

USD #463
Udall Middle/High School



Student Handbook

2025-2026

www.usd463.org

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Welcome to Udall Middle/High School!

Thank you for choosing Udall School District. We are excited to welcome your student as part of our school. Our dedication to giving our students the best available opportunities is an ongoing commitment. We continuously grow and expand our curriculum according to the needs of our students. WELCOME!

Please read through our handbook as we have made changes and updated it. Parents and students alike are encouraged to ask any questions about anything they find in the handbook.

This informational handbook has been prepared to acquaint students, parents and members of the community with most of the policies of Udall Middle/High School. During the school year, the handbook may be supplemented or revised, as needed. If any policy in this handbook be in conflict with any of U.S.D. #463 Board of Education policy, the district policy will take precedence over the handbook. Every student is responsible for being familiar and aware of the contents of this handbook so that their actions conform accordingly.

It's going to be a great year. Thanks for being part of it.

Chris Husselman, Principal
Udall Middle/High School

Mission Statement and Core Values

The students and staff of Udall Middle/High School along with the Udall Community contributed to the creation of the following Core Values. Our hope is to guide each and every student to become responsible, productive citizens, lifelong learners and self-reliant in tomorrow's world. These are the values that we should expect each of us to uphold and represent in our thoughts and actions. We should be accountable as we work to develop the intellect and character of the young minds of Udall.

Honesty	To be truthful and sincere.
Respect	To show polite regard and consideration for the school, staff, students, patrons, and everyone in the community.
Integrity	To act according to moral and ethical principles. Trust – to rely upon or place confidence in someone or something. To be trustworthy.
Teamwork	To come together and work efficiently as a group. Responsibility – to be reliable and dependable.
Live Your Dreams	To be focused, driven and tenacious in the pursuit of your ambitions.
Accountability	To be responsible for your actions.
Dedication	To be committed to a task or purpose.
Hard Work	To use great effort in order to accomplish tasks.

Udall Middle/High School Outcomes

Our Graduates Should:

- ✓ Display the MHS/UHS Core Values.
- ✓ Demonstrate skills necessary for lifelong learning.
- ✓ Apply critical thinking and problem-solving skills.
- ✓ Understand and apply previously learned academic and technological skills needed to function in social, independent, educational, and work settings.
- ✓ Communicate effectively, using reading, writing, speaking, and listening skills.
- ✓ Display employability skills to gain employment and remain employed.

Directory of Udall Middle/High School Personnel

Superintendent: Heidi Perkins	
District Office Phone: 620-782-3355	Transportation Department Phone: 620-782-3329
MS/HS School Principal: Chris Husselman	
MS/HS Office Phone: 620-782-3623	MS/HS FAX: 620-782-9689
Web Site: www.usd463.org	Email: chrishusselman@usd463.org

Board of Education

Board Member	Andrea Ahlerich	Seat #1	2024-2028	South
Board Member	Becky Mason	Seat #2	2024-2028	North
Board Vice President	Clayton Bishop	Seat #3	2020-2028	North
Board Member	Adrienne King	Seat #4	2023-2026	South
Board Member	Scott Eilers	Seat #5	2022-2026	North
Board Member	Megan Clasen	Seat #6	2017-2026	South
Board President	Chris Holmes	Seat #7	2019-2028	At-Large

Teaching Staff

College/Career Counselor	Tina Almanza, tinaalmanza@usd463.org
MS Social Studies	Devlyn Brill, devlynbrill@usd463.org
MS/HS FACS	Rochelle Dickson, rochelledickson@usd463.org
HS History/Government	Makenna Hayes, makennahayes@usd463.org
MS/HS Physical Education	Justin Hinsley, justinhinsley@usd463.org
Band/Choir	Andrew Hodgkinson, andrewhodgkinson@usd463.org
HS Math	Lara Kratochvil, larakratochvil@usd463.org
Computer/Business	Becka Leible, beckaleible@usd463.org
SEL Counselor	Molly McCoy, mollymccoy@usd463.org
HS Science	Chase Nash, chasenash@usd463.org
MTSS Coordinator	Ashley Giddens, ashlygiddens@usd463.org
Sixth Grade/MS Math	Melissa Nilles, melissanilles@usd463.org
District Art	Elizabeth Palmiter, elizabethpalmiter@usd463.org
Vocational Agriculture	Aaron Sobba, aaronsobba@usd463.org
MS PE/Weights	David Swanson, davidswanson@usd463.org
MS English	Tammy Tannehill, tammytannehill@usd463.org
MS Science	Bill Welch, williamwelch@usd463.org
Online/Data Coordinator	Kay Willson, kaywillson@usd463.org
HS English	Amy Grelinger, americagrelinger@usd463.org
MS/HS Math	Seth Yager, sethyager@usd463.org

Classified Staff

Food Service Director	Krysanna Raevsky, krysannaraevsky@usd463.org
Athletic Director	Taylor Becker, taylorbecker@usd463.org
School Nurse	Sandy Jirak, sandyjirak@usd463.org
Custodian	Jesse McCullough, Jan Evans
Technology Director	Penny Sheetz, pennysheetz@usd463.org
Food Service Assistant Director	Bryanna Shock, bryannashock@usd463.org
Transportation Director	Denis Grahem, denisgrahem@usd463.org
MS/HS Secretary	Jordan Bird, jordanbird@usd463.org
Food Service	Sandy Stucky, LuAnne Barnett
Maintenance Director	Mike Taylor, miketaylor@usd463.org
Library Para	Michelle Umholtz, michelleumholtz@usd463.org
Head Custodian	John Warrick, johnwarrick@usd463.org

Special Education Cooperative Staff

Occupational Therapist	Jeff Belden
HS Special Education Teacher	Jenna Dreiling, jennadreiling@usd463.org
Speech Pathologist	Karli Metcalf, karlimetcalf@usd465.com
Gifted/Talented Teacher	Judy Powell, judypowell@usd463.org
School Psychologist	
MS Special Education Teacher	Megan Myers, meganmyers@usd463.org
Special Education Paraprofessionals	April Bales, Anne Dinsmore, Marydith Hatfield,

School

The hours for 6th - grade follows:

Hours:

school students 12th will be as

Monday, Tuesday, Thursday, & Friday: 8:05 AM – 3:35 AM
Late-start Wednesday: 9:05 AM - 3:35 PM

The doors will be unlocked at 7:40 AM. Students may report to breakfast at the Grade School starting at 7:30 AM (8:20 AM on Wednesdays) or their classrooms (starting at 7:40 AM).

School Closing due to Inclement Weather

If weather conditions deem it necessary to close or not to hold school, the decision to do so will be made by the Superintendent of Schools. Notification will be sent out over the following stations: KAKE TV (channel 10), KSNW (channel 3) KWCH (channel 12). Notification will also be given through the school messaging system.

USD 463 Counseling Services

K-12 College Career Counselor: USD 463 provides a full-time college and career counselor for students K-12. Services include career counseling and activities, Individual Plans of Study, college readiness, scholarship applications, academic planning, enrollment, and college entrance exam coordination. The college career counseling office is located in the high school building.

Contact Info:

Tina Almanza
620-782-3623
tinaalmanza@usd463.org

K-12 School Counselor (part-time): USD 463 provides social services, including individual sessions with students, small group activities, classroom lessons, and family outreach/resources. The counselor’s office is located in the elementary building, with an additional space to work with middle school and high school students in the high school building.

Contact Info:

Molly McCoy
620-782-3623

Bell Schedules (M, T, TH, F)

High School		Middle School	
Hour	Time	Hour	Time
1st	8:05 – 8:55	1st	8:05 – 8:55
2nd	8:58 – 9:52	2nd	8:58 – 9:52
3rd	9:58 – 10:45	3rd	9:58 – 10:45
4th/Lunch	10:48 – 12:11*	4th/Lunch	10:48 – 12:11*

Eagle Hour	12:14 – 12:44
5th	12:47 – 1:37
6th	1:40 – 2:30
7th	2:33 – 3:23
Activity	3:23 – 3:35

MTSS	12:14 – 12:44
5th	12:47 – 1:37
6th	1:40 – 2:30
Discovery A	2:33 – 3:03
Discovery B	3:05 – 3:35

LUNCH SCHEDULE

<i>6th/7th/8th Lunch</i>	<i>10:48 – 11:13</i>
<i>HS Lunch</i>	<i>11:17 – 11:42</i>
<i>HS Lunch</i>	<i>11:46 – 12:11</i>

Late Start (Wednesday)

High School

Middle School

Hour	Time
1st	9:05 – 9:46
2nd	9:49 – 10:30
3rd	10:33 – 11:14
4th/Lunch	11:17 - 12:40*
SEL	12:43 – 1:08
5th	1:11 – 1:52
6th	1:55 – 2:36
7th	2:39 – 3:20
Activity	3:20 – 3:35

Hour	Time
1st	9:05 – 9:46
2nd	9:49 – 10:30
3rd	10:33 – 11:14
4th/Lunch	11:17 - 12:40*
SEL	12:43 – 1:08
5th	1:11 – 1:52
6th	1:55 – 2:36
Discovery A	2:39 – 3:06
Discovery B	3:08 – 3:35

LUNCH SCHEDULE

<i>1st Lunch</i>	<i>11:17 – 11:42</i>
<i>2nd Lunch</i>	<i>11:46 – 12:11</i>
<i>3rd Lunch</i>	<i>12:15 – 12:40</i>

General Health Information for Students and Parents

Illness:

Students with the following health condition(s) shall be excluded from school:

- Oral temperature of 100 degrees F or higher
- Elevated (or possibly a normal) temperature combined with any of the following: severe cold symptoms, excessive coughing, swollen glands, or skin rash
- Eyes inflamed with purulent discharge
- Drainage from ear(s)
- Skin lesions (such as impetigo, scabies) until under treatment
- Vomiting
- Diarrhea (i.e. two or more loose stools)

- Communicable disease

USD 463 follows the guidance from KDHE and the Kansas Classroom Handbook of Communicable Diseases. Contact the school nurse if you have any questions. It can be found at the following website address:

<https://www.kdhe.ks.gov/documentcenter/view/13715>

Absences Due To Illness:

If for any reason, your child will be absent from school, notify the school by 8:30 AM. Please state the nature of the illness, so that we will know what illnesses we have in our classrooms and what symptoms to look for in other students. This can be done by calling the school office.

Birth Certificates:

Proof of identity is required of all children entering USD 463 for the first time. For a child who is in the custody of the Secretary of Social and Rehabilitation Services, a certified copy of the court order placing the child in the custody of the secretary is acceptable.

Chronic Health Conditions:

Please inform the school nurse of any chronic health condition and all emergency medications prescribed for your child. Please keep your school nurse updated on your child's health status, such as surgeries, any new diagnosis and/or other health conditions that may affect your child's academic success.

Contact Information:

It is important that the school office be informed of any changes in the student's home situation. This includes changes in home/cell phone numbers, home address, parent's place of employment, and emergency contacts. Please notify the school if there is a person not permitted to take your child, or if there is joint custody of the child. Notify the school whenever custody changes and provide the school with a copy of the court order designating custody. The school must have a copy of the custody papers if the student does not reside with their natural parent. This is critically important information to know in case a parent/guardian needs to be contacted properly.

Immunization Requirements:

All students entering Kansas schools must follow Kansas laws for immunizations. Proof of immunizations must be presented upon enrollment. Families who have recently moved into the district will be allowed thirty days to obtain immunization records. If your child is in the process of completing his or her required vaccines, documentation must show at least one of each of the required vaccines has been received. The school will inform you of additional shots needed for enrollment.

Immunization requirements for the current year are listed in the index of this handbook or are found at the web address below:

Kindergarten-Grade 12:

<https://www.kdhe.ks.gov/DocumentCenter/View/21272/2025-2026-School-Requirement-K-12-PDF?bidId=>

Medicine:

State law prohibits us from allowing students to take any type of medication, by mouth or by injection, while at school unless **we have written order from the student's doctor or the parent if it is a non-prescription medication** stating the type of medication, the dosage, and the time it is to be administered. With this written order, the child may take the prescribed medication at school in the presence of the nurse, principal or secretary. Without a written order from the child's doctor, the child will not be allowed to take prescribed medication unless the parent comes to the school and personally administers the medication. **No exceptions will be made to this rule.**

Prescribed or over the counter medication must be brought to school by a parent or guardian. A student cannot bring medication to school. A student is eligible to take a prescribed medication at school if it is to be given at a specific time during the school day or if it is to be given more than three times a day. When medication is prescribed three times daily, the medication should be given before coming to school, after returning home from school, and before going to bed. It is the responsibility of the parent/guardian to have given the initial dose of medication to the child to assure there will be no adverse reaction.

We do not dispense over the counter medication at school without a written order completed and signed by the parent. This includes cough syrup, Tylenol, aspirin, antacid, etc. If a student requires medication, parents should administer before school or make arrangements to come to the school to administer when needed. All medications must be kept under the jurisdiction of the school nurse or principal. The medication must be in the original container, properly labeled with the student's name and directions for administering.

**Prescribed Medication and Over the Counter Medication forms can be found in the index of this handbook or on the school website (USD463.org).

Head Lice Policy:

1. Educational information regarding the management of head lice infestation will be provided to all parents.
2. Any student with live lice (bugs) will be sent home at the end of the school day. However, identified students may be sent home immediately if symptoms are disruptive to classroom learning.
3. Parents are encouraged to remove nits to fully eradicate an infestation.
4. In the school setting, students are encouraged not to share combs, brushes, hair ornaments, hats, caps, scarves or other personal headgear.
5. Routine school wide head checks are no longer recommended. Students may be referred to the nurse for head checks if symptoms are evident, such as frequent scratching, visible bugs, etc.
6. Students are excused from school for (2) days in order to obtain proper treatment and care. Days missed after that are considered unexcused absences and are handled as any other truancy case. (NOTE - In habitual, recurring cases two (2) days excused absences will not be given after each occurrence of head lice.)

Screenings:

Students receive screening(s) for hearing, vision, and/or dental in accordance with the Kansas Statutes Annotated 72-6229, 72-6242, and 72-6251. Parents will be contacted if their child does not pass any screening.

District Policies

Attendance Policy:

Students are expected to attend school every day that school is in session. The principal will determine whether the absence is excused or unexcused. It is important for parents and students to know that an absence excused at home does not mean it is excused at school. A student who arrives after school has begun (8:05 a.m) is considered tardy. Parents/Guardians should notify the school (secretary, principal) with an explanation of their child's absence by 8:30 a.m. the day of the absence. Calling (620-782-3623) or emails are preferred. The secretary will attempt to contact parents if we do not know where the child is.

There are two kinds of absences – excused or unexcused. An excused absence is typically for:

1. Illness
2. Death in the family
3. Appointments of a legal or medical nature (Please provide documentation from provider).
4. Prearranged absence requested by parent or approved by the administration

Examples of unexcused absences are:

1. Absences of which the parents are unaware
2. "Repeated" and/or high percentage of absences due to illness without doctor's statement
3. Absences due to irresponsibility
4. Excessive tardies

Under Kansas Compulsory Attendance Statutes, regular school attendance is required of all students enrolled in elementary and secondary schools. A child is considered as truant when such child has either three consecutive unexcused absences, five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first.

When the determination is made that a child is not attending school as required by state law, a written notice of the truancy will be sent to the parent or guardian. Continued failure of the child to attend school without a valid excuse will result in a report being filed with the local social and rehabilitation office.

Excessive Absences:

Any student who is absent for more than (8) days in any semester will be considered excessively absent. For the purpose of counting, each class will count as one seventh of the school day. Parents will be notified by letter when their student has missed (5) days or thirty five (35) class periods during a semester. The absence count for second semester seniors and other part time students will be prorated based on the number of courses in which the student is enrolled.

Any student who is excessively absent as defined in this policy, will have all subsequent absences deemed unexcused. Parents will be notified by mail of their student's attendance status if the eight (8) day limit is reached. Consequences for unexcused absences include detention being assigned and state statutes on truancy being enforced.

Late Arrival/Tardiness:

Students who arrive at school after the 1st period bell must report to the office for a pass to class. A tardy is defined when a student is not in the classroom ready for class when the period begins. Classroom tardies will be dealt with as follows:

1. Fourth Tardy Classroom detention will be assigned by the teacher.
 - a. Failure to serve class detention will incur an additional detention.
2. Any tardy thereafter, the student will be sent to the building principal for office detentions and/or ISS will be assigned.

Students reporting late to class due to business with another staff member must have a pass marked "excused" by that staff member to eliminate the tardy mark.

A student arriving after school has begun (8:05 a.m.) will be considered tardy. Students more than 20 minutes late to first period will be considered absent to the first period. Any student receiving their fourth tardy will be assigned detention (30 minutes). Every subsequent tardy will result in increased detention time.

Academic Makeup:

It is the responsibility of students of USD 463 to make-up for all work missed due to an absence or tardy (sickness/doctor appointment). Students in any of these cases are allowed to make up all academic work and receive credit when the make-up work is completed. Students will be given one (1) extra day to complete the make-up work after the due date of which the work was assigned and due. Please contact the building principal if you would like to discuss any absence or have questions. If you know your student will be gone for an extended amount of time, please contact the building principal prior to the absence.

Students are required to be in attendance at least half day (11:30 a.m.) on the day of an activity before being permitted to attend as a participant. Students not in attendance for at least a half day may not attend practices. Students cannot practice or participate in activities the day that they serve an ISS or OSS.

Anti-Bullying/Harassment

The Udall Board of Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors. The Udall Board of Education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline. Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to report the issue to the designated authority.

Anti-Bullying/Harassment Policy

The Board of Education believes that all students have a right to a safe and healthy school environment. The district, school, and community have an obligation to promote mutual respect, tolerance, and acceptance. The Udall Board of Education prohibits acts of harassment or bullying. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and school's ability to educate its students in a safe environment. Demonstration of appropriate behavior is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. (KASB 2013)

Definition of Bullying:

- A. 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:
 - a. Harming a student or staff member, whether physically or mentally damaging a student's or staff member's property
 - b. placing a student or staff member in reasonable fear of harm to the student or staff member
 - c. placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- B. Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to the section or subsection (c) of K.S.A. 72-1138 and amendments thereto.

Examples of Harassment and/or Bullying:

- Physical pushing, kicking, hitting, punching or any use of violence
- Racist taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Verbal name-calling, spreading rumors
- Electronically transmitted acts, such as e-mail and chat room misuse
- Mobile threats by text messaging & calls
- Misuse of associated technology such as camera and video facilities

Racial Harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment is racially motivated conduct which: (1) affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school; (2) is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or (3) is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school. Racial harassment may result from verbal or physical conduct or written graphic material. Students who violate the racial harassment policy must meet with the administration, and a mandate of "no interaction" will be issued.

Sexual Harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature. Sexual harassment may result from verbal or physical conduct or written or graphic nature. 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 about a student's grades, participation in extra-curricular activities, remarks regarding one's gender, sexuality and/or orientation, etc. Students who violate the sexual harassment policy must meet with the administration, and a mandate of "no interaction" will be issued.

Investigating Bullying/Harassment The district will conduct a prompt, thorough, and impartial investigation of all reports of bullying using the Bullying Behavior Checklist and Bullying Incident Screener within three days after the report of the incident to ensure the safety of all students involved. Any individuals involved in the incident and witnesses will be separated and asked to provide information about the incident. The investigation will also include a review of any previous complaints involving the same individuals. The investigation procedure will vary depending on the nature of the reported incident. The findings from the investigation will be used by school administrators to determine the appropriate response. During the investigation process, the administrators will take measures to ensure that no further bullying occurs among the individuals involved. Any changes made to separate the individuals should not inconvenience the victim(s). Udall Schools will take prompt and effective steps to address bullying and harassment, eliminate any hostile environment, and take precautionary measures against future incidences.

In addition, the student(s) involved in any instances of concern may be referred to the Student Improvement Team (SIT) for review to determine if any interventions could be implemented to provide support to the student.

Bullying situations that involve staff, either with students or with other staff, will be subject to the same conditions of investigation as student-on-student bullying. Staff who have violated this policy may be subject to disciplinary action, up to and including termination. Students found to be guilty of bullying staff members will be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate this policy shall be reported to local law enforcement. Appeals of the findings of the investigations may be submitted to the Superintendent.

Bus Policy Route Buses and Activity Busses

All school rules and policies apply on any type of school transportation. For specific information, please refer to the Transportation Handbook.

Surveillance Cameras

For the safety of our students, staff and property, cameras are placed throughout the school district. Cameras also may be on school buses (both routes and activities).

Acceptable Use Policy for Computer & Internet Privileges for USD 463

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Please refer to the USD 463 Chromebook Usage and Acceptable Use Policy for more information.

Education for Homeless Children and Youth (McKinney-Vento Act)

Who qualifies as homeless?

According to Section 725(2) of the McKinney-Vento Homeless Education Act, the term "homeless children and youth" means:

- A. Individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1) ["one who (1) lacks a fixed, regular, and adequate residence or (2) has a primary nighttime residence in a supervised publicly or privately operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional

housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.'] and

B. Includes:

- a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- b. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(C));
- c. Children and youth who are living in cars, parks, public spaces, abandoned buildings substandard housing, bus or train stations, or similar settings; and
- d. Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses a through c.

What does fixed, adequate, and regular mean?

A *fixed residence* is one that is stationary, permanent, and not subject to change.

A *regular residence* is one which is used on a regular (i.e. nightly) basis.

An *adequate residence* is one which is sufficient for meeting both the physical and psychological needs typically met in home environments.

Students that meet the above criteria are eligible for services under the federal McKinney-Vento Act. Services include transportation to and from school, eligibility for free meals, Title I academic assistance, and possibly others.

If there are questions please contact the Homeless Liaison for Udall USD 463, Molly McCoy at 620-782-3355 or mollymccoy@usd463.org. The Kansas State Coordinator for homeless services is Maureen Tabasko. She may be reached at 785-296-6714 or at Maureen.Tabasko@ksde.gov

Lunch & Breakfast Fees

The price of school lunches and breakfasts will be based on the following single rates:

Elementary Student Lunch.....	\$4.00
Reduced Student Lunch.....	\$0.40
Middle School & High School Lunch.....	\$4.00
Adult Lunch.....	\$5.50
Milk.....	\$0.65
Breakfast.....	\$3.00
Reduced Breakfast.....	\$0.30
Adult Breakfast.....	\$4.00
Alternate meal.....	\$1.50

Lunch, breakfast, and extra milk may be purchased (a) daily, (b) weekly, (c) monthly. Students may charge up to \$30. Parents will be notified when their student's account is low. Students must pay their money to the high school secretary in the office. Due to the Kansas State Department of Education (KSDE) Wellness Plan, no outside "fast food" or other delivery meals are to be brought in for lunch. Questions pertaining to the lunch procedure should be directed to the principal.

Free and reduced lunches and breakfasts will be available for those who apply and qualify under federal guidelines. Guidelines and applications are available for each family and recipients are kept confidential.

The breakfast period is from 7:30 AM to 8:05 AM each day that school is in session (8:30 AM to 9:05 AM on late-start Wednesdays). Bus riders participating in the breakfast program must go directly to breakfast at school before going to their classroom.

GoEdustar

The student management system used by USD 463 is GoEdustar. Via this system, students' grades, attendance, and behavioral issues are recorded. Parents with access to the internet can access their students' grades by signing up for the PROLINK feature. Parents

wishing to utilize this feature can do so by contacting the school office. Good communication between teachers and parents aids in the learning process. Sometimes it is easier to contact a teacher via email than by a phone call. For this reason we have included teachers' email addresses in the front of this handbook.

Outside Groups

Groups or organizations that are not sponsored directly by the school must have permission by the building principal to display, distribute, or publish information in the school or on school grounds.

Accidents and First Aid

Every precaution will be taken to keep accidents to a minimum. If your student is injured at school, only minor first aid can be administered by the district. A school nurse will be available during the week. If more medical attention is necessary, the parent/guardian or emergency contact will be contacted. The school will call 911 in the case of severe injuries or when determined to be necessary by the administration.

Udall USD 463 does not have insurance to cover expenses related to injuries or accidents of a routine nature that occur at school or on school activities. All costs in these situations are the responsibility of the parent/guardian and/or their insurance company.

Students Leaving the School (during School Hours):

No student will be allowed to leave the school grounds during school hours without permission from parent/guardian and the office. Any student needing to leave the school grounds alone during the school day must have parental permission either by a written note or phone call.

Students will not be allowed to leave the school grounds with any person other than their legal guardian unless #USD 463 has been authorized by the responsible legal guardian to release the student to that individual, and a proper identification is provided. Legal guardians or persons authorized to pick up a student at school must report to the office to sign the student out of school.

Nonresident Students

Students who wish to attend USD463 living outside of the school district boundaries will follow the district's current nonresident enrollment policy to determine eligibility to attend.

Staff Authority

It is the duty of all staff members of USD 463 to maintain a positive, safe and effective learning environment. This responsibility extends to classrooms, halls, grounds and at all functions of the school. Students who refuse to comply (by words or actions) with the reasonable request of any staff member will be subject to immediate consequences.

Student Access to the Building

Students are asked to remain outside of the building until 7:40 a.m. unless they have an arrangement to meet with a teacher prior to that time. Middle School students must remain in the middle school hallway until 7:45 a.m. Students are asked to leave the building within 10 minutes after the end of the school day unless they are involved in a school activity and/or supervised by a staff member.

Substitute Teachers

A substitute teacher carries all the authority a regular teacher would have. Students are expected to treat a substitute teacher with respect and courtesy. Any student who refuses to cooperate with any reasonable request by a substitute teacher will be subject to appropriate disciplinary action.

Substance Abuse/Alcohol/Tobacco

The use, possession or promotion of tobacco, alcohol, drugs, or any paraphernalia associated with these substances (including all electronic delivery devices) is not permitted in any district facility, in school vehicles, on school grounds, or at any school activity, program or event.

Student violations will result in disciplinary actions. Actions may include parent/guardian notification, participation in tobacco and electronic nicotine delivery systems education program, or referral to a cessation program. Student violations may be reported to law

enforcement if use or possession is deemed to be illegal. Students that are compliant in turning over tobacco and vaping devices and are willing to participate in educational programs on the detriments of nicotine use may receive adjusted consequences. The school provided education course will be completed during the suspension time. Repeat violations will result in law enforcement involvement and increased discipline consequences, including possible expulsion.

Metal Detectors

Due to the increased use of vaping devices, the administration or other designated school personnel may conduct a metal detector check of any student's person or personal effects, if the staff member has reasonable suspicion a search conducted will result in proof of a violation of law, school board policy, or school rule. If the student refuses to submit to the metal detector check, the administration or designee may take disciplinary action for disobeying a reasonable request, or seek assistance from law enforcement.

Building Policies

Academic Integrity and Plagiarism

Failure to practice academic integrity may result in disciplinary actions in addition to receiving no credit on the assignment.

Plagiarism is the act of using another person's ideas and/or words without clearly acknowledging the source of that information. Plagiarism may result in that student receiving a zero for the assignment. Repeat offenses will warrant more extensive consequences that may result in the student receiving no credit for the semester in the specific class.

The use of AI technology may be considered plagiarism as it doesn't adequately represent the students' own thoughts and words.

Grading Policies

Following are the policies adopted by the Board of Education of USD 463 regarding grades. Grade divisions are as follows:

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

Awards:

The honor rolls at Udall Middle/High School are as follows:

- High Honors: Grade point average of 4.0 and no grade lower than an "A"
- Honors: Grade point average of 3.5 or higher with no grade lower than a "B"
- Honorable Mention: Grade point average of 3.0-3.5 with no grades lower than a "B"

Eagle Achievement Rewards for High School

White Card Requirements:

- GPA of 2.5 or higher.
- Have 3 or less excused absences. (These do not include school activities, Dr. notes, etc. or administration excused absences, per GoEdustar records.)
- No ISS or OSS.
- No more than 2 hours detention.

Student reward:

- 1 No Homework pass. (Earned at the end of each quarter.)
- 3 entries into the lunch raffle. (End of semester gift card drawing.)

Red Card Requirements:

- GPA of 3.0 or higher.
- Have 3 or less excused absences. (These do not include school activities, Dr. notes, etc. or administration excused absences, per GoEdustar records.)
- No ISS or OSS.
- No more than 2 hours detention.

Student reward:

- 1 No Homework passes. (Earned at the end of each quarter.)
- 6 entries into the lunch raffle. (End of semester gift card drawing.)
- Must take each final, however students may choose to not apply it to their semester grade.

Gold Card Requirements:

- GPA of 3.5 or higher.
- Have 3 or less excused absences. (These do not include school activities, Dr. notes etc. or administration excused absences, per GoEdustar records.)
- No ISS or OSS.
- No more than 2 hours detention.

Student Reward:

- 2 “No Homework” passes. (Earned at the end of each quarter.)
- 10 entries into the lunch raffle. (End of semester gift card drawing.)
- Must take each final, however students may choose to not apply it to their semester grade.

High School Finals Policy

All classes will be required to have a final exam. Exams are to be given during the days allotted for final exams. Exceptions must have prior administration approval. Exams may be in a traditional format, project/presentation or performance based. Students enrolled in college classes will follow the exam policies of those institutions. Finals will be given the last two days of the semester.

Day 1: Afternoon periods (4,5,6,7) will take their finals

Day 2: Morning periods (1,2,3) will take their finals

*Policy subject to change as needed.

Middle School Finals Policy

Middle school students will not take a final and will not be permitted to leave.

Technology Fee

Using a district issued laptop is a privilege for students of Udall Middle/High School. Each student is issued a laptop to use during the school year during their Udall Career. The technology fee is a yearly \$30.00 non-refundable fee. In the event that computer damage exceeds \$50, the student pays a maximum of \$100 to repair any damage to the laptop. In the event a student continues to have maintenance issues or willfully/carelessly damages the computer, their laptop privileges may be forfeited for the remainder of the semester/year.

Dress Code

Each student attending Udall Middle/High School shall be expected to dress appropriately while on school property and while attending school events, home or away. The school will insist on modesty and neatness. The following are general guidelines to help with appropriate school attire:

- Shoes must be worn at all times.
- Clothing or other wearing apparel with offensive slogans/pictures, explicit/implied or promotes and/or advertises alcohol, tobacco or deleterious substances is prohibited.
- No ripped or cut off sleeveless shirts.
- No hats, hoods, head coverings/bandanas, chains, spiked jewelry, or sunglasses are to be worn during the school day in any school building.
- All clothing to cover waist; baggy trousers are to be secured at the waist level, not below. Bare midriffs are not permitted; all shirts must cover the waist or belt line.
- Spaghetti strap dresses or tops, or tube tops exposing bare shoulders, bare back or bra straps are not permitted. All tops must have a minimum 2-inch strap.
- No low cut, revealing tops.
- Shorts or skirts should have a minimum of 3” inseam. All shorts and skirts should be hemmed. No cut-offs.
- No “see through” clothing will be allowed unless the undergarments meet dress code policy.

- No blankets (This is a health issue, due to bed bugs, head lice, etc.)
- Students will be asked to change any clothing the staff finds to be disruptive or distracting to the learning environment.

Backpacks

Due to Kansas fire regulations and student safety, backpacks will not be allowed in the classrooms. All student backpacks, purses, fanny pack type bags/slings, etc. must be stored in their locker during the hours of 7:45 a.m. to 3:35 p.m. Ample time will be given to students during passing periods to go to their locker as needed.

Lost and Found

Items that are found are to be turned into the office. Students may claim their lost items from Mrs. Umholtz in the library. Report lost items as soon as possible to the office. At the conclusion of the school year all unclaimed items will be donated.

Drop/Add Policy

Schedule changes after the first week of any semester are at administrative discretion. After the enrollment process is complete, changes in class schedules must be approved by teachers, parents, counselor and principal. No schedule change is final without administrative approval.

Electronic Devices/Cell Phones

Sixth grade students are not allowed to have cellphones out during the school day. Seventh grade, 8th grade and high school students may use electronic devices (cell phones, music players, headphones/earbuds,) during their lunch period and passing periods. They are not allowed in the classroom unless the teacher deems them appropriate for instructional use. They are not allowed in the auditorium during presentations or class meetings. Students will be given an opportunity to correct their behavior; however, if the behavior continues the device may be confiscated by the teacher and returned at the end of class or at 3:35 at the teacher's discretion. Excessive violations may be handled through the office. Students will be assigned detention/ISS and parents may need to pick up their students' devices from the school.

High School Graduation Requirements (22 credits) (Class of 2028 -- 24 credits)

- **Four units of Language Arts** (*Includes Speech as part of Jr English for class of 2026*)
- **Three units of Social Science**
- **Three units of Science**
- **Three credits of Math**
- **One unit of Fine Arts**
- **.5 unit of Physical Education**
- **.5 unit of Health**
- **One half unit (.5) Financial Literacy**
- **One unit of Stem (Class of 2028)**
- **Remaining Units as Electives following IPS.**
- **Post Secondary Assets** (*Any Two listed below*)
 - ACT Composite Score of 21 or higher
 - WorkKeys level (Silver or higher)
 - 9+ college hours
 - State Assessment scores of 3 or 4 in math, ELA, science
 - ASVAB per requirements of military branch selected
 - Senior project/senior exit interviews
 - SAT Score of 1060 or higher
 - Completing Board of Regents Curriculum
 - International Baccalaureate Exam (4+)
 - Advanced Placement Exam (3+)
 - 95% attendance in high school
 - Youth Apprenticeships
 - 40 or more community service hours
 - Client-centered projects

- Workplace learning directly related to IPS
- Industry recognized certifications
- Seal of Biliteracy
- CTE Scholar
- Eagle Scout or Gold Scout
- Two or more high school athletics/activities
- JROTC
- State level Career and Technical Student Organization (CTSO) Officer
- **Community Service** - Total 16 hours
 - 9th Grade – 4 hours
 - 10th Grade – 4 hours
 - 11th Grade – 4 hours
 - 12th Grade – 4 hours

Grade Classification

Seniors classification requires 17 credits.
 Junior classification requires 11 credits.
 Sophomore classification requires 5 credits.

Participation in Commencement Ceremony

A student must complete the graduation requirements for a diploma and be in good standing with the school to participate in the graduation commencement.

Valedictorian and Salutatorian

To be considered as a Valedictorian or Salutatorian, the student must have received the highest grade point average based on a 4.0 scale without weightings, and attended an accredited school for grades 9 through 12. The student whose grade point average that is next highest will be selected as class salutatorian. In case of more than one valedictorian, there will be no salutatorian selected. Determination will be made from all the semester grades earned in the ninth, tenth, eleventh and the first semester of the twelfth grades.

**Foreign Exchange students and Virtual school students will not be considered for Valedictorian or Salutatorian honors.

Kansas Scholars Curriculum

English – 4 years

One unit to be taken each year. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening.

Mathematics – 4 years

Algebra I, Algebra II, Geometry, and one unit of advanced mathematics – suggested courses include: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions or Calculus, Completion of Algebra I in 8th grade is acceptable for the Kansas Scholars Curriculum, but not for Qualified Admissions.

Science – 3 years

One year each in Biology, Chemistry, and Physics, each of which include an average of one laboratory period a week. Applied/technical courses may not substitute for a unit of natural science credit.

Social Studies - 3 years

One unit of U.S History; minimum of one-half unit of U.S Government and minimum of one-half unit selected from: World History, World Geography or International Relations; and one unit selected from: Psychology, Economics, U.S. Government, U.S. History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations. Half unit courses may be combined to make this a whole unit.

Foreign Language – 2 years

Two years of one language. Latin and Sign Language are accepted.

Lockers

Each student will be assigned a hallway locker and a lock at the beginning of the school year. Only school materials should be left in the lockers. The school assumes no responsibility for protection against theft of items from lockers. Students will be provided a combination lock by the school office. Students are responsible for their locker and items in their locker. Students may only use their assigned locker. Lockers are school property, and as such, are subject to search by the building administration at any time. Please help us keep our lockers looking nice by not placing stickers or tape on the lockers.

Lunch Period

Students will be assigned to one of three lunch periods between 10:48 a.m. – 11:13 a.m.; 11:17 a.m. – 11:42 p.m.; or 11:46 am. — 12:11 p.m. Both middle school and high school students will be required to eat lunch in the High School Commons. Students are permitted to bring a sack lunch from home if they wish to do so.

Cafeteria Policies:

- No energy drinks, soda or pop are allowed in the lunchroom (*Middle School students are not permitted to have energy drinks at any time during school hours.*)
- No sharing of food due to cross contamination and allergies.
- Students will eat in the cafeteria during their assigned time.
- Students will conduct themselves in an orderly manner while entering and exiting the cafeteria and while eating their lunch.

Senior Part-Time Student Status

Seniors who are scheduled to graduate at the end of the school year may request to attend only five (5) hours of the second semester if they are in good standing and have no failing grades. Students who receive a failing grade during the semester will be reinstated to full time status.

Students should be attending work, college, internship, or any other experience in order to have part-time status. The principal will need to approve part-time status. If the approved activity ends during the second semester, the student must return to the school for full time status, or the student must make arrangements with the principal to find an alternative experience.

Note: Students participating in KSHSAA activities are required to be enrolled in and passing five (5) classes. Seniors taking college classes during the day are not required to be on the school campus during the time college classes are not in session.

Student Council

The officially recognized body of student government is the Student Council. The purpose of the student council shall be to promote student activities, to develop a better understanding between students and faculty members, and to work for the general welfare of the school. The council is formally the 'student voice' and is composed of representatives of the 9-12th grade student body. The students who wish their voices to be heard should use the student council as a vehicle, and students who have concerns should share these concerns with council representatives.

Student Vehicles

The following rules apply to the use of motor vehicles at Udall High School:

1. Students are not to drive or ride in vehicles during the school day
2. Students driving fast or recklessly or parking improperly on school grounds may be prohibited from parking vehicles on school property for a period of time as determined by school administration
3. The school assumes no responsibility for damage or vandalism done to motor vehicles
4. Cars parked on school grounds are subject to search by the administration
5. Students are not to go to their vehicles during the school day without permission from the office.

Visitors

All visitors must report to the office upon arrival on school property. If students, parents or school patrons wish to visit classes, prior arrangements must be made with the office and class teachers. The building principal maintains ultimate discretion concerning visitor admittance to the school. USD 463 does not typically permit student visitors from other schools.

Discipline

Student Behavior

The Board of Education has charged the principal or his/her designee with the task of maintaining an orderly educational environment. To aid in the achievement of that task, regulations have been established that provide students, parents and school officials guidelines for appropriate behavior. Students will be expected to behave in such a way that they will be a credit to themselves, their parents, the school, and the community. Kansas law provides adequate authority for certified staff members to establish an atmosphere in which learning is not disrupted by student misbehavior. If a student feels he/she has been unjustly treated, he/she must first obey, and then discuss the matter with the principal.

Students violating those expectations will be dealt with on an individual basis. Any inappropriate acts considered to be against the law (weapons, assault, battery, illegal drugs, theft, etc.) will be reported to the Law Enforcement if applicable, in addition to disciplinary actions taken by the principal or administrative designee. Consequences for classroom behavior will be the responsibility of the individual teacher. However, if a student continues to misbehave, after teacher intervention, the student will be referred to the office.

Consequences for behavioral referrals may result in detention, in-school suspension, out-of-school suspension, or expulsion depending on the severity of the infraction and the action. Parent notification will be made if a student receives discipline from the principal.

Teacher Assigned Detentions

Detentions are required time obligations assigned by teachers and are to be served with the teacher. If the student fails to serve as assigned, parent contact will be made by the teacher and the detention doubled. Failure to serve teacher detention will result in an office referral.

Office Assigned Detentions

Detention time may be served before or after school. Office detentions will be no less than 30 minutes. Students are expected to bring coursework or a book to read while serving detention. Students will be given up to one school week to serve the office assigned detention. Students who fail to serve their assigned detentions will be considered ineligible for all activities until the detention is served and may result in suspension. Parents/guardians are responsible for providing transportation home.

Behavior/Rules:

- Be in class on time with appropriate materials, assignments, etc
- Follow directions **of all** staff members anywhere on school grounds and at any school activity
- Respect yourself, other students, teachers, staff members, and all other adults in a position of authority
- Use appropriate language (use or profanity, calling someone a racial or discriminatory name, etc. will result in a referral)
- Practice good health habits – no tobacco, alcohol, illegal drugs on school grounds or at any school activity
- Dress appropriately – (see dress code)

Teachers are encouraged to handle student discipline in their classroom; however, when they feel an office referral is required, the student will be sent to the office. In addition, a zero tolerance policy will be observed for serious behavioral infractions including fighting, intimidation, harassment.

In-School Suspension (ISS)

In-School Suspension (ISS) is assigned by the administration for more serious offenses or in cases where the student has repeatedly been sent to the office and has already served or skipped after-school detentions. The student will spend the assigned amount of time in In-School Suspension. While assigned ISS the student will remain on task the entire time. Refusal to comply will result in out of school suspension. Work assigned during ISS is due when the student is scheduled to return to regular class. Students may not participate in or attend school activities or programs on days they serve ISS.

Out-of-School Suspension (OSS)

Out-of-School suspension will be assigned for severe infractions. Students are expected to complete schoolwork during the OSS period and they will receive full credit for all completed assignments turned in on time. Students who are out-of-school suspended are not to be on any USD 463 grounds during the duration of the suspension. Also, students who are out-of-school suspended may not attend any school sponsored extracurricular activity during the suspension.

Expulsion or Long-Term Suspension

Expulsion or Long-Term Suspension is considered for those students who are seen as a threat to themselves or others, students who are a disruption to the educational process, or students who show an inability to follow school policy. Grounds for long-term suspension/expulsion are in accordance with KSA 72-8901.

Use/Possession of Weapons

Students shall not possess, handle, or transport any object that can be considered a weapon at school, on school grounds or at a school activity/function. **Pocket knives, while not designated as a weapon, are not permitted at school.** Students found in violation of this policy will be subject to disciplinary action, up to and including expulsion.

Weapons include, but not limited to the following:

- Firearms
- Bomb
- Knife that opens by spring force or centrifugal force (commonly referred to as a switchblade), sheathed hunting knives, hatchets, knives with blades over 3.5 inches, etc.
- Metal knuckles
- Stun Gun/Taser
- Bludgeon
- Sand club
- Throwing Star

Junior/Senior Prom

Prom is scheduled as a formal celebration for students achieving the status of being a Junior or Senior at Udall High School. The Junior class begins raising money as Freshmen to pay for the expenses related to the prom and is responsible for all facets of the production of the prom. Students attending the prom must be in good standing with the school. Only Juniors and Seniors of Udall High School are allowed at the prom unless they are a guest of a Junior or Senior. Guests of the prom must pay a fee to attend. This fee helps offset the additional expenses related to the additional guests. All guests must be at least a Freshman in high school and no more than 19 years of age. Guests who are not Udall High School students must have a completed information sheet with all needed signatures and information. A copy of the guest's driver's license must be on file in the school office. All guests must receive approval from the principal prior to attending the prom.

Activity Rules

Eligibility Requirements

Two different types of eligibility (academic and behavioral) affect Udall students who wish to participate in extracurricular activities.

Academic Eligibility

Academic eligibility will be determined weekly in order to participate in KSHSAA/School activities. A student attending Udall Middle School or Udall High School shall have passed a minimum of five (5) new subjects of unit weight the previous semester of attendance and be enrolled in and attending a minimum of five (5) new subjects during the present semester. This is in accordance with the Kansas State High School Activities Association (KSHSSA) of which we are a member.

Students may have no more than 1-F or 2-Ds (2-Ds will equal 1-F) in order to be eligible to participate in activities.

Eligibility will be run every Wednesday and students found to be not in compliance will have until the following Wednesday to improve their grade before being placed on the ineligibility list. Students will be considered ineligible until the following Wednesday's grade check.

Behavioral Eligibility

KSHSAA, Rule 14, Article 2: “A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for all KSHSAA activities for a period of time as specified by the principal.” The second time the student is suspended he/she may be ineligible to participate in school activities for the rest of the year. Students who are ineligible may (and are expected to) Practice. They may ride district transportation to and from activities – except ineligible students cannot leave school if the bus departs prior to the end of school day.

KSHSAA Drug/Tobacco and Alcohol Policy

Students using or in possession of drugs, drug paraphernalia, tobacco, or alcohol in any form or have any device which may be used for the delivery of such substances. Students involved in extracurricular activities are subject to the following consequences:

- 1st Offense – One week suspension from all extracurricular activities from the time the suspension is enforced. Law enforcement will be contacted.
- 2nd Offense – Removal from all extracurricular activities during that sport season and must receive professional treatment/counseling before returning to any athletics/activities. Professional treatment/counseling must be paid by student/athlete and/or parent(s)/guardian(s).
- 3rd Offense – Removal from all extracurricular activities for the remainder of the year. Student will be ineligible for participating in all school activities until the new school year begins. Professional treatment/counseling is suggested.

Additional consequences may apply if the violation is on school property or at school functions.

School Safety Hotline Number

A statewide school safety hotline staffed by the Kansas Highway Patrol has been established. The toll-free number is 1-877-626-8203. The hotline allows students to anonymously report possible impending violent acts in schools. The hotline, enacted by House Bill 2489, connects to the Kansas Highway Patrol central dispatch center. From there information is transferred to local law enforcement who will relay information to the local school administrator.

Curriculum Fees

The curriculum fee for middle school is \$75.00 and for the high school is \$85.00. If curriculum fees cannot be paid in full, arrangements for monthly payments can be made through the district office. Students must furnish their own paper, pencils, crayons, rulers, scissors, Kleenex and other consumable personal items.

Withdrawals and Transfers

Students who transfer from Udall MS/HS during the year are asked to notify the school of intent to withdraw as soon as it is known that he or she will be leaving. In order to withdraw, the student must obtain a withdrawal form from the office. The withdrawal form will be taken to each teacher, coach, technology person and the librarian to be signed then returned to the office for the principal's approval. Information on the new school of attendance and a parent/guardian visitation may be required to approve the withdrawal.

Contact Information:

It is important that the school office be informed of any changes in the student's home situation. This includes changes in home/cell phone numbers, home address, parent's place of employment, and emergency contacts. Please notify the school if there is a person not permitted to take your child, or if there is joint custody of the child. Notify the school whenever custody changes and provide the school with a copy of the court order designating custody. The school must have a copy of the custody papers if the student does not reside with their national parent. This is critically important information to know in case a parent/guardian needs to be contacted properly.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA), a Federal Law, requires that the Udall Unified School District #463, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from your student's educational records. However, Udall USD #463 may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District policy. The primary purpose of directory

information is to allow Udall USD #463 to include this type of information from your student's educational records in certain school publications. Examples include the following:

- Playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation Program
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- Photographs or videos on school website or in yearbook

If you do not want the school to disclose directory information from your student's educational records without your prior written consent, you must notify the school in writing within 10 days of enrolling your student.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Interventions ("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 the student handbook and available at every school office.

Immunizations

Division of Public Health
Curtis State Office Building
1000 SW Jackson St., Suite 300
Topeka, KS 66612-1368



Phone: 785-296-1086
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

KANSAS SCHOOL KINDERGARTEN THROUGH GRADE 12 IMMUNIZATION REQUIREMENTS FOR 2025-2026 SCHOOL YEAR

Immunization requirements and recommendations for the 2025-2026 school year are based on the Advisory Committee on Immunization Practices (ACIP) and the Centers for Disease Control and Prevention (CDC) recommendations. The current recommended and minimum interval immunization schedules may be found on the [CDC webpage](#). The best disease prevention is achieved by adhering to the recommended schedule. However, if a child falls behind, the [catch-up schedule](#) is implemented. To avoid missed opportunities, immunization providers may use a [4-day grace period](#), in most instances, per age and interval between doses. In such cases, these doses may be counted as valid.

[K.S.A. 72 - 6261](#) - Kansas Statutes Related to School Immunizations Requirements and [K.A.R. 28-1-20](#), published July, 18, 2019 in the [Kansas Register](#), defines the immunizations required for school and early childhood program attendance.

- **Diphtheria, Tetanus, Pertussis (DTaP/Tdap)**: Five doses required. Doses should be given at 2 months, 4 months, 6 months, 15-18 months, and 4-6 years (prior to kindergarten entry). The 4th dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The 5th dose is not necessary if the 4th dose was administered at age 4 years or older. A dose of **Tdap** is required at entry to 7th grade (11-12 years).
- **Hepatitis A (Hep A)**: Two doses required. Doses should be given at 12-23 months with a minimum interval of 6 months between the 1st and 2nd dose.
- **Hepatitis B (Hep B)**: Three doses required. Doses should be given at birth, 1-2 months, and 6-18 months. Minimum age for the final dose is 24 weeks.
- **Measles, Mumps, and Rubella (MMR)**: Two doses required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). Minimum age is 12 months and interval between doses may be as short as 28 days.
- **Meningococcal-Serogroup A,C,W,Y (MenACWY)**: Two doses required. Doses should be given at entry to 7th grade (11-12 years) and 11th grade (16-18 years). (11th graders who are not yet 16 years of age should wait to receive the dose until they are 16 years of age.) For children 16-18 years, with no previous MenACWY, only one dose is required.
- **Poliomyelitis (IPV/tOPV)**: Four doses required. Doses should be given at 2 months, 4 months, 6-18 months, and 4-6 years (prior to kindergarten entry). Three doses are acceptable if 3rd dose was given after 4 years of age and at least 6 months have elapsed since dose 2.
- **Varicella (Chickenpox)**: Two doses are required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). The 2nd dose may be administered as early as 3 months after the 1st dose, however, a dose administered after a 4-week interval is considered valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found in [K.S.A. 72-6262](#).

In addition, to the immunizations required for school entry the following vaccines are recommended to protect students:

- **Human Papillomavirus (HPV)**: Two doses recommended at 11 years of age or three doses if the series is started after 15 years.
- **Influenza and COVID-19**: Annual vaccination recommended for all ages > 6 months of age.

Vaccination efforts by school and public health officials, immunization providers, and parents are key to the success of protecting our children and communities from vaccine preventable diseases. Thank you for your dedication.

Revision 1/2025

Immunization Requirements for the 2025 - 2026 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school. Below are the requirements for the indicated school year. Please carefully review the requirements. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or local health department.

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



Early Childhood Program Operated by a School Ages 4 Years and Under

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	4 doses 3
IPV (polio)	doses 1
MMR (measles, mumps, rubella)	dose 1
Varicella (chickenpox)	dose* 2
Hepatitis A	doses 3
Hepatitis B	doses 3-4
Hib (haemophilus influenza type B)	doses**
PCV (pneumococcal conjugate)	4 doses**

KDG - Grade 6

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses 4
IPV (polio)	doses*** 2
MMR (measles, mumps, rubella)	doses 2
Varicella (chickenpox)	doses*
Hepatitis A	2 doses
Hepatitis B	3 doses

Grade 7 - 10

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~ 4
IPV (polio)	doses*** 2
MMR (measles, mumps, rubella)	doses 2
Varicella (chickenpox)	doses* 2
Hepatitis A	doses 3
Hepatitis B	doses 1
Meningococcal (MenACWY)	dose

Grades 11 & 12

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~ 4
IPV (polio)	doses*** 2
MMR (measles, mumps, rubella)	doses 2
Varicella (chickenpox)	doses* 2
Hepatitis A	doses 3
Hepatitis B	doses 1-2
Meningococcal (MenACWY)	doses <i>See below:</i>

Meningococcal (MenACWY) Vaccine:

Two doses are required for 11th and 12th grade students. The 1st dose is due at entry to 7th grade at 11-12 years of age. The 2nd dose is due at entry to 11th grade at 16-18 years of age. Any 11th graders who are not yet 16 years old, should wait until their 16th birthday to receive the dose. *Those 16-18 year olds with no previous MenACWY vaccine, only one dose required.*

Notes

* Varicella (chickenpox) vaccine is not required if child has had disease **and** disease is documented by physician signature. Without a physician signature, vaccine is still required even if you believe your child has had chickenpox disease.

** Total doses needed depend on vaccine type and child's age when 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.

Additional ACIP RECOMMENDED Vaccines Not Required for School Entry

HPV (Human Papillomavirus) Vaccine:

2 doses recommended at age 11 years See below:
2 doses needed if series is started at 11-14 years
3 doses needed if series is started at 15 years or older

Influenza (Flu) Vaccine and COVID-19 Vaccine:

Annual vaccine recommended for everyone 6 months of age and older

UDALL USD 463
****HEALTH CARE PROVIDER USE ONLY****
Request to Administer Medication to School

By board policy, medication is administered at school only upon written request from both a parent or lawful custodian and a licensed physician, dentist, nurse practitioner or physician assistant.

HEALTH CARE PROVIDER, please provide the following information:

Name of Student _____

The above named student needs to receive the following medication during regular school hours for the diagnosis of: _____.

Name of medication _____ Dosage _____

Time to be given _____ Other directions _____

Expected duration of treatment _____ Days or long term _____ [yes or no]

Student is knowledgeable about this medication and may self-administer medication _____ [yes or no]

Date _____ Signature _____

Physician/Dentist/APRN/PA

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

Date _____ Signature _____

Parent or Legal Custodian

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 number of days to be administered at school. Please ask the pharmacist to prepare one for school and one for home so the student will not have to remember to take it back and forth.

UDALL USD 463

Permission for Over the Counter Medication

Name of Student _____

Grade _____ Homeroom Teacher _____

Name of Medication _____

Dosage _____ Date to Start _____

Time of day to be given and frequency _____

I hereby give my permission for _____ to take the above medication at school as ordered. I understand that it is my responsibility to provide 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 the student because of administering such medication.

****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, dosage and times to be administered.****

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Relationship to Student

Technology Acceptable Use Policy

Chromebook Guide

Artificial Intelligence (AI) Policy

Udall Schools #463
2025-2026 School Year



USD 463 Technology Acceptable Use Policy

Purpose

USD 463's technology resources including network access and district-issued devices (such as laptops) are intended to support educational objectives and learning. Responsible and ethical use of these resources is essential. Use of district technology is a privilege—not a right—and may be revoked for violations of this policy.

Internet Access

USD 463 provides Internet access to support research and academic learning. Although the district uses content filtering to limit access to inappropriate material, it cannot guarantee that all unwanted content will be blocked. Students are expected to exercise good judgment and should report accidental access to inappropriate content to a teacher immediately.

District Disclaimer

The district is not responsible for the accuracy or quality of information obtained through the Internet and does not endorse any content outside of district-managed platforms. Use of information obtained via the Internet is at the user's risk. The district makes no warranties regarding technology access and is not responsible for damages, including data loss due to service interruptions.

Student Responsibilities and Guidelines

General Use:

- Internet use should be for educational purposes only and align with classroom objectives.
- All information used in academic work must be properly cited.
- Files and communications on the network are considered public; students should not expect privacy for files stored on district servers.
- Students must not engage in disrespectful, harassing, obscene, or illegal conduct online. Students must report security issues and show any inappropriate messages to an administrator or staff member immediately.
- Instant messaging or other non-academic tools should not be used during class time unless authorized by a teacher or staff member.

Email and Communication:

- School email must be used responsibly and only for educational purposes.
- Offensive language or harassment through digital means is prohibited.
- Email use may be monitored by staff and reviewed by parents/guardians.

Software and File Use:

- Students must not install software, including games or file-sharing programs, or make modifications to school devices without prior approval.

- Copyright laws must be respected; unauthorized copying or sharing of content is not allowed.
- All files stored on district systems must relate to school coursework or activities.

Digital Citizenship and Security:

- Students must only access their own accounts and files.
- Passwords must be kept secure and not shared.
- Altering, damaging, or compromising district systems or networks is prohibited.
- Creating or spreading malicious software (viruses, etc.) is strictly forbidden.
- Attempting to bypass content filters or access unauthorized networks is not allowed.
- Altering their school profile to impersonate another person, harassing others or interfering with their work or sharing personal information online is strictly prohibited.
- Using the district email or district technology for non-school activities is inappropriate and not allowed.
- Student to staff or staff to student contact should only be for educational purposes and only through school-approved or school-issued devices and applications.

Device Care and Identification:

- Devices must not be decorated with unauthorized stickers, paint, or other markings.
- All district-provided devices and accessories will be labeled. Removal or alterations of labels is prohibited.
- Students will be charged a \$35 technology fee for damage to chargers and/or screens caused by misuse or loss.
- Accidental damage is covered under warranty, but intentional damage or loss of accessories is the student's responsibility.
- A \$100 per incident deductible applies for physical (careless) damage.

Portions of this document were modernized and translated with the assistance of OpenAI's ChatGPT, an AI language model. Final content was reviewed and approved by district personnel.

USD 463 Chromebook Guide

Using Your Chromebook at School

The Chromebook is intended for daily use at school. Students are expected to bring a fully charged Chromebook to school every day and to all classes unless specifically advised otherwise by a teacher. Students may be asked to access school email, announcements, calendars, handbooks, and grades using their Chromebook. If a student fails to bring their Chromebook, they are responsible for completing coursework as if the Chromebook were present.

Account Access

- Students will log in to the Chromebook using their school-issued Google Account.
- Login information must not be shared with others.
- Students should never login under another student's login.

Asset Tag

- All Chromebooks will have a district asset tag.
- Asset tags must not be modified or tampered with.
- Chargers are checked out with engraved identification numbers (middle school and high school only).

Care of Your Chromebook/Chargers

- Students are responsible for the general care of their issued Chromebook and charger.
- Any Chromebook/charger that is broken or not functioning properly must be reported to a teacher or administrator immediately.
- Chromebooks/chargers should not be taken to outside repair services.
- If Chromebooks/chargers are damaged during the loan period, Udall Public Schools USD 463 may charge the user up to \$100.00 for accidental damage.
- For stolen or vandalized Chromebooks/chargers, users may be charged a deductible of \$100.00, or the full replacement cost if a police report is not filed within 36 hours.
- In case of loss, users will be charged the full replacement cost for Chromebook/charger.
- Users will also be charged for lost, stolen, or damaged accessories, and only original issued accessories are accepted.
- Users found responsible for deliberate damage will be liable for repair or replacement costs.

Chromebook Case

Each student will receive a protective case for their Chromebook to be used when transporting or not using the device. Only District-issued cases are permitted. While cases provide some protection, they do not guarantee against damage. It remains the student's responsibility to care for and protect their device.

Digital Citizenship

The Chromebook is for educational use, and students must adhere to the USD 463 Technology Acceptable Use Policy and related procedures at all times. Good digital citizenship includes:

- **Respect Yourself:** Choose appropriate online names and be cautious with shared information.
- **Protect Yourself:** Avoid sharing personal information and report inappropriate online behavior.
- **Respect Others:** Do not engage in bullying or harassment online.
- **Protect Others:** Report abuse and avoid forwarding inappropriate materials.

Educational Use

School-issued Chromebooks are for educational purposes only, and adherence to the Technology Acceptable Use Policy is mandatory.

Filtering Content

The District employs an Internet content filter compliant with the Children's Internet Protection Act (CIPA), but cannot guarantee that all inappropriate materials will be blocked.

General Precautions

- Use the device responsibly and ethically.
- No stickers or markings on the device.
- Keep food and drinks away from the Chromebook.
- Be cautious with cords, cables, and removable storage.
- Avoid using or storing the Chromebook near pets, liquids, or extreme temperatures.
- Do not swap or share Chromebooks with other students.
- Keep the Chromebook secured or attended to at all times. If the Chromebook has been received three times for failure to keep secure, the student will lose the Chromebook for one week and will do assignments on paper.

Ownership/Title

Udall School District retains legal title to the Chromebook. The right to use the device is contingent upon compliance with this policy and the Technology Acceptable Use Policy. There is no expectation of privacy regarding data stored on a district-owned device.

Repairs

Report all Chromebook issues to a teacher or administrator. The District will repair or replace equipment damaged from normal use while students are responsible for costs due to abuse or negligence.

Storing Your Chromebook

- Store Chromebooks in locked classrooms or secured lockers when not in use.
- Never leave Chromebooks in unsupervised areas. If found unsupervised, the Chromebook will be taken to the Technology Office. If the Chromebook has been received three times for failure to keep secure, the student will lose the Chromebook for one week and will do assignments on paper.
- The District is not responsible for the safekeeping of the Chromebook.

User Settings and Preferences

- Backgrounds and avatars will be USD 463 assigned.
- Sound must be muted unless permission is granted by a teacher.
- Headphones may be used at the teacher's discretion, and students should have their personal set for sanitary reasons.

This document serves as a comprehensive policy regarding the use and care of Chromebooks at Udall Schools #463.

USD 463 Artificial Intelligence (AI) Policy

Purpose

The purpose of this policy is to establish guidelines for the ethical and responsible use of the artificial intelligence (AI) in USD 463 to support student learning, staff efficiency, and operational effectiveness while safeguarding privacy, academic integrity, and equity.

Scope

This policy applies to all students, teachers, staff, and administrators who use AI tools or systems within the district's education and operational environments.

Legal & Ethical Use of AI

- AI should be used to enhance teaching and learning and not replace critical thinking, creativity, or human interaction.
- All AI-generated content must be reviewed for accuracy and appropriateness before use.
- AI should not be used in ways that promote bias, discrimination, or misinformation.
- The district prohibits the use of AI to create or spread false, misleading, or harmful information.
- Do not use AI to create harmful or inappropriate content.
- Respect copyright laws by avoiding unauthorized sharing of protected materials.
- Follow district guidelines regarding student conduct.
- Clearly label AI-generated content to avoid plagiarism: "Generated by AI via [Tool Name]."
- Be transparent about AI assistance in assignments.

Security & Privacy Concerns

- Be mindful of security risks when using AI tools.
- Avoid sharing personal or confidential school-related information when using AI. AI stores information that is input into its systems.
- AI-generated content can be biased, inaccurate, or inappropriate; verify information with reliable sources.

Student Use of AI

- AI tools may be used to support research, tutoring, and personalized learning under teacher guidance.
- Students must cite AI-generated content if used in assignments, following the district's academic integrity guidelines.
- AI cannot be used to complete assessments, essays, or assignments dishonestly (e.g., plagiarism or cheating).
- AI-generated work should demonstrate student understanding rather than replace original thought.
- Over-reliance on AI can negatively affect students and teachers may direct students to redo assignments if AI use is too prevalent.
- Misuse of AI tools may result in academic or disciplinary consequences.

Privacy & Data Protection

- AI tools must comply with FERPA (Family Educational Rights and Privacy Act) and other applicable privacy laws.
- No personally identifiable student data should be input into AI systems unless approved by district policy.
- The district will only use AI vendors that meet strict data security and privacy standards.

Equity & Accessibility

- AI should be used to bridge learning gaps and provide equitable educational opportunities.
- The district will ensure AI tools are accessible to all students, including those with disabilities.
- Teachers should monitor AI recommendations for potential bias or unfair treatment of students.

AI Operations & Decision-Making

- AI may be used in administrative functions (e.g., transportation planning, cybersecurity, resource allocation), but final decisions should include human oversight.
- AI-driven analytics should support, not replace human judgment in student and staff evaluations.

AI Training & Professional Development

- The district will provide ongoing training to teachers and staff on the ethical and effective use of AI.
- Digital literacy and AI ethics will be included in student instruction to prepare them for responsible AI use.

Policy Enforcement & Updates

- Violations of this policy will be addressed in accordance with the district's academic integrity and disciplinary policies.
- The district will regularly review this policy to keep up with evolving AI technologies and best practices.

Teacher and Staff Use of AI

- AI can be used for lesson planning, grading assistance, and administrative tasks but final decisions must be made by educators.
- Teachers should educate students on ethical AI usage, critical thinking, and digital literacy.
- Staff must verify AI-generated information before integrating it into instruction or communications.
- AI should not be used to make decisions about student discipline, grading, or special education without human oversight.
- Teachers should communicate with students using the AI guidance chart entitled *Artificial Intelligence Acceptable Use Scale* on what level of AI is acceptable for each assignment. (See attached)

Can I use AI on this assignment? (Artificial Intelligence Acceptable Use Scale)

LEVEL of AI USE		Description	Student Responsibility
0	NO AI Use	Unless stated otherwise by their teacher, students should assume Level 0 AI use for their assignment/assessment. The task must be completed entirely without AI assistance.	Students must adhere to the expectations of no AI use.
1	AI-Assisted Idea Generation	NO AI content is allowed in the final product of the task. NO AI content is allowed in the final product of the task. AI may be utilized for brainstorming, creating structures, and/or generating ideas for improving work in the early stages of the task. The teacher will provide additional expectations for clarity if needed.	Students must use AI only as directed by the teacher for brainstorming, structuring, and/or idea generation. Students must provide references or links to AI chats if required by the teacher.
2	AI-Assisted Editing	No new content can be created utilizing AI. AI can be used to make improvements to the clarity or quality of student-created work during the editing process to improve the final output. The teacher will provide additional expectations for clarity if needed.	Students must use AI only as allowed by the teacher for editing purposes. Students must provide references or links to AI chats if required by the teacher.
3	AI for Specified Task Completion	AI may be used to complete certain elements of the task as specified by the teacher. This level requires evaluation and adaptation of AI-generated content, which requires critical thinking from the student(s). The teacher will provide additional expectations for clarity if needed.	Students must use AI only as allowed by the teacher for specific elements of the task. Students must cite all AI-created content using the appropriate format (MLA, APA, ect.) as required by the teacher.
4	Full AI Use with Human Oversight	AI may be used throughout the task to support student work. AI should be considered a "co-pilot" to enhance the student's ability and creativity. This level requires evaluation and adaptation of AI-generated content, which requires critical thinking for the student(s). The teacher will provide additional expectations for clarity if needed.	Students must cite all AI-created content using the appropriate format (MLA, APA, ect.) as required by the teacher.

Students' use of AI outside of the level specified by the teacher is subject to consequences.

*Artificial Intelligence Acceptable Use Scale. * Documents, USD 490, chrome-extension://efaidrbmnnbpcapjgcliclefindmkaj/core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2243/USD_490/5394273/AI_Acceptable_Use_Scale.pdf. Accessed 9 July 2025.

Artificial Intelligence (AI) Guidelines - Elementary

Purpose

The goal of the Udall School District is to ensure the responsible and ethical use of Artificial Intelligence (AI) tools and technologies by students. The use of AI should enhance learning experiences, foster innovation and maintain the integrity of academic work. Students are expected to abide by the administrative AI usage guidelines.

Scope

The policy applies to all students using AI tools and technologies at school or the school-related activities, such as homework and projects.

Policy Guidelines

Acceptable Use

- AI tools, like educational games and homework helpers, can be used to learn new things and solve problems.
- Students should use AI tools with the guidance of their teachers and parents.

Honesty & Fairness

- Students should always complete their own work. AI tools can help students learn, but they should not do the work for them.
- If a student uses an AI tool to help with an assignment, they should let their teacher know and not claim that work as their own.

Respect for Privacy

- Personal information must be kept private when using AI. Students should avoid sharing details like their full name, address, or phone number with AI tools.

Kindness & Safety

- AI tools should be used in a kind and respectful manner. They are not meant to be used to be mean or to hurt someone's feelings.

School Rules

- Follow the school rules when using computers, tablets, and AI tools.
- Using AI tools at school is a privilege. Violations of this privilege will be subject to disciplinary actions as outlined in the student handbook.

Conclusion

AI tools can make learning fun and exciting. By using them responsibly, students can explore new ideas and improve their skills in a safe and supportive environment.

Artificial Intelligence (AI) Guidelines - Secondary

Purpose

The goal of the Udall School District is to ensure the responsible and ethical use of Artificial Intelligence (AI) tools and technologies by students. The use of AI should enhance learning experiences, foster innovation and maintain the integrity of academic work. Students are expected to abide by the administrative AI usage guidelines.

Scope

The policy applies to all students using AI tools and technologies within the school premises or for any school-related activities, including homework and projects.

Policy Guidelines

Acceptable Use

- AI tools may be used to support learning and research, such as for tutoring, language translation, data analysis, and educational content creation based on teacher specified levels (see Artificial Intelligence Acceptable Use Scale).
- Students are encouraged to use AI responsibly and to explore its potential for innovation and problem-solving within the bounds of ethical guidelines.

Academic Integrity

- AI-generated content must be properly attributed. Students must clearly distinguish between their own work and that created or assisted by AI tools.
- Plagiarism rules apply to AI-assisted work. Submitting AI-generated work as one's own without proper acknowledgement is prohibited.
- When using AI for assignments or projects, students must follow the specific instructions and guidelines provided by their teachers regarding AI usage.

Privacy & Data Protection

- Students must respect privacy laws and school policies when using AI tools. Personal data and sensitive information should not be shared with AI systems without explicit permission.
- The use of AI tools should not involve the unauthorized collection or sharing of data about other students, teachers, or staff.

Ethical Use

- AI should not be used to engage in activities that are unethical or harmful, such as generating inappropriate content, cyberbullying, or spreading misinformation.
- Students should be aware of potential biases in AI systems and critically evaluate the outputs of AI tools.

Compliance & Enforcement

- Violations of this policy will be subject to disciplinary action.
- The school reserves the right to monitor and review the use of AI tools to ensure compliance with this policy.

Conclusion

The responsible use of AI technologies offers significant benefits for learning and innovation. By adhering to this policy, students can ensure that their use of AI is ethical, legal, and contributes positively to their educational experience.

Acknowledgement of USD 463:

**Technology Acceptable Use Guidelines
Chromebook Usage
Artificial Intelligence (AI) Policy**

Student Acknowledgement

(for Grades 2-12)

I have read and agree to follow the USD 463 Technology Acceptable Use Guidelines, Chromebook Usage, and Artificial Intelligence (AI) Policy. I understand that violations may result in the loss of technology privileges and/or disciplinary action.

Student Name (print): _____

Student Signature: _____

Date: _____ Grade Level: _____

Parent/Guardian Acknowledgement

(for all district parents/guardians)

I have reviewed this policy with my student and understand its terms. I recognized that while Internet filtering is in place, it is not foolproof. I also understand that my child's email account and device use may be reviewed by school staff or parents/guardians at any time. Additionally, my child's photo or work may occasionally be shared online unless I state otherwise.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____

Return this page to the school. Keep the other pages for your records.

