

Rural Vista USD #481

Student Handbook 2016-2017

Mascot: Heat

Colors: Black, White, Red, and Orange

White City Huskies

414 E. Goodnow

White City, KS 66872

Telephone: (785) 349-2211

Hope Lions

200 North Popular

Hope, KS 67451

Telephone: (785) 366-7221

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Introduction

The USD 481 Student Handbook lists the guidelines, policies and procedures parents and students must follow during their time at Rural Vista schools. It is essential that students and parents familiarize themselves with these policies and procedures, as they have been designed to ensure the safety, organization and quality education for which our district is known.

Nondiscrimination

{The following serves as the required annual notification to students regarding the board's policy on nondiscrimination.}

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. USD 481 superintendent has been designated to coordinate compliance with nondiscrimination requirements contained in *Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990*. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

Mission Statement

**PROVIDE A SAFE ENVIRONMENT FOR PREPARING STUDENTS FOR LIFE LONG LEARNING
SO THEY ARE PRODUCTIVE CITIZENS**

Staff Names & Board of Education Members

{Please see USD 481 Web-site USD481.org}

ENROLLMENT/ WITH DRAWAL FROM SCHOOL

All resident students shall be admitted to attend school in the district unless they have been expelled.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in pre-kindergarten or kindergarten shall provide a certified copy of their birth certificate or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate,

copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

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

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

ADDRESS / PHONE NUMBER CHANGE

Please notify the school secretary within seven days if any of the following change:

- numbers for home or parents' work;
- mailing or street address; or
- emergency contacts.

NON-RESIDENT STUDENTS

The district is not required to admit non-resident students. A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Nonresident students are those who do not meet the definition of a resident student. Nonresident students may be admitted only to the extent that staff, facilities, equipment, supplies and funding are available, and will be re-evaluated on a semester basis. Request for permission to attend must be made in writing to the superintendent each year after visiting with the principal of the school. The applicants will then be presented to the BOE for review. Admittance will be based on space available by grade level as well as the student's past attendance record, academic performance, and behavior. The above criteria will also be considered in re-evaluation on a yearly basis. Transportation to and from school is the responsibility of the nonresident student and his/her family.

ASSIGNMENT TO SCHOOL / CLASSES (JBC)

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

TRANSFERS FROM NON- ACCREDITED SCHOOLS

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

FEES (JS)

Students will be assessed fees for the following:

- Student Material Fees is \$65 per student (K – 12) with a maximum of \$260 per family.
- Student Material Fees for qualified free families based on free meal application status is \$30 per students with a \$120 maximum.
- ~~Art fee is \$20.~~
- At-Risk Pre-Kindergarten will have 12 requested slots. Those students will have no fees for Pre-Kindergarten.

- Any additional qualifying at-risk Pre-K students will have no fees.
- Additional Pre-Kindergarten students that do not qualify for at-risk will pay \$100 per month plus any other fees. Fee payment is required at enrollment time if possible. Parents may make alternative arrangements with administration.
- Meal costs:
 - K- 5 = \$2.55
 - 6-12 = \$2.70
 - Adults = \$3.45
 - Breakfast
 - K-12 = \$1.70
 - Adults = \$1.95
 - Extra Milk = \$.40

STUDENT ACCOUNT OBLIGATIONS

Student’s parents or guardians are responsible for all financial accounts. Accounts should be up to date at the beginning of each month. Statements will be sent from the school office and/or the district office. If payment is not made or arrangements for payment not set up with the appropriate school or district office, by the due date a 10% finance charge will be assessed per month until account is paid in full. If the account is more than 90 days past due it will be sent to a collection agency for final payment. All delinquent accounts must be paid in full by the student’s senior year of school. If the account is not paid in full the student will not be able participate in commencement or other senior activities determined by administration.

WITHDRAWAL FROM SCHOOL

See “Compulsory Attendance,” p. 9.

RECORDS (JR)

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - we have your prior written consent for disclosure;
 - the information is considered directory information and you have not objected to the release of such information and
 - disclosure without consent is permitted by law.
- The right to request your educational records can be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 481 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- The right to obtain a copy of USD 481 policies for complying with FERPA. A copy may be obtained from USD 481 district office.

Academics

TESTING PROGRAM (II)

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.

HIGH SCHOOL GRADUATION REQUIREMENTS

Each student must complete 27 units of credit for graduation. A .5 unit of credit is a credit given for the successful completion of a semester course.

Course needed for completion:

- 4 units of English/Language Arts: English 9, 10, 11, 12/ College Prep
- 3 units of Social Science: World History/Geography, American History, American Government
- 3 units of Mathematics
- 3 units of Science: Biology and Two Science Electives
- 1 unit of Consumer Economics
- 1 unit of Computer Applications
- ½ unit of Health & ½ unit of Physical Education
- 1 unit of Fine Arts
- 11 units of elective courses

QUALIFIED ADMISSION

SUGGESTED KANSAS BOARD OF REGENTS QUALIFIED ADMISSIONS REQUIREMENTS*

Freshman Year: English 9, Algebra I, Physical Education/Health, Computer Applications, General Science, Foreign Language

Sophomore Year: English 10, Geometry, Computer Science, Foreign Language, Biology, Social Science, Elective

Junior Year: English 11, Algebra II, Chemistry /Adv. Biology, American History, Foreign Language,

Senior Year: English 12/College Prep Eng., Col. Alg./Trig/Pre-Cal/Calc, Physics, American Government, Consumer Economics

*These are only guidelines and the courses listed may not correspond to the course titles being used this year. Check with your Counselor to verify that you are on track for the Qualified Admissions Curriculum. Kansas Board of Regents has approved the following additional requirements for admission to any state college or university:

- A “C” average or 2.0 on a 4.0 point grading scale, in the Qualified Admissions curriculum; or
- Achieve a composite score of 21.0 or higher on the ACT; or
- Rank in the upper one third of the graduating class

HIGH SCHOOL EARLY GRADUATION

Any high school student requesting early graduation must complete all state and local requirements at their local school in order for consideration to be given to any request. A student, for vocational or sound educational reasons, may request early graduation. The students and parents will consult with the high school administration and guidance counselor in order to develop a graduation plan. The students shall request in writing to the BOE stating reasons for early graduation. The students and parents must meet with the BOE to review the request.

OUTSIDE CREDITS

The final decision to accept outside credit for graduation is the responsibility of the building principal. Outside credit will only be accepted upon submission of transcripts indicating successful completion of those courses.

PROMOTION AND RETENTION (JFB, JFC, JFCA)

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

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian shall be identified based upon their cumulative grades earned up to, and including, the fall semester of their senior year. **To be eligible for Valedictorian or Salutatorian awards, students must complete the Kansas Qualified Admissions curriculum.**

CLASSIFICATION OF HIGH SCHOOL STUDENTS

High school students will be classified for grade level purposes based upon the number of credits earned rather than on number of years attended. The following scale will be used: Freshmen, 0 -6 credits; Sophomores, 7 -13 credits; Juniors, 14 -21 credits; and Seniors, 22+ credits. The classification of a student at the beginning of the school year will remain that student's classification for the entire school year.

MIDDLE SCHOOL ACCOUNTABILITY POLICY

Students must pass required courses with a 60% or above. Any grade below 60% will be recorded as an In-Progress (IP) and the student must achieve a passing grade in all required courses before the student is promoted to the next grade level. Students in 8th grade not passing all required courses will not be allowed to participate in promotion ceremonies. Required classes include three years of Math, Science, Social Studies, and Language Arts, Reading, and Physical Education.

USD 481-GRADING SCALE

Grades will be based on a 4.0 grading scale for USD 481.

Grades 3 – 12: Grading Scale: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 59 & Below

Grades K-2: E = Excellent, S = Satisfactory, N = Needs Improvement, U = Unsatisfactory

REPORT CARDS (JF)

Report Cards: Formal reports cards will be mailed at the end of each semester.

Progress Reports: Will be handed out at the end of each nine-week period.

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

PARENT / TEACHER CONFERENCES (JFAB)

Parents and students are encouraged to request a conference with teachers at any time convenient to all parties. See the school calendar for scheduled dates and time for Parent/Teacher conferences.

HONOR ROLL

Academic excellence is generally the result of abilities blended with hard work, and study. The USD 481 Middle School and High School Students will be honored for their academic accomplishments. Honor roll will be published after the completion of each semester.

Requirements for the honor roll: Principals Honor Roll (4.0) Honor Roll (3.5 to 3.999) Honors (3.0 to 3.49)

ACT TESTING

The Board of Education encourages all junior/senior students to take the ACT test. Most Kansas secondary institutions require an ACT score for admission.

DEADLINE FOR DROPPING A COURSE

Deadline to drop a class 1st Semester –1 week following the 1st day of the Fall Semester.

Deadline to drop a class 2nd Semester –1 week following the 1st day of the Spring Semester.

MAKE-UP WORK / HOMEWORK (IHB)

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. Students are expected to complete homework assignments on time. Suggested makeup time is the amount the students missed unless excused by administration.

ACADEMIC DISHONESTY

Academic dishonesty—as in cheating or plagiarism—is not acceptable. Cheating includes copying another student's work—such as homework, class work, or test answers—as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

AIDS AND SEXUALITY CURRICULUM / INSTRUCTION (IKCA)

The human sexuality and AIDS curriculum is available for inspection from the building principal.

OPT- OUT (IKCA)

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum.

To receive information on the opt-out provision, contact the principal's office.

Attendance

COMPULSORY ATTENDANCE REQUIREMENTS

Kansas law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- they have attained a diploma or GED; or
- they are enrolled in an approved alternative education program, recognized by the local board of education; or
- a court orders exemption; or
- the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- the academic skills the child has not yet achieved;
- the difference in future earning power between a high school graduate and a high school dropout; and
- a list of educational alternatives available to the child.

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

TARDIES

Consequences for lateness in each class per nine weeks are: 1st- Warning, 2nd- 15 minute detention, 3rd- 30 minute detention, 4th- office referral.

SIGNIFICANT PART OF THE DAY

A significant part of the day is defined to be a half day of school.

TRUANCY/ ATTENDANCE (JBD, JBE)

TRUANCY

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

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant. If a truant child is returned to school by law enforcement officials, the principal shall notify the parent or guardian.

APPROVED ABSENCES

There are two types of approved absences recognized by USD 481: medically related absences and a student educational experience sponsored by a recognized educational agency. Participation in school activities does not count as an absence. Parents may make limited requests for their students to be absent for special occasions. These requests must be made to the principal's office at least two days prior to the proposed absence. Parent requests are subject to administrative approval. Assignments are to be asked for prior to the absence and completed and turned in on the first attendance day after said approved absence. Upon returning to school, students must check in the office before school starts to make sure they have been certified EXCUSED.

EXCESSIVE ABSENCES

Excessive absences of any type (excused or unexcused) from a class or school may result in a loss of a passing grade. With the approval of the administration, a signed statement by a parent or guardian requesting absence of a student from classes will constitute a valid excuse for such absences from school up to a maximum of five absences per semester (please note that a student who misses the same day (black/white) may be limited to no more than five days a semester to prevent a student from missing the same class too many times). All absences in excess of five per semester will be "unexcused" unless the student presents a physician's statement explaining the absence or some form of documentation (dentist, court clerk, etc.).

An accumulation of five unexcused absences will be reported to Social and Rehabilitation Services or the County Attorney as required by the Kansas Child Care Code. Missing one full block shall be considered a "significant part of a day" and counted as half a period of the total allowable absences. To be readmitted to school after being absent, a student shall report to the office to pick up an admit slip.

A note or a phone call from the parent or legal guardian or physician stating the specific reason for the absence is required for the student to be allowed back in school. This will be expected during the first five absences. If there are extenuating circumstances, in the judgment of the principal, a one-day grace period may be allowed for the student to present the written note.

A note or phone call stating "parent request" or not giving a reason for the absence will be considered unexcused and will involve a level 2 offense according to the discipline plan. If a staff member in a situation observes a student out of school contradictory to the parental excuse, the request for an approved absence will be denied.

School-Related Absences

Students may need to miss class for school-related activities. It is the responsibility of the student to make sure

all work is completed in advance before attending school activities. Students must notify their teachers that they will be gone.

College Visitation Days

Juniors and Seniors are allotted two college visits a year. All college visitations must be arranged through the counselors office and pre-approved by the principal.

Illness at School

If a student becomes ill during the school day, he/she shall report to the office. The secretary will contact the school nurse. If need be, the office will contact a parent or guardian before releasing the student. If nobody can be reached, the student will be kept at school. Please make sure your emergency information is up to date. Students are not allowed to leave the school campus at any time during school hours without permission from the office. A teacher cannot give permission for a student to leave campus; he or she may only make the request. All students who need to leave campus must sign the sign-out sheet in the office and have permission from the teacher to go to the office.

Unexcused Absence Assignment /Grade Policy

Class assignments and tests given during an unapproved absence will result in reduced or no grade. Students with an unexcused absence other than school-approved activities should not expect to participate in or attend any school activities, which occur on that day or evening.

Participation in Activities

In order to participate in an extra-curricular activity, the student must be in attendance for ½ of the school day, unless prior approval from the principal is granted.

K-5 Attendance to Activities

All students in grades K-5 who attend USD 481 activities must be accompanied by a parent/ guardian or otherwise responsible adult. An older sibling in school is not an acceptable substitute for a parent/ guardian.

WORK RELEASE

USD 481 offers a on the Job Training Program the goal is to provide students with a hands on work experience program prior to graduating high school. Students must apply and be accepted in the program.

Sign In/Sign Out

Students must sign out in the office before leaving school premises during the school day. Students must sign in when arriving at school after an absence.

Release of Student During School (JBH)

Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Student Conduct/Discipline

BEHAVIOR/ CONDUCT (JCDA)

Students may be disciplined for any of the following reasons:

- willful violation of any published, adopted student conduct regulation;

- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes the commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. See “Suspension/Expulsion.”

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

See Appendix for 15 pt. discipline policy.

PUBLIC DISPLAY OF AFFECTION

Any public display of affection beyond hand holding is unacceptable and will result in an office referral.

WEAPONS (JCDBB)

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

Possession of a Firearm

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see “Expulsion,” p. 14 and “Probationary Status,” p. 15). Expulsion hearings shall be conducted by the superintendent or other certificated employees or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS.

Definition of Firearms and Destructive Devices

As defined in district policy, the term “firearm” means any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

The term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

VANDALISM (EBCA)

The board shall seek restitution according to law for loss and damage sustained by the district.

When a juvenile is involved in vandalism to district property, the superintendent or principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Restitution payments shall be made by juveniles or their parents to the office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

BULLYING

Is any intentional gesture or intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member. Bullying or intimidation of any kind will not be allowed.

Bullying may include, but is not limited to:

- Negative actions that can be carried out with words that threaten, taunt, tease or calling others names.
- Negative actions: when someone hits, kicks, pushes, pinches, or restrains another by physical contact.
- It is possible to carry out negative actions without using words or making physical contact.
- Cyberbullying by use of e-mail, cell phone or pager text messages, instant messaging, defamatory personal web sites, and online personal polling websites to deliberately, repeatedly harm others.

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

Any student who believes he or she has been subjected to sexual harassment or bullying should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

SEXUAL HARASSMENT (JGEC)

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

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

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Specific examples of sexual harassment include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;

- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual other than kissing;
- spying while someone is showering or dressing.

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

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

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

DRESS CODE (JCDB)

Neatness and decency are emphasized as guidelines for the dress code. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

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

- ⇒ Appearance must be neat and clean.
 - ⇒ Wearing apparel that is excessively short, excessively tight, or excessively low-cut may not be worn.
 - ⇒ Shorts may be worn. Short shorts, biking shorts, and cutoff shorts are not in good taste. The shorts should be mid-thigh or longer.
 - ⇒ Skirts are permitted but must be the length of conventional dresses.
 - ⇒ Shirts and tops need to be in good taste. Tops with excessively large armholes will not be allowed and tops must cover the entire stomach.
 - ⇒ Spaghetti straps are not acceptable in school or on campus.
 - ⇒ Coats and outerwear shall not be worn in school, unless special permission is issued by the teacher.
 - ⇒ Bandana's and "do-rags" are not acceptable in school or on campus.
 - ⇒ "Sagging" pants are not acceptable in school or on campus.
 - ⇒ Wallet chains are not acceptable in school or on campus.
 - ⇒ Pajama bottom/lounging pants are not acceptable in school or on campus.
 - ⇒ Writing or pictures on clothing shall not display or promote alcoholic beverages, illegal drugs, suggestive or obscene language or violent acts.
 - ⇒ Hair must be clean and well-groomed.
 - ⇒ Facial hair must be trimmed and maintained.
 - ⇒ Clothing must not be unreasonably soiled or badly worn.
 - ⇒ Decency and good taste are required.
 - ⇒ Hats shall not be worn in the building.
 - ⇒ Heely's /Roller shoes. May not be worn.
- Any student involved in extra or co-curricular activity in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration.

OPEN LUNCH PROCEDURES

~~Students in grades 9-12 have the privilege of leaving the school grounds during Lunch Hour. Since the school district is responsible for the students during normal school hours, and the parents expect us to know where their children are, it is important that we know when the students leave the grounds. In order to leave the grounds the following requirements are to be met: At enrollment, the parent and or guardian must sign a permission slip indicating their approval for the student to leave. It is imperative that students arrive to their 3rd hour classes on time. Failure to arrive on time for the 5th hour class may result in the loss of the open lunch privilege for the student.~~

LUNCH PROCEDURES

Seniors in good standing have the privilege of leaving the school grounds during Lunch Hour. Since the school

district is responsible for the students during normal school hours, and the parents expect us to know where their children are, it is important that we know when the students leave the grounds. In order to leave the grounds the following requirements are to be met: 1) The student must be a Senior, in good standing. 2) At enrollment, the parent and or guardian must sign a permission slip indicating their approval for the student to leave. Failure to arrive on time for the period after lunch may result in the loss of open lunch.

All other students will remain at the school through meal periods. Lunch will be eaten in areas designated by the building principal. Lunch may be purchased from the lunch program or brought from home.

DRUG FREE COMMUNITIES AND SCHOOL ACT (JDDA)

(The following may serve as the required annual notification to students and parents regarding the board policy on drug free schools.)

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the *Drug Free Schools and Communities Act*, P.L. 102-226, 103 St. 1928.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

First Offense

A first time violator shall be subject to one or more of the following sanctions:

- A punishment up to and including short-term suspension.
- Suspension from all student activities for a period of not less than two weeks.
- An evaluation from an acceptable drug and alcohol program.

Name(s) of acceptable programs are on file with the board clerk.)

Second Offense

A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension.
- Suspension from all student activities for a period of not less than one month.
- 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.

(Name(s) of acceptable programs are on file with the school office.)

Third and Subsequent Offenses

A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school.
- Suspension from participation and attendance at all school activities for the year.
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program.

(Name(s) of acceptable programs are on file with the school office.)

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is 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.

Compliance with this policy is mandatory.

See "Suspension/Expulsion," p. 14.

TOBACCO (JCDA)

Possession and/or use of any tobacco product by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds. In addition to action taken in the discipline plan the local police will be called.

BUS TRANSPORTATION

Buses arrive in front of the all schools. Care should be exercised when going to and from the buses. Good conduct is expected while waiting for the buses and while riding them

BUS REGULATIONS

School Bus Regulations:

- The operator of the bus shall be responsible for the order and conduct of the pupils on transported.
- The operator has the authority to assign seats as needed.
- Pupils should obey promptly and willingly, the reasonable directive of the driver.
- Outside of ordinary conversation, classroom conduct is to be observed. Shouting, vulgar language or gestures not permitted.
- No pets allowed on the bus.
- Pupils must remain seated with feet on the floor in front of them; not in the aisle or draped over the seat back.
- Pupils are not permitted to shout or gesture to passing vehicles or pedestrians.
- Students may adjust windows only when permitted to do so by the driver.
- Pupils may not throw any object including trash or paper either from within or out of the bus while waiting for, riding, or after leaving the bus.
- Riders must stay out of the drivers seat and may not tamper with any operating equipment.
- Students may not exit from the emergency door unless directed to do so by the driver.
- Eating and drinking food and beverages on the bus maybe permitted by individual drivers.
- The use of tobacco, drugs, or alcohol in any form shall not be permitted on the bus.
- Knives, matches, firearms, including cap and water pistols, explosives, glass and other similar breakables, or any item creating a safety hazard are not permitted on the bus.
- Musical instruments and school-authorized equipment are to be kept out of the aisle.

Violation of the bus rules and regulations **may result in** the following:

- First written violation during the school term – Warning from principal and parents notified.
- 2nd written violation during the school term – Suspended from bus the next school day and parents notified.
- 3rd written violation during the school term – Suspended from bus 3-5 school days and parents notified.
- 4th written violation during the school term – Suspended from the bus for 10 school days and parents notified.
- 5th written violation during the school term – Suspended from the bus for the rest of the school term.

The building administrator or Superintendent of Schools has the authority to act on any violations, as they deem appropriate. Each suspension will also be reported to the Transportation Director and Superintendent of Schools.

GANGS (JHCAA)

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related;
- shall not present a physical safety hazard to self, students, staff, and other employees;
- shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary. See "Suspension/Expulsion," p. 14 and "Behavior/Conduct," p. 9.

HAZING/ INITIATIONS (JHCAA)

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

Discipline Measures

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate. See Discipline Point System in appendix.

SUBSTITUTE TEACHERS

If a substitute teacher writes a student's name down for misbehavior and leaves it for the regular teacher, that student will receive consequences as outlined in discipline policy.

DETENTION (JDB)

The teacher or the building principal may assign detention time. The student is expected to make up that time either before/after school determined by the teacher/principal. The student must make arrangements for detentions within 24 hrs. If detention is not served additional discipline action could take place.

SUSPENSION/ EXPULSION (JDD)

Suspension and Expulsion Procedures

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal (list other certified employees as appropriate).

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

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.

- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension Procedures

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

At the informal suspension hearing, the student shall be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense.

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

Long-Term Suspension or Expulsion Procedures

- Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and: The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;

- to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student or the student’s parent or guardian files a written appeal of a suspension or expulsion:

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

CORPORAL PUNISHMENT (JDA)

Corporal punishment shall not be used in the district.

PROBATIONARY STATUS (JDC)

Any punishment, suspension or expulsion, may be deferred by the principal {add other positions as appropriate}. The student involved may be placed on probation for a set period of time. See “Suspension/Expulsion,”

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

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

Any probation arrangements resulting from violations of the weapons policy shall be handled by the superintendent. See “Weapons,” p. 9.

SEARCHES OF STUDENTS (JCABB)

Principals are authorized to search students’ clothing and belongings if there is reasonable suspicion that district policies, rules or directives are being violated. See “Lockers,” p. 24.

INTERROGATIONS AND INVESTIGATIONS (JCAC)

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student’s parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

ACTIVITIES / ATHLETICS

Clubs and Organizations (JHC)

School Sponsored Clubs

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor but shall not participate in the group's activities.

FUND RAISING (JK)

Solicitations by students of students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All fund-raising must be approved by the principal.

All student sales projects shall require the principal's prior approval.

PARTIES / SOCIAL EVENTS

All classroom parties and other school social events must be approved in advance by the principal.

HOMEcomings/ PROM DANCE REGULATIONS

Dance regulations are as follows:

- Students from other schools will be permitted to attend as the date of Rural Vista student (who is responsible for their dates behavior) with prior approval from administration via a guest registration request form. (This form is available in the school office.)
- Students who leave a dance at any time for any reason may not return.
- No students below ninth grade or over the age of twenty are allowed to attend Rural Vista dances.
- Rural Vista substance abuse policy is in full effect at dances (which includes the school parking lot). Students are subject to breath tests for alcohol for reasonable cause.
- PROM: Open to 11th and 12th grade students and invited 9th/10th grade students. (No junior high students are permitted).
- Once a student/ guest leaves the dance, he/she will not be permitted back in to the event.

Extra Curricular Activities Participation Requirements (JH)

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements; and other requirements established by the administration.

Eligibility

All district and Kansas State High School Activities Association requirements for eligibility must be met before a student will be allowed to participate in extra-curricular activities.

USD 481 rules and guidelines for eligibility apply to all students. The eligibility procedures are as follows:

- On Friday of each week a projected list of students who are failing a class/classes will be generated.
- On the following Monday a list of students who are failing a class/classes will be generated.
- The students will be notified on Monday of the ineligibility. Ineligibility will be from Monday at 8:00 A.M. until the following Monday at 8:00 A.M.
- A student deemed to be ineligible will not be allowed to play/perform or attend any school KSHSAA sponsored interscholastic activities during the week of ineligibility. They will be allowed to practice, but not play/perform. Students who are involved in activities that are part of a class (i.e., band, vocal, etc.) will be allowed to perform on-campus, but not allowed to represent the school off campus.

****Each semester** will begin a new eligibility period. A two week grace period will proceed the initial eligibility report of each semester. There will be no carryover ineligibility—even for incomplete work. Students must also meet the requirements of the KSHSAA. (A student must have passed five (5) courses of unit weight during the last semester, be enrolled in at least five (5) new courses and be in good standing.)

Transportation to and from Activities

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

Field Trips (IFCB)

Students may participate in a field trip if the parental consent form for the trip has been completed and turned in.

Senior Trip

The senior trip is a privilege afforded to seniors in good standing. The senior class contract requirements determine senior trip eligibility, but the ultimate decision is up to the administration.

Student Publications (JHCA)

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

No student shall distribute any publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Health and Safety

Accidents, Reporting of JGFG

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

First Aid (JGFG)

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

Medications, Administering (JGFGB)

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the student will use; but the medical person

authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.

The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

The building administrator may choose to discontinue the administration of medication provided he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefor. In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

Inoculations (JGCB)

{The law requires written annual notification to parents on inoculations by May 15th. The following may serve as the legally required notification.}

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

Health Assessments (JGC)

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time. See "Physicals," below and "Inoculations,"

Physicals

Students participating in athletics must have a physical on file before participating.

Communicable Diseases (JGCC)

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

Safety/Drills (EBBE)

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

Weather Emergencies (EBBD)

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over radio/TV station(s).

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day. See "Release of Student During the School Day."

Asbestos

(The following may serve as the required annual notification to students and parents regarding the asbestos management plan if asbestos is present in district facilities.)

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the USD 481 district office.

General Information

Calendar

A district calendar will be distributed at the beginning of the school year.

Complaints about Policy (JCE, KN)

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

PROBLEM RESOLUTION: The Board of Education, administration and teachers recognize that parents of students may have complaints regarding a teacher. In order to provide a process of handling such complaints which is fair to the board, administration, and parents the following procedure should be utilized. Meeting the best interest of the students will always be the desired outcome of any problem resolution step.

Step 1: The parents and/or students should meet with the teacher to discuss the conflict and alternatives.

Step 2: In the event the principal is not involved in Step 1 and if the meeting between the teacher, parent and/or student does not resolve the conflict, the building principal will initiate a meeting with the teacher, parent and/or student to resolve the conflict.

Step 3: If there is no resolution at Step 2, the principal will notify the superintendent who shall call a meeting with the principal, teacher, parent and/or student in order to attempt to resolve the conflict.

Step 4: If there is no resolution at Step 3, the parent, teacher or administrator may request an executive session meeting with the Board of Education.

It is understood that parents may contact the administration or board members directly. When this occurs, an attempt will be made to handle the complaint through the process of steps listed above. Parents may pick up complaint forms in the office if they deem necessary.

Distribution of Materials (KI)

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

Gifts (JL)

Student Gifts to Staff Members

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

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval. A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor. Any student organization gift to the district shall become district property when accepted by the board.

Personal Property

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen repair or replacement is the student's responsibility.

Electronic Devices

Each teacher in his or her classroom determines electronic device usage. Teachers may confiscate MP3 players, Ipods, and other electronic devices. Cameras and any other device capable of taking pictures are banned from bathrooms and locker rooms.

Telephone Calls

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Middle school students need to be responsible for their own actions and will be discouraged from calling for materials they have forgotten. Students may use the office phone whenever necessary for illness and emergency purposes. Students must have permission to use phones.

Social Networking

Accessing social networking websites during the school day or at school activities is prohibited.

Cell Phones/Internet Electronic Devices

Cellular devices and internet electronic devices shall not disrupt the educational process. It is suggested that they not be at school. Cell phones and internet devices are only to be used before, after-school and during lunch-time.

Consequences:

1st Offense: Cell phone confiscated for the remainder of the school day.

2nd Offense: Cell phone confiscated until parent or guardian retrieves it from the office. Detention

3rd Offense: Cell phone confiscated until parent or guardian retrieves it from the office. Detention

4th Offense: Student is suspended from school and parent or guardian must retrieve phone from the office.

Internet Capable Electronic Devices

Any device that can access the Internet (including phones) during the school day and is not authorized will be subject to the following:

1st Offense: The device will be confiscated until parent or guardian retrieves it from the office. Detention

2nd Offense: The device will be confiscated for the remainder of the school year and the student is suspended from school.

Hall Passes

Students should not be in the halls during class periods unless accompanied by a teacher or unless they have a hall pass in their possession.

Posters

Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

Parking

Students driving to and from school in grades 9-12 have permission to park in the school parking lot. A vehicle information form must be filled out and copy of the driver's license must be submitted to the office.

Visitors (KM)

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal. To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds. Students are not allowed to bring visitors to school including family members and friends.

School Property

Building Opening and Closing Time

Opening Time: School begins at 8:00. Students living in town should plan to arrive at school at 7:50 a.m. Breakfast will be served in the lunchroom beginning at 7:45 a.m. Students are not to come early to school unless requested by a teacher.

Closing Time: School is dismissed at 3:10. Students are expected to clear the building and grounds by 3:20 unless under the supervision of a teacher or unless they have special permission to stay in the building.

School/District Closing: Families will be notified via-text caster messaging system in the event school is called off. Text messenger – It is the responsibility of the student and parent to register to receive notification. School notifications will also be posted on local television and radio stations.

Building Use Policy (KGA)

~~Any use of the school facility and grounds by individuals or outside organizations must be submitted to the building principal for consideration.~~

Rural Vista USD 481 Building Use Policy

Guidelines for use of School Facilities

District facilities shall be available for use when approval is granted. School district sponsored activities will take precedence over all other activities.

Nonprofit/Educational Groups

The use of district facilities by nonprofit/educational groups shall not be charged a user fee if the time of use is when:

1. An Employee is on Duty.
2. Approved adults supervise the group.
3. The activity does not conflict with school functions.

1. The principal of each school is authorized to approve and schedule the use of school facilities. Any denied requests may be appealed to the Superintendent.
2. Written application must be completed and permission granted before the requested date of facility use.
3. The principal may authorize a responsible adult to sign out a key to use the facility at a time when a custodian or an employee is not on duty.
4. The adult who signs out the key must be in attendance at all times and is responsible for the care of the building, the supervision of all the people using the facility, and cleanup. Users of school equipment and school facilities shall assume all responsibilities for damages.
5. Rental Costs for Outside Organizations/Individuals is \$25 per day.

Computer Use (IIBG)

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher. Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use. Students shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

No Right to Privacy - Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered in any district computers. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized persons. Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

Ownership - Computer materials or devices created, as part of any assignment undertaken on school time shall be the property of the district.

Internet - Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

Computer Network Use Guidelines - All users of the schools' computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
- Do not reveal your personal address or phone numbers or that of other students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible via the network should be assumed to be private property which is subject to copyright laws.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages).

Consequences of Violation of Technology Policies - All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD 481 concerning use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

Level 1: Warning: Student will lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

Level 2: Pattern of Abuse, Repeated Abuse or Flagrant Violations: Student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated

written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable Offense: Student could be expelled from school (removal for five days or more) if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years. See “Suspension/Expulsion.”

Lockers (JCAB)

Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing.

The combinations and/or keys to all locker locks shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students may place locks on lockers with permission of the principal.

Textbooks (IF)

All books are expected to be returned in good condition at the end of the school year. Lost textbooks or damaged textbooks will be charged to the student.

Student Services

Counselor (II)

Academic Counseling

Students are encouraged to talk with a school counselor, teachers and principals in order to learn about the curriculum, course offerings, promotion requirements, and other academic issues.

Personal Counseling

The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns. Students who wish to meet with the counselor should come to the office.

Library (IF)

USD 481 offers a very well equipped media center that provides learning, supplemental, and recreational materials through books, magazines, computers, and audiovisual aids.

Students needing to make use of the library before and after school need to make arrangements with the librarian.

Any lost or damaged library item will be charged to the student.

Nurse

The school nurse is available to students upon request. Report to the office to request a visit with the nurse.

Food Service (JGH)

Students will remain at the school through meal periods. Lunch will be eaten in the cafeteria. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home. No food is to leave the cafeteria area and students are expected to use good eating manners.

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

Family Education Rights and Privacy Act (FERPA)

For purposes of the Family Education Rights and Privacy Act (FERPA), USD 481 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

Directory information includes the following: the student's name, parent or guardian, weight, height, participation in and eligibility to officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 481 at USD 481 District Office, PO Box 98, White City, KS 66872 on or before September 30th of each school year. If refusal is not filed, USD 481 assumes there is not objection to the release of the directory information designated.

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under the provisions of the FERPA parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by the school. In accordance with the FERPA, you are required to be notified of those rights that include:

The rights to review and inspect all your educational records except those that are specifically exempted.

The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:

- we have your prior written consent for disclosure;
- the information is considered directory information and you have not objected to the release of such information; and
- disclosure without consent is permitted by law.

The right to request your educational records may be amended if you believe the records are misleading, inaccurate or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

The right to obtain a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 481 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

The right to obtain a copy of USD 481 policies for complying with FERPA. A copy may be obtained from USD 481 Superintendent, PO Box 98, White City, KS 66872 at 785-349-2964.

McKinney-Vento Homeless Education Assistance Act

If your family lives in any of the following situations: in a shelter, motel, vehicle, or campground; on the street, in an abandoned building, trailer, or other inadequate accommodations, or; doubled up with friends or relatives because you cannot find or afford housing – THEN, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your area contact is: Superintendent of Schools, Ralph Blevins, PO Box 98, White City, Kansas 66872 785-349-2211.

Your state coordinator is: Tate Toedman, Kansas Department of Education

Level 1	Level 2	Level 3	Level 4
1 Point/Referral	2 Point/Referral	3 Point/Referral	5 Point/Referral
Detention time is with teacher or teacher designee.	Detention with teacher and/or administrator.	Administrator assigned detention or short-term suspension.	Short-Term suspension from school for 1-10 days.
Cafeteria violation Display of affection Electronic device Food/drink violation Hall violation Not prepared for class Profanity 1 st Dress code violation Tardy (1-3) 1 st Computer Violation 1 st Bullying Infraction – Warning 1 st Phone Violation (30 minute detention) Infraction Details:	2 nd & 3 rd Phone violation Skipping teacher detention Class disturbance* Altering planner/pass Hazardous driving In restricted area Out of room or building without permission (on campus) 2 nd dress code violation Unexcused Absence (see attendance policy) (45 minute detention) Infractions Details:	2 nd Computer violation Conflict with student Refusing a reasonable request (could be level 4) Disrespect to staff (could be level 4) 4 th Phone violation 3 rd dress code violation 2 nd Violation out of room or building w/o permission Leaving school grounds w/o permission Student Misconduct 2 nd Bullying Infraction (1 hour detention)	3 rd Computer violation 5 th Phone violation Tobacco violation Alcohol violation Substance violation Refusing a reasonable request* Disrespect to staff* Drug paraphernalia Fighting Fire alarm pull Intimidation, harassment, threats (could be level 5) Continued Bullying Infractions (could be level 5) Weapon violation (could be level 5) Theft Vandalism 2 nd Computer violation Note: these violations stay with the student the entire school year

- A student who accumulates 15 points or more during a semester may be recommended for a long-term suspension or expulsion.
- Classroom disruption referrals, a student who accumulates (3) of these referrals during a semester may be recommended with no passing grade being granted.
- Students may be suspended from school for 1-10 days and a conference may be held with the student, his/her parent/guardian following points:
 - 5-10 Points – Detention or Short-Term suspension
 - 10-15 Points - Short-Term suspension
 - 15+ Points – Short-Term suspension and a request for a long-term suspension or expulsion hearing
- **After accumulating 8 points, students may earn points back after completing the detention or suspension and going point violation. The Principal will determine if the student may earn points back.**