unit
Electives	.....	8 Units
	Total Units Required for Graduation = 25	

For Class Ranking and Valedictorian and Salutatorian status, students must be enrolled in a minimum of six unmodified GPA bearing classes. Students who do not meet these criteria will receive a GPA but will not be eligible for Class Ranking and Valedictorian and Salutatorian status.

### HONOR ROLL

Grade point averages for determining the honor roll are figured on the 4.0 scale as follows:

A = 4.0      B = 3.0      C = 2.0      D = 1.0

The honor roll for Rock Hills Junior High and High School students will be listed after each semester. Students who receive a "D+" or lower or an INC. will NOT be considered for the honor roll. The honor roll will be divided into three groups.

- ALL ACADEMIC ALL A'S HONOR ROLL: To be eligible, a student must have compiled a grade point average of 4.00, which is all A's for the semester.
- SUPERINTENDENT'S HONOR ROLL: To be eligible, a student must have compiled a grade point average of 3.75 -3.99 points for the semester.
- PRINCIPAL'S HONOR ROLL: To be eligible, a student must have compiled a grade point average of 3.5 – 3.74 for the semester.

### ATTENDANCE POLICY

Attendance is one of the most important factors in determining a child's success in school. When a student is absent from class, it is impossible to recreate the situation that existed during that absence. Make-up work cannot take the place of having been in the classroom when instruction was given. Therefore, it is important that each student be in the classroom every day possible. The habits of today will carry over to tomorrow. Students must learn responsibility, and as they grow older, assume responsibility for regular attendance.

In order to provide this kind of experience, it is important for the parent to contact the school whenever a student is absent. If a parent has not called the office by 8:30 a.m., the school will attempt parental contact by phone, email or text, to verify the absence. The building Principal is authorized by the USD 107 Board of Education to determine whether student absences will be recorded as "excused" or "unexcused." The following outlines make-up work for excused, unexcused, and Out-of-School Suspension absences.

**Excused Absence:** For an excused absence, students will be given one day plus the number of days absent to complete their work. Therefore, if a student has an excused absence they have one extra day to make up the homework or any assessment they missed. This make-up work has to be completed by the time the student enters the room at the end of the grace period. Participation-based classes will require students to make contact with their teacher and either make up the time or turn in an alternative assignment as determined by the teacher prior to the due date. (Example - If a student is absent on Tuesday and missed an assignment, that assignment is due at the beginning of class on Thursday. If the student misses an assessment on Tuesday, they must have made arrangements to make up that assessment prior to the start of class on Thursday.)

**Unexcused Absence:** If the absence is unexcused, the same procedure applies with exception that there is no extra “grace day.” Therefore, all assignments, tests, or alternative assignments are due immediately by the beginning of class. Arrangements for assessments must be made prior to the onset of the class period. If these deadlines are not met, the grade is an automatic zero. (Example – If a student is absent on Tuesday and missed an assignment, that assignment is due at the beginning of class on Wednesday. If a student missed an assessment, they must have made arrangements prior to Wednesday’s class to make up that assessment.). The student has 24 hours for the absence to be changed from an unexcused absence to an excused absence as a result of the appropriate reasoning and contact by a parent/guardain.

**Suspension:** In the case of an Out-of-School Suspension (OSS), it is the responsibility of the student to access lesson plans or make contact with the teacher to ensure that they are aware of all missed work during the OSS. Following the OSS, all missed work is due at the time they enter that class, which includes alternate assignments for participation-based classes. Students are given one day to arrange to make up any assessments missed during the OSS. The missed assessments must be made up prior to entering that class the following class day or a zero will be issued. Extended projects with set due dates are excluded from receiving additional days due to absence.

For the purposes of this attendance policy, truancy and chronic absenteeism is also defined. Administration will contact students and parents upon a student meeting the threshold of 40 missed class periods to alert the student and parents of the level of absences and to begin a dialogue to hopefully avoid a student reaching chronic absenteeism.

**Truancy:** KSA 72-1113 defines truancy as: whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent there from all or a significant part of a school day 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.

**Chronic Absenteeism:** Federal education law (ESSA) defines chronic absenteeism as a student being absent (excused or unexcused) from school 10% or more of scheduled school time. RHJSHS tracks and reports to parents and the Kansas Department of Education when a student is chronically absent.

### **VALEDICTORIAN AND SALUTATORIAN**

The Senior achieving the highest grade point average is designated as the Valedictorian; the student with the second highest grade point average is designated as the Salutatorian. Grade point averages for determining class rank are computed using the 4.0 scale for eight semesters of work. In case of identical ties, the 12-point scale will be used to break the tie.

If the tie remains, there will be co-honor students in either category. To be eligible for consideration as the class Valedictorian/Salutatorian, a student must graduate in good standing with USD 107. Grade point average for breaking a tie for Valedictorian is figured on the 12.0 scale as follows:

A+ = 12 A = 11 A- = 10 B+ = 9 B = 8 B- = 7 C+ = 6 C = 5 C- = 4 D+ = 3 D = 2 D- = 1

Those students who have compiled a grade point average of 3.5 or better for eight semesters of work will be honored for their outstanding academic achievement with a red cord at senior class day.

### EXCLUSION FROM SCHOOL FOR NON-IMMUNIZED STUDENTS

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

Any such child may be readmitted earlier to school upon the written authorization of the County Health Officer and/or the administration.

### FEES\*

**\*USD #107 BOE HAS WAIVED ALL FEES FOR 2022-2023 SCHOOL YEAR.**

**TEXTBOOK:** The Unified School District #107 operates a textbook rental system in which students may participate. However, this is not a requirement and students may buy their own books. The fees for the 2022-2023 school year are listed below.

**RENTAL FEES:** The rental fees for Jr/Sr High School students will be \$30.00. Lab and shop fees are not included.

#### **LAB AND SHOP FEES:**

Biology .....	\$10.00	Agriculture .....	\$10.00
Chemistry .....	\$10.00	Industrial Arts .....	\$10.00
Physics .....	\$10.00	Art/Ceramics.....	\$10.00
Earth Science .....	\$10.00	FACS .....	\$10.00
Applied Chemistry.....	\$10.00	Zoology.....	\$10.00
Field Biology.....	\$10.00	Anatomy/Physiology.....	\$10.00

**REFUNDS:** Refunds to students who leave before the end of the school year include the following:

- within the first 9 weeks of school.....75% refund
- within the second 9 weeks of school .....50% refund

- within the third 9 weeks of school .....25% refund
- within the fourth 9 weeks of school..... No refund

### **FIRST AID AND MEDICATION**

Only emergency first aid is administered at school. No internal medications will be administered without written instructions signed by a parent or legal guardian. Only medication sent to the school office by the parents with appropriate instructions pertaining to time a dosage will be administered. All prescription medications will be kept in the school safe.

In case of an accident or illness, attempts to contact and consult with parents or the emergency contact person will be made prior to seeking treatment, if possible. If the parents are not available, emergency contacts will be called and treatment will be administered as per the statement signed by the parents at the time of enrollment.

### **MEALS**

Breakfast serving begins at 7:45 A.M. RHJSHS operates a closed lunch period. Rock Hills reserves the right to not serve meals to students who have a negative balance of \$50 or more on their bill. Notices will be sent to parents before students reach the balance limit. Parents may also access PowerSchool to view the amount owed for breakfast and lunch. Students may resume eating at school when the bill is paid or amount owed is below the \$50 limit.

### **STUDENT DRESS CODE**

Students are asked to wear neat and clean clothing for school and school activities. If a student’s appearance disrupts a class or activity or creates a health and/or safety issue, administration has the right to address the situation. Hats or bandanas will not be worn in the buildings, and hoods on hooded apparel will not be allowed to cover the head. Clothing advertising drugs, alcoholic beverages, other illegal activities, and tobacco products or those with obscene or questionable printing on them will not be allowed. Special dress up days for homecoming, sweetheart, FFA, FCCLA, and FBLA weeks will allow certain dress as approved by the Principal. Only on those designated days will students be allowed to wear specific clothes and hats to school.

### **STUDENT DRESS FOR TRIPS**

Any student representing Rock Hills Jr/Sr High School on an extracurricular trip must dress in appropriate clothes. Appropriate clothes are determined by the coach, teacher, or sponsor who is in charge of the trip. If time permits, students who are not appropriately dressed for an activity will be given a chance to return home to change into appropriate dress. If the student is not appropriately dressed upon return, they will not be allowed to attend and participate in the activities. Additional school consequences for behavior on extracurricular activities may be given per administrative discretion.

### **STUDENT DRESS CODE INFRACTIONS**

Administrators will be responsible for determining when individuals are violating the code. Students may be asked to change their clothes or turn a shirt inside out.

## CELL PHONES

Students are allowed to have their cell phones on their person and visible up to the 8:05 a.m. bell, between classes, and during their lunch break, during class time, students are not allowed to have their phones out unless given permission by their teacher (this includes no phones in any location during class time, which also includes, but is not limited to the hallways, restrooms, commons). Students may be asked to place their phones in a designated receptacle within each classroom. Students will not be allowed to take inappropriate pictures with their phone. Phones will be immediately confiscated if caught being used during an unauthorized time. Consequences may include any or all of the following depending on the seriousness and frequency of violations

- Phone is taken away and given back to student at the end of the day.
- Phone is taken away, parent called, and the phone is picked up by parent or released to the student after school by a parent phone call
- Phone is given to office staff each day and the student may pick up phone at the end of the school day OR the phone is to be left home or in the student's vehicle. This procedure will happen until the end of the current school term.

## DAMAGE TO OR DESTRUCTION OF PROPERTY

A student shall not intentionally cause or attempt to cause damage to property or steal or attempt to steal property. If caught and found guilty, the student will repay the damages to school property and serve a consequence assigned by the administrator.

## STUDENT IN GOOD STANDING

Any student who has not reached any of the criteria as listed below is considered a Student in Good Standing and is entitled to participation and attendance in all school activities. When a student loses their status as a student in good standing, that student is no longer eligible to participate in or attend any events in or out of the school other than regularly scheduled class periods. The only exception is graduation exercises for Seniors who have met graduation requirements. All decisions regarding student in good standing status are subject to administrative review. Criteria for a student to not be considered in good standing include the following:

**Attendance:** If a student reaches the threshold of chronic absenteeism for the semester, which is either eight (8) days or sixty-four (64) class periods. The student may regain Student in Good Standing status at the beginning of the next semester or through an approved administrative and parent plan.

**Tardies:** If the student is tardy six (6) or more times per nine (9) weeks. The student may regain Student in Good Standing status at the beginning of the next nine (9) week period or through an approved administrative and parent plan.

**Eligibility:** If a student is ineligible, they are also not considered a Student in Good Standing. The student may regain student in good standing status at the next eligibility check.

**Disciplinary Actions:** A student may lose Student in Good Standing status as a result of disciplinary actions at the discretion of the administration. The student may regain Student in Good Standing status upon meeting the criteria set forth by

administration for regaining student in good standing status.

**Delinquent Payments:** Any student who has an outstanding bill will, in coordination with their parents, either pay the bill or set up a payment plan to pay off the bill. A student will lose Student in Good Standing status if the payment is not received or if the payment plan becomes delinquent. The student may regain Student in Good Standing status once the payment situation is rectified.

### **DETENTION**

While the student is serving their detention, the student's cell phone will be placed on the desk of the detention supervisor or kept on the student but not accessed. Students are required to report to the determining teacher or administrator to serve the time. Students skipping detention will have their time doubled, may lose their Student in Good Standing status, or may face out-of-school or in-school suspension.

### **Discipline Referral**

Discipline consequences may include any and all of the following: issues may lead to the student's removal from the classroom or activity to after-school time being assigned to the student, in which case parents will be required to provide transportation for the student. Administration will utilize a structured system of referral and consequences to maintain as high a level of consistency as possible based on the specific facts of each situation.

### **DISTRICT E-MAIL OR COMPUTER SYSTEMS**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action up to and including suspension from school.

### **LOCKERS AND SEARCHES**

The school lockers are the property of the school district and students have no expectation of privacy in their lockers. Each student has been assigned a locker that has a combination lock built into the door. Physical education lockers have locks that are checked out to the student. A Student is the only one who has the combination to their locker, therefore, no one else should be able to access additional lockers. Students should not give out combination numbers to anyone.

Searches of lockers and students shall be conducted in accordance with the rules adopted by the Rock Hills Board of Education. No law enforcement officer may search any locker without a search warrant unless he/she has the consent of the Principal and is accompanied by the Principal or designated representative. In order to protect the health,

safety or welfare of students under school jurisdiction, building Principals or designated representatives are authorized to search students, but are prohibited from touching the student for the purpose of conducting the search. All searches shall be carried out in the presence of an adult witness.

### **RESPONSIBLE INTERNET and ELECTRONIC DEVICE USE**

Rock Hills Jr/Sr High School provides electronic devices and internet access as well as several computer stations. Students and parents are required to read and sign an acceptable use agreement. The agreement clearly states that the use of the internet and electronic devices shall be for educational purposes. Violations of this agreement can lead to a student not being allowed access to the internet at school, having limited access to computers, and other disciplinary action.

### **TARDIES**

Students are allowed three (4) minutes for passing between classes. Due to the location of some classrooms, students should plan ahead and limit the number of times they must retrieve books and materials from the locker area. Teachers will mark students tardy if they are late to class or coming to school. Students may also be considered tardy if they arrive for class unprepared and must return to their locker causing them to miss class time. Students will report to the office if late to school and the teacher will be notified of the tardy. Students will make up time on detention if a student has accumulated (3) three tardies in any nine (9) week period. Detention time is at the discretion of the teacher and/or Administrator.

### **Bullying**

The USD #107 Bullying Policy will be followed. Rock Hills is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying is strictly prohibited and shall not be tolerated in the district. Bullying is defined as an intentional gesture, action, or threat creating an intimidating environment for a student or staff member by students, staff members, or parents (guardian, custodian, or other person with authority to act on behalf of the child). Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board of Education. Individuals may also be referred to law enforcement officials.

### **ACTIVITY BUS**

An activity bus will be provided for attendance at activities out of town. The sponsor is responsible for supervision and student discipline while riding the activity bus. Students must remain seated and reasonably quiet so that the noise within the bus does not create a distraction for the bus driver. Before getting off the bus, the sponsor or coach will have the students pick up the waste paper or other litter so that the bus will be neat and clean for the next trip. The driver is instructed to stop the bus at any time if the above conditions are

not met and if the sponsor is unable to manage the group. The driver is then to drive the group back to the school immediately and report the difficulty to the Principal or Superintendent. After an activity has concluded, students must be back to the bus at a reasonable time as established by the sponsor. Failure to be punctual may result in suspension of bus privileges.

### **ACTIVITY TRIPS**

Students will ride to required school activities with the school-sponsored group. When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day. The exception is if the student is authorized by his or her parent or guardian and approved by the building Principal. The teacher sponsoring the activity shall present a trip list in advance of the trip. Students' names, the bus or car assigned, and the name of the adult sponsor will be listed. Students who ride the school bus to athletic events or other school-sponsored trips will be expected to return on the bus. The sponsor may give permission to a student to return with his or her parents if the request is made by the parent in person at the activity. Students shall only be released to another adult if the parent makes a request in writing or through a phone call to administration prior to the function for which a release is requested.

### **BUS BEHAVIOR AND RULES**

Unified School District #107 students are subject to the same behavior code and disciplinary procedures while riding school buses as during regular school hours. For the safety of all students and drivers and the efficiency of district transportation, USD #107 has the following expectations:

- Students must obey the driver of the bus.
- The driver may assign a seat to each student. Students may move from the seat only if given permission by the driver.
- The driver will not wait longer than two (2) minutes for those who are tardy.
- Students will not stand in the roadway while waiting for the bus.
- Students will not converse unnecessarily with the driver or talk loudly.
- Students will not extend arms, legs, or heads out of open windows.
- Students and drivers will keep the bus clean and sanitary at all times.
- Students will wait until the bus comes to a complete stop before moving, entering, or exiting the bus.
- Students will report to the driver if they note or cause any damage to the bus.

The driver and/or administration may contact parents of students who do not meet these expectations. In certain situations parents may be required to provide transportation to/from school for their student(s).

### **BUS DELAY PROCEDURES**

In the event that a bus is running more than twenty (20) minutes behind schedule, the primary school center for those students shall be responsible for notifying the parents of such delays.

The driver shall notify the school of the bus delay, where it is delayed, and an estimate of how long before it will be in service again. The school shall then use its route list to notify all the parents from that point on. It is the responsibility of the transportation director in these events to get the bus repaired as soon as possible.

#### **PARKING CARS AT SCHOOL**

Each student who drives to school must park in the North parking lot (this includes days of student activities). Students are asked to use good judgment when entering and exiting the parking lot. Students are also asked to wait until the buses have departed before exiting the parking lot. Students driving recklessly will not be allowed to park on school grounds. Students are required to use the paved entry provided to enter and exit the lot.

#### **WEATHER ROAD PLAN**

In the event of unpassable rural roads due to weather conditions, those students living on a rural route will meet the bus at the following locations after being notified through the instant messaging system:

- Burr Oak, in front of former school;
- Esbon, in front of former school;
- Jewell, in lot east of former school;
- Formoso, at corner of Main and Patterson south of firehouse;
- Ionia, at Hwy. 128 and G Ave.;
- Lovewell, at 280 and V Road (if 280 is passable); and
- North Branch, at Hwy. 128 and 100 Rd.

#### **BOOK BAGS**

Book bags will not be allowed in any classroom. Bags must be left in lockers during the school day. Book bags will not be left in the hallways as this is a violation of fire code. Students who violate this by leaving book bags in the hallway will be subject to discipline by the school administrator.

#### **CHECKING OUT OF SCHOOL**

If a student finds it necessary to leave school during the day, he/she must report to the office to sign out after receiving permission from the office and his/her parents. Permission will not be granted unless a telephone call or note has been received from the parents. If the student returns to school, he/she must sign back in before returning to class.

#### **DRINKS**

No soda pop or energy drinks will be allowed in the building during regular school operating hours.

#### **FUNDRAISING**

All monies, materials, or items earned through a school-sponsored fundraising program shall become the property of Rock Hills Jr/Sr High School.

#### **JR AND SR HIGH SCHOOL DANCES**

Dances are intended for Rock Hills students, and guests may be invited to high school dances with administrative approval. Any student who wishes to bring a guest must sign them up in the office prior to the dance. The administration would prefer that all guests be

of high school age. Junior high students are not allowed to attend high school dances. Senior high students are not allowed to attend junior high dances. Students and dates must be considered Students in Good Standing to attend school dances as determined by the administration.

### **MORNING SUPERVISION**

Students are requested not to arrive to school prior to 7:40 A.M. Doors to the building will remain locked at all times. Teachers will be in their classrooms by 7:45 A.M. and will be responsible for supervision of the commons and hall areas. All students must stay in designated areas upon arrival unless working with an instructor. School begins at 8:10 A.M.

### **NATIONAL HONOR SOCIETY**

The National Constitution policy will be followed. The Principal shall reserve the right to approve all activities and decisions of the chapter. The Principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms. The Principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

**Faculty Council:** The Faculty Council shall consist of five voting faculty members appointed annually by the Principal. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members and to consider non-selection, dismissal, other disciplinary actions, and warning cases. The Faculty Council will select members by a majority vote that reflects the full staff vote. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the national guidelines. These proposals will be discussed by all faculty and proposed changes will be amended in the proposed handbook revisions that are annually reviewed at the district level.

**Selection of Members:** The sponsor may require an application process of qualifying students to verify their intention to meet the criteria for induction and to join the organization and to obtain the necessary information regarding meeting the criteria for each pillar. To be eligible for membership the candidate must be a member of the Sophomore, Junior, or Senior Rock Hills Class (according to school records). Candidates must have been in attendance at the school the equivalent of one semester. Rock Hills High School NHS Chapter's minimum standard for scholarship is a cumulative scholastic average of at least a 3.5 on a 4.0 scale. Selection decisions will be based information from resources including, but not limited to the following:

- student's academic transcript;
- input from the student;
- feedback from staff; and
- student's ability to demonstrate the values of the National Honor Society as detailed below.

**Scholarship:** 3.5 GPA

**Service:** Beginning in the summer following their 8<sup>th</sup> grade year, students may begin to accumulate service hours toward the requirements as listed below. Students may take part in National Honor Society activities towards these goals as “provisional members” as long as they maintain the Scholarship requirement and are actively engaged in the process of attaining full membership and are deemed in good standing by the sponsor. All service activities and their respective hours must be pre-approved and then verified by the sponsor to ensure their validity and completion.

- Prior to the induction ceremony in the Fall of their Sophomore year, students must have achieved 40 hours of approved service.
- Prior to the induction ceremony in the Fall of their Junior year, students must have achieved 60 hours of approved service.
- Prior to the induction ceremony in the Fall of their Senior year, students must have achieved 80 hours of approved service.
- Active members are required a minimum of 20 hours of service each year to maintain membership.

**Leadership:** Beginning in the summer following their 8<sup>th</sup> grade year, students may begin to accumulate Leadership activities toward the requirements as listed below. Students may take part in National Honor Society activities towards these goals as “provisional members” as long as they maintain the Scholarship requirement and are actively engaged in the process of attaining full membership and are deemed in good standing by the sponsor. All Leadership activities must be pre-approved and then verified by the sponsor to ensure their validity and completion.

- Prior to the induction ceremony in the Fall of their Sophomore year, students must have achieved 5 approved Leadership activities.
- Prior to the induction ceremony in the Fall of their Junior year, students must have achieved 7 approved Leadership activities.
- Prior to the induction ceremony in the Fall of their Senior year, students must have achieved 9 approved Leadership activities.

**Character:** Each year, the entire faculty will have the opportunity to cast a vote indicating their approval or disapproval of each qualifying candidate’s character. If the staff member does not feel they have sufficient knowledge of the student to make such a judgment, they may abstain from the vote. Students who receive above a 50% approval rating of their character by the members who cast votes will meet the character criteria. The selection of each member to the chapter shall be by majority vote of the Faculty Council. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The National Council and NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

**Dismissal Procedure:** Failure to maintain a 3.5 cumulative GPA is grounds for dismissal. The only GPA calculation accepted is the one displayed on the official high school transcript. Should a

student's GPA fall below the standard of 3.5 at the end of a semester, he/she will be placed on probation for a period of one semester. This time should be used for the student to focus on academics and raise the GPA to the minimal standard. During this probationary time, the student should continue to fully participate in the Chapter meetings and projects. Failure to participate in the minimum required activities and a member in good standing is grounds for dismissal. The sponsor will issue warnings for actions that may lead to dismissal and report these to the Faculty Council. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. In the case of flagrant violation of school rules or the law, a member does not have to be warned. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. For purposes of dismissal, a majority vote of the Faculty Council is required. A member who has been dismissed may appeal the decision of the Faculty Council to the Principal and thereafter under the same rules for disciplinary appeals in the school district. NASSP shall hear no appeals in dismissal cases. The complete NHS Constitution is available at [www.nhs.us](http://www.nhs.us).

#### **PHYSICAL EDUCATION AND/OR ATHLETIC INJURIES**

Any student who receives an injury and requires medical attention by a medical doctor and/or misses class or practice as directed by a doctor will not be eligible to participate in either PE class, practice sessions, or game conditions. The student may resume physical activities once he or she provides a written release by said medical doctor stating the student may return to the activity. All athletic injuries must be reported to the teacher, coach, or sponsor immediately.

#### **PUBLIC DISPLAY OF AFFECTION**

Overt public display of affection is prohibited. This includes, but is not limited to, kissing and inappropriate physical contact, such as holding hands or hugging.

#### **SELECTION OF HOMECOMING KING/QUEEN**

The procedure for the selection of the homecoming king and queen is subject to review by Student Council each year. Changes will be made in the best interests of the student body. Students must be Students in Good Standing as determined by administration. Students having an "F" in any class are not eligible, which includes both the candidate selection process as well as the activities and coronation. The procedure for selection includes the following:

- Four boys and four girls will be chosen from the senior class. (The number of candidates may drop if class size is smaller.)
- Grades 9-12 will vote for the candidates from a list of all eligible seniors.
- When the candidates are chosen, the same voting procedure will be used to pick a king and queen; the four candidates' names will appear on the ballot and the students will vote for one king and one queen.

#### **SELECTION OF SWEETHEART CANDIDATES**

Candidates will be chosen in the same manner as choosing the Homecoming candidates. The four Homecoming candidates will not be eligible for Sweetheart King/Queen.

### **SIGNS AND BULLETINS**

No signs shall be placed in the halls or on the hall bulletin boards without permission from the office. No material shall be posted in the classroom without the permission of the teacher.

### **STUDENT ACCIDENTS**

Any school employee who discovers an accident involving a student at school, on school property or at a school sponsored event, shall immediately report the accident to the building Principal and follow the rules approved by the Board of Education. Parents and guardians are to be notified of all accidents and appropriate action determined with the consent of the parents. If the parents cannot be reached, the family physician or alternate physician, if permitted by parents/guardian or alternate physician, should be notified. Students participating in extra curricular activities must have the following on file in the office:

- Up-to-date physical form signed by both parent and student;
- Signed medical release form; and
- Signed concussion form.

Failure to have any of the above forms signed and on file in the high school office will make the student ineligible to practice or participate until forms are on file.

### **ASSIGNMENT SHEETS (HIGH SCHOOL STUDENTS ONLY)**

Students will be required to have teachers fill out assignments sheets before they attend an activity. These sheets can be picked up in the office at any time before the student leaves for the extra-curricular activity. The teacher will sign the sheet after the assignment is complete. The assignment sheets must be signed and returned to the activity sponsor/coach before the student leaves for the activity or the student will not be allowed to attend the activity. Coaches and sponsors will turn in the sheets to the office before leaving for the activity.

### **CHEER/DANCE**

All cheerleading and dance uniforms, sweat suits, pom poms, and any other items purchased by USD #107 will be returned to the school at the end of the cheering season. Cheerleaders will keep any personal items purchased by them, which may include, but are not limited to shoes, socks, and under garments.

### **DRUGS/ALCOHOL/TOBACCO**

A student shall not knowingly possess, sell, transmit or be under the influence of any alcohol, tobacco, or narcotic drug other than as directed by a licensed physician and with the knowledge of school officials. Consequences may include any or all of the following depending of the seriousness and frequency of the student's actions:

The student will be suspended from two extra-curricular activities. (Activities that consume multiple days count as a single activity.) The suspension will begin the day that the student has been informed of the suspension. In the event that the suspension

would start at the end of an extra-curricular season, the suspension will carry over to the next extra-curricular activity in which the student participates and may carry over to the next academic year, if necessary. The coach/sponsor has to his/her discretion the decision to levy any additional punishment they deem necessary (i.e. apologies and/or extra conditioning).

The student will be suspended from all school extra-curricular activities for one calendar year. This may be reduced to a suspension of four extra-curricular days (each activity) with the completion of an administration approved drug, alcohol, or tobacco program. Additional consequences may be issued by administration.

#### **INCLEMENT WEATHER**

If School is postponed or cancelled for inclement weather, conducting or participating in any activities for that day will be at the discretion of the administration.

#### **JUNIOR HIGH HOMEWORK**

There will be no junior high homework assigned (this includes tests on days following games or activities unless the review was performed earlier to allow for preparation) on the day of a game or activity.

#### **PARTICIPATION IN MULTIPLE ACTIVITIES DURING ONE SEASON**

Students will be allowed to participate in only one activity during a season with the exception of Dance and Cheer.

#### **STATE QUALIFYING TEAMS**

If a team qualifies for any State Tournament or Meet, the district guidelines will be followed. There will be no meal money given. The student is responsible for all meals.

#### **STUDENT COUNCIL**

The Rock Hills Jr/Sr High School Student Council will be selected from the student body. Each student is encouraged to express to student council representatives their ideas and concerns about school rules and regulations governing their conduct. These ideas can be brought up at any regularly scheduled council meeting.

#### **STUDENT PRACTICE GEAR AND UNIFORMS**

Students will be issued school practice gear and uniforms for participation in athletic events. Students will be required to be responsible and take care of the gear throughout the season of play. At the end of the season of play, each student will be required to return the uniform and practice gear as it was given to them at the beginning of the season. If the uniform and/or practice gear is not returned to the school, or if the uniform and/or practice gear are damaged, the student is responsible for replacing the uniform and/or practice gear at replacement cost. The student will not be issued a uniform or practice gear for the next season of play until the gear is returned or the replacement cost is paid.

POLICY OF THE BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT NO. 107

Jewell County, Kansas

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

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as

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

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

policy shall be provided to parents during enrollment each year.

Definitions

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

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

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

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

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

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

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

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in

K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

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

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

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

"Seclusion" means placement of a student in a location where all of the following conditions are met: (1)

the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

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

#### Prohibited Types of Restraint

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

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

#### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any

ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has

been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI.

Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the

student to ESI would result in significant physical harm to the student or others.

#### Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms

where

students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

#### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need

to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

#### Notification and Documentation

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

Documentation of the ESI used shall be completed and provided to the student's parents no later than the

school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI

used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and

how to prevent future incidents; and (G) email and phone information for the parent to contact the school

to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

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

parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

#### Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall

not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to

a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

#### Documentation of ESI Incidents

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

The documentation shall include all of the following:

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

All such documentation shall be provided to the building principal, who shall be responsible for providing

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

#### Reporting Data

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

#### Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident.

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

For a student with an IBP 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 IBP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting. The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

#### Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below. The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

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

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action.

A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review

process

within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: July 8, 2013

Revised per KASB Recommendation: March 10, 2014

Revised per KASB Recommendation: July 8, 2015

Revised per KASB Recommendation: June 23, 2016

Revised per KASB Recommendation: January 14, 2019

IIBGA Children's Internet Protection Plan

The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and the Kansas Children's Internet Protection Acts (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Acts.

Such plan shall include technology protection measures and such other measures as deemed appropriate

to address the following issues:

- (1) Access by minors to inappropriate matter on the Internet and World Wide Web,
- (2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
- (3) Unauthorized access, including so-called "hacking," and other unlawful activities by minors,
- (4) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (5) Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is under 18 years of age. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students, regardless of their age.

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be made available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Approved: November 8, 2004

Revised: August 13, 2012

Revised: July 8, 2013

Children's Internet Protection Act (CIPA) Safety Plan

Goals:

It is the policy of USD 107 to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography and visual depictions or materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;

- hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

#### Access to Inappropriate Material

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students. It is the district's goal to implement and enforce technology protection measures under this plan in such a way as to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene.

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

#### Inappropriate Network Usage

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's

online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

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

#### Education, Supervision and Monitoring

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

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

#### Disciplinary Measures

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

#### Adoption

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD 107 at a public meeting, following normal public notice and a hearing, on July 8, 2013.

Approved: November 8, 2004

Revised: August 13, 2012

Revised: July 8, 2013

#### JCDBB Weapons (See EBC, JDC, JDD, JHCAA and KGD)

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.

Approved: December 13, 2004

Revised per KASB Recommendation: July 8, 2015

Revised per KASB Recommendation: June 23, 2016

JDDA Drug-Free Schools (See GAOB, JGFGB, JGFGBA, and LDD)

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:

- 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;
- In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
- 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 unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to the following sanctions:

1. First Offense. A first time violator shall be subject to the following sanctions:

- a. Suspension from school for a period of not less than (5) five school days and up to (15) fifteen. The terms of the extracurricular activities policy consequences as found in the activities handbook will be served at the conclusion of the suspension.
- b. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

2. Second Offense. A student who violates the terms of this policy for the second time shall be subject to the following sanctions:

- a. A punishment up to and including expulsion from school for one calendar year from the date of the beginning of the expulsion.
- b. Suspension from participation and attendance at all school activities for the duration of the expulsion.

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. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of 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.

Approved: September 9, 2002

Revised per KASB Recommendation: August 13, 2012

Revised per KASB Recommendation: March 10, 2014

JDDC Bullying (EBC, GAAE, JCE, JDD, JGEC, JGECA, and KGC)

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

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

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

Approved: August 11, 2008

Revised: July 8, 2013

JGEC Sexual Harassment (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. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and

any others having business or other contact with the school district is strictly prohibited.

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 Acts Against Discrimination.

All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. 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 is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made,

explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting

or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment

to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual 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 sexual 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

or

district compliance coordinator 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 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 prevent its reoccurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual 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 sexual harassment may also face disciplinary action.

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

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint.

The

desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

Approved: December 13, 2014

Revised per KASB Recommendation: July 8, 2013

Revised per KASB Recommendation: July 8, 2015

Revised per KASB Recommendation: January 14, 2019