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Russell County USD 407 Handbook



2025 - 2026

Simpson Elementary School
Bickerdyke Elementary School
Russell Junior-Senior High School

MISSION STATEMENT

USD 407 empowers students to become well-rounded citizens by providing high-quality instruction and creating positive relationships to promote growth today, tomorrow, and into the future.

BOE APPROVED: 6/9/2025
BOE AMENDED: 6/28/2025

State statutes and policies adopted by the Russell County Board of Education supersede the contents of this handbook.

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PHONE NUMBERS

Bickerdyke Elementary School 785-483-6066
District Office 785-483-2173
Russell Junior-Senior High School 785-483-5631
Simpson Elementary School 785-483-6180

MISCELLANEOUS

Bullying Prevention Hotline 800-332-6378 or 1-800-CHILDREN
Kansas School Safety Hotline 1-877-626-8203

ACADEMIC INTEGRITY

(See BOE Policy – [JF](#))

Academic integrity is defined as “putting those values into practice by being honest in the academic work done at school and university levels, being fair to others, and taking responsibility for learning, and following the conversations of scholarship. “(Webster, 2021)

Students who cheat, plagiarize, or otherwise do dishonest work will be subject to disciplinary action as outlined in each building’s disciplinary matrix.

ACCIDENT INSURANCE

(See BOE Policy – [JGA](#))

The Kansas State High School Activities Association (KSHSAA) and Unified School District 407 provide a catastrophic injury policy at no cost to the student athletes. For students involved in interscholastic sports competitions, catastrophic coverage begins once claims have exceeded \$5,000 for sports and \$10,000 for all other school sponsored activities.

Insurance for students on a school day or a 24-hour coverage basis during the school year is available **for purchase**. Forms are available in the school office. It is highly recommended that parents carry medical insurance, especially if their students are participating in any type of athletics. ***USD 407 schools do not carry General Health and Accident Insurance Coverage for students.***

ANTI-BULLYING POLICY

(See BOE Policies - [EBC](#), [GAAE](#), [JCE](#), [JDD](#), [JDDC](#), [JGEC](#), [JGECA](#), and [KGC](#))

Bullying on USD 407 property, in a district vehicle, or at any district sponsored activity or event is prohibited.

The Board of Education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form by any student, staff member, or parent towards a student or staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event.

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.

All individuals (students, parents, community members, etc.) participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

All students, staff members, and parents need to be aware of the following provisions of the policy:

1. “Bullying” means any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
 - Harming a student or staff member, whether physically or mentally;
 - Damaging a student’s or staff member’s property;
 - Placing a student or staff member in reasonable fear of harm to the student or staff member;
 - Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property;
 - Cyberbullying; or
 - Any other form of intimidation or harassment prohibited by any policy of USD 407.
2. “Cyberbullying” means bullying by use of any electronic communication device through any means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.
3. “School vehicle” means any bus, school suburban, other school vehicle, or private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.
4. “Parent” means a legal guardian, custodian, or other person with authority to act on behalf of a child.
5. “Staff member” means any person employed by the school district.

ASBESTOS POLICY

(See BOE Policies – [EBB](#) and [JBH](#))

Asbestos is present in all USD 407 school buildings. All asbestos areas have been inspected and identified and preventative measures have been established in compliance with federal law. A licensed inspector conducts re-inspections every three years, and the custodial staff does six-month surveillance. The Asbestos Management Plan is located at each school and is available for inspection by anyone desiring to do so. For questions regarding asbestos in the buildings, contact the superintendent at 785-483-2173.

ASSEMBLIES

(See BOE Policies – [IFBH](#) and [IKE](#))

Several assemblies and pep rallies will be held during the school year. These functions are treated the same as a class period and attendance is compulsory unless the student is a member of a religious group whose doctrine forbids such activities. The student must make their wishes known to the principal, who will provide an area for an alternate learning experience.

Regular assemblies are student, faculty, or administration planned and are of various types. Some relate to special days or events; others involve awards, recognition and display of student accomplishment. Pep rallies are held in the gym before an appropriate number of athletic events. The cheerleaders assume the responsibility for planning and conducting these events.

ATTENDANCE POLICY

(See BOE Policies – [JB](#), [JBD](#) and [JBE](#))

School attendance is instrumental in the success of each student enrolled in USD 407 Russell County schools. Every school day counts in a student’s academic life. A missed school day is a missed opportunity to learn and interact with their peers and teachers. All USD 407 students are required, by Kansas law, to be regular in attendance. Attendance is the responsibility of the parent and student.

Students are expected to be in school each day unless excused for:

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

Any other absence will be considered “unexcused” unless approved by the principal prior to the absence. Additionally, if contact with the school is not made by the parent/guardian, the absence will be considered unexcused.

ABSENCES PER SCHOOL YEAR

Letters will be sent home on Monday of each week that a student’s overall attendance rate is below 90% which is the threshold of being chronically absent. If a student falls below 90% attendance on multiple occasions, a meeting may be scheduled with building administrators to establish an attendance plan. Documentation for absences is always encouraged but may be mandatory if a student is placed on an attendance plan.

Absences will be taken into consideration in the promotion or retention of a student from one grade level/course to another. Ultimately, promotion or retention of a student is the decision of the school and its administration.

In the event of an absence, parents will call or email the school office on the morning of the day of the absence by 9:00 a.m.

TARDY

Students will be considered tardy if they are not in their assigned classroom when the bell rings at the start of the day or class period. Repetitive tardies may result in a consequence and contact with the parent.

TRUANCY

(See BOE Policy [JBE](#))

In accordance with Kansas State Statute K.S.A. 72-3121, 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 Kansas Department of Children and Families (DCF) and students over 13 shall be reported to the county or district attorney.

Truancy is defined as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year, whichever comes first. It is that policy of USD 407 that regular attendance is an important contributing factor to school success. The board of education feels that school attendance is a privilege and not an imposition, and, therefore, encourages regular and punctual attendance of students to fulfill assigned requirements as scheduled.

ATTENDANCE POLICY AT ATHLETIC EVENTS AND ACTIVITIES

Students enrolled in USD 407 are encouraged to attend athletic events and activities. Attendance at these events must meet the following requirements:

- Students in Grades 7-12 may attend events without adult supervision, as long as, they are seated in the designated student section, assigned by RJSHS administration.
- Students in Grades PK-6 may attend events with adult supervision, not including current high school students, and should remain with adults throughout the event.

Violation of this policy may result in removal from the athletic event or activity. Any additional violations of this policy may result in a suspension from activities as deemed appropriate by administration. Furthermore, any disciplinary action at events will result in consequences as laid out in the USD 407 handbook.

BIRTH CERTIFICATE REQUIREMENT

(See BOE Policies – [IIBGB](#), [JBC](#), [JBCA](#), [JBCB](#) and [JQKA](#))

Students enrolling in school for the first time must provide a certified copy of their birth certificate on file in the school office within thirty (30) days of enrollment. Students new to the district who were enrolled at a previous school may show proof of a birth certificate at the time of enrollment or may wait until the records are sent from their previous school.

Under K.S.A. 72-9934 schools are required to accept:

1. A certified copy of the student's birth certificate;
2. A court order placing the child in Department for Children and Families (DCF) custody;
3. A certified transcript or other student records transferred from another school; or
4. Other documentary evidence that the board deems to be satisfactory.

If the school has not received proof of identity within thirty (30) days after the child enrolls, the school must report the lack of identification to a law enforcement agency. The law enforcement agency must then conduct an investigation. Schools must not inform anyone claiming custody of the student or

purporting to be the student’s parent or legal guardian of an investigation while it is being conducted. Schools must cooperate and provide law enforcement access to the student at school. School personnel should be present during interview with the child, if school personnel believe it is in the best interest of the child. Students may not be excluded from school for failing to provide proof of identity.

The Office of Vital Statistics is not authorized to release a certified copy of a birth certificate to the school district when a parent/legal guardian has failed to or refuses to provide a certified copy.

BOARD OF EDUCATION MEETINGS

(See BOE Policy [KBC](#))

The board is not obligated to broadcast, livestream, or record its board meetings. However, if the board elects to livestream any board meeting on television, the internet, or any other medium, all aspects of any such open meeting will be available through the selected medium for the public to observe, absent any unintentional technological failure or action taken by the provider of the medium disrupting or preventing the livestream.

Meetings will be made available to the public as a livestream at the date and time of the event. The recording will also be available on the [USD 407 Live](#) YouTube channel until the minutes are approved and become the official record of the Board of Education. Once minutes for the meeting have been approved, the livestream video recording shall be deleted from the archives.

(BOE Amended: 6/28/2025)

BOTTLED WATER/CONTAINERS

Students will be allowed to carry bottled water with them during the school day. However, the administrator or teacher may apply restrictions or limitations to students having bottled water in computer labs. No soft drinks, energy drinks, or other sugary drinks will be allowed. Students discovered with anything other than water in their containers will be subject to disciplinary action.

BULLYING PREVENTION HOTLINE

In 2012, the Kansas State Department of Education, in partnership with Kansas Children’s Service League, established the Bullying Prevention Hotline. This free, anonymous service is available to provide counsel and resources to address questions or concerns about bullying situations. The 24-hour hotline can be reached by calling or texting 1-800-332-6378 (1-800-CHILDREN) or by e-mail at 1800children@kcsll.org.

BUS CONDUCT

(See BOE Policies – [ED](#), [EDDA](#), and [JGG](#))

According to state regulations, classroom conduct should be expected from students, except for conversation in normal tones, while riding the bus. No one should be standing, and no arms or hands should be out of the windows. All students should remain seated until the bus has stopped. Law prohibits standing while the bus is in motion. While on the bus, all school rules and behavior expectations will be enforced. Each student is under the supervision and authority of the bus driver. The bus driver may assign

seats either temporarily or permanently and will refer any misbehavior to the transportation director and principal. The Director of Transportation can be reached at this telephone number: 785-483-2173.

CELL PHONES/ELECTRONIC DEVICES POLICY – STUDENTS

The USD 407 school district has determined that cell phones have limited or no educational value and cell phone use may create a distraction to the learning environment. Student possession of cell phones in the USD 407 school district is only allowable subject to the following rules and regulations. Strict adherence to these rules and regulations is required. Additionally, the district prohibits the use of all communication devices by students without the consent of an administrator or faculty member. The USD 407 school district reserves the right to define the educational value of any new electronic wireless devices that may become available in the future and to prohibit their use if they have no educational value, or if such use creates learner distraction or disruption.

Possession of a cell phone by a student is a privilege, which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. USD 407 school district shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

USE OF CELL PHONES ON SCHOOL GROUNDS

The following are the policies for the use of cell phones by students:

All Grade Levels: Students may use cell phones before and after school (before 7:30 a.m. and as late as 3:45 p.m.), as long as, they do not create a distraction or a disruption.

- **Grades PK-6:** Use of cell phones during the school day is prohibited. Cell phones will be powered completely off and concealed.
- **Grades 7-12 Electronic Devices:** The use of cell phones by students is not allowed at Russell Junior-Senior High School during the school day. Cell phones must be kept in an assigned locker with an assigned lock or left in a student's vehicle or at home. Cell phones may be utilized during school functions outside of normally scheduled school hours and sporting events as long as cell phone usage is not a distraction. This policy also covers the use of smart watches and other electronic devices. Cell phones and electronic devices are prohibited in restrooms, dressing areas, or locker rooms without a coach or sponsor present. Seventh and eighth grade students are not permitted to use cell phones on school transportation to and from school functions and sporting events. Cell phone usage at KSHSAA events will be under the coach's discretion. Any school cell phone usage during school hours will be under the direction of Russell Junior-Senior High School administration. Violation of this cell phone policy will result in disciplinary action as outlined in "Penalties for Violation of Cell Phone Rules" listed below.

CAMERAS AND/OR PICTURE CELL PHONES

The use of cameras or the camera function of a cell phone is strictly prohibited in bathrooms and changing areas. Teachers using cell phones for instructional purposes must obtain permission from the building administrator. Students who violate this provision of the policy may face other disciplinary measures, up to and including suspension and/or expulsion.

EARBUDS

Earbuds are strictly prohibited during academic time. Students may be permitted to use earbuds or headphones if under the direction of staff for read aloud or other academic tasks. Earbuds are not to be used in the hallway.

USE OF CELL PHONES IN SCHOOL VEHICLES

Cell phone or camera usage by students in grades 9 - 12 while riding to and from school in a school vehicle, or in a school vehicle during school-sponsored activities is at the discretion of the administrator and/or sponsor. Seventh and eighth grade students are not permitted to use cell phones on school transportation to and from school functions and sporting events. Distracting behavior that creates an unsafe environment will not be tolerated.

PENALTIES FOR VIOLATION OF RULES

(Penalties apply to cell phones and other electronic devices.)

1st Offense

- **Grades PreK-6:** Device will be taken away. Parent/legal guardian must come to school to get the device after 3:30 p.m.
- **Grades 7-12:** Device will be taken away. Parent/legal guardian must come to school to get the device after 3:30 p.m.

2nd Offense

- **Grades PreK-6:** In School Suspension (ISS) the next school day.
- **Grades 7-12:** In School Suspension (ISS) for the remainder of the day.

3rd Offense and Beyond

- **Grades PreK-6:** Out of School (OSS) for the next full school day. **Continued violations could lead to long-term suspension.**
- **Grades 7-12:** Out of School (OSS) for the remainder of the day, plus the following school day, plus an additional day for each offense. Loss of all cell phone privileges for the remainder of the year.

Nothing in this section will prohibit an administrator from imposing other disciplinary measures permitted under board policy and state law; if in the administrator's judgment, the situation warrants such disciplinary action.

NOTE: *Cell phones or other electronic devices confiscated under this policy remain the personal property of the student. As such, any school personnel will not activate them during the time they are in the school's possession. Confiscated devices will only be returned to the parent or legal guardian of the student and cannot be reclaimed by the student without a parent or legal guardian's presence.*

COLLECTION PROCEDURES

(See BOE Policies – [DP](#), [EE](#), and [JS](#))

UNPAID FEES BALANCE

All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three (3) times in not less than a fourteen-day increment by the superintendent or superintendent’s designee using two different venues (i.e., phone call, electronic notification, email, statement sent home with student, and U.S. Mail).

If, within fourteen (14) days after the second notice was mailed, the debt is not paid in full or a payment plan has not been signed with the superintendent or superintendent’s designee to pay it, a third and final notice shall be sent to the debtor by U.S. Mail. Postage and stationary costs may be added to the original bill.

If full payment is not received by the board clerk within fourteen (14) days after mailing of the final notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes or the superintendent or superintendent’s designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district.

INSUFFICIENT FUNDS CHECKS

The superintendent or the superintendent’s designee is authorized to request charges be filed against a person or persons giving worthless or insufficient fund checks to the school district. In addition, the board adopts the following procedures for dealing with returned checks in the school setting.

Once the person is notified of the first returned check, if restitution is made within five (5) working days from the notification, there will be no charge for a returned check. If after a second notification is sent, restitution is not made within an additional five (5) working days, a fee of ten dollars (\$10.00) will be charged.

If a person has a second returned check, the person will be notified and assessed a fifteen-dollar (\$15.00) fee, providing restitution is made within five (5) working days. After the second notification is mailed concerning the second returned check, a fee of twenty dollars (\$20.00) will be assessed.

For a third returned check, the person will be notified, assessed a thirty-dollar (\$30.00) fee, and informed that the district and its schools will not accept any future checks from such person. All future payments to the district or individual schools would then need to be in the form of cash, cashier’s check, or credit/debit card payment.

If restitution of the third check is not made within five (5) working days from mailing the final notification, the superintendent or superintendent’s designee will be notified, and the superintendent or superintendent’s designee may turn the matter over to the county attorney for legal action.

CONCEALED OBSERVATIONS

(See BOE Policies – [JGGA](#) and [KGB](#))

Unless otherwise provided in this policy, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with [JGGA](#); the recording or livestreaming of open meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student’s evaluation or provision of special education services with the principal’s prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

COPYRIGHT MATERIALS

(See BOE Policies – [ECH](#), [IIBG](#) and [KBA](#))

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Penalties are provided for unauthorized copying of all materials covered by the law unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by school district employees or students must be done with permission of the copyright holder or within the bounds of “fair use.” The school district shall have no duty to provide legal defense or indemnification for school district employees or students who violate any provisions of the copyright laws.

DESTRUCTION OF SCHOOL PROPERTY

(See BOE Policy – [EBCA](#))

Defacement or abuse of school property, vandalism or theft will subject students to a penalty. Students who destroy school property will be expected to make full restitution for the destroyed property and are subject to disciplinary action, up to and including, suspension or expulsion, as well as possible criminal charges.

DISASTER DRILLS

(See BOE Policy – [EBBE](#))

For grades K-12, state law requires at least four (4) fire drills, two (2) tornado drills, and three (3) crisis drills per year. Preschool classrooms are required to schedule one (1) fire drill per month. When fire alarms are sounded, students are to pass in an orderly fashion, according to procedures posted in each room, from the building to the street, sidewalk, or outside courtyard area. For tornado drills, students pass to first floor hallway or lower level and sit on the floor in an area away from any windows.

DRESS CODE AND PERSONAL APPEARANCE

(See BOE Policy – [JCDB](#))

The responsibility for proper dress and personal hygiene rests with the students and parents. With the wide variety of styles and fashions available today, parents and students should use good judgment and common sense in picking clothes for school so that a positive, safe, and non-distracting learning atmosphere will be maintained. The following will be used as guidelines for good grooming and dress for school:

1. Shorts of an appropriate length may be worn year-round. A general guideline is that the highest portion of the shorts should reach to fingertips with arms at sides. Short shorts/skirts, boxers or swimsuits are not to be worn. Cut-offs may be worn if trimmed appropriately and holes that are mid-thigh and above in jeans and/or shorts are not allowed unless patched. **Undergarments, pockets, and skin should not be visible at any time.**
2. Yoga pants or leggings may be worn with an appropriate length dress/skirt, short, t-shirt, or tunic. If yoga pants or leggings are worn, they must have a covering that extends to the tips of the student's fingers.
3. Sagging pants or shorts are not allowed. **Undergarments should not be visible at any time.**
4. Mesh, crop, and spaghetti strap shirts and tank tops may be worn but only with a full coverage shirt *underneath*. Low cut tops and tops that expose the midriff may not be worn. **Undergarments should not be visible at any time.**
5. Apparel containing text or graphics that promote or suggest violence or other inappropriate content, including but not limited to alcohol, drugs, smoking, or sex are not to be worn. This includes shirts with sayings that have two meanings.
6. No hats, caps, hairnets, bandanas, hoodies, etc. are to be worn in the building without prior approval of the administration.
7. Pajamas and slippers are not to be worn.
8. Bare feet or stocking feet will not be permitted.
9. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student. Should the student's dress, personal appearance or hygiene be deemed unacceptable, parents may be contacted.

Violations of the dress code will be required to follow the below listed plan.

First Offense:

- Student uses clothing from the office or parents are called, required to change clothes.

Second Offense:

- Student uses clothing from the office or parents called, required to change clothes and missed class time will be made up after school with 60-minute office detention, office discipline referral (ODR).

Third Offense:

- Parents called, required to change clothes and spend one (1) day in in-school suspension (ISS) or possible Saturday school.

Repeat offenders risk further disciplinary action and possible out of school suspension.

DRUG FREE SCHOOLS POLICIES – STUDENTS

(See BOE Policy – [JDDA](#))

DRUG FREE SCHOOLS AND COMMUNITY ACT

The possession, use, or distribution of illicit drugs, alcohol or tobacco or tobacco products including electronic cigarettes by students at school, on school property, or at a school supervised activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226. This policy, and any curriculum used in conjunction with it, shall be reviewed to determine its effectiveness, implement changes, if needed.

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Administration may report students who are in violation of this policy to law enforcement as appropriate.

For the purpose of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

CURRICULUM

All the district’s students shall be made aware of the legal, social and health consequences of drugs, alcohol and tobacco use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco products. Students shall also be informed that the use of illicit drugs and the possession and use of alcohol and tobacco is both wrong and harmful.

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, alcoholic beverages or tobacco products at school, on school property, or at a school supervised activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and shall be subject to the following sanctions up to and including suspension and expulsion. The administration reserves the right to impose any of the following consequences depending on the facts and seriousness of the behavior.

ALCOHOLIC BEVERAGE, ILLICIT DRUGS & CONTROLLED SUBSTANCE VIOLATIONS

1. A student who violates the terms of this policy shall be subject to the following sanctions:
 - a. A punishment up to and including short-term suspension.
 - b. A punishment up to and including long-term suspension. 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. If at any time the student fails to make satisfactory progress in the program, the suspensions shall be re-imposed.
 - c. A punishment up to and including expulsion from school for the remainder of the school year;

and suspension from 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 has completed a drug and alcohol education and rehabilitation program at an acceptable program

2. 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 Annotated 72-6114, *et. Seq.* Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.
3. Whenever a student who has attained the age of thirteen (13) years has been found in possession of a controlled substance, illegal drug or alcoholic beverage at school, upon school property, or at a school sponsored activity, the building principal shall make an immediate report of the student's act to the appropriate law enforcement agency. "Illegal drug" means a controlled substance but does not include such a substance that is legally possessed or used under authority of any federal or state law. "Possession of a controlled substance, illegal drug, or alcoholic beverage" means knowingly having direct physical control over a controlled substance or any illegal drug or alcoholic beverage or knowingly having the power and the intention at a given time to exercise dominion or control over a controlled substance, illegal drug or alcoholic beverage.
4. In the event 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/guardian. Parents/guardians or students should contact the directors of the programs to determine the cost and length of the program. Students and parents/guardians shall be given a copy of this policy and a copy of the list of available counseling and rehabilitation programs. Parents/guardians and students will be notified that compliance with this policy is mandatory.

Nothing in this section will prohibit an administrator from imposing other discipline permitted under board policy and state law depending on the seriousness and facts; if in the administrator's judgment, the situation warrants such disciplinary action.

TOBACCO AND NICOTINE DELIVERY DEVICES – STUDENTS

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property.

Administrators may report students who are in violation of this policy to law enforcement, as appropriate.

For the purposes of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

TOBACCO USE VIOLATION

This policy pertains only to those students caught with tobacco during the school day or at school activity. This policy includes the use of any tobacco and nicotine delivery device.

A student who violates the terms of this policy shall be subject to any or all of the following sanctions depending on the facts and severity of the violation:

1. 1 day in-school suspension (ISS);
2. 1 day out-of-school suspension (OSS);

3. A punishment up to and including a long-term suspension or expulsion from school for the remainder of the school year. A student who is long-term suspended or expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Nothing in this section will prohibit an administrator from imposing any or all of the consequences listed above permitted under board policy and state law; if in the administrator's judgment, the situation warrants such disciplinary action.

EMERGENCY SAFETY INTERVENTIONS POLICY

(See BOE Policies – [GAAF](#), [GAO](#), [JRB](#), [JO](#), 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 the student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

DEFINITIONS

“Area of purposeful isolation” means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

“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.

“Purposefully isolate” when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;
2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency that 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 for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

- School personnel purposefully isolate the student; and
- the student is prevented from leaving or has reason to believe, that the student will be prevented from leaving the area of purposeful isolation.

“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 treatment for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and

- Use of mechanical restraint, **except**:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

USE OF EMERGENCY SAFETY INTERVENTIONS

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

ESI RESTRICTIONS

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition shall 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 reason why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. In spite of 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. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of other rooms where students frequent. Such area 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:

- The events leading up to the incident;
- student behaviors that necessitate that ESI;
- steps taken to transition the student back into the educational setting;
- 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;
- space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and
- 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 the first three (3) bullets 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:

- A copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;
- 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
- 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 ESI, the foregoing information shall be provided in printed form. 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; and
- Whether the student had an individualized education program (IEP) 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 bi-annual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

REPORTING DATA

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

PARENT RIGHT TO MEETING ON ESI USE

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

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

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

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

LOCAL DISPUTE RESOLUTION PROCESS

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

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

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

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such 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 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 thirty (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.

EXTRA-CURRICULAR ACTIVITY POLICY

(See BOE Policies - [JH](#) and [JM](#))

PRELIMINARY STATEMENT

This policy applies to students participating in any non-graded extra-curricular activity or activities. If a student is involved in more than one activity, penalties apply to all. Accusations of violations of this policy will be considered valid when substantiated by a law enforcement official, a faculty member, sponsor, coach, or a school administrator.

Participation in non-graded extra-curricular activities is a privilege for each participating student. USD 407, through its Drug Free Schools Policies and Tobacco Abuse Policy, recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse of mood-altering chemicals by adolescents negatively affects extra-curricular participation and development of related skills. In order for a student in USD 407 to be involved in any non-graded extra-curricular activity or activities, he or she must abide by the following policy.

POLICY

Twenty-four (24) hours each day during the season of each activity, a student shall not use or consume, have in possession, buy, sell or give away any beverage containing alcohol, any illegal drug or controlled substance, tobacco, or any mood-altering chemical in any form, including chewing tobacco. Illegal drug or controlled substance does not include such a substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under authority of any federal or state law. However, students are prohibited from trading, selling, or sharing prescription drugs.

PENALTIES

Except as hereinafter provided, these penalties shall be in addition to any sanctions that may apply under the Russell County Drug Free Schools Policies and any sanctions which may apply under the Russell County USD 407 Tobacco Abuse Policy. Any student involved in any non-graded extracurricular activity violating this policy shall be sanctioned as follows:

First Violation:

- Upon the first violation during any one (1) school year, the student shall lose eligibility for the next two (2) consecutive dates of competitions or performances for all contests or performances during any period of suspension from student activities under the Russell County USD 407 Drug Free Schools Policies, whichever is the greater number of contests.

Second Violation:

- Upon the second violation during any one (1) school year, the student shall be immediately dismissed from the activity/activities for the remainder of the season during which the second violation occurs.

Third Violation:

- Upon a third violation in any one (1) school year, the student shall be ineligible for participation in any non-graded extracurricular activity for the remainder of the school year.

For the purpose of determining whether a violation is a first, second, or third violation of this policy during any one school year, a prior violation includes being previously found to have violated this policy, the Drug Free School Policies, and/or the Tobacco Abuse Policy.

USD 407’s authority to discipline students is separate and not controlled or determined by any criminal or law enforcement findings or decisions.

RECOMMENDATIONS

Upon one (1) violation of this policy involving a beverage containing alcohol or any illegal drug or controlled substance, it will be recommended that the student receive an evaluation and any necessary counseling from a professional chemical dependency counselor. Upon two (2) violations of this policy involving a beverage containing alcohol or any illegal drug or controlled substance, it will be recommended that the student enroll in and maintain good standing in a chemical dependency treatment program. Upon three (3) violations of this policy involving a beverage containing alcohol or any illegal drug or controlled substance, chemical dependency treatment will be recommended. Participation by the student in any counseling or treatment program will be at the expense of the student’s parent(s)/legal guardian(s).

Nothing in this section will prohibit an administrator from imposing other discipline permitted under board policy and state law; if in the administrator’s judgment, the situation warrants such disciplinary action.

NOTE: Coaches of individual sports may have team rules that are above and beyond this policy in terms of “Embarrassment Rules” as long as they are 1) in writing, 2) approved by the activity director and building principal, and 3) discussed at a parent/guardian meeting.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

(See BOE Policies – [BCBK](#), [ICA](#), [ICAA](#), [IDAE](#), [II](#), and [JR](#) et seq.)

The Family Educational Rights and Privacy Act (FERPA) specify rights related to educational records. This act gives the parent the right to: (1) inspect and review his/her child’s educational records; (2) make copies of those records; (3) receive a list of all individuals having access to those records; (4) ask for an explanation of any item in the records; (5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child’s rights; and (6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact, Section 504 Coordinator for Unified School District 407, at 785-483-2173.

FAMILY NIGHT

(See BOE Policy – [LED](#))

Wednesday night is family night in USD 407 communities. As a result, no school activities are scheduled for Wednesday evenings after 6:30 p.m. This time is set aside for family activities.

FEES

(See BOE Policy – [JS](#))

Textbooks are rented to students. Books remain the property of USD 407 and must be paid for in the event they are misplaced or destroyed. In addition, middle school and high school students will be assessed student council fees, class fees, and project-based course fees.

TEXTBOOK RENTAL

Grades K – 12	Full Pay		\$50.00	Annually
Grades K – 12	Reduced Pay		\$20.00	Annually
Grades K – 12	Free		\$0.00	Annually

TECHNOLOGY RENTAL

Grades K – 12	Network Fee (does not include virtual only)		\$25.00	Annually
Grades 7 – 12	Device Fee		\$50.00	Annually
Virtual K – 12	Device Fee		\$50.00	Annually

RUSSELL JUNIOR-SENIOR HIGH SCHOOL

Grades	Course	Course Number(s)	Fee	Cycle
Grades 9 – 12	AG – Adv Ag Mechanics	18402A / 18402B	\$35.00	Semester
Grades 9 – 12	AG – Ag Leadership & Communications	18203A / 18203B	\$10.00	Semester
Grades 9 – 12	AG – Ag Mechanics	18401A / 18401B	\$25.00	Semester
Grades 8 – 12	AG – Intro to Ag	18001A / 18001B	\$10.00	Semester
Grades 9 – 12	AG – Plant & Soil Science	18058A / 18058B	\$10.00	Semester
Grades 9 – 12	AG – Plant & Animal Science	18301A / 18301B	\$10.00	Semester
Grades 7 – 8	Art	7020 / 8020 / 8720	\$20.00	Semester
Grades 7 – 12	Credit Recovery (Reimbursed upon passing)		\$150.00	Per ½ Credit
Grades 9 – 12	CTE – CNA (Fees paid directly to NCK)	151742	NCK	Semester
Grades 8 – 12	CTE – Welding Processes 1	39207A / 39207B	\$70.00	Semester
Grades 9 – 12	CTE – Welding Processes 2	39208A / 39208B	\$70.00	Semester
Grades 8 – 12	DRED – In-District Students		\$214.00	Annually
Grades 8 – 12	DRED – Out-of-District Students		\$314.00	Annually
Grades 9 – 12	FA – Arts & Crafts	334441 / 344641	\$12.50	Semester
Grades 9 – 12	FA – Painting A	344441	\$25.00	Semester
Grades 9 – 12	FA – Sculpture	344541	\$25.00	Semester
Grades 7 – 8	FACS	40750 / 40850	\$20.00	Semester
Grades 9 – 12	FC – Baking & Pastry	16056	\$30.00	Semester
Grades 9 – 12	FC – Culinary Arts 1	160531 / 160532	\$30.00	Semester
Grades 9 – 12	FC – Culinary Arts 1	3405622 / 3405623	\$30.00	Semester
Grades 9 – 12	FC – Culinary Essentials	16052	\$30.00	Semester
Grades 9 – 12	FC – Nutrition Wellness & Wellness	08057	\$30.00	Semester
Grades 7 – 12	FC – Life Skills	751541 / 751542	\$30.00	Semester

Grades 9 – 12	MF – Introduction to Welding	13207	\$70.00	Semester
Grades 9 – 12	PE – Introduction to School Officiating	5408049A/5408049B	\$135.00	Semester
Grades 9 – 12	TE – Cabinetmaking 1	17007A/17007B	\$50.00	Semester
Grades 9 – 12	TE – Cabinetmaking 2	38007A/38007B	\$65.00	Semester
Grades 9 – 12	TE – Carpentry 1	17002A/17002B	\$12.50	Semester
Grades 9 – 12	TE – Carpentry 2	38002A/38002B	\$12.50	Semester
Grades 8 – 12	TE – Introduction to Construction	38001 8A/21108 8B	\$12.50	Semester
STUDENT FEES				
Grades 7 – 12	Class Fee		\$10.00	Annually
Grades 7 – 12	STUCO Fee		\$10.00	Annually

School fees are to be paid at enrollment or arrangements made for payment at a later date. Textbook rental fees are assessed according to [K.S.A. 72-3346](#). All other fees are assessed according to [K.S.A. 72-3353](#). Applications for free or reduced textbooks are available online and at the school offices.

TEXTBOOK RENTAL REFUNDS

USD 407 collects textbook rental fees to help offset the cost of textbook replacement and to help pay the cost of consumable items used in the classrooms. If a student leaves the district before the end of the school year, a partial refund of enrollment fees will be given. Likewise, if a student enrolls in the district after the first semester of the school year has ended, a partial fee will be assessed. All payments or refunds will be determined on a semester basis, regardless of the number of days in attendance or the number of days remaining in the semester. There will be no prorating of fees or refunds based on number of days or weeks. Students whose lunch status is reduced-priced will be charged one-half of the full textbook rental fee, and students whose lunch status is free will not be charged textbook rental fees. For clarification:

1. Any student who enrolls any time during the first semester will be assessed the full textbook rental fees.
2. If a student enrolls any time during the second semester, one-half of the full textbook rental fees will be collected.
3. Any student moving out of the district any time during the first semester will be refunded one-half of the textbook rental fees paid.
4. Any student leaving the district any time during the second semester will not receive a textbook rental refund.
5. Textbook rental fees will be based on a student’s lunch status (free, reduced-price, or full-pay) at the time of enrollment. For a student whose parents’ application for free or reduced-price lunches is in process at the time of enrollment, the determination of their lunch status will be considered to have been in effect at the time of enrollment. After enrollment, students whose lunch status changes at any time during the year will not be given a refund of textbook rental fees that have been paid, nor will they be expected to pay additional fees. (Any student whose lunch status changes from full-pay lunches to free or reduced-price lunches will not receive a refund of textbook rental fees, nor will a student whose lunch status changes from free to reduced-price or to full pay be expected to pay more.)

FIELD TRIPS

(See BOE Policy – [IFCB](#))

School-sponsored trips are important components of a student’s educational development. Besides supplementing and enriching classroom-learning experiences, such trips make students more aware of community resources and help them relate their school experiences to the outside world.

A permission slip covering all local field trips will be available for parental signature at the time of enrollment. For each approved out-of-town trip, the building principal shall develop a form to notify parents of a forthcoming trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s), mode of travel, and cost to student (if any). The form shall also include a space where a parent may ask that a child be excused.

Russell Junior-Senior High School students may take a major trip, provided funds are available, and provided the group has sought and received approval from the Board of Education. Request for the trip must be submitted to the building administrator and superintendent.

FIRST AID

Every effort is made to avoid accidents at school. If a child is injured or becomes seriously ill, the parent will be notified at once and asked for instructions. If the parent cannot be reached, the school will call the person designated on the enrollment form that has consented to accept the responsibility. In accordance with the Good Samaritan Act, the physician authorized by the parent or Emergency Medical Services will be called in emergencies when the parent or other contact person cannot be located.

FOOD SERVICE

(See BOE Policies – [EE](#), [JGH](#) and [JS](#))

All schools in USD 407 have a fully equipped cafeteria, which provide breakfast and lunch programs for all students. Breakfast is served beginning at 7:30 a.m. USD 407 has a closed lunch hour so all students may purchase lunch or eat lunches brought from home. **Please be advised that deliveries from external food services, including DoorDash, are prohibited at all buildings.**

Sack lunches from home must be delivered to the school office by 9 a.m. if not brought by the student during morning drop-off; late submissions will be returned home, and students will be required to eat a school lunch. Exceptions are allowed for sports at Russell Junior-Senior High School, with lunches permitted closer to dismissal time. Additionally, lunches should not include soda or energy drinks, and if any outside food like Subway or Pizza Hut is included, it must be removed from its original packaging prior to entering the building.

Guests/Adults who want to join a student(s) for lunch at any building must notify the school office by 9:00 a.m. on the day of attendance so food service staff can make the proper arrangements. If the deadline is not met, guests/adults can still come and be with the student at lunch but there is no guarantee that the adult/guest will receive a meal.

MEAL CHARGES

Grade	Breakfast	Lunch Fees
Full Pay Grades PK - 6	\$2.50	\$3.25
Full Pay Grades 7 - 12	\$2.75	\$3.50
Full Pay Adult/Guest	\$3.00	\$5.00
Reduced Grades PK - 12	\$0.30	\$0.40
Free Grades PK - 12	\$0.00	\$0.00
Extra Entrée		\$2.00
Ala Carte or Extra Milk Price	\$0.60	\$0.60

Students in grades PK-1 will be issued meal cards containing an ID number to purchase meals. Students in grades 2 through 12 will be asked to memorize their ID and manually key the number each time a meal is purchased. Extra milk and additional main dish entrées may be purchased and must be paid using cash, NOT the student ID. State regulations dictate that the only items available for additional purchase are the main dish entrée or milk. No other items are available for purchase.

Russell Junior-Senior High School participates in the Smart Snack program which allows students to purchase additional items during mealtimes. These items must be purchased using cash.

Parents who feel their children may be eligible for a free or reduced-price meal may request an application form from the school or district office, which indicates the income levels necessary to qualify under federal regulations. Families must complete the Free/Reduced Application annually or the student must appear on the Direct Certification list provided by the State of Kansas to qualify for Child Nutrition Benefits.

Adult meal prices will be determined by the district. This institution is an equal opportunity provider.

REFUNDS

Refunds of breakfast/lunch money will be given under either of the following two conditions:

1. **Student leaves the district:** Any student who leaves the district will be refunded, in cash, any money in his/her account that is in excess of the amount owed for meals consumed. It is the student's and/or parent's responsibility to ask for the refund before leaving the district. Refunds will not be mailed. Any refund not claimed before the student leaves the district will be forfeited.
2. **End of the school year:** Student lunch balances will be rolled forward to the next school year during end of the year processing.

LOW LUNCH BALANCE

Parents/guardians will be notified electronically on Monday and Thursday via the district's electronic messaging system as a student's lunch balance nears \$0.00. Messages will be triggered when a student's meal balance reaches the following thresholds: Reduced Pay Meal Plan - \$3.00 | Full Pay Meal Plan - \$10.00.

Electronic messages will continue to be issued each week until the student's available lunch balance is above the low balance amount.

NEGATIVE MEAL BALANCES

It is school district policy that students may not be allowed to charge meals beyond a \$0 balance.

All persons who have negative account balances with the district shall be notified of the delinquency up to three (3) times in not less than a fourteen-day increment by the superintendent or superintendent's designee using two different venues (i.e., phone call, electronic notification, e-mail, statement sent home with student, and/or U.S. Mail).

If, within fourteen (14) days after the second notice was sent, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent's designee to pay it, a third and final notice shall be sent to the debtor by U.S. Mail. Postage and stationary costs may be added to the original bill.

If full payment is not received by the clerk within fourteen (14) days after mailing of the final notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes or the superintendent or superintendent's designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district.

Any negative meal balance deemed uncollectible will be considered as "bad debt" and the district will transfer money from non-federal sources of funding to food service to cover the negative funds and associated costs.

DELINQUENT DEBT

Delinquent debt is unpaid meal charges when payment is overdue as defined by the local meal charge policy.

BAD DEBT

Bad debt is delinquent debt determined to be uncollectable or too costly to collect and is an unallowable expense to the food service fund. Once a student graduates and thus the school district is no longer able to collect the funds, the debt becomes bad debt.

FUNDRAISERS

(See BOE Policy - [DFAA](#))

During the school year, individual organizations or the entire school may have fundraisers to help raise money for student trips, activities, charities, and other educational endeavors provided the fundraising activity is approved by the respective building principal and the superintendent. The building principal is responsible for notifying the superintendent. The superintendent is responsible for notifying the board of education. These fundraisers will be kept to a minimum and are completely voluntary.

Before engaging in fundraising activities, sponsors must submit and have approved by their building principal and the superintendent the USD 407 Fundraising Application. All fundraisers must be approved through this process prior to fundraising beginning. Violations of this policy could result in fundraising activities being suspended. The Fundraising Application is available on the district website under the Staff Resources link.

GRADING PROCEDURES

(See BOE Policy – [IHA](#))

A uniform grading system will be maintained at each grade level throughout the district. If changes in the grading system are considered, a committee of the appropriate professional staff will be established for the development of recommendations for change. The committee recommendations will be submitted to the Administrative Council for approval and implementation.

The grading system for special education students may be an exception to this policy statement. If the grading system of a special education student is individualized, the exceptions will be stated in the student’s individualized education plan (IEP).

GRADING SCALES

(See BOE Policy – [IHA](#))

Unified School District 407 has adopted a district wide grading scale. Students in Pre-kindergarten through Grade 1 are graded by developmental progress rather than by letter grades. The grading system for special education students may be an exception to this policy statement. Grades 2 through 12 will adhere to the following grading scale.

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

HANDICAP EVACUATION PLAN

In the event of an emergency evacuation at any school in USD 407, persons with physical disabilities will exit the school with the help of the classroom teacher or another staff member.

HEAD START PRESCHOOL

USD 407, in conjunction with USD 489, Hays, will offer an Early Childhood Connections (Head Start) preschool program located at Simpson Elementary School. Full day sessions are available with students in attendance Monday through Thursday. Head Start is a federally funded program in which economic need is the only eligibility requirement for children to enter. The emphasis is to reach four-year-old children who would not ordinarily have the opportunity to attend a private preschool. Three-year-old and five-year-old children may also attend if there are not enough four-year-old children to fill the class. We are pleased and proud to offer Head Start in Russell. Please call Simpson Elementary at 785-483-6180 or the

Head Start (Early Childhood Connections) office at 785-483-4455 or 785-623-2430 for questions regarding the Head Start program.

HEALTH SERVICES

(See BOE Policies – [JGC](#), [JGCB](#), and [JGCC](#))

The nurse's office is located in the office complex of each school building. The nurse's schedule is available by calling the school office's administrative assistant. The nurse provides services for all schools in the district; therefore, he/she may be called away from their assigned building. The nurse's office serves as a **temporary** infirmary for students who become ill or injured during the school day.

COMMUNICABLE DISEASE AND ILLNESS CONTROL

Please send a note or call the school when the child stays home due to illness. Inquiries will be made as to why the child is absent so district personnel can determine if there is a risk of illness to other students. If a communicable or contagious disease is contracted, the school must, because of the regulations published by the Kansas Department of Health and Environment, exclude the child from school for the stated isolation period. These are listed below:

1. **Bed Bugs:** In the event that bed bugs (or what are presumed to be bed bugs) are reported in a school building or on other school property the priorities should be:
 - a. Administrators will make every effort to educate the school community about being proactive, as well as reactive, in the event a bed bug problem is identified.
 - b. Address the problems as quickly as possible to limit potential spread and with minimal disruption to the learning environment.
 - c. Avoid bringing undue attention to any individuals directly involved.
2. **Red or Hard Measles and German or 3 Day Measles:** Must have rash verified by a medical doctor. The child may return to school when at least four (4) days have passed since the onset of the rash.
3. **Mumps:** Must be verified by a medical doctor. The child may return to school nine (9) days after the onset of swelling.
4. **Chicken Pox:** The child may return to school five (5) days after onset of the rash, or all scabs have formed crusts.
5. **Pink Eye:** The child may return twenty-four (24) hours after taking the first dosage of prescription medication.
6. **Head Lice:** Head lice can be a nuisance, but they have not been shown to spread disease. Students with head lice will be excluded when live lice are identified. The child may return to school after treatment with an anti-parasitic shampoo is initiated. Nits may persist after treatment, but successful treatment should kill nits.
7. **Ringworm and Impetigo:** The child may return to school after treatment is started.
8. **Streptococcal Disease – Streptococcal Sore Throat:** Infected person shall remain in isolation for ten (10) days if untreated or twenty-four (24) hours following antibiotic therapy.

The reason for medical doctor verification is that many rashes and swollen glands can be mistaken for these diseases. The child might be missing school unnecessarily. Optimum control of diphtheria, whooping cough, polio, measles, mumps and rubella is dependent upon immunizations for all children, which are required by law.

The above listed days are a guideline to follow for these specific diseases. A child should always be kept at home until he/she has recovered from any illness sufficiently so that he/she can perform his/her tasks and does not infect other students.

Any child who has a suspicious rash, sores, skin eruptions, red or draining eyes, elevation of temperatures (100 degrees or above), vomiting, diarrhea, cough the student cannot control, frequent sneezing, headache, body aches, earache, or severe sore throat shall be excluded from school. The student must remain out of school until symptoms have been gone for twenty-four (24) hours (without medication), or a physician sends a statement that the student may return to school.

NOTIFICATION OF ILLNESS

If a child becomes ill or injured while at school, a parent or legal guardian will be contacted if necessary. No student will be sent home without first notifying the parents or the contact person designated by the parent. Please notify the school of who to call in case of an emergency if the parents/guardians plan to be out of town. If the child is subject to asthma or any other condition that makes it necessary for the child to remain inside the building, please make it known to the school with a written message. If notes from parents are frequently sent, a doctor's note may be required for exclusion from outdoor or physical activities.

HEALTH ASSESSMENT

Pursuant to [K.S.A. 72-6267](#), every student up to the age of nine (9) years who has not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the school the results of a health assessment which has been conducted within twelve (12) months of school entry by a nurse who has completed the department of health and environment training and certification, by a physician or by a person acting under the direction of a physician. As an alternative to the health assessment, a student shall present:

1. A written statement signed by one parent or legal guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments; or
2. A written statement signed by one parent or legal guardian that such assessment will be scheduled and completed within ninety (90) days after admission to school.

If a student transfers from one school to another, the school board of the school from which that student transfers shall forward with the student's transcript, upon request of the parent or legal guardian of the student, the results of the health assessment showing evidence of compliance with the requirements of this section to the school board of the school to which the student transfers.

The school board may exclude from school attendance, any student who is subject to and who has not complied with the above requirements. A student shall be subject to exclusion from school attendance until such time as the student shall have complied with the above requirements. The policy shall include provisions for written notice to be given to the parent or legal guardian of the involved student. The notice shall indicate the reason for the exclusion and state that the student shall continue to be excluded until the student has complied with the requirements and inform the parent or legal guardian that a hearing thereon shall be afforded the parent or legal guardian upon request for a hearing.

HEALTH SCREENING, RECORDS AND EDUCATION

Screening tests are only a quick survey method of finding major problems. The screening tests do not replace a preferred professional examination. When a nurse feels it is necessary to discuss screening findings with parents or legal guardians, a written referral will be sent.

Vision and hearing screenings will be conducted in the district as part of the overall health services program. Frequency of the screenings will be in accordance with state law. When appropriate, other screenings deemed beneficial to students, such as dental screenings, may be performed in the school health program.

When these screenings cannot be performed by district staff, the board authorizes the superintendent to identify healthcare service providers to provide them. Such healthcare service providers shall be required to enter into a contract with the district prior to providing any screenings or other services to students in the school setting.

VISION SCREENINGS

Vision screening procedures will be conducted for students new to the district and all students in grades K-7, 9 and 11 unless otherwise specified by state law. Students known to have vision difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

HEARING SCREENINGS

Hearing screening procedures will be conducted for students new to the district and all students in grades K-7, 9 and 11 unless otherwise specified by state law. Students known to have hearing difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

Under certain conditions, hearing screening services are provided for students residing within district boundaries who are enrolled in accredited non-public schools. These services are coordinated between the administration of the accredited non-public school and district administration and require a request from the student's parent or legal guardian. Implementation of the program for non-public school students follows the same guidelines as for district students.

DENTAL SCREENINGS

Dental screening procedures will take place for all kindergarten through 8th grade students. Contact the school nurse if there are any questions or concerns about the screenings or if parent prefers a child not be screened. Parents will be contacted with any abnormal results.

SELECTED SCREENINGS

Other screening procedures may be deemed appropriate and beneficial to students. Designated staff will assist in the planning and implementation of other screening programs following standard procedures. Screening results and referrals, when necessary, will be communicated to parents.

In accordance with state law, the parent or legal guardian of any child entering school for the first time shall be informed of the availability of sickle cell screening and of the location of the nearest facility providing blood tests for sickle cell trait and sickle cell anemia.

IMMUNIZATIONS

Kansas law requires a Kansas certificate of immunization for students entering preschool, kindergarten, students entering Kansas schools for the first time, or any student presently enrolled who has not complied.

Students who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the student has received the most recent appropriate inoculations in all required series. Failure to timely complete all required series by October 5th shall be deemed non-compliant.

The superintendent may exclude students who fail to provide the documentation required by law from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/legal guardians as prescribed by law.

The principal of each USD 407 attendance center shall be responsible for enforcing the Kansas state immunization law and for follow-up of incomplete immunizations. ([K.S.A. 72-6262 et seq.](#))

Immunizations as required by Kansas law will be on file in each student’s individual health record. Please send a note when immunizations are received to keep school records up to date.

[K.A.R 28-1-20](#) defines immunizations required for any individual who attends school, or a childcare program operated by a school. The usual number of doses required are listed; however, there are exceptional circumstances that could alter the number of doses a child needs. Parents/Legal guardians are asked to contact the student’s primary care provider or the local health department to address questions about the student’s immunization status.

Proof of receiving the required immunizations must be provided to the school prior to the student attending the first day of school.

IMMUNIZATION REQUIREMENTS

VACCINE	REQUIREMENT
Early Childhood Program Operated by a School – Ages 4 Years and Under	
DTaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	4 doses**
Prevnar (pneumococcal conjugate)	4 doses**
KDG - Grade 6	
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A	2 doses
Hepatitis B	3 doses

Grades 7 - 9	
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A	2 doses
Hepatitis B	3 doses
Meningococcal (MenACWY)	1 dose
Grade 10	
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses
Meningococcal (MenACWY)	1 dose
Grade 11- 12	
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses
Meningococcal (MenACWY)	1-2 doses (See below.)

Students entering 11th and 12th grade having received no previous dose of MenACWY: One dose is required for school entry and this completes the series. Those having received one previous dose of MenACWY, and it has been at least 8 weeks since the first dose: A second dose is required, and this completes the series.

- * Varicella (chickenpox) vaccine is not required if child has had chickenpox disease **and** disease is documented by a physician signature. Without a physician signature, vaccine is still required even if you believe your child has had chickenpox disease.
- ** Total doses needed are dependent on vaccine type and child's age when the doses were administered.
- *** Three doses are acceptable if the 3rd dose was given after 4 years of age and there are at least 6 months between the second and third doses.
- ~ All students in grades 7-12 must have one dose of Tdap regardless of the interval since the last dose of DTaP or Td.

Exceptions to this policy are permitted only under the following conditions:

1. Yearly certification from a licensed physician stating the physical condition of the student to be such that the immunization or inoculations would seriously endanger the life or health of the child.
2. Yearly written statement signed by one parent or legal guardian that the student is an adherent of a religious denomination whose religious teachings are opposed to such immunizations or inoculations.

Regardless of the reason for exception, in the event of an outbreak of a vaccine-preventable disease, any student that is not vaccinated against that disease will be excluded from school until the outbreak has been contained or as required by law.

MEDICATION

[\(K.A.R. 60-15-104\)](#)

To administer prescription medication, we must have written permission given by parent or legal guardian and a written prescription by physician giving the amount to be given and other pertinent information.

To administer over-the-counter medication, we must have written permission from the parent or legal guardian only. Forms are available in all schools. (See [Appendix A: Medications Given at School](#) and [Appendix B: Permission for Self-Administration of Medication](#).) No medications shall be dispensed or administered if prohibited by state law.

The decision to administer aspirin or any other non-prescribed medication is not practiced by any school personnel, including the school nurse. Only the parent has the right to authorize medication administration while at school. However, if the nurse feels a medication is unsafe, he or she has the right to refuse to administer the medication.

Only school nurse or school personnel to whom the task has been delegated may administer prescription and non-prescription medication to a student. Authorized personnel qualified to administer medication shall include the school office administrative assistant, nurse's administrative assistant, the principal, the school nurse, or, under the supervision of the principal, the child's classroom teacher. Administration of such medication may be delegated only if:

1. The administration of the initial dose of a medication has been previously administered to the student.
2. No subsequent administration shall require medication dosage calculation.
3. The medication DOES NOT require administration by intravenous, intramuscular, or through any tube inserted into the body, except an established feeding tube inserted directly into the stomach.

In circumstances where medication is necessary for the student to remain in school, the following guidelines must be followed:

GRADES PK - 6

1. A signed and dated note by the parent giving permission to administer medication (prescription or non-prescription) must be brought to the office by the parent or student.
2. If a note is not on file, the parent must come to the school and give the medication to the child at the designated time.
3. All medications must be in a container with the dosage clearly indicated and all prescription medication must bear a label naming the person to whom it is to be administered.
4. Students are NOT to carry any medications except emergency medications (i.e. rescue inhalers and emergency anaphylactic medications such as an EpiPen) on their person (prescription or non-prescription) without the written consent of the building principal. To carry such emergency medications, a physician's consent must be on file in the Nurse's office. No student is to share medication with another student.

GRADES 7 - 12

1. The student must carry a signed and dated note by the parent giving permission to take medication.
2. All medications must be in the original container with the dosage clearly indicated and all prescription medication must bear a label naming the person to whom it is to be administered.
3. No medications are to be given by one student to another.

MEDICATION STORAGE

All medicines shall be stored under lock and key in the office. **Only the school nurse, principal and the school office administrative assistant shall have access to the stored medications.**

HOMELESS CHILDREN AND/OR PARENTS OF HOMELESS CHILDREN

(See BOE Policies – [EDAA](#), [JBC](#) and [JBCA](#))

A family would be considered homeless if living in any of the following situations:

- On the street;
- In a shelter, motel, vehicle, or campground;
- In an abandoned building, trailer, or other inadequate accommodations; or
- Doubled up with friends or relatives because they cannot find or afford housing.

Preschool-aged and school-aged children have the following rights or protections under the McKinney-Vento Homeless Education Assistance Act:

- Go to school, no matter where the student lives or how long the family has lived there. Homeless children must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school the student attended before becoming homeless or the school the student last attended, if that is the parent/legal guardian's choice and is feasible. If a school sends the child to a school other than the one requested, the school must provide a written explanation and offer the parent/legal guardian the right to appeal the decision.
- Receive transportation to the school the student attended before the family became homeless or the school the student last attended, if parent or legal guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of parent/legal guardian's choice even while the school and parent/legal guardian seek to resolve a dispute over enrolling the student.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When a family moves, the following notifications should be made:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling the child in a new school or arranging for the child to continue in the former school. (Someone at a shelter, social services office, or the school can direct the family to a contact person.)
- Contact the school and provide any information that will assist the teachers in helping the child adjust to new circumstances.

- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Local Area Contact:

Superintendent of Schools
 Russell County USD 407
 400 N. Elm Street
 Russell, KS 67665
 785-483-2173

State Coordinator:

Maureen Ruhlman, Education Program Consultant
 Special Education & Title I Programs
 Kansas State Department of Education
 120 SE 10th Street
 Topeka, KS 66612-1182
 Phone: 785-296-1101
 Fax: 785-296-5867
 Email: mruhlman@ksde.org

HOME-SCHOOLED STUDENTS

(See BOE Policies – [JBC](#) and [JH](#))

Home-schooled students are permitted to enroll as part-time students. Part-time students enrolled in classes that involve Kansas State High School Activities Association (KSHSAA) events must meet KSHSAA regulations. Part-time students who want to participate in extra-curricular events must meet KSHSAA regulations.

HUMAN SEXUALITY AND AIDS EDUCATION

(See BOE Policy – [JKCA](#))

Parents or legal guardians (or a student over eighteen years of age) who do not want their student involved in all or some portion of the district’s Human Sexuality and AIDS education classes shall be provided a written copy of the goals and objectives for the student’s appropriate Human Sexuality and AIDS class. Following review of the curriculum goals on file at the board of education office, the parent or legal guardian must complete the district opt-out form found in [APPENDIX C: Human Sexuality and Aids Education](#) and state the portion(s) of the curriculum in which the student is not to be involved.

KANSAS SCHOOL SAFETY HOTLINE

The Kansas School Safety Hotline Number is 1-877-626-8203 and is a toll-free number of available twenty-four (24) hours per day, 365 days per year to give students, parents and community members the opportunity to anonymously report impending school violence.

MILITARY STUDENTS

(See BOE policies [JIBGB](#), [JBC](#), [JBCA](#), [JBCB](#), [JBCC](#), [JBCE](#), and [JQKA](#))

ENROLLMENT OF MILITARY STUDENTS IN GRADES K-12

If evidence is provided that a military student’s parent or person acting as a parent will be stationed at a military installation in Kansas during the current or immediately succeeding school year, the district shall enroll any military student in kindergarten or any of the grades one through 12 prior to the military student physically residing in this state, and no proof of address shall be required at the time of

enrollment. Residency within the district may be required for attendance if the district does not have open seats at the time of enrollment as determined by board policy JBCC and Kansas law.

ENROLLMENT OF MILITARY STUDENTS IN DISTRICT PRE-K PROGRAMS

If the district offers a pre-kindergarten program, it shall enroll any military student in a pre-kindergarten program if the military student is eligible to participate in the program and the military student or the military student's parent or person acting as a parent provides evidence that the military's parent or person acting as parent will be stationed at a military installation in Kansas during the current or immediately succeeding school year. If the district has no open seats for the program, then the military student shall be placed on a waiting list for enrollment. Proof of address shall not be required at the time of enrollment, but proof may be required for attendance.

SPECIAL EDUCATION AND SECTION 504 SERVICES

If the military student has an individualized education program (IEP) or a 504 plan, the district shall take appropriate measures to ensure the military student will receive the required education and related service upon attending school in the district.

NOTICE OF NONDISCRIMINATION

(See BOE Policies – [GAAB](#), [GAACA](#), [GAF](#), [JDDC](#), [JGECA](#) and [KN](#))

Unified School District 407 believes in the principle and practice of equal opportunity under the law. Neither the board of education nor any employee of this school district shall illegally discriminate on the basis of race, creed, religion, color, national origin, ancestry, age, sex, handicap or any other statutorily prohibited basis. All policies and regulations of the Board of Education shall be enforced in compliance with this policy.

As a means of assuring equal employment opportunity in the school district, the Superintendent of Schools is directed to implement the Affirmative Action Plan by all reasonable means and to report to the board.

The board fully supports the provisions and requirements of Title IX of the Education Amendments of 1972, 29 U.S.C.S. 1681 *et. seq.* prohibiting discrimination on the basis of sex in education programs and activities. The board further supports the provisions of Section 504 of the Rehabilitation Act of 1973, 20 U.S.C.S. (P.L. 93-112), concerning treatment of disabled persons; and U.S.C.S. 1401 *et. seq.* (P.L. 94-142), concerning education of handicapped children. The Superintendent of Schools is directed to proceed with implementing the requirements of those federal statutes.

Any person having inquiries concerning Unified School District 407's compliance with the above is directed to contact the Superintendent of Schools, who has been designated as compliance coordinator. The superintendent's office is located at 400 N. Elm Street, Russell, Kansas 67665; telephone number 785-483-2173.

OPERATING HOURS

(See BOE Policies – [AC](#), [AEA](#), and [AF](#))

Student Day 8:00 a.m. - 3:30 p.m. Monday - Friday

Teachers are available to help students before and after school. Teachers are also available for parental conferences during planning periods and before and after school. Please make appointments through the office.

PARENT-TEACHER CONFERENCES

(See BOE Policy – [GBRF](#))

Parents who wish to have a conference with any teacher should schedule the conferences through the principal's office. These conferences will be scheduled before/after school or during the teacher's planning period, when possible. The approach to such conferences must be beneficial for the student.

PEER GRADING

(See BOE Policy – [JFA](#))

No student shall be allowed to grade another student's work. Teachers who assign work to students are expected to grade each assignment and to enter the grade or mark in the appropriate grade book.

PROMOTION AND RETENTION

(See BOE Policy – [JFB](#))

PROMOTION AND RETENTION OF ELEMENTARY STUDENTS

Students in the Simpson and Bickerdyke Elementary Schools will be promoted on the recommendation of the classroom teacher. Elementary teachers shall base this recommendation upon the following criteria:

1. Promotion from year to year will be based on standards for each core subject area as established by the board of education. (Academic Progress)
2. Attendance
 - A student who is enrolled in Simpson or Bickerdyke Elementary School is expected to be present for the duration of the school day. Any student who attends less than 90% of school during the academic school year may be ineligible to move successfully from one (1) grade to the next.
3. Absences
 - If a student does not come to school, they are considered absent. Absences are considered **excused** for the following reasons:
 - i. Personal illness of the student.
 - ii. Medical and dental examination and/or treatment of the student when the appointments cannot be scheduled other than during school hours. A doctor's verification of these absences will be required when the student returns to school.
 - iii. Death in the family.
 - iv. Observation of a religious holiday.

4. Tardiness and Early Dismissal

- Late arrivals and early releases are discouraged as these create disruption and make it difficult for a child to focus throughout the school day. Please use these only in case of an emergency.
- **Teacher instruction continues until dismissal at 3:30.**

Circumstances surrounding the promotion or retention will be considered by the principal, counselor, and teacher on an individual basis. In addition to these standards – test scores, grades, teacher/principal recommendations and other pertinent data will be used to determine promotion.

Retention of a student is a process that is followed when the professional staff, in consultation with the parent/legal guardian, determines it to be in the best interest of the student, and only after current interventions have proven to be ineffective. The interventions may include, but are not limited to:

- Tutorial assistance;
- Extended learning time; and
- Modifications in curriculum.

Though the primary grades are suggested as the most appropriate time, retention may be considered at any grade level. When circumstances indicate that retention is in the best interest of the student, the child's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision will be based on sufficient data, collected over a period of time and motivated by the desire to place the child in a school program where he or she will be most successful.

Prior to a decision for retention, through professional staff, principal, and parent deliberation, a decision may be made to enroll the child in the district-sponsored summer school program in order to help establish a skill level which will ensure success at the next grade level for the child.

Parents will be notified as early in the school year as possible when there is consideration of retention for any child.

PROMOTION AND RETENTION OF JUNIOR HIGH STUDENTS

USD 407 believes that academic success is paramount to continued student success. Students need to demonstrate their achievement in the current grade before advancing to the next grade level.

Russell Junior-Senior High School attempts to identify students who are at risk of academic failure and offer those students appropriate remedial interventions during the school year. The promotion standards and retention criteria apply to all regular education students. However, in every case, the building team (principal, counselor, 3 teachers) shall make the final determination regarding the promotion or retention of students.

The interventions may include, but are not limited to:

- Tutorial assistance;
- Extended learning time;
- Modifications in curriculum and/or instruction (double blocking); and
- Special classes.

In spite of interventions, some students may not successfully meet standards for promotion to the next grade. A middle school student that has failed a core subject for a semester/year will retake that class the following year and/or may be enrolled and should satisfactorily complete the summer academy class(es). Should the student satisfactorily complete the summer academy class(es), they will be promoted to the next grade level. Students who do not attend summer school or who do not successfully complete the summer academy will continue in the same grade level. To be promoted, students must meet standards regarding grades and attendance. Parents of students who attended summer academy will be notified by the building principal as to whether or not the student has successfully completed the program.

To be promoted, the student must achieve satisfactory report card grades of 60% or higher. Students who fail multiple core classes for the year may automatically be considered for retention.

Retention defined:

1. A student fails a core subject when he/she receives a failing grade ("F") in both semesters and the equivalence of a failing grade for the year.
2. The core subjects include English Language Arts, Mathematics, Science and Social Studies.
3. Exploratory classes include Band, Vocal Music, Computer Education, Health, Physical Education, Technology Education, and Art.
4. Any student who fails two (2) or more of the exploratory classes mentioned above will have failed the equivalent of one core class.
5. If a student attends less than 90% of school for which he/she is enrolled in a USD 407 school, then the summer school policy and possible retention policy may go into effect. (*Individual class periods missed accumulate to the 12-day limit.*)
 - Special circumstances such as extended medical issues will be taken into consideration by the building team (principal, counselor, 3 teachers) in determining whether students will qualify for summer school and possible retention. (*Dentist and doctor's notes concerning medical sessions are recommended and suggested.*)

SPECIAL EDUCATION

Special Education students shall be promoted based on individual needs as outlined in their individual education plans (IEPs).

EVALUATION, PLACEMENT, AND RETENTION OF SECONDARY SCHOOL STUDENTS

A secondary student (grades 9-12) should show normal progress toward the goal of a high school diploma. Normal progress may be interpreted to mean that the student should have completed a minimum of four (4) units of credit by the end of his/her freshman year; ten (10) units of credit by the end of his/her sophomore year; seventeen (17) units of credit by the end of his/her junior year.

STUDENT EXPERIENCING DIFFICULTY

The professional staff is expected to offer counseling for any student that is experiencing difficulties. The purpose of said counseling is to develop personalized strategies on an individual student basis which is designed to promote student success.

DUTY TO MAKE ANNUAL REPORT TO STATE BOARD OF EDUCATION

The Board of Education will annually compile and report to the State Board of Education the types and frequency of criminal acts that are required to be reported pursuant to this policy, disaggregated by occurrences at school, on school property and at school supervised activities. The report will be incorporated into and become part of the report required under the Kansas State Department of Education’s accreditation system. The Board of Education shall make available (to students and their parents, to district administrators, to professionals and paraprofessionals, and upon request, to others) district policies and reports concerning school safety and security, except that there shall be no duty to make available any report made by the superintendent and school employees pursuant to the preceding section of this policy.

PUBLISHING ON THE INTERNET

(See BOE Policies – [IIBG](#), [IIBGA](#), and [IIBGB](#))

USD 407’s schools host homepages on which student’s work is shared via the internet. The district realizes that some parents may object to information about a child being published on the internet. The district also realizes there is no control in who accesses information on the internet or what is done with the information once it is published on the internet. Therefore, if the parent does not wish to have a student’s work, name or picture shared on the internet, the parent needs to notify the child’s school and make such a request to the building principal.

Note: It is understood that group pictures without names attached may be published without permission. Examples of such publications might be sporting event pictures, musical performances, class activities, etc.

RACIAL AND DISABILITY HARASSMENT

(See BOE Policies - [GAF](#), [JGECA](#), and [KN](#))

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited.

SCHOOL CANCELLATIONS

If it is necessary to close school, begin late, or dismiss early, notifications will be made to all media outlets. Parents will be notified by electronic means. Notification will be as soon as the decision has been made along with specific explanations. School closing decisions will be made through the District Administration Office.

SECTION 504 OF THE REHABILITATION ACT OF 1973

(See BOE Policy – [IDACB](#))

Section 504 prohibits discrimination against any person with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

In order to fulfill obligations under Section 504, USD 407 has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate and to afford access to appropriate educational services if the student is determined to be eligible under Section 504. If the parent or legal guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

SEX DISCRIMINATION

(See BOE Policies - [GAAC](#), [GAAD](#), [GAF](#), [JDDC](#), [JGEC](#), and [KN](#))

The Board of Education is committed to providing an environment free from sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district in any district education program or activity 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;
- Making negative remarks regarding someone’s sexual orientation;
- Forcing someone to do something sexual;
- 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/she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another licensed staff member. The district encourages any student who has been harassed or a student who has knowledge of harassment to report it.

The district is to promptly investigate any claims of sexual harassment. 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.

SITE COUNCILS

(See BOE Policies – [JB](#) and [KA](#))

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council shall include, at a minimum, the building principal, teacher representatives and other school personnel, parents of students attending the school, the business community, and community leaders.

Each principal shall submit to the superintendent, names of individuals appointed to the building site council.

Each site council shall establish meeting schedules that shall be subject to board approval. Each council may make recommendations and proposals to the board.

SPECIAL EDUCATION

(See BOE Policies – [IDAA](#), [IDAC](#) and [IDACA](#))

PRESCHOOL - CHILD FIND, SCREENING AND SERVICES

USD 407 as a member of the West Central Kansas Special Education Cooperative (WCKSEC) provides free developmental screenings for children from birth to five (5) years of age. The screenings use age-appropriate instruments, and the following areas are checked: vision, hearing, speech/language, motor skills and cognitive development. Developmental screenings are advertised each spring in the newspaper, social media, radio, and the USD 407 web page. Parents may call 785-483-6180 to schedule an appointment to have their child screened.

If the screening results indicate a more thorough evaluation is needed, the screening team will refer the child to the school psychologist who in turn will notify the multidisciplinary team. Parents/legal guardians will be contacted prior to any evaluation taking place and all procedural rights and safeguards will be explained. Children birth to two (2) years of age needing services due to developmental delays will be served by Developmental Services of Northwest Kansas (Kid-Link). WCKSEC will serve children three (3) to five (5) years of age in need of special education services.

SCHOOL AGE STUDENTS – IDENTIFICATION OF EXCEPTIONALITIES: EVALUATIONS

Parents can obtain an evaluation of their child by giving the principal a written request, preferably after discussing it with the principal and the child’s teacher or the school counselor. The written request will be sent to the school psychologist. Each school building has a child study team (GEI – General Education Intervention) that will develop general education interventions to aid in providing accommodations and address the child's needs prior to or during the evaluation process.

Children in USD 407 or in private schools within the district with suspected exceptionalities are screened by WCKSEC personnel using standardized test results, grades, vision and hearing testing, parent input, observations, and classroom performance. These students are referred to the GEI team and general education interventions are applied in order to help the child. If the interventions fail to work, the team will send the GEI report indicating that the student needs an evaluation to the school psychologist. Parents/legal guardians will be contacted prior to any evaluation taking place and all procedural rights and safeguards will be explained.

SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES

WCKSEC provides a free appropriate education for children ages three (3) to twenty-one (21) with developmental delays, learning disabilities, intellectual disabilities, vision and hearing impairments, speech/language delays, severe multiple disabilities, orthopedic impairments, emotional disorders, health impairments, autism, traumatic brain injury, and intellectual giftedness. In addition, the following related services are available: occupational therapy, physical therapy, assistive technology, psychological, orientation and mobility training, counseling, nursing, adaptive physical education, and speech-language.

Students with individual education plans (IEP's) that are placed in out-of-district programs, state institutions or are incarcerated in a local juvenile or adult detention facility will be provided a free appropriate education according to K.A.R. 91-40-1, et seq.

DUE PROCESS; MEDIATION; HEARINGS

Parents/legal guardians of students referred for an evaluation or receiving special education services will be provided a copy of parent rights (procedural safeguards). If the school and parents do not agree on some aspects of the evaluation or special education action, both parties can agree to have a mediator assigned to help attempt to resolve the situation. If the parents request a due process hearing, the Director of Special Education will be notified by the building principal. The director will meet with the parents to provide information about the availability of mediation.

CONFIDENTIALITY OF RECORDS

Special education records are kept digitally on a WCKSEC server. These records are considered confidential and are available to the student's parents, the student if eighteen (18) years old and school personnel that have a legitimate need to have access. Records will be sent without parent consent to a school district in which the student seeks or intends to enroll. WCKSEC will follow the guidelines of the Family Educational Rights and Privacy Act. Any request to view or copy records must be made to the Director of Special Education. A record will be maintained identifying the party accessing the records, the date access was obtained and the reason for accessing the records. After graduation or upon leaving the district, records will remain on file but will be destroyed after seven (7) years following program completion, graduation from high school, or leaving the district.

STATE AND LOCAL TESTING - SPECIAL EDUCATION

Students with disabilities will be tested according to the recommendations on their Individual Educational Plan (IEP).

When state and local assessments are given, students with disabilities could take the same test as other students in their grade with or without accommodations. Accommodations do not change the test itself. Accommodations could include assistance with reading the test questions when allowed, being allowed more time, taking the test in another location, etc.; however, these same accommodations need to be on the student's Individual Educational Plan and used regularly within the student's classes.

The Kansas Alternate Assessment, the Dynamic Learning Maps (DLM), is intended for the one (1) percent of students who have significant cognitive disabilities and are unable to take the general Kansas state assessments due to the complexity and severity of the disability. Instead, these students and their respective IEP teams have determined that they will participate in the alternate assessment. Students participating in the alternate assessments will receive instruction based on the DLM Essential Elements standards. The Kansas Alternate Assessment or DLM will be used as the local assessment for these students.

STUDENT DISORDER AND DISRUPTION OF THE EDUCATIVE PROCESS

(See BOE Policies – [AEB](#), [IIBG](#), [JA](#), [JDD](#) and [JHCAA](#))

The Russell County USD 407 Board of Education believes that every student enrolled in the schools in the district is entitled to the opportunity of attending school and of receiving an education without fear of harm or injury to person or property.

To that end, students will be subject to any or all school disciplinary measures and/or legal measures whenever any student is guilty of any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
- B. Conduct which substantially disrupts, impedes or interferes with the operation of any school;
- C. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- D. Conduct which, if the student is an adult, constitutes the commission of a felony, or if the student is a juvenile, would constitute the commission of a felony if committed by an adult;
- E. Conduct at school, on school property, or at a school supervised activity which, if the student is an adult, constitutes the commission of a misdemeanor, or if the student is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- F. Disobedience of any order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

The board delegates full authority within constitutional limits to the administrative staff of the schools to affect the securities, which this policy defines.

The Board of Education encourages open and constructive communications in any area that may lead to improvement in the products of education or to the betterment of the school system itself. ([K.S.A. 72-6114, et seq.](#))

DUTY TO REPORT CRIMINAL ACTIVITY

Any employee of the district who knows or has reason to believe that an act has been committed at school, on school property or at a school supervised activity which involves conduct that constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons shall immediately report such act and/or conduct to local law enforcement and to the superintendent.

DUTY TO REPORT CERTAIN ACTIVITY AND DUTY TO INVESTIGATE

If an administrative, professional or paraprofessional employee of the district has information that a student has been expelled for conduct which endangers the safety of others; has been expelled for conduct which, if the student is an adult, constitutes the commission of a felony if committed by an adult; has been expelled for possession of a weapon; has been adjudged to be juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life; or has been tried and convicted as an adult of any felony except theft involving no direct threat to human life, the school employee shall report such information and identify the student

to the superintendent. The superintendent shall investigate the matter, and upon determining that the identified student is a student as described above, shall provide the reported information and identify the student to all administrative, professional and paraprofessional district employees who are directly involved or likely to be directly involved in teaching or providing other school related services to the student. There shall be no requirement to report information concerning a student specified in this policy if the expulsion, adjudication as a juvenile offender or conviction of a felony occurred more than 365 days prior to the employee's report to the superintendent.

DUTY TO MAKE ANNUAL REPORT TO STATE BOARD OF EDUCATION

The Board of Education will annually compile and report to the State Board of Education the types and frequency of criminal acts that are required to be reported pursuant to this policy, disaggregated by occurrences at school, on school property and at school supervised activities. The report will be incorporated into and become part of the report required under the Quality Performance Accreditation System. The Board of Education shall make available (to students and their parents, to district administrators, to professionals and paraprofessionals, and upon request, to others) district policies and reports concerning school safety and security, except that there shall be no duty to make available any report made by the superintendent and school employees pursuant to the preceding section of this policy.

STUDENT SUSPENSION OR EXPULSION PROCEDURE

(See BOE Policies - [AEB](#), [EBC](#), [IHEA](#), [JBD](#), [JCDBB](#), [JCDA](#), [JDC](#), [JDD](#), [JDDB](#), [JDDC](#), and [JHCAA](#))

IN-SCHOOL SUSPENSIONS (ISS)

After investigating a complaint or report of conduct that is deserving of in-school suspension, the administrator will make a determination of whether or not any such suspension is justified. If the building administrator or the administrator's representative determines that an in-school suspension is justified, the student will be called to the office, informed of the administrator's decision and told the length of the suspension. During the conference, the student shall make an attempt to contact his/her parents by phone to inform them of what he/she has done and what the consequences are. If the student is unable to contact his/her parents during the conference, then the building administrator will attempt to contact the parents by phone after the conference. If the administrator is unable to contact the parents by phone, the parents will be sent a letter by regular mail to the address shown on the student's records postmarked within twenty-four (24) hours after the conference informing the parents that their child has been placed on in-school suspension, why the child was placed on suspension and the length of the suspension. During the time a student is on in-school suspension, he/she will be afforded the opportunity of doing the classroom work for credit. Students on in-school suspension will not be allowed to attend or participate in extracurricular competitions.

OUT-OF-SCHOOL SUSPENSIONS OR EXPULSIONS: GENERAL (OSS)

The purpose of these guidelines is to assist the administrator in accomplishing the steps required to properly suspend or expel. These regulations and policies cover the provisions of [K.S.A. 72-6114](#) as amended.

It should be remembered that these regulations apply to out-of-school suspensions or expulsions whether the student is to be suspended or expelled from school entirely or merely suspended or expelled from one class. They are not intended to apply nor do they apply, to in-school suspension involving dismissal from classes or a class period at school during a school day. There are two (2) distinct procedures that

must be followed in accordance with (2) two distinct types of out-of-school suspensions. The first type of out-of-school suspension is classified as short-term suspension. As defined in the statute and the regulations, a short-term suspension is any suspension not exceeding ten (10) school days in length. It is imposed by the administrator and cannot be appealed by the student. All other out-of-school suspensions or expulsions must begin with a short-term out-of-school suspension. The second type of out-of-school suspension is a long-term suspension. A long-term suspension is any suspension exceeding ten (10) school days in length but not exceeding ninety (90) school days. Students on out-of-school suspension will not be allowed to attend or participate in extracurricular activities including practice.

SHORT-TERM SUSPENSIONS (OUT-OF-SCHOOL)

Upon receiving a complaint or report of conduct, which may result in out-of-school suspension, the administrator should make every attempt to learn the facts surrounding the incident as completely as possible. This may include a discussion with the student, if such is deemed advisable by the administrator. After investigation of the facts, the administrator shall determine whether a suspension is an appropriate disciplinary measure, and, if so, the length of such suspension. If suspension is deemed appropriate, an informal hearing will be held where the student will be notified of the charges. The notice may be oral or written, and the hearing may be held by the administrator immediately after the notice is given. The hearing shall include the following procedural due process requirements:

The right of the student to be present at the hearing;

- A. The right of the student to be informed of the charges;
- B. The right of the student to be informed of the basis for the accusation; and
- C. The right of the student to make statements in defense or mitigation of the charges or accusations.

Refusal of a student to be present at the hearing will constitute a waiver of the student's opportunity for a hearing. Prior to the hearing, the administrator should attempt to contact the student's parents or legal guardians and encourage them to attend the hearing. The suspension may be imposed at the conclusion of the informal hearing.

A short-term suspension may be imposed upon a student without affording the student or the parents a hearing prior to the suspension if the presence of the student endangers other persons or property or substantially disrupts, impedes, or interferes with the operation of the school. In such case, a written notice shall be mailed to the student and parents within twenty-four (24) hours of said suspension. Upon mailing such notice, the administrator must then fill out the Affidavit of Mailing Form and place it with the school's copy of the Notice of Suspension. In the event the student has not been afforded a hearing before the suspension has been imposed, an opportunity for an informal hearing shall be afforded as soon afterward as practical but in no event later than seventy-two hours after such short-term suspension has been imposed. Any notice of the imposition of a short-term suspension that provides an opportunity for an informal hearing after such suspension has been imposed shall state that failure of the student and the student's parent or legal guardian to attend the hearing will result in a waiver of the student's opportunity for the hearing.

LONG-TERM SUSPENSIONS AND EXPULSIONS

If based on the facts as they are shown at the informal hearing, or upon any ground or grounds, the administrator feels that a long-term suspension or expulsion is justified, the student shall be afforded the opportunity for a formal hearing. A written notice of any proposal to suspend for an extended term or to

expel from school and the charges upon which the proposal is based shall be given to the student proposed to be suspended or expelled from school and to the student's parent or legal guardian by the administrator. The notice shall state the time, date and place that the student will be afforded an opportunity for a formal hearing and that failure of the student and the student's parent or legal guardian to attend the hearing will result in a waiver of the student's opportunity for the hearing. The notice shall be accompanied by a copy of the Kansas Act for Suspension and Expulsion of Pupils ([K.S.A. 72-6114.](#)) and this board's policy entitled Suspending or Expelling Students Procedure and any amendments thereto. The notice shall be mailed to the student's address on file in the school records or in lieu of mailing the notice, it may be personally delivered. If mailed, the administrator shall complete the Affidavit of Mailing and place it along with the school's copy of the Notice of Suspension. The hearing shall be held no later than ten (10) days after the date of the notice.

HEARING AND NOTICE OF FINDINGS

The superintendent shall appoint a committee for the purpose of conducting a formal hearing concerning the long-term suspension or expulsion. The committee shall consist of an administrator (someone other than the person who administered the discipline) who shall be chairman and two other persons who are hereby authorized to conduct the hearing. At the time and place established for the hearing, the committee shall meet to hear all the evidence bearing on the proposed suspension or expulsion. The hearing will be conducted within the requirements of due process as set forth in the notice sent to the student.

The committee must render its decision not later than three (3) calendar days after the conclusion of the hearing and must file a written report of the findings and results of the hearing. Such report shall be directed to the Board of Education and filed with the clerk of the board.

Whenever such hearing results in suspension for an extended term or expulsion, the committee shall cause written notice of the findings of the hearing and of the right of appeal to be given to the student and his/her parents or legal guardians within twenty-four (24) hours after determination thereof. Said notice may be given by mail to the student's address on file in the school records. Upon mailing of the Notice of Determination to the student and to his/her parents, the administrator shall fill out the Affidavit of Mailing placing it on file with the other documents concerning the suspension or expulsion.

Whenever a student who has attained the age of thirteen (13) years has been found in possession of a weapon, controlled substance, or illegal drug at school, upon school property, or at a school sponsored activity, or has engaged in behavior at school, upon school property, or at a school sponsored activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the superintendent shall make an immediate report of the student's act to the appropriate law enforcement agency.

APPEALS

Any student age eighteen (18) or older who has been suspended for an extended term or expelled, or one of the parents or legal guardians of a student under age eighteen (18), may appeal such suspension or expulsion to the Board of Education of the school district by filing a written notice of appeal with the clerk of the Board of Education not later than ten (10) calendar days after receiving the written notice. Any such appeal shall be heard by the Board of Education or by one or more hearing officers appointed by such board, not later than twenty (20) calendar days after such notice of appeal is filed. Any such hearing officer shall be a member of the board of education, a licensed employee of the school district, or an attorney admitted to practice law in the State of Kansas. Any such appointment shall apply to a particular

hearing or to a set of class of hearing as specified by the Board of Education in making the appointment. Whenever a hearing officer appointed under authority of this policy hears any appeal, the hearing officer shall prepare a written report thereon to the Board of Education. After receiving any such report, the Board of Education shall determine the matter with or without additional hearing. Any matter determined by the Board of Education in accordance with this policy shall be valid to the same extent as if the matter were fully heard by the Board of Education without a hearing officer. The student and his/her parents or legal guardians shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under rules which are consonant with K.S.A. 72-6116. A record shall be made of the appeal hearing by mechanical or electronic recording or, in the discretion of the school board, a certified shorthand reporter. The decision on any such appeal shall be rendered not later than five (5) days after the conclusion of the appeal hearing.

STUDENT DISCIPLINE – LOSS OF DRIVER’S LICENSE

(See BOE Policy – [JDA](#))

[K.S.A. 72-6136](#) requires the school’s chief administrative officer to notify the appropriate law enforcement agency of the expulsion or suspension of a student from school for committing a school safety violation within ten (10) days. Following receipt of this notice, the law enforcement agency would be required to notify the Division of Motor Vehicles of the Kansas State Department of Revenue. The Division of Motor Vehicles would be required to immediately suspend the student’s driver’s license or privilege to operate a motor vehicle for one (1) year. If the notice was not made within the time specified in the bill, the student’s driver’s license would not be suspended.

STUDENT PRIVACY POLICY

(See BOE Policy - [IDAE](#))

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

STUDENT DATA RESTRICTIONS

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

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

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and

- The student and the parent or legal guardian of the student provided the data pertains solely to the student.

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

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

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

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

The district may disclose:

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

STUDENT DATA SECURITY BREACH

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

BIOMETRIC DATA

The district shall not collect biometric data from a student or use any device or mechanism to assess a student’s physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. “Biometric data” includes measurable biological or behavioral

characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

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

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

SELECT STUDENT SURVEYS

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

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

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

Students may be questioned:

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

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

TRAINED DOGS IN CONDUCTING SWEEPS

(See BOE Policies – [JCAB](#), [JCABB](#), and [JCAC](#))

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

TRANSFER STUDENTS

(See BOE Policies – See [IIBGB](#), [JBC](#), [JBCA](#), [JBCB](#) and [JQKA](#))

A student transferring to USD 407 from another school district must be considered in good standing before the student will be accepted at USD 407. Good standing includes academic achievement, attendance and student conduct.

Beginning in the 2024-2025 school year, USD 407 will participate in open enrollment as required by Kansas Statute.

If the student resides in USD 407, the district is required to take the student unless the student is currently serving a suspension and/or expulsion and then the district would be required to take the student once the suspension and/or expulsion expires.

TRANSPORTATION GUIDELINES

INSTRUCTIONS FOR STUDENTS RIDING A SCHOOL BUS

(See [Appendix D](#): Student Transportation Guidelines for a printable form.)

The bus driver is in charge of safely transporting the students to and from school and activities. Students are expected to obey the driver at all times promptly. Students are expected to keep their hands to themselves while on the bus. The bus driver's first and foremost responsibility is to safely drive the bus. Classroom rules apply while on the bus. Classroom conduct is to be observed at all times while on the bus. In periods of bad weather, it may be necessary for buses to run on emergency routes only. The driver will instruct families where the pickup point will be if the buses are running on emergency routes only.

1. Students shall not intentionally harm, threaten or bully any other student on the bus.
2. Students shall comply with directives given by the bus driver or bus monitor.
3. Students must be on time. The driver will wait a maximum of three (3) minutes at an assigned stop. If the student is not there by that time, the driver has been instructed to proceed with the route. In the event this becomes habitual, the Transportation Director will contact the parents/guardians to develop a plan of action.
4. Students must not stand in the roadway while waiting for the bus.
5. Students may select a seat. The driver has the authority to assign seats and may do so if she/he believes it is necessary. Students are expected to immediately move to an assigned seat when instructed by the driver.
6. Students shall not talk in a loud voice, scream or otherwise distract the driver's attention. Profanity or rude gestures will not be tolerated on the bus.
7. Students shall not throw anything on the floor or out of the windows of the bus.
8. Students shall not at any time extend arms or head out of the bus window.
9. Students shall not try to get on or off the bus or move about the bus while the bus is in motion. When exiting the bus, students must observe directions of the driver.
10. Students shall not intentionally cause any damage to the bus. Pencils and other sharp instruments should be kept in a case in the student's notebook or book bag. Weapons are forbidden on the bus.

11. Students and parents/guardians should listen to KRSL radio on mornings when there is bad weather that may cause school to be delayed or canceled.
12. Parents/Guardians are expected to call the bus driver/bus barn/transportation director if their student(s) is not riding.

PENALTIES FOR VIOLATING BUS RULES

First Violation:

- The driver will contact the parent/guardian to make sure the student delivered the “Disciplinary Referral Form” which must be signed by student and parent/guardian. The form will indicate what the student did, what the penalty is, and what will happen if the problem continues. This form must be signed by the parent/guardian and returned to the driver before the student will be allowed back on the bus. If the student forgets the form, the driver has been instructed to not allow the student to ride, and parent/guardian will be expected to provide transportation.

Second Violation:

- The transportation director will schedule a meeting with the student, parent/guardian, the bus driver, and building principal. It will be determined at that meeting what the consequences of the student’s actions will be and may include revoking bus riding privileges. The student will not be allowed to ride the bus until the meeting is held and consequence is determined.

Third Violation:

- The transportation director will make a recommendation to the superintendent who will inform the Board of Education that student bus riding privileges will be suspended for the remainder of the school year.

Administration reserves the right to immediately terminate riding privileges based upon the severity or nature of any infraction.

SAFETY BELT PROVISIONS

(See BOE Policies – [ED](#), [JGG](#) and [JGFE](#))

The following provisions apply to any student or adult riding in a school “passenger vehicle:”

1. A passenger vehicle is defined as any motor vehicle designed for carrying ten (10) or fewer passengers. This includes all district owned vehicles.
2. Any person riding in the vehicle is required to wear a seat belt at all times while the vehicle is in motion.
3. It is the sponsor’s responsibility to ensure that occupants comply with seat belt requirements.

USE OF SURVEILLANCE CAMERAS

(See BOE Policy – [CN](#), [JR](#) et seq. and [JGGA](#))

USD 407 uses surveillance cameras for the purpose of providing a safe and secure school environment for students, staff, and patrons. Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage, which is a record of student behavior, shall be placed in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased.

Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information. The local police municipalities have access to the cameras in emergency situations.

VIRTUAL ACADEMY

[\(See Appendix H: Virtual Learning Transfer Request and Agreement\)](#)

USD 407 partners with the Greenbush Virtual Academy, a department of the Southeast Kansas Education Service Center, to provide students of USD 407 with an alternative to traditional schooling via a rigorous online educational program. USD 407 may allow admission to the program if students meet the following criteria as an alternative student:

- Student is currently enrolled in USD 407.
- Student is requesting placement in the virtual program because of one of the following conditions:
 - Credit or Course Deficiencies for Meeting Graduation Requirements
 - Early Graduation Plan approved by USD 407 BOE
 - Long-Term Illness or Requesting Homebound Instruction
 - Social Emotional Concerns
 - Long Term Suspensions – Expulsions
 - Currently enrolled in a Home School or other virtual setting.

Enrollment into the Greenbush Virtual Academy Program is contingent upon approval of the administration of USD 407. Priority will be given to those who demonstrate the highest need and will be dependent on the number of seats reserved by USD 407. Students in grades K-12 who are currently enrolled within USD 407 are eligible to apply for entrance in the Virtual Program. Acceptance into the Virtual Program requires an acknowledgment and understanding of the following information:

- There will be mandatory attendance days when virtual students are required to attend classes for specified periods of time virtually.
- A virtual environment is not the appropriate educational setting for every child. It is important to consider the child’s needs to determine appropriateness.
- Student access to high speed internet in the home is highly recommended.
- Student progress is an expected part of the Virtual Program, and students who do not make minimum academic progress or attendance requirements may be asked to return to the brick and mortar school. Adequate progress will be reviewed on a weekly basis.
- Adherence to the Greenbush Virtual Academy Program handbook, the USD 407 District Handbook, and USD 407 board policy is strictly enforced.
- Virtual students who wish to participate in USD 407 activities must meet the minimum requirements for virtual students according to KSHSAA policy.
- Students enrolled in the USD 407 Virtual Program are eligible to graduate and participate in the district’s commencement ceremony.
- Virtual program students will not be eligible for academic honors such as the Academic Top 10, Valedictorian, or Salutatorian distinctions.

Students may enroll in the virtual program as a full-time or hybrid student. A hybrid student will take classes in the traditional setting, as well as classes through the Greenbush Virtual Academy.

Full-time virtual students will be assessed a device fee. In addition, full-time virtual students who are in grades 7-12 will be assessed a class fee. Hybrid virtual students will be assessed all relevant fees based on their enrolled courses.

Requests for placement in the virtual program are **due by March 1** each year and placement will begin the next school year if approved.

VISITORS

(See BOE Policy – [KM](#))

Parents/legal guardians are encouraged to visit the school. The school attempts to provide a safe and appropriate environment for its students. While visitors are welcome to the school, any classroom visit must be arranged in advance. The unannounced arrival of a visitor, adult or child, at a classroom door can distract the students and deprive them of their rights and the teacher of his/her rights. All visitors must report to the school office before going into any other part of the building. Teachers are not authorized to release a child to ANYONE without permission from the principal or his/her representative.

Student visitors are discouraged. The presence of another young person is disruptive to the best classroom atmosphere. If it becomes necessary for someone to spend some time at school, it must be arranged in advance with the approval of all teachers concerned and the principal. Requests for student visitors should be completed on the forms available in the office and submitted at least one week in advance of the requested date. Visits by students not enrolled in USD 407 will not be allowed during the first and last week of school or the week preceding a scheduled vacation or break.

WEAPONS

(See BOE Policies – [EBC](#), [JDC](#), [JCDBB](#), [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 (1) 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. The superintendent or the superintendent’s designee shall conduct expulsion hearings for weapons violations.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for Department for Children and Families (DCF) or the Secretary of Kansas Department of Corrections (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.

WITHDRAWAL FROM USD 407 SCHOOLS

(See BOE Policies – [IC](#), [IDAB](#), and [LDD](#))

Students who are leaving USD 407 schools to enroll in another school district during the school year must officially withdraw. The student or parent/guardian must report to the office in the school they are enrolled before their last day in school to secure a withdrawal slip. All books, materials and fees must be returned or paid before any refunds can be made.

ELEMENTARY SCHOOLS

Mrs. Katie Revell, Principal krevell@usd407.org
Mrs. Ashley Kauten, Assistant Principal akauten@usd407.org

SIMPSON ELEMENTARY SCHOOL (Grades PK-1)

1323 N. Main St.
Russell, KS 67665

Phone: 785-483-6180
Fax: 785-483-5459

Ms. Kathy Boomhower, Administrative Assistant kboomhower@usd407.org
Ms. Kim Junkermeier, Counselor..... kjunkermeier@usd407.org

BICKERDYKE ELEMENTARY SCHOOL (Grades 2-6)

348 N. Maple St.
Russell, KS 67665

Phone: 785-483-6066
Fax: 785-483-5982

Mrs. Danielle Bennett, Administrative Assistant dbennett@usd407.org
Ms. Hunter Marcum, Social Worker/Counselor hmarcum@usd407.org



SIMPSON SCHOOL SONG

*The Simpson Colts are special
'Cuz we'll be Broncos too!
We'll sing a song of spirit
For the good old Red and Blue...
Oh-oh-oh, Hey - Hey Simpson
Our school is Number 1!
With super kids and teachers
We all have lots of fun.*

SCHOOL COLORS

Red and Blue

MASCOT

Colt



BICKERDYKE SCHOOL SONG

*We are the Bickerdyke Mustangs;
our school is number one...
We do our best in school;
even our lessons can be fun!!!
We Mustangs love our Teachers
who help us every day.
We're proud that we are Mustangs...*

SCHOOL COLORS

Silver and Blue

MASCOT

Mustang

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ADMISSION TO PRESCHOOL

(See BOE Policies - [IBGB](#), [JBC](#), [JBCA](#), [JBCB](#) and [JQKA](#))

Children who will be four (4) years old on or before August 31, 2025, will be eligible to apply for attendance in the district sponsored preschool program. The application asks families to identify criteria based on the Kansas State Department of Education's qualifications for enrollment. Although these indicators will help USD 407 in the enrollment process, they are not automatic qualifiers. It is also important to note that families are not required to meet the indicators to qualify. USD 407 will work to find a balanced and integrated classroom of 4-year-olds to host up to 20 students in both the 8:00 a.m. - 11:30 a.m. and the 12:00 p.m. – 3:30 p.m. sessions. ***BIRTH CERTIFICATE AND PHYSICAL EXAMINATION ARE REQUIRED.**

ADMISSION TO KINDERGARTEN

(See BOE Policies - [IBGB](#), [JBC](#), [JBCA](#), [JBCB](#) and [JQKA](#))

Children who will be five (5) years old on or before August 31, 2025, will be eligible to enroll in kindergarten. A transfer student who does not meet the age requirement is allowed to enroll if the child, while a resident of another state, entered an accredited kindergarten. ***BIRTH CERTIFICATE AND PHYSICAL EXAMINATION ARE REQUIRED.**

ARRIVAL AND DEPARTURE

(See [Appendix E: Simpson Elementary School Map](#))

(See [Appendix F: Bickerdyke Elementary School Map](#))

ARRIVAL

Classes begin at 8:00 a.m. Children should arrive at school as near the actual starting time as possible. Students eating breakfast at school may arrive between 7:30 a.m. to 7:40 a.m. to give them enough time to eat. If the student does not eat breakfast at school, parent/legal guardian cooperation is requested in seeing that the student does not arrive at school before 7:45 a.m. Upon arrival, students will report to the playground or the hallway outside of their classroom if temperatures are below 20 degrees. In the event there is any schedule change for special events, parent(s)/legal guardian(s) will be notified by note at least one (1) day ahead of time to allow for appropriate planning. In the event of inclement weather, all students will report to the lunchroom. Children must bring a book to read while waiting for school start time.

DEPARTURE

School is dismissed at 3:30 p.m. Bus students go directly to the appropriate bus at the end of school. Only students under the direct supervision of a staff member should remain on school grounds after 3:30 p.m. Students are to be picked up at the assigned corners on the school property. Pick up directly in front of the school building is a safety concern and is not allowed. If the student is waiting for a parent, the student is asked to wait outside, or in the case of inclement weather, wait in the front entrance area of the building and remain orderly. Students are not to go down halls after 3:30 p.m. without the principal's permission.

It is the responsibility of the student to know afterschool plans. If the destination changes during the day, the office must be notified before 2:30 p.m.

ASSIGNMENT BOOKS

Students PreK through 3rd grade will receive a homework folder to organize assignments to be completed outside of the school day.

ASSIGNMENT TO ROOMS AND TEACHERS

(See BOE Policies - [IBGB](#), [JBC](#), [JBCA](#), [JBCB](#) and [JQKA](#))

All children who enroll before school begins will be assigned to rooms and teachers before the opening day of school. A list of student names will be posted on the classroom doors during open house and the first day of school. Children who are new to this school system during the school year will be assigned to a grade and room upon arrival.

BICKERDYKE BAND

(See BOE Policies - [DK](#), [JGFB](#), [JH](#), [JM](#) and [KG](#))

Bickerdyke Band is offered as an extracurricular activity for students in 5th and 6th grade. The Bickerdyke Band rehearsals are held on Monday, Tuesday, and Wednesday afternoons at Russell Junior-Senior High School (RJSHS) Band room from 3:45 p.m. to 5:00 p.m. Band students will be bussed over to RJSHS for those rehearsals. The band may perform at Bickerdyke music concerts throughout the year and at selected events in the community.

The purpose of the Bickerdyke Band is to introduce students to introductory instrument music. Students will receive instruction in recorders and other various musical instruments.

Any 5th and 6th grader may choose to participate in the Bickerdyke Band. Members sign a contract agreeing to attend rehearsals, performances and maintain good behavior.

BICKERDYKE BUNCH

(See BOE Policies - [DK](#), [JGFB](#), [JH](#), [JM](#) and [KG](#))

Bickerdyke Bunch, a self-selected children's choir, is an official activity of Bickerdyke Elementary School. Rehearsals are held on Thursday afternoons from 3:30 p.m. to 4:30 p.m. The choir performs at two of the Bickerdyke concerts throughout the year and at other selected events in the community. In addition, when finances allow Bickerdyke Bunch may also tour to sing in elementary schools in surrounding communities.

Any 4th through 6th grader may choose to participate in Bickerdyke Bunch. Auditions will be held in the fall. Members sign a contract agreeing to attend rehearsals, performances and maintain good behavior. The uniform of the Bickerdyke Bunch is the official Bickerdyke Bunch t-shirt and jeans.

BICYCLES

(See BOE Policies – [JGFF](#) and [JGG](#))

Bicycle riding as a means of transportation is permitted. All bicycles should be parked in the racks located on the playground. Only bike riders should be in the bike parking area.

A child riding a bicycle should know the Bicycle Safety Rules. Riders must observe the following rules:

1. Children are to **walk** their bicycles on the school grounds and at all intersections and crossing lanes adjoining the school grounds.
2. One person to a bike unless the bike is specifically made for more than one.
3. The bicycle will be in good working condition.
4. Bicycle riders will use hand signals.
5. Bicycle riders will observe all traffic rules.
6. Bicycle riders will ride single file.

It is very important for children riding bicycles to wear safety helmets! Children who fail to comply with these rules may be denied permission to ride to and from school on their bicycles.

BIRTHDAY PARTIES

Any student who wishes to bring a simple treat for the class on his/her birthday is asked that the parents consult with the teacher as to the appropriate time to bring treats. Private party invitations will not be passed out at school unless there is one for each student in the class.

CAPS AFTERSCHOOL PROGRAM

Capitalizing on Achievement and Partnerships for Students

Simpson and Bickerdyke Elementary Schools offer an afterschool program for students. Students in grades K – 6 are eligible for the program; however, there are limited spaces available at each building. The CAPS program operates from 3:30 - 5:00 p.m., Monday-Thursday. For more information, please contact the respective school office.

CONDUCT CODE

(See BOE Policies – [JDB](#) and [KGD](#))

In our American system of education, the learning to control oneself so as not to infringe upon the rights of others is of equal importance to academic achievement. A hallmark of educational growth and maturity is the ability to abide by the established rules, or to seek reasonable change through proper and responsible action within the structure of our society. To establish order and to develop student self-discipline, the following general School Wide Expectations are in place:

SCHOOL WIDE EXPECTATIONS

- Be Safe
- Be Respectful
- Be Your Best

Appropriate and courteous behavior is expected of all students at all times and in all places. While no attempt will be made to list every specific type of unacceptable behavior, some areas do deserve mention, as they may result in immediate disciplinary action:

1. Repeated noncompliance of rules;
2. Failure to comply with reasonable request (willful disobedience);
3. Disruptive conduct;
4. Extortion;
5. Fighting;
6. Intimidation;
7. Obscenity;
8. Profanity (written, verbal, gesture);
9. Stealing;
10. Open defiance (insubordination);
11. Disrespect;
12. Gambling;
13. Invasion of the rights of others;
14. Throwing snowballs, rocks, sticks, etc.;
15. Noncompliance with bus rules;
16. Bullying; and
17. Destruction of school property.

DISCIPLINE

SIMPSON AND BICKERDYKE ELEMENTARY DISCIPLINE MATRIX

INFRACTIONS	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
ACADEMIC DISHONESTY	Failure of assignment, parent notification, & DR	Failure of assignment, parent notification, DR, LD, & RD	Failure of assignment, parent notification, DR, LD (2), & RD (2)	Failure of assignment, parent notification, DR, & ISS
BULLYING	Parent notification, DR, LD, RD, & peer intervention	Parent notification, DR, LD (2), RD (2) & peer intervention	ISS, Bullying Education, & Police notified	ISS (2), & Bullying Education
CELL PHONE/ ELECTRONIC DEVICE	Parent notification, DR, & device taken away for the remainder of day and parent/legal guardian must come to school to get the device after 3:30	Parent notification; DR, & Device is taken, ISS	Parent notification; DR, OSS (1)	Parent notification; DR, OSS (1-5)
DEFIANCE/ INSUBORDINATION	Parent notification, DR, LD, & RD	Parent notification, DR, LD (2), RD (2), & SCD (1)	Parent notification, DR, LD (3), RD (3) & SCD (2)	Parent notification, DR, & ISS
DISRESPECTFUL ACTIONS/ BEHAVIOR	Parent notification, DR, LD, & RD	Parent notification, DR, LD (2), & RD (2)	Parent notification, DR, LD (3) & RD (3)	Parent notification, DR, & ISS
INAPPROPRIATE LANGUAGE	Parent notification, DR, LD, & RD	Parent notification, DR, LD (2), & RD (2)	Parent notification, DR, LD (3) & RD (3), SCD (1)	Parent notification, DR, & ISS
INAPPROPRIATE USE OF TECHNOLOGY	Parent notification, DR, LD, RD, Loss of technology privileges for 1 day	Parent notification, DR, LD, RD, Loss of technology privileges for 3 days	Parent notification, DR, LD, RD, Loss of technology privileges for 1 quarter	Parent notification, DR, LD, RD, Loss of technology privileges for the remainder of the school year
PHYSICAL FIGHTING	Parent notification, DR, & ISS	Parent notification, DR, & ISS (2)	Parent notification, DR, & OSS (1-5)	Parent notification, DR, & OSS (1-5)
PHYSICAL THREAT	Parent notification, DR, LD, RD, SCD (2) & peer intervention	Parent notification, DR, LD (2), RD (2), SCD (2) & peer intervention	ISS, Bullying Education, & Police notified, ISS	ISS (2), & Bullying Education, OSS (1-5)
POSSESSION OF DANGEROUS MATERIALS	ISS (1)	ISS (2)	OSS (1)	OSS (1-5)
PROPERTY DAMAGE	Parent notification, DR, LD, & RD	Parent notification, DR, LD (2), RD (2), & SCD (1)	Parent notification, DR & ISS (1)	Parent notification, DR, & ISS (2)
RACIAL OR SEXUAL DISCRIMINATION	ISS (1)	ISS (2)	OSS (1)	OSS (1-5)

In addition, administration may take other actions as deemed necessary.

ISS: In-School Suspension | **DR:** Disciplinary Report | **OSS:** Out-of-School Suspension | **RD:** Recess Detention |
LD: Lunch Detention | **SCD:** Student Consultation Detention

DISCIPLINARY REPORT (DR)

A disciplinary report (DR) is designed to document the general and serious school rule violations, along with a description of the student's behavior, teacher recommendation, and disciplinary action taken by the teacher and principal. The DR is a communication tool between the school and home.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension (ISS) is designed to accommodate, in the school, students who have violated the disciplinary policies of Bickerdyke Elementary School to the extent that exclusion or suspension from regular classes and extracurricular activities is warranted. ISS is designed for the handling of classroom disruptions, and any other disruptive behavior.

LUNCH DETENTION (LD)

Lunch detention (LD) may be assigned for inappropriate behavior. Students are sent to an empty table during lunchtime and a hot lunch will be available from the cafeteria.

OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-school (OSS) is the most drastic action taken by the principal. During the out-of-school suspension, the student is not to be on school grounds or at school sponsored activities. Work completed during OSS will count for credit.

RECESS DETENTION (RD)

Recess detention (RD) may be assigned for inappropriate behavior. Students are required to walk the perimeter of the playground (yellow line) for the duration of the recess.

STUDENT CONSULTATION AND DETENTION (SCD)

When it becomes necessary to keep a student afterschool for an extended amount of time, the parent will be notified. Occasions include the need to learn from a behavior or a discipline problem.

DRESS CODE

Simpson Elementary School students will only wear closed toed shoes to school to keep them safe on the playground and in PE. On picture day, Simpson Elementary School students can wear sandals and bring a pair of shoes to change into for recess and PE.

ELEMENTARY PTO

The Bickerdyke and Simpson Parent-Teacher Organizations (PTO's) are combined into one organization and meet monthly during the school year. Parents are invited to join and be actively involved in supporting the programs and activities of Bickerdyke and Simpson Elementary Schools. The school newsletter will keep everyone informed regarding the date, time, and location of each meeting.

HOMEWORK

All homework is due on the date assigned by the teacher. The student is responsible for initiating and completing all class work to be made up when they are absent with the guidance of the parent/legal guardian. If a student is absent, the teacher will have missed work in the office by 2:00 p.m. upon parent request. Parents should make arrangements for it to be picked up the day of the absence. The deadline for make-up work shall be equal to and not exceeding the time missed plus one day.

LIBRARY MEDIA CENTER

(See BOE Policies – [IF](#) and [IIBG](#))

One of the most significant education trends today is the need for independent study and research. To fill this need, we use the concept of a Library Media Center. This approach gives us a flexible schedule of library operation with the services of a part-time librarian or library administrative assistant. Library books are the responsibility of those checking them out. If the book is lost, badly damaged, or destroyed, it is to be paid for by the borrower.

LOST AND FOUND

Each student should assume the responsibility of taking care of his/her own possessions. Found articles are kept in a designated place for the remainder of the semester. The following suggestions are made to help prevent losses and to aid in the recovery of lost items:

1. Place student name in or on all books, trappers, purses, billfolds, wearing apparel, etc., so that such articles may be identified and returned when found.
2. Do not bring unnecessary items to school.
3. Take care of books and other possessions. Do not leave them in classrooms or in the hallway.
4. If items such as book bags, purses, billfolds, glasses, rings, textbooks, or clothing are found, they should be brought to the office as soon as possible.
5. If an item is lost, report it to the office immediately and check the office to see if it has been turned in.

LUNCH PERIOD AND RULES

Bickerdyke Elementary School has a closed lunch period; each student must remain on the grounds for lunch, unless advance permission to leave has been granted by the building administration. Expectations for student behavior in the lunchroom are as follows:

1. All school building rules remain in effect.
2. Good table manners and courteous behavior are expected. Each student is responsible for cleaning up his/her own eating area, to appropriately dispose of trash, and to return his/her lunch tray.
3. Students are expected to remain seated until directed by the lunchroom supervisor. **Students are not to leave the lunchroom without permission of a staff member.**
4. Food and straws are not to be taken out of the lunchroom unless approved by a staff member.
5. Soda, bottles, and gum are not allowed in the lunchroom.
6. Lunch charges are permitted but must kept to a minimum. The office with the aid of the lunchroom staff will be sending parents notification of a student's near zero balance.

MULTI-TIER SYSTEM OF SUPPORT (MTSS)

(See BOE Policies - [IC](#), [IDAB](#), and [LDD](#))

Multi-Tier System of Support (MTSS) is a coherent continuum of evidence based, system-wide practices to support a rapid response to academic and behavioral needs, with frequent data-based monitoring for instructional decision-making to empower each student to achieve to high standards in Reading and Math.

The main goal of MTSS is for schools to use their resources in ways that enables every child to be successful. This is accomplished by:

1. Implementing evidence-based interventions for all students and tailoring interventions based on student's needs;
2. Using progress monitoring data to know when to make a change in instruction; and
3. Being prevention oriented: knowing who needs support as early as possible each year and putting those supports in place

OUTDOOR TEMPERATURE POLICY

Physical activity is essential to the learning process. Therefore, the faculty and staff will observe the following policy regarding temperature and weather conditions for outdoor activities; including recess and before school procedures. Actual temperature or the wind chill temperature will be used.

- 20 degrees and above: outdoor activities will proceed as normal.
- 19 degrees and below: outdoor activities will be cancelled and replaced with indoor opportunities.

Students need to bring a heavy coat, gloves, stocking cap, and closed-toe shoes to school during the winter months.

REPORT CARDS

(See BOE Policies – [IJ](#), [JE](#), and [JR](#) et seq.)

Report cards will be distributed quarterly. Student academic progress may be accessed any time by logging on to PowerSchool or contacting the student’s teacher. Confidential usernames and passwords for PowerSchool will be provided for parents to set up a personal profile on the parent portal. Parental conferences may be scheduled as needed and are expected or encouraged for those students who are having academic difficulty.

TELEPHONES

The office phones are to be used only in emergencies. Office personnel will handle incoming calls for students, and students will not be called from classes to take calls unless it is necessary.

RUSSELL JUNIOR-SENIOR HIGH SCHOOL

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Mrs. Joan Rourke, Administrative Assistant jrourke@usd407.org

Mrs. Sawyer Ptacek, Counselor sptacek@usd407.org
Mrs. Kamri Stoppel, Counselor stoppel@usd407.org



SCHOOL SONG

"Stand Up and Cheer"

*Stand up and Cheer,
Cheer loud and long for dear old Russell
For today we raise
The Red and Blue above all others.
The sturdy band now is fighting
And we are sure to win this game.
We've got the vim,
We're going to win,
For this is dear old Russell's day!
Rah! Rah! Rah!*

ALMA MATER

*In the hallowed halls of Russell,
Shines a brilliant ray
Marching forward, ever onward
Broncos lead the way,
Ever faithful and triumphant
Down the shining aisles
Hail to thee our Alma Mater!
Hail to Russell High!*

SCHOOL COLORS

Cardinal Red and Royal Blue

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ADULT AUTHORITY

Adults at Russell Junior-Senior High School have the authority to warn and correct students anywhere in the building, on the school grounds, or at school-sponsored functions. Students are expected to show respect and cooperation to teachers and staff who are dealing with problem situations.

AGRICULTURE FARM POLICIES

(See [Appendix G: RJSHS School Farm Contract](#) RJSHS School Farm Contract)

I. Introduction

Russell Junior-Senior High School's agriculture department encourages the appropriate and safe inclusion of animals in instructional program. Therefore, these regulations provide information and guidance to school administrators, teachers, staff members, students, and parents/guardians that will promote a healthy and safe learning environment for students to be exposed to livestock.

The USD 407 School Farm will be used for FFA and 4-H student livestock projects. It is the intent of the Russell school district to furnish this facility for the FFA and 4-H members to keep their livestock for Supervised Agricultural Experience (SAE) projects.

Due to the limited size of the school farm, this facility will be limited to those on a first-come, first-serve basis.

Listed below are rules and regulations to be followed by all students using the Russell Agriculture School Farm. The school farm is an extension of the Russell Agricultural Education program; all policies of the USD 407 District Handbook will be enforced.

All matters concerning the rules of the Russell Agriculture Farm will be enforced by a four (4) member committee consisting of the Ag Instructor, High School Principal, Superintendent of Schools, and the Midway District Agriculture Extension Agent.

II. Eligibility

- Students will submit a completed Livestock contract.
- Students must pay the full cost for housing the animal(s) to the USD 407 District Office before bringing the animal to the farm.
- Students must be enrolled in the USD 407 school district, and either a member of the Russell FFA Chapter and/or Russell County 4-H.

III. General Policies and Guidelines

- Cattle, swine, sheep, goats, poultry, and horses are allowed to be housed at the RJSHS Farm.
- All school rules stated in the USD 407 District Handbook apply at the School Farm.
- Animals must always be treated humanely and appropriately.
- Only students with projects that are housed at the school farm are allowed on the premises.
- The FFA advisor/Ag Instructor will assign all pens at the Russell School Farm. Students and parents will not build pens unless they have permission. If livestock leave the school premises, the FFA advisor/Ag Instructor must be notified.
- Students are encouraged to spend at least 30 minutes per day with their animals for the purposes of feeding, health maintenance, and exercise.

- Pens must be kept clean and neat; students should clean pens for all species more than once a week.
- Tack should be kept out of the main entranceways. USD 407 and the Russell FFA are not responsible for any damage or loss of owner's tack. It is the owner's responsibility to ensure all personal items are properly stored.
- The school farm's speed limit is 5 MPH; there shall be no reckless driving or excessive speeds in the parking lot or inside the gates of the farm.
- Students will latch their pens and shut the barn door when leaving.
- Students shall not give the barn code to students/friends who do not house animals at the school farm.
- Feed resources must be provided by the owner for any animal that is not the property of the Russell FFA or RJSHS Ag program. Feed can be stored in the building on the farm but must be bagged and cleaned up after. Students are encouraged to keep feed in an enclosed storage container to assist with keeping feed from being damaged or contaminated. USD 407 and the Russell FFA are not responsible for any feed stored on the property that may become damaged, contaminated, or eaten by rodents.
- Students may perform shearing, clipping, or fitting of livestock provided that the student cleans up immediately afterward.
- Students who fail to take proper care of their animals or neglect their animal (i.e. – not feeding or watering animals, no cleaning pen/animals, etc.) will be given a written warning by the Agriculture Instructor/School Administrator. If a second notice is given, the owner will be required to remove the animal(s) from the school property. No fees will be refunded to the owner. Animal owners are encouraged to utilize the FFA Advisor/Ag Instructor to help find alternative resources if they are asked to remove the animal(s).
- Prior to animals being admitted to the RJSHS Farm, students must supply the Ag Instructor/FFA Advisor and USD 407 with a certificate of vaccination noting all vaccines that have been administered.
- Animal owners are required to maintain the animal's general health such as vaccines, dewormers, vitamins, and other medications under the direction of the Ag Instructor/FFA Advisor, Extension Agent, or Veterinarian.
- In the event of sickness, animals shall be treated as prescribed by a veterinarian. The advisor and/or extension agent may assist in the prescribed treatment.
- Students need to be aware of feed labels. It is illegal to feed a medicated feed without a veterinarian's direction. Any student/family found using illegal drugs or unethical fitting practices will be required to remove their animal(s) from the facility. No fees will be refunded to the owner.
- Senior students housing individual projects at the RJSHS Farm must have their animals removed from the premises by August 1 following their graduation. Underclassmen may continue the use of the facility throughout the calendar year per the RJSHS Student Agriculture Farm Policy Agreement.
- Students will be responsible for cleaning out their entire area after the completion of their SAE program. Failure to clean facilities at the end of their project will result in a \$50.00 fine and possible suspension from using the school farm for the next year.
- In the event of an animal emergency, students should contact a local veterinarian to provide service. In some instances, veterinary service may also be done without the owner's knowledge; however, every effort will be made to contact owners before veterinary contact.
- It is highly recommended but not required that the students get livestock insurance on their livestock.

Students and parents will be expected to follow all rules listed in this contract. Failure to follow the guidelines will result in immediate removal (48 hours' notice). If the student has been asked to remove a species and have not done so in 48 hours, the FFA advisor/Ag Instructor will sell the livestock, and the money will be held in the school farm account.

IV. Semester

If the student plans on keeping livestock on the school premises anytime during the school year, the usage fee will fall into a three-semester option.

- **Fall Semester:** Entry onto or presence at the farm from August 15 – December 31
- **Spring Semester:** Entry onto or presence at the farm from January 1 – May 15
- **Summer Semester:** Entry onto or presence at the farm from May 16 – August 14

V. Fees

A farm usage fee will cover the cost of farm maintenance (water, electrical, etc.) and is to be paid before the animal arrives at the farm.

If the livestock are onsite any time of a semester running, students will be required to pay for the fee for that entire semester. Students will be required to pay a fee of twenty dollars (\$20.00) per head for cattle or horses per semester; ten dollars (\$10.00) per head for swine, sheep, and/or goats per semester; and two dollars (\$2.00) per head for poultry per semester. This fee will not be pro-rated based on time.

VI. Protocol for Animal-Related Injuries

In the case of injury, all bites, scratches, or other injuries acquired by individuals at the School Farm must be immediately washed well with soap and warm water for at least one minute and reported to the FFA Advisor/Ag Instructor or Extension Agent for first aid and recommendation for further medical evaluation. Administrators will be notified immediately of the injury and an incident/accident report will be completed by the staff member responsible at the time of the injury and forwarded to the school administration.

ANIMALS AND PLANTS IN SCHOOL

(See BOE Policy – [JNG](#))

Persons bringing animals and/or plants to school must receive prior permission from the supervising teacher and/or building principal.

ANNOUNCEMENTS

School announcements carry important messages concerning school schedules, activities, and functions. Any student wishing to have an announcement read must have a faculty member or administrator sign it and deliver it to the office by 8:00 a.m. The announcement will be read at the beginning of 2nd period. Announcements must pertain to school business, and announcements by outside organizations are screened by the administration.

BEHAVIOR

(See BOE Policies - [AEB](#), [IIBG](#), [JA](#), [JCDA](#), [JDD](#) and [JHCAA](#))

The privilege to attend Russell Junior-Senior High School carries with it the obligation of maintaining acceptable behavior. School officials assume students are in school by choice and recognize their privilege to attend as long as they abide by the rules and regulations of the school. Each student is responsible for his/her own actions and should find satisfaction in attaining the standards that are expected of him/her. Rules, based on the principle of consideration for others, should also be of value to him/her as one formulates standards of conduct in his/her own personal life.

BEHAVIOR GUIDELINES

It is impossible to list all of the behaviors, which are considered appropriate or inappropriate by students. Depending on the level of infraction, detentions, in-school-suspension (ISS) or out-of-school suspension (OSS) may be assigned for violations.

1. Respect property and personal rights of others (students, teacher, or adults in the building).
2. Being an upperclassman simply means one person is older than someone else. It does not give the upperclassman the right to abuse underclassmen, to expect them to treat upperclassman as an authority figure, or to expect them to do special favors for the upperclassman. Abuse of underclassmen will not be tolerated.
3. Fighting will not be tolerated.
4. The principal will have the final say in the assigned consequences for the above violations.

BOOK BAGS/BACKPACKS

Book bags are allowed to be used throughout the school day to carry books, other educational materials, and personal hygiene products to and from class. Under no circumstances will book bags be allowed in restrooms.

BREATHALYZER/NEURODYSFUNCTION EYE TEST

(See BOE Policies - [GAOB](#), [JDDA](#), [JGFGB](#), [JGFGBA](#), and [LDD](#))

A Breathalyzer and/or Neurodysfunction Eye Test (N.E.T.S.) can be utilized at various school related activities, both on and off campus. If indicators exist that a student is under the influence of chemical substance, notification of appropriate authorities and disciplinary measures will occur. Students refusing to take the test will also be subject to suspension. All students and their guests attending school dances will be subject to a breathalyzer test prior to entry to the dance. Students refusing to take a breathalyzer prior to the entry to a dance will not be permitted to enter.

CLASS CREDITS

Students at Russell Junior-Senior High School are expected to be enrolled on a full-time basis. This means that students must be enrolled in seven (7) classes. Exceptions to this policy may be fifth year seniors and those who have an individualized education plan (IEP) who only need one (1) or two (2) classes to graduate or students who are not able to attend a full day of classes for medical reasons.

CLASSROOM SUSPENSION

Students suspended from a classroom will follow the below listed plan at the time of the classroom infraction: This record of infractions will be kept on a class-by-class basis for a time period throughout the year.

First Time:

- Serve detention in the office for the remainder of the class of suspension.

Second Time:

- Detention in the office for the remainder of the class of suspension and a 45-minute detention. The student will contact the parent or legal guardian.

Third Time:

- In-School Suspension (ISS) for the remainder of the day and a conference with the student, parent/legal guardian, teacher, and principal.

Fourth Time:

- One (1) day out-of-school suspension (OSS), principal will contact parent/legal guardian.

COLLEGE CREDIT IN SENIOR HIGH SCHOOL

(See BOE Policies – [JDCE](#) and [IIBGB](#))

Eligible students may enroll for college credit while completing senior high school requirements. Enrollment in college courses requires the approval of the counselor and the administrator, and the student must meet the college's admittance requirements. Courses taken for college credit will not replace senior high school courses needed for graduation except with the advanced approval of the principal and/or counselor.

ADVANCED PLACEMENT PROGRAM

Russell Junior-Senior High School offers AP Calculus as an advanced placement course. Examinations for all AP classes are given in May and are very demanding. Tests include a multiple-choice section, which is scored by the Educational Testing Service, and a free response section that requires essay writing and problem solving. Selected college professors and high school teachers score this last section. Each examination receives an overall grade based on a 5-point scale:

- 5 - extremely well qualified
- 4 - well qualified
- 3 - qualified
- 2 - possibly qualified
- 1 - no recommendation

In July, the grades are sent to the students, designated colleges, and schools. Most colleges accept grades of three (3) or better and give the student college credit. Each college, however, decides which AP exam grades to accept. Students who plan to enter college should begin early to take advantage of the AP courses. To do this, appropriate background courses are necessary. See the counselor for more details.

COLLEGE COURSES AND DUAL CREDIT

Russell Junior-Senior High School continues to work with Barton Community College to offer dual credit courses for qualified students. There are numerous courses students can choose from offered by Barton Community College that would be available for high school credit.

When taking a class for college credit, students wanting to attend a Regents school must have an overall grade point average in college credit classes of 2.0 or higher, which is a C or above. Grades for college classes that are for elective dual credit will be recorded on the high school transcript as a "P" (pass) unless the student wants the grade reported as a letter grade. **THIS IS ON THE HIGH SCHOOL TRANSCRIPT ONLY!** All classes will be for a grade on the student's COLLEGE transcript. Students will need to request a transcript from Barton Community College be sent to their chosen college to receive credit for the class taken.

COLLEGE VISITATION

Seniors and juniors may arrange with the counselor to visit colleges or vocational schools during the school year. The visitation will be arranged and approved by the counselor. Parents must approve any such visit. Visits shall be limited to two (2) days per senior and one (1) day per junior. Additional days must be approved by the principal. College visitation must be taken prior to the end of April.

CREDIT FOR GRADUATION

(See BOE Policies – [JHF](#) and [JFCA](#))

One-half credit is awarded for successful completion of one (1) semester of class work.

A student at RSHS may not take classes at another school district for the purpose of obtaining credit towards graduation unless permission is obtained from the principal. All requests must be obtained in advance and will only be approved if the class is required to enable the student to maintain their graduation schedule.

CREDIT ONLINE COURSE WORK – SCHEDULE CONFLICT

(See BOE Policies – [JHF](#), [JBC](#) and [JFCA](#))

Students that encounter class schedule conflicts may enroll in online course work. These classes would take place during the regular school day scheduled during selected periods at no cost to the student. The time frame for completion of the classes would take place during the calendar time frame in which the course is scheduled. Classes scheduled must be approved by the building principal and counselor prior to enrollment in the class.

CREDIT RECOVERY COURSES

(See BOE Policies – [JHF](#), [JBC](#), and [JFCA](#))

Credit recovery for senior high school students may be completed by students in grades 9-12. Credit recovery may be completed two (2) ways. The two (2) options noted below would take place during the regular school day scheduled during selected periods at no cost to the student. The time frame for

completion would take place during the calendar time frame in which the course is scheduled. All credit recovery course work must be approved by the building principal and counselor prior to enrollment in the course work.

1. On-line courses through Edgenuity and there is no cost to the student; or
2. Repeat of the traditional class setting.

DETENTION

Before or after school detention may be assigned as a consequence for inappropriate behavior and unexcused absences. Students not staying for detention on the day(s) assigned may be assigned Saturday School. Parents are responsible for providing transportation for student's assigned detention. Detention will be for a minimum time of thirty (30) minutes.

DISCIPLINE

DISCIPLINE FRAMEWORK

The purpose of the discipline system is to:

1. Improve the educational environment for students, teachers, parents and staff.
2. Inform students and parents/guardians of the rules and policies of USD 407.
3. Record discipline violations in a systematic way.
4. Create a communication protocol that informs all stakeholders and cultivates a safe and secure learning environment.

It is the responsibility of all students and their parents/guardians to be aware of school board policy and procedures concerning acceptable and unacceptable behaviors at Russell Junior-Senior High School. Utilizing restorative justice and progressive discipline practices, all students will maintain their dignity as they work through challenging moments. The discipline system starts with the belief that an individual does not have the right to infringe upon the rights of others.

To facilitate equitable and transparent discipline policies and procedures, RJSHS will utilize a Point System and Code of Conduct as part of the holistic Discipline Framework. Please note that the Point System and Code of Conduct are in addition to the Russell County USD 407 Handbook.

The Code of Conduct and Point System applies to the entire school year and is to be the behavior code for students while they are at school and/or participating in school-sponsored events inside or outside of the school district.

Parents are encouraged to review appropriate conduct with their children.

CODE OF CONDUCT

The Code of Conduct provides a quick reference of the school-wide expectations for behavior. The Code of Conduct will be posted throughout the buildings.

- Be respectful
- Be responsible

- Actively participate

OVERVIEW OF POINT SYSTEM

The “Point System” Framework is in place so all stakeholders understand how violations will be handled by administration in direct connection to board policy and state, local and federal laws. This organizational system of points will ensure that consequences are fair, progressive and consistent for all students.

The tool used to implement the discipline framework is a point system (**15 points**). A building administrator or designee, as the result of a behavior referral, will assess the point value and level of an offense and assign points to the student. The tracking and organization of the point process will all happen within the office and will be treated as a confidential personnel file for the student and their parent/guardian.

Teachers will work to resolve problems first in the classroom prior to referring a student to the office. Once in the office, students will work through the **Re-Focus Process**. At all levels parents/guardians will be notified by one of the following: a telephone contact, a copy of the referral form sent out to be signed and returned, or information emailed through PowerSchool or postal mail sent home informing parents/guardians of violations of the Point System and Referral Framework.

Parental conferences may also be necessary at various times throughout the year to help modify behavior.

RE-FOCUS PROCESS – IN SCHOOL SOLUTIONS ROOM

(Cooperation, Honesty, Ownership of Behavior, Restitution)

The first and most important step in the referral process, either from a classroom setting with a teacher or a direct office referral for a specific behavior, starts with a conversation. This conversation is called, “Re-Focus”. Students are expected to work with administration to convey the issue and/or concern that has prompted the office referral. Students will be given time to reflect in the Re-Focus Room. The goal of their reflection time is to get themselves back to the “ready to learn” status, which is the expectation for all students at Russell Junior-Senior High School. Book bags, cell phones, food and homework/schoolwork will not be permitted in the Re-Focus Room. Time is not the definitive factor in the process, as students may stay as long as needed to achieve their goal of re-entering the classroom.

POINT SYSTEM ORGANIZATION

The Point System is cumulative up to 15 points. Once a student earns 15 points, a hearing will be scheduled for a long-term suspension and/or expulsion in accordance with school board policy. A conference with the student and their parent/guardian will also happen at progressive point levels as the situation merits.

**All referrals start with the Re-Focus Process*

- All students begin the school year with zero (0) points. The system is a year-long system. Assuming the student is in good standing at the end of the previous year, they will begin the following year with zero (0) points.
- Any illegal or criminal activities may also warrant police involvement in accordance with district policy.

- Effective use of the Re-Focus process (Cooperation, Honesty, Ownership of Behavior, Restitution) may be considered as a mitigation factor for most violations. Simply put, it is the responsibility of the student to “own” their behavior and seek restitution and have a plan for future action.
- The system is a guide for administration and school personnel.
- A Memorandum of Understanding (MOU) will help communicate the plan moving forward for the student, parent, and teacher. This document will remain in the student’s file.

ELEMENTS OF THE MEMORANDUM OF UNDERSTANDING

- Purpose of MOU
- Responsibilities and expectations
- Duration of the understanding
- Background information
- Failure of compliance
- Signatures as applicable to the MOU

POINT ROLLBACK (Redemption)

- Points can be rolled back if a student voluntarily engages in community service coordinated with the principal and/or school designee.
- Community service shall be defined by a principal and parent/guardian agreement.
- Point roll back has the following guidelines:
 - Students may work off up to (4) points with a ratio of 1-hour of work per 1 point taken away. After a student has rolled back (4) points, they may continue rolling back points, but at a ratio of 2-hours worked for 1 point removed.
 - Administration reserves the right to **NOT** allow point roll back redemption due to the nature or severity of the offense, especially those infractions that endanger the safety and well-being of others.

DEFINITIONS AND EXPECTATIONS

Please refer to the following definitions/policies and expectations as they are part of the Point System.

- **Ready-To-Learn Status** - Goal of all students who are working through the Re-Focus Process. This is not time-based, but rather focuses on Cooperation, Honesty, Ownership Behavior, Restitution.
- **Tardies (3)** - Support teachers and their classroom expectations and have added a “Teacher Referral for Excessive Tardies” designation to the point system after (3) tardies.
- **Late to School** - Unexcused Absences - “Leaving Class/School without Permission” designation to the point system.

RJSHS DISCIPLINE MATRIX

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
1-2 Points	3-4 Points	5-7 Points	8-10 Points	11-13 Points	14-15 Points
Re-Focus Process	Re-Focus Process	Re-Focus Process	Re-Focus Process	Re-Focus Process	Re-Focus Process
		ISS/OSS or Both	ISS/OSS or Both	ISS/OSS or Hearing	Hearing Required
Failure to comply with directive	Class/hallway/building disturbance	Threats verbal abuse - student	False 911 Call Fire Alarm Pull	Alcohol possession, use, influence	Acts of a heinous nature
Dress code violation	Conflict with student - verbal	Academic dishonesty	Sexual and/or Racial Harassment	Physical contact with staff	Weapons: Possession and/or use
Electronic device violation and/or cell phone infraction	Forging documents - plagiarism	Misuse of school facilities	Indecent Exposure	Possession of dangerous materials	Explosives: possession and/or use
Skipping classroom consequence	Behavior that infringes on the rights and/or safety of others	Disruption to the school day	Physical Altercation - Student	Fighting physical violence	Violent criminal offense
Public display of affection	Hazardous driving on school property	Theft or vandalism (minor)	Sexual Conduct	Theft or vandalism (major)	Vandalism (severe)
Lying and/or misrepresentation of facts	Inappropriate technology use (minor)	Tobacco possession/use e-cigarettes, vaping	Inappropriate technology use (major)	Drug paraphernalia, use or possession of illegal or non-prescribed drugs	Gender-based Violence
Inappropriate drawings, words gestures, touching	Leaving class/school w/out permission-unexcused absence	Destruction and/or defacement of school property or the property of others	Threat or implied threat to student/school/employee/property		Setting a fire (arson)
Teacher and/or administrator referral for excessive tardies					
	<i>Repetitive Level 1 Referrals</i>	<i>Repetitive Level and 2 Referrals</i>	<i>Repetitive Level 1, 2, 3 Referrals</i>	<i>Repetitive Level 1, 2, 3, 4 Referrals</i>	<i>Repetitive Level 1, 2, 3, 4, 5 Referrals</i>

The purpose of the discipline system is to:

1. Improve the educational environment for students, teachers, parents and staff.
2. Inform students and parent/guardians of the rules and policies of USD 407.
3. Record discipline violations in a systematic way.
4. Create a communication protocol that informs all stakeholders and cultivates a safe and secure learning environment.

The following disciplinary actions ***may be*** imposed for any violation of the Bronco Discipline Framework:

Warning and/or counseling (Re-Focus) with a school administrator or designee	Memorandum of understanding (MOU) Documentation for ALL stakeholders
Re-Focus Process (Cooperation, Honesty, Ownership of Behavior, Restitution)	Loss of privileges
Removal from class or activity	Notification of parents
Parent conference (with or without student present)	Detention or classroom consequence
Short-term suspension (in or out of school)	Referral to a due process hearing Resulting in an in or out of school suspension
Suspension or expulsion from a school bus	Referral to law enforcement or juvenile court officials

- Point system is cumulative to **(15 points)**
- All discipline levels start with the Re-Focus Process (Cooperation, Honesty, Ownership of Behavior, Restitution).
- This system is meant to serve as a guide for administration. Administration reserves the right to classify the level and set the consequence for any specific violation as they deem appropriate.
- After a 10-point conference, students may be given the opportunity to work off points at the discretion of administration.

DROPPING A CLASS

(See BOE Policies - [IBGB](#), [JBC](#), [JBCA](#), [JBCB](#) and [JQKA](#))

Under normal conditions, a student dropping a class voluntarily will be permitted to do so if the following conditions or understandings are followed:

1. Permission from entry class teacher or entry at the beginning of a semester grading period;
2. Available space in a class;
3. No partial credit of less than one (1) semester (1/2 unit) will be granted;
4. After seven (7) school days, a class may not be dropped until the semester; and
5. The high school principal reserves the right to deviate from the above procedure when the principal determines that it is in the best interest of the school and/or the student.

DRUG, ALCOHOL, AND TOBACCO ABUSE POLICY

Russell Junior-Senior High School is committed to the education of every student in drug, alcohol, and tobacco awareness and has pledged to work cooperatively with parents to create a substance free educational environment. USD 407 has established policies that are consistent with the district's mission of supporting a safe and drug free educational environment. This policy recognizes that students of junior

high and high school age are physically and emotionally vulnerable to social pressure that may lead to the illegal use of controlled substances and potential addiction. This policy is intended to provide students and their parents with assistance in identifying and addressing the use of these substances. The Russell Junior-Senior High School Substance Abuse Policy adopts the definitions used in Kansas statutes and this policy concerning alcoholic liquor, cereal malt beverages, nicotine and other tobacco products, and controlled substances. The USD 407 policy for drug (controlled substances and substances used as drugs), alcohol, and tobacco prohibits:

- Student possession, use, consumption, or sale of drug, alcohol, tobacco, and tobacco products or their affiliated paraphernalia on school property or at school activities;
- Any student coming onto school property or attending school activities under the influence of controlled substances or alcohol as defined above;
- Student huffing at school and/or school sponsored activities; and
- Any student who has substances, residue, or paraphernalia in their vehicle, on their person, or in their belongings while at school and/or at school sponsored activities.

For the purposes of this policy, the following definitions apply to supplement definitions in state law.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, Electronic Nicotine Delivery System (ENDS), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

“Electronic Nicotine Delivery System (ENDS)” means any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved Nicotine Replacement Therapy devices.

“Huffing” means inhaling noxious fumes through the mouth or nose for the euphoric effect produced by the inhalant.

“Inhalant” includes, but is not limited to, chemical(s) found in such household products such as aerosol sprays, cleaning fluids, glue, paint, paint thinner, nail polish remover, amyl nitrite, and lighter fuel.

ALCOHOL TESTING POLICY

Russell Junior-Senior High School reserves the right to randomly use a Breathalyzer for students participating in/attending school activities, including, but not limited to school dances. Failure to submit to Breathalyzer testing will result in the student being denied entry to the activity.

ELIGIBILITY POLICY

(See BOE Policies – [DK](#), [JGFB](#), [JH](#), [JM](#) and [KG](#))

To compete in inter-school competitions or to participate in other extracurricular activities, students must each maintain certain eligibility standards set by the Kansas State High School Activities Association (KSHSAA). Because participation in extra-curricular activities is a privilege that incurs many hours outside of the regular school day, it is important that participating students be held accountable both academically and behaviorally. When a student has reached ineligible status, the student is considered not in good standing with the school and therefore may not participate in any extra-curricular activities during the week of their ineligibility.

In an attempt to consistently monitor all students, USD 407 has developed a weekly eligibility reporting system. Eligibility will be monitored weekly beginning on Monday morning at 9:00 a.m. A report will be compiled from PowerSchool of all students who are “failing” (F) or “near failing” (D) in a class. Any student receiving at least one “Failing” grade will be placed on probation for one (1) week (the student will still be eligible to fully participate in all extra-curricular activities during this time). If a student receives a failing grade for two (2) consecutive weeks, the student will become ineligible to participate in any extra-curricular activity until all grades are raised above failing status. The student may still practice while ineligible but cannot participate in or travel to contests. A student that finds themselves in the ‘Near Failing’ status and is not considered ineligible is encouraged to contact their teacher and begin working towards a positive grade.

In addition, USD 407 will also run eligibility weekly for attendance. All students must maintain a minimum attendance rate of 90% to be eligible for participation in any in-school athletic or extracurricular activity. Eligibility reporting will be consistent with academics, being run weekly on Monday morning at 9:00 a.m.

In regard to attendance, a three-week grace period will be observed beginning on the first day of school. During this time, attendance data will be monitored, but no eligibility actions will be taken based on attendance percentages. After the grace period, any student whose attendance falls below 90% will be required to attend a meeting with building administration and an attendance improvement contract will be issued. The student must sign and adhere to the terms outline in the contract to regain or maintain eligibility. Students who demonstrate consistent progress in attendance while under contract may be allowed to participate at the administrator’s discretion.

A student who refuses to sign the attendance contract or whose attendance continues to decline after entering into the contract will be deemed ineligible for athletics and activities until improvement is shown.

If a student’s absences are found to be due to health-related issues or verified family emergencies, building administration may allow continued participation despite attendance falling below 90%. In such cases, the superintendent will be notified by building administration of the exception and the rationale behind it.

Parents are encouraged to monitor student grades and attendance online using PowerSchool at <https://powerschool.usd407.org/public>.

A student shall not be permitted to compete in a contest if the student has not checked into school or a school sponsored activity for a half day unless approved by the activities’ director or principal. Russell Junior-Senior High School students must report by the beginning of 3rd hour.

FOREIGN EXCHANGE STUDENTS

(See BOE Policy – [JQKA](#))

Russell Junior-Senior High School will accept one (1) student from each exchange program each year. A maximum of four (4) exchange students will be accepted annually. Only students who plan to stay both semesters of the school year will be accepted. Students will be enrolled as 10th graders. Exchange students will not be allowed to graduate or participate in graduation ceremonies.

GRADE REPORTING

(See BOE Policies – [IJ](#), [JE](#), and [JR](#) et seq.)

Russell Junior-Senior High School will post individual student grade performances in PowerSchool. RJSHS will not send home hard copies of these grade performances unless a parent submits in writing a request to the counselor. Parents and students are encouraged to check the website link for grade information and student performance status throughout the school year.

GRADUATION

DECEASED STUDENT RECOGNITION

(See BOE Policy – [FC](#))

In the event of the death of a student who would have been part of the graduating class, USD 407 has established the following guidelines to respectfully acknowledge the student while preserving the focus and integrity of the graduation ceremony for the entire class.

- 1. Request for Recognition:**
Parents or legal guardians may request recognition of the deceased student during graduation. This request must be submitted in writing to the high school principal during the semester prior to the graduation of the student's original cohort. The request will then be taken to the Board of Education at the next regularly scheduled meeting for review and approval. Special permission may be granted if the death occurs during the student's final semester of the senior year.
- 2. Form of Recognition:**
If approved by the Board of Education, the only form of recognition permitted will be a single empty chair with a cap and gown placed in honor of the student. This chair will be included among the graduating class on the floor of the ceremony.
- 3. Programs and Media:**
To maintain the focus on the graduating seniors and to ensure the tone of the ceremony remains consistent, no mention of the deceased student will be made in the graduation program or in any official media coverage of the ceremony.

EARLY GRADUATION

(See BOE Policy – [JFCA](#))

Students planning to graduate early must file a written request, which involves careful scrutiny by the student, parents, counselor, and principal. This must be completed by the start of the semester prior to. Students who are approved for early graduation may participate in graduation ceremonies if their final

semester ends in the spring. Students who finish with coursework in the fall semester are not eligible for activities/events after the final semester of courses has been taken. Students who graduate early will not be eligible for top ten (10) recognition, salutatorian or valedictorian awards at graduation.

GRADUATION GOWNS

The Board of Education purchases graduation gowns for the district's candidates for graduation. Seniors are measured for graduation caps and gowns at school, and the commercial company, which is selected to provide the attire, delivers the items to school for distribution to the graduates.

GRADUATION REQUIREMENTS

(See BOE Policies – [JHF](#) and [JFCA](#))

USD 407 requires the following credits of study for graduation:

COURSE	Class of 2026 (Seniors)	Class of 2027 (Juniors)	Class of 2028 (Sophomores)	Class of 2029 (Freshman)
English, Language Arts (Class of 2028+ 4.0 credits required for NCAA & qualified admissions)	4.0	4.0	3.5	3.5
Social Studies (1 unit each of Am. History & Am. Govt required)	3.0	3.0	3.0	3.0
Science (1 unit must be a lab science)	3.0	3.0	3.0	3.0
Mathematics	3.0	3.0	3.0	3.0
Financial Literacy	0.5	0.5	0.5	0.5
Communications (Public Speaking, Debate, Journalism, Forensics)			0.5	0.5
Physical Education/Health	1.0	1.0	1.0	1.0
Fine Arts	1.0	1.0	1.0	1.0
STEM (4 th Year Math, 4 th Year Science, Application-Level CTE Class)			1.0	1.0
Electives	9.5	8.5	7.5	7.5
TOTAL UNITS	24	24	24	24

Students must have completed all graduation requirements before they will be allowed to participate in commencement. **In addition, student fees and lunch balances must be paid in full by May 1 to participate in commencement.** Students who transfer must complete the entire semester immediately prior to graduation to be eligible for a USD 407 diploma.

INDEPENDENT STUDY GRADES

(See BOE Policy – [JHA](#))

Russell Junior-Senior High School students with an individualized education plan (IEP) or administrative approval may enroll in a correspondence class as an independent study (IS) class. Students will not be granted an IS seminar to make up for failed course work.

Students enrolled in semester or .5 credit courses will be given quarterly grades by the counselor based on the average scores of finished tests and assignments. The final grade provided by the correspondence school will be the semester grade.

Full year or 1.0 credit courses will be given quarterly grades and first semester grades by the counselor based on the average scores of finished tests and assignments. The final grade provided by the correspondence school will be the second semester grade.

IN-SCHOOL SUSPENSION (ISS)

(See BOE Policies - [AEB](#), [IIBG](#), [JA](#), [JCDA](#), [JDD](#) and [JHCAA](#))

Depending on the infraction, students may participate in practice while they are serving in-school suspension (ISS) times. Students will not participate in game settings during the time of ISS times. Students will be allowed to submit all work for credit.

LANGUAGE

At school and at school-sponsored activities, students are expected to use language that is not offensive to others. Profanity directed at a teacher or other adults will result in disciplinary action, up to and including suspension and/or expulsion. Profanity used in the building not directed at a teacher will result in detention or levels of ISS or OSS.

LEAVING SCHOOL GROUNDS

Any student leaving school grounds during school hours must get approval from the office and check out of the office prior to leaving. When the student returns, checking in at the office must be completed before returning to class.

LOCKERS

(See BOE Policies – [JCAB](#) and [JCABB](#))

Each student will be assigned an individual locker for books and personal belongings at Russell Junior-Senior High School. Each locker should be kept neat and clean and should be latched shut whenever it is not in actual use by the student. During the class period, a student is required to have a locker pass from a faculty member before going to his/her locker. Students are urged not to go to lockers between classes unless it is a necessity.

Students should not keep anything in their locker, which would not bear inspection by the school administrators. When there is reason to suspect that articles are being kept in lockers, which should not be in the possession of a student, or when there is need to search lockers for any other good reason, or to carry out routine locker inspection, such should be carried out by administration.

LOCKERS ARE THE PROPERTY OF USD 407. Combination locks for the lockers may be rented from the office for \$5.00 each. At the end of the year when the lock is returned to the school, the \$5.00 will be returned to the student.

MATH POLICY

(See BOE Policies – [ID](#) and [IKA](#))

Students in 8th grade may qualify for advanced math (Algebra 1) if they meet one of the following criteria, in addition to receiving recommendation from their 7th grade math teacher:

- Level 3 or 4 on the state assessment (KAP)
- 65th percentile or higher on the FastBridge assessment at the state or national level

If at any time during the first quarter, a student enrolled in advanced math is placed on academic probation (ineligible in math), the student will be reconsidered for placement.

MATH TRACTS

Basic

8th – 8th Grade Math
9th - Applied Algebra
10th – Algebra 1
11th -- Geometry

Traditional

8th – 8th Grade Math
9th - Algebra 1
10th -- Geometry
11th – Algebra II

Advanced

8th -- Algebra 1
9th – Geometry
10th -- Algebra II
11th -- Advanced Math Course

OUT-OF-SCHOOL SUSPENSION (OSS)

(See BOE Policies - [AEB](#), [IIBG](#), [JA](#), [JCDA](#), [JDD](#) and [JHCAA](#))

Students serving out-of-school suspension (OSS) cannot participate in or attend any school activities or practices during their suspension time. Students will be allowed to submit all work for credit.

PARKING

(See BOE Policies – [JGFF](#) and [JGG](#))

Students are allowed to drive their vehicles to school and to park in the school parking lots without charge. Students in violation of these policies are subject to suspension of parking privileges on school property. Students who drive their vehicles to school need to be aware of the following rules:

1. Students in grades 9-12 will enter the building at the WEST entrance doors. Students must stay out of rooms until the 7:55 a.m. bell unless requested by the teacher. Students may go to the “R” or the cafeteria.
2. Students in grades 7-8 will enter the building at the SOUTH GYM entrance doors. Students in grades 7-8 will hold in the gym until the first bell. Students may go to breakfast before school starts and will return to the gym. Eighth (8th) grade students who drive, will park in the west parking lot and enter the building through the west doors and proceed to the gym.
3. No cars shall be parked on State Street (the street in front of the high school) at any time.
4. Freshmen, sophomores, juniors, and seniors will park their vehicle in the west parking lot. Seniors will park their vehicles closest to the building not in the reserved parking locations.
5. Seniors will be allowed to paint their parking space after August 1 pending administrative approval of artwork.

6. No student's car is to be parked in the circular drive in front of the Russell Junior-Senior High School, the parking area designated for staff parking for staff using school vehicles or in the parking stalls east of the gymnasium.
7. No cars shall be parked north of the parking gate to the west of the football field. Students are not permitted to park by the weight room during the school day.
8. The school does not assume any responsibility for any damage done to the individually owned vehicles in the parking lot or shop areas.
9. Students who fail to abide by the rules governing parking on school property will lose the privilege of using the school's parking facilities.
10. Vehicles illegally or improperly parked on school property are subject to tow away at the owner's expense and students will be subject to loss of parking privileges.
11. All vehicles parked on school property are subject to search by the school administration upon reasonable suspicion.
12. All student vehicles parked on school property must display a current year RJSHS sticker provided by the school. This will be located in the front window in the lower left side.
13. Student drivers who use excessive speed and/or inappropriate driving on school grounds will lose parking privileges.

POSTER REGULATIONS

All posters will have their origin through some activity being sponsored by a school organization. Posters are not to be hung on lockers.

PUBLIC DISPLAY OF AFFECTION (PDA)

The display of affection between and among human beings is normal and healthy. Public display of affection, however, must be tempered with some modesty. Russell Junior-Senior High School is a public place, please limit the display of affection for each other to holding hands while in the building or on the grounds. No hugging, kissing or other passionate displays of affection are allowed.

THE ROUNDUP

(See BOE Policy – [JHCA](#) and [KI](#))

The Russell Junior-Senior High School yearbook, *The Roundup*, is published by the journalism class under the supervision of the journalism instructor. The editor, business manager, and assistants are selected at the beginning of the school year. Students have the opportunity to take journalism as a school subject.

SCHOOL DANCES (GRADES 7-8)

(See BOE Policies - [DK](#), [JGFB](#), [JH](#), [JM](#) and [KG](#))

Dances are generally held in the cafeteria. Participation is open only to 7th and 8th grade students. Students who are ineligible or are not in good standing with the school because of disciplinary actions will not be permitted to attend the dance. The doors will remain open for fifteen (15) minutes after the scheduled starting time of the dance. Students must arrive during this time to be admitted. Students are expected to display appropriate behavior at all times. Students violating the behavior code will be removed from the dance and may face disciplinary action. Any student leaving the dance before its conclusion will have their parent/legal guardian notified.

SCHOOL DANCES (GRADES 9-12)

(See BOE Policies - [DK](#), [JGFB](#), [JH](#), [JM](#) and [KG](#))

Participation in school dances is open only to present high school students and their guests. All students and their guests will be subject to a breathalyzer test prior to the entry to the dance. Students refusing to take a breathalyzer prior to the entry to a dance will not be permitted to enter. Students and their guests are subject to a breathalyzer test at any time during the dance that sponsors deem necessary. The doors will remain open for a designated period of time (usually 30 minutes) after the scheduled starting time of the dance. Scheduled school dances will start at 7:00 p.m. and end at 9:00 p.m. PROM: The Junior/Senior promenade will start at 7:30 p.m. with the dance starting at 8:00 p.m. and ending at 11:00 p.m. No student may leave the dance and return.

Guests at dances must have prior approval through the office. Students wishing to bring a guest must obtain a guest request form. The guest request form must be filled out, signed by the student's parents, and returned to the office no later than 3:30 p.m. two (2) days before the function. If the dance is scheduled on a weekend, the request must be brought to the office by 3:30 p.m. on the Wednesday prior to the dance. Guests attending the dance must be a graduate of RJSHS, graduate of another high school, or currently attending another high school. Learning Centers of any type, accredited or not, are not accepted as proof of enrollment in a facility. No middle school or elementary school students will be allowed to attend high school dances.

Students must be in good standing and not on the ineligible list in order to attend the dance. The principal and/or athletic director will make the final decision.

PROM ONLY: Students who are in danger of not being eligible (academic and/or attendance) for the prom will be notified one month prior to the event. Individual conferences will be held two weeks from the event. A final determination will occur on the Monday before Prom.

SEMESTER TEST POLICY

All teachers will be giving semester tests to the students enrolled in their respective classes. Semester tests will be given during a time period set by the principal and teachers. In order for the student to obtain class credit for the semester in a class, the student must complete the semester test for that class. If a student fails to take a scheduled semester test, they will lose credit for that class. Make-up dates for semester tests will be considered in cases of medical emergencies or sickness as approved by administration. Punctuality to all semester tests is an expectation for all students. A hold harmless final for students achieving an A average for the semester may be considered on a class-by-class basis at the discretion of the teacher.

STUDENT COUNCIL

(See BOE Policy – [JHC](#))

The student council (STUCO) consists of members elected as representatives from each of the four (4) classes. The president, vice-president, secretary-treasurer, and elections commissioner are elected at a student election near the close of the school term and assume office at the beginning of the next school term.

Representatives are elected by their class at the end of the school year. The purpose of STUCO is to create better understanding and cooperation between students and faculty; to further good sportsmanship; and to promote the general welfare of the school. The STUCO sponsors various projects throughout the school year. The student council will hold a regular meeting every week. A cabinet meeting will be held every week. The time and date of such meetings will be determined each year at the beginning of the school year. A ten-dollar (\$10.00) student council fee is charged to each student upon enrollment at Russell Junior-Senior High School.

UNEXCUSED ABSENCE

(See BOE Policy – [JB](#))

Students with an unexcused absence will be allowed to make up the work for full credit. The teacher and/or principal shall determine the time frame for the work to be submitted.

APPENDIX



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FOR DOUBLE-SIDED PRINTING

APPENDIX A: MEDICATIONS GIVEN AT SCHOOL

Name of Student _____

School _____ Grade _____

Teacher _____

Parent/Legal Guardian _____

Physician's Name _____ Phone _____

Prescribed by _____

Medication _____

Dosage _____ Frequency _____

Time to be given _____

Duration of Orders _____

Should medication be given on half days of school? Yes No

PERMISSION FOR MEDICATION

I hereby give my permission for my child to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by my student because of administering such medication.

Parent/Legal Guardian Signature

Date

NOTE: *The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage and times to be administered. Over-the-counter medications must be in their original package, with dosage instructions.*

A SEPARATE FORM MUST BE COMPLETED FOR EACH MEDICATION.

APPENDIX B: PERMISSION FOR SELF-ADMINISTRATION OF MEDICATION

Name of Student _____

School _____ Grade _____

Teacher _____

Medication _____ Dosage _____

Date Started _____

Conditions under which the medication is to be given: _____

Any additional circumstances under which the medication is to be given: _____

Length of time medication is to be administered: _____

I hereby give my permission for _____ (student) to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

**My child has been instructed on self-administration of the
medication and is authorized to do so in school.**

Parent/Legal Guardian Signature

Date _____

Parent/Legal Guardian Signature

Date _____

APPENDIX C: HUMAN SEXUALITY AND AIDS EDUCATION

OPT-OUT FORM

I, _____, parent/legal guardian of
_____, request that my child be removed from those portions
of the Human Sexuality/AIDS instruction noted below:

I have had the opportunity to review the curriculum goals and objectives or have had the
opportunity to have them explained to me by a school official.

Parent/Legal Guardian Signature

Date

APPENDIX D: STUDENT TRANSPORTATION GUIDELINES

INSTRUCTIONS FOR STUDENTS RIDING A SCHOOL BUS

The bus driver is in charge of safely transporting the students to and from school and activities. Students are expected to obey the driver at all times promptly. Students are expected to keep their hands to themselves while on the bus. The bus driver's first and foremost responsibility is to safely drive the bus. Classroom rules apply while on the bus. Classroom conduct is to be observed at all times while on the bus. In periods of bad weather, it may be necessary for buses to run on emergency routes only. The driver will instruct families where the pickup point will be if the buses are running on emergency routes only.

1. Students shall not intentionally harm, threaten or bully any other student on the bus.
2. Students shall comply with directives given by the bus driver or bus monitor.
3. Students must be on time. The driver will wait a maximum of **three (3) minutes** at an assigned stop. If the student is not there by that time, the driver has been instructed to proceed with the route. In the event this becomes habitual, the Transportation Director will contact the parents/legal guardians to develop a plan of action.
4. Students must not stand in the roadway while waiting for the bus.
5. Students may select a seat. The driver has the authority to assign seats and may do so if she/he believes it is necessary. Students are expected to immediately move to an assigned seat when instructed by the driver.
6. Students shall not talk in a loud voice, scream or otherwise distract the driver's attention. Profanity or rude gestures will not be tolerated on the bus.
7. Students shall not throw anything on the floor or out of the windows of the bus.
8. Students shall not at any time extend arms or head out of the bus window.
9. Students shall not try to get on or off the bus or move about the bus while the bus is in motion. When exiting the bus, students must observe directions of the driver.
10. Students shall not intentionally cause any damage to the bus. Pencils and other sharp instruments should be kept in a case in the student's notebook, or in the student's pocket. Weapons are forbidden on the bus.
11. Students and parents/legal guardians should listen to KRSL radio on mornings when there is bad weather that may cause school to be delayed or canceled.
12. Parents/Legal Guardians are expected to call the bus driver/bus barn/transportation director if their student(s) is not riding.

PENALTIES FOR VIOLATING BUS RULES

First Violation:

- The driver will contact the parent/legal guardian to make sure the student delivered the “Disciplinary Referral Form” which must be signed by student and parent(s)/legal guardian(s). The form will indicate what the student did, what the penalty is, and what will happen if the problem continues. This form must be signed by the parent(s)/legal guardian(s) and returned to the driver **before** the student will be allowed back on the bus. If the student forgets the form, the driver has been instructed to not allow the student to ride, and parents/legal guardians will be expected to provide transportation.

Second Violation:

- The transportation director will schedule a meeting with the student, parent(s)/legal guardian(s), the bus driver, and building principal. It will be determined at that meeting what the consequences of the student’s actions will be and may include revoking bus-riding privileges. **The student will not be allowed to ride the bus until the meeting is held and consequence is determined.**

Third Violation:

- The transportation director will make a recommendation to the superintendent who will inform the board of education that student bus riding privileges will be suspended for the remainder of the school year.

Administration reserves the right to immediately terminate riding privileges based upon the severity or nature of any infraction.

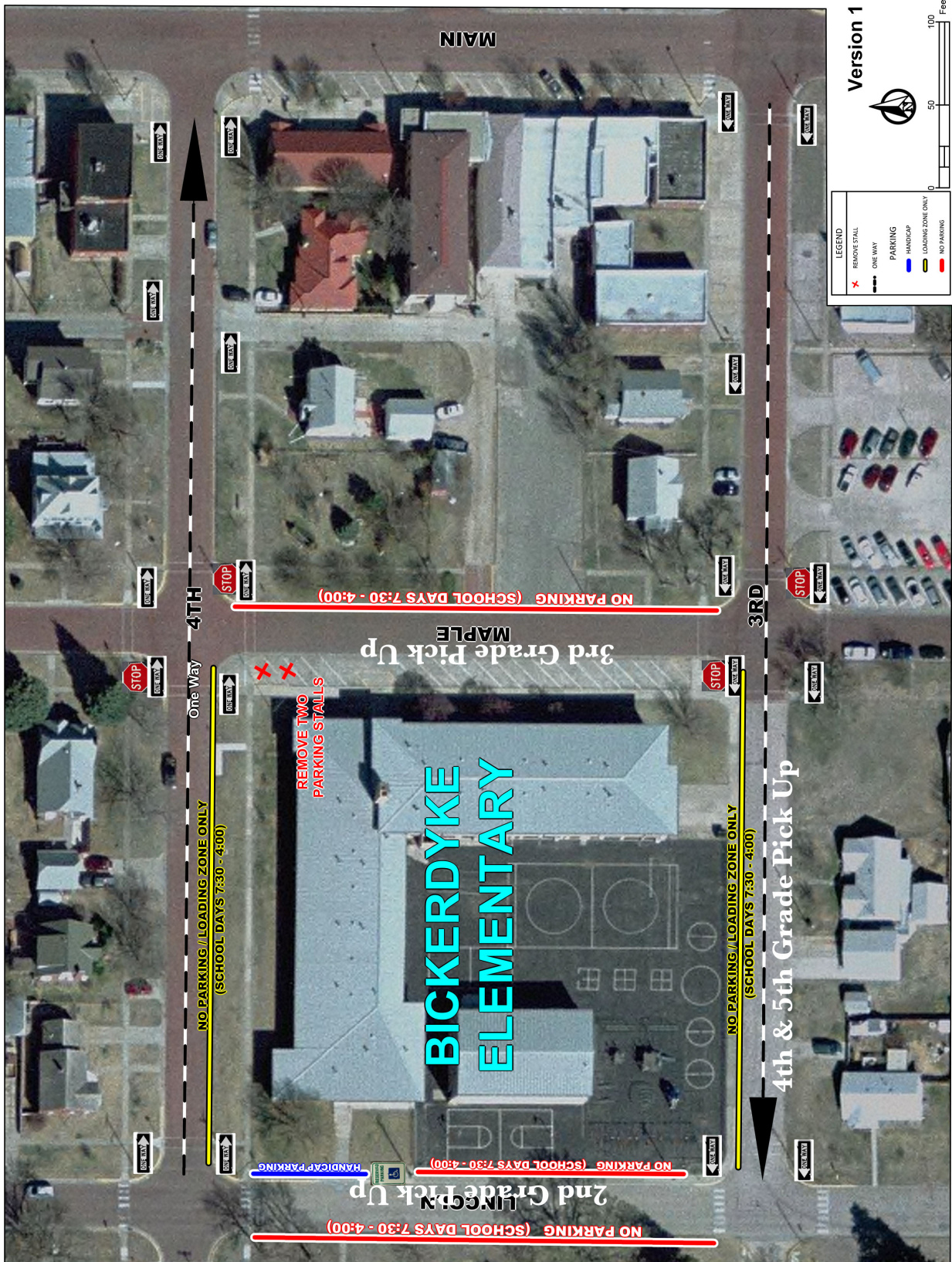
Student Signature

Date _____

Parent/Legal Guardian Signature

Date _____

APPENDIX F: BICKERDYKE ELEMENTARY SCHOOL MAP



APPENDIX G: RJSHS SCHOOL FARM CONTRACT

I have read, understand, and agree to follow and abide by all the policies, rules, and conditions that are addressed in this contract. I am fully aware of my responsibilities and the guidelines and policies I must adhere to while keeping livestock at the Russell School District Farm. I understand that the RJSHS Farm is an educational opportunity that is a privilege to have available. If I fail to meet any of the obligations provided above, I understand that this privilege may be revoked. I agree to release the liability of the Russell School District, USD 407, Russell Junior-Senior High School, the Midway Extension District, the Agricultural Science Teacher, and guests in case of accident or injury.

Student Name (Print): _____

Student Signature: _____ Date: _____

Student Cell-Phone Number (in case of emergency): _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Cell-Phone Number (in case of emergency):

RJSHS Ag. Teacher or Extension Agent Signature: _____

Preferred Veterinarian's Name:

Preferred Veterinarian's Contact Information:

APPENDIX H: VIRTUAL LEARNING TRANSFER REQUEST & AGREEMENT

***Requests for placement in the virtual program are due by March 1 each year and placement will begin the next school year if accepted into the program.**

Date of Request: _____ Desired Enrollment Date: _____

Student's Name: _____ Grade: _____

Please check the preferred enrollment in the virtual program: FULL-TIME HYBRID

Student has an IEP: YES NO Student has a 504: YES NO

- *For students with an active IEP or 504 Plan, a team meeting will be required to determine the appropriateness of virtual placement and, if deemed appropriate, identify necessary services, modifications, and accommodations.*
- **Students qualifying for migrant, homeless, or ELL status will receive services as available to all qualifying students in USD 407.*

Parent/Guardian Acknowledgment & Agreement

I understand that by transferring my student to the USD 407 Virtual Learning program, I am responsible for ensuring my child meets all attendance, academic, and engagement requirements as outlined by the district. I acknowledge that failure to meet these expectations may result in a return to in-person learning.

I understand that fees will be assessed depending on my student's enrollment status. Full-time virtual students will be assessed a device fee. In addition, full-time virtual students who are in grades 7-12 will be assessed a class fee. Hybrid virtual students will be assessed all relevant fees based on their enrolled courses.

I acknowledge that actual enrollment in the virtual program is contingent upon approval of the administration of USD 407.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

Counselor Review

The counselor has reviewed this request and discussed academic implications with the student and parent/guardian.

Counselor Name (Printed): _____

Counselor Signature: _____ Date: _____

Administrator Approval

The administrator has reviewed this request and determined:

Approved for virtual learning

Denied for virtual learning

Administrator Name (Printed): _____

Counselor Signature: _____ Date: _____