

2023 – 2024
Dexter Jr/Sr High
Student Handbook



Home of the
“Fighting Cardinals”
And Spartan Athletics



BOARD OF EDUCATION
DEXTER SCHOOLS
UNIFIED SCHOOL DISTRICT NO. 471

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Ms. Pam Hess	Food Service Director/Head Cook
Mrs. Mary Bryant	Food Service Assistant Cook

WELCOME

The administration and staff would like to take this opportunity to welcome you to Dexter Junior/Senior High School. This book contains information that will help you succeed at Dexter Jr./Sr. High. This information is a summary of building rules and policies that are necessary to keep this school operating in an orderly fashion.

MISSION STATEMENT

Dexter Jr./Sr. High is committed to preparing our students for success by providing a solid foundation in the basic skills required for life-long learning through a curriculum that emphasizes college and/or career readiness. USD #471 must ensure an atmosphere that will promote learning through the cooperative effort of staff, students, family, and the community working together.

EXIT OUTCOMES

Dexter Jr./Sr. High School will know that we are accomplishing our mission when students are:

- ☐ EFFECTIVE LEARNERS
- ☐ CREATIVE PROBLEM SOLVERS
- ☐ COMPETENT COMMUNICATORS
- ☐ PRODUCTIVE AND ACCOUNTABLE WORKERS
- ☐ COMMUNITY CONTRIBUTORS/WELL-ROUNDED INDIVIDUALS
- ☐ SUCCESSFUL POST-SECONDARY EDUCATION STUDENTS

USD #471 NOTICE OF NON-DISCRIMINATION

Discrimination against any student on the basis of race, color, national origin, sex, disability, religion, or age in the admission or access to, or treatment in the district's programs and activities is prohibited. The district also provides equal access to the Boy Scouts and other designated youth groups. The Superintendent of Schools, 311 North Main, Dexter, Kansas 67038 (Phone 620-876-5415) has been designated to coordinate compliance with nondiscrimination requirements contained in *Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, The Age Discrimination Act, and the Boy Scouts Act*. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the superintendent of schools. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

ABOUT THIS HANDBOOK

This handbook is designed for both parents/guardians and Junior/Senior High students of USD #471. It is the responsibility of the students and parents to read the handbook. It is also important that students and parents ask for clarification (if any) of the student handbook. The Dexter Jr./Sr. High School handbook is approved by the USD #471 Board of Education. We understand not everyone will be satisfied with each part of the document, but hope it leads the school in being able to better meet our mission statement.

STUDENT EXPECTATIONS

USD #471 School Staff expects students:

1. TO be respectful of themselves, staff members, and other students.
2. TO come to class prepared to learn. (charged laptop, pencil, paper, notebook, etc.)
3. TO give a reasonable effort toward their own education.
4. TO attend class regularly.

BULLYING

Bullying is prohibited in USD #471 Dexter Schools.

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

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

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

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD #471 Dexter Schools will not tolerate these actions by students, staff, or parents.

Any act of bullying by a student, staff member, or parent is prohibited on or while using school property, in a school vehicle, or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors.

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

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.

A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Any student found to be in violation of any bullying policy may be punished as deemed necessary by the principal or superintendent. Offenses may result in discipline up to and including suspension and/or expulsion from school for students or suspension or termination from employment for staff.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems.

Students and/or staff members shall report any incidents of bullying directly to the school administration and/or the USD #471 School Board President. The date of the incident, type of incident, name of the person bullying, the victim, and any witnesses shall be documented. Appropriate personnel will then be assigned to investigate incidents of bullying. As appropriate, reports to local law enforcement will be filed to report bullying behaviors.

COMPLAINT PROCESS FOR BULLYING

Informal Process: Anyone may use informal procedures to report and resolve complaints of bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complaints of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to an appropriate staff member who can explain the informal and formal complaint process and what a complaint can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies may include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement anti-retaliation provisions to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district initiated investigatory activities. The administrator may

conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint.

False Reporting: USD #471 policy prohibits any person from falsely accusing another as a means of bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying may range from a positive behavioral intervention up to and including a suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of bullying shall be disciplined in accordance with district policies, procedures, and agreements.

FACTORS FOR DETERMINING CONSEQUENCES

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) or behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

POSSIBLE CONSEQUENCES

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Legal action
- Expulsion or termination
- For parents, suspension of access to school, school activities and or communication channels with staff or students at school

ADMISSION/ENROLLMENT TO USD #471

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

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

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

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, equipment and supplies are available.

Non-resident students who wish to attend USD #471 Dexter Schools must apply for admittance. All requests are subject to approval of the USD #471 Administration and/or Board of Education. Application is valid only for the school year in which it is requested and approved. The USD #471 Administration and/or Board of Education reserves the right to approve or deny admittance and rescind a prior approval of any out-of-district request at any time it is deemed necessary.

A non-resident or resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the USD #471 Administration and/or Board of Education.

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

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

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

HOMELESS STUDENTS

The district, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

SCHOOL HOURS

Classes will begin at 7:50 AM and will be dismissed at 4:00 PM. The building will be unlocked from 7:25 AM to 4:00 PM except for special night activities.

ACCREDITATION

USD #471 Dexter Schools are fully accredited by the Kansas State Board of Education.

ONLINE PAYMENT OPTIONS

As a convenience to parents and students, the Dexter School District now provides a cell phone, tablet, laptop or desktop solution for online payments 24/7. This includes Visa, Discover and MasterCard debit and credit cards plus eChecks. Make payments for required and optional fees online, in-person or over the phone. Our Web Store helps busy families save time, reduce trips to the district office, and eliminate the need to send cash and checks with your student. Make a quick payment with just a few clicks!

Visit the RevTrak Web Store:

- ☐ Access the district Storefront at: <https://dexter.revtrak.net> or through the link on the district website.

ENROLLMENT CHANGES

Any changes in class schedules after the enrollment days will be conducted with the counselor. No classes may be changed after four (4) school days, unless approved by school administration. In order to change a class, the student shall contact the counselor first who would then call a meeting of the teachers whose classes are affected, the counselor, and the student. The dropping of the class would then be based on the results of this meeting with the best interest of the student in mind. Not all changes can be accommodated.

DRESS CODE GUIDELINES

Students must wear shoes, sandals, or boots. Students must wear clothing that is considered tasteful. Students must wear clothing that does not present distractions from the educational goals of the classroom. Any student dressed in a manner that disrupts the academic environment will be sent to the office with a written referral.

Articles, which are not permissible:

- ☐ Hats and Bandanas
- ☐ Clothing with vulgar, obscene, or suggestive words or gestures
- ☐ Clothing that advertises or endorses items or activities illegal for minors (beer, alcohol, cigarettes, drugs, etc.)
- ☐ Clothing that is too revealing such as low cut tops, spaghetti straps (straps must cover undergarments), blouses or shirts that are see through or do not cover the midriff, shorts or skirts that are considered distasteful, cut-offs, torn clothes, chains, etc.
- ☐ Tank tops must be at least 2 finger widths.
- ☐ Jeans with revealing holes above the knee must be worn with a top that is fingertip length or with leggings underneath unless you are participating in an extracurricular sports activity.
- ☐ Leggings must be worn with a top that is fingertip length unless you are participating in an extracurricular sports activity.
- ☐ Shorts must be fingertip length measuring from the front and back.
- ☐ Snuggies or toga type clothing will not be permitted.
- ☐ Sunglasses
- ☐ Other items that may be distracting or potentially disruptive to the educational process

STUDENT FEES

Students may be assessed fees for the following (not an all inclusive list):

- materials for class projects;
- membership dues in student clubs;
- voluntarily purchased pictures, publications, class rings, graduation announcements, etc.;
- voluntarily purchased student accident insurance;
- musical instrument rental and supplies;
- personal apparel, used in extracurricular activities, that become the property of the student; and
- activity trip fees.

The principal will attempt to collect the justifiable value owed by a student or school property lost, damaged or destroyed by a student. If after the attempt to collect, the amount remains unpaid, the principal shall be reported to the superintendent.

UNPAID SHOP BILLS: Proper financial planning is a necessity for students in our two major shop areas of woods and metals. Students do not pre-pay for materials but the school cannot act as a banking or lending institution past the time school is dismissed for the summer. It is Board policy to expect all shop bills to be paid in full when school is out in May. Any projects not paid in full will be sold to remove said encumbrance. If a student has made partial payment toward their project, said amount will be reimbursed to the student. If project payments from the past year's projects are outstanding (not paid for), students will have 90 calendar days from the date of official school notification to pay said bills. If not paid, the projects will be sold as per the above policy.

PERSONAL ITEMS NOT INSURED: Personal belongings of students are not insured by the school district. USD #471 is not responsible for lost or stolen personal items, including money brought to school by students.

TEXTBOOK/LIBRARY BOOK DAMAGE: Textbook damage beyond normal wear and tear will be charged to the pupil in addition to the rental costs. Students will be charged a prorated replacement cost for damaged or lost books. Full replacement costs will be charged for replacing new books.

CURRICULUM OPT-OUT

To meet graduation requirements students are required to take curriculum in Physical Education, Health, and Science that contain topics related to human sexuality. A parent/guardian has the option of having their child withdrawn from that section of the class if they choose. The instructor must be notified in advance by the parent/guardian, so optional work may be given to receive credit in place of the curriculum. The student will in no way be penalized for being "opted out" of that part of class.

BELL SCHEDULE

The ringing of the bell does not mean that the students are dismissed. Each teacher is to dismiss his or her class. There will be 3 minutes for students to pass from one class to the next. During the school day, the bell schedule will be as follows:

1st Hour	7:50-8:40
2nd Hour	8:43-9:33
3rd Hour	9:36-10:26
4th Hour	10:29-11:19
5th Hour	11:22-12:12
6th Hour	12:40-1:30
ELP	1:33-2:14
7th Hour	2:17-3:07
8th Hour	3:10-4:00

FOOD SERVICE

SCHOOL LUNCH: Dexter Junior/Senior High School operates under a closed lunch period. Students are to eat in the cafeteria each day. Students must stay on school grounds in assigned areas.

1. Students may purchase food from the school cafeteria or may bring their lunch from home. Students may be allowed to leave school for lunch only if there is a medical need or special diet required by a doctor. A doctor's note is required for these circumstances. An exception to closed lunch may be permitted on a case by case basis

if a written request for the exception is received in advance from the parent. The principal will make the final determination.

2. Students may not go to the parking lot. The parking lot is off limits to students during lunch, as are all areas except the commons.

LUNCH SCHEDULE: TBA on the FIRST DAY OF CLASSES

School Breakfast is available and will be served from 7:25-7:50 AM

Extra milk may be purchased if available.

Charging of meals is discouraged. Students will be allowed a maximum of five (5) meal charges and upon the sixth (6), the student or adult shall be placed on a C.O.D. basis until charges are updated. Notifications may be mailed, emailed, by phone call, or text if payment is needed for a student account. If money for meals is not received in the office within five (5) charges allowed, you will be asked to send a sack lunch with your child.

SCHOOL ATTENDANCE

Student attendance at school is an obligation of the student and the parent. While a parent may decide that their student will be absent from school, the determination as to whether that absence will be excused or unexcused rests with the building principal. In accordance with the laws of the State of Kansas, the building principal has been designated as the attendance officer for the building. While in most cases, parental contact is all that is required to verify absence, the principal may choose to verify absence or require additional information before making a determination as to whether the absence is excused or unexcused. Students must attend all classes, all day, unless they are enrolled in a USD #471 approved vocational or work-study program. (Must be a senior, and on track to graduate for work-study to even be considered). To be considered for the honor roll, a student must be attending and passing no less than 4 subjects.

EXCUSED ABSENCES: Excused absences include the following: illness, medical appointments, death in the family, court appearances, and reasons arranged for in advance with the building principal. In order for an absence to be excused, parents or guardians must contact the school by 9:30 a.m. of the day of the absence. If contact is not made, the absence will not be excused until the office is contacted by a parent. Excused absences may include: personal illness, health related treatment, examination or recuperation, serious illness or death in the family, obligatory religious observances, participation in district approved or school sponsored activity, absences pre arranged by parents and approved by administration, students of active military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

COLLEGE CAMPUS VISITS: Colleges are heavily recruiting students more so now than ever before. Your counselor also encourages you to make campus visits as needed as long as you meet two conditions: 1. You must complete a Campus Visit Form and have it on file in the Guidance Office PRIOR to your college visit; 2. You must bring in proof of your visit within two school days of the visit; agenda from a special event, admission rep's business card signed by the admission rep, note from admission rep, etc. These visitations should occur during the junior and senior year and are limited to 2 visits per year. Additional visits may be granted through administrative approval. Please be advised that not meeting these two conditions will result in the absence counting against your attendance. Also, remember that it is YOUR responsibility to make up all work missed due to making a college campus visit. YOU must be in school the FULL school day before the scheduled college day. If not, the day will be counted as any other absence. College visits must be done before May and can be taken during a school day only when a Friday is not available for the college. The administration at USD #471 reserves the right to change this policy on an individual basis as needed.

UNEXCUSED ABSENCES: As stated above, while a parent may decide that their student will be absent from school, the determination as to whether or not that absence will be excused or unexcused rests with the building principal. Absences that do not qualify as excused absences will be classified as unexcused. If an absence is unexcused the student may be given an opportunity to make up the work and time missed before or after school. Examples of unexcused absences: haircuts, tanning sessions, manicures and other errands that could be taken care of after school or on weekends, etc. Failure to complete all make up within the time limits set by the principal will result in loss of credit for the work missed. A student will be considered truant after three consecutive unexcused absences for all or a significant part of the school day, five unexcused absences in one semester, or seven unexcused absences in a school year. Students 13 and over will be reported truant to the County Attorney and students under the age of 13 will be reported to the Department for Social and Rehabilitation Services. A student is allowed 8 days a semester with a parent's note. After the 8th absence, a student must have a doctor's note in order for the absence to be excused. Any absence after the 8th, without a doctor's note, may be unexcused and time will be made up with no credit given for that day. Parents may request a conference with the principal when emergency or extenuating conditions are present. Such circumstances will be handled on an individual basis and a final determination will be

made by the principal. If students have been reported truant, the principal has the option of recommending no credit for the semester.

DEFINITION OF AN ABSENCE: If less than 4 hours ½ day absence is recorded, 4 hours or more is counted as a full day. If a student skips class to avoid a tardy he will receive the penalty for the absence and for the tardy.

MAKE-UP WORK: The student shall have the opportunity to make-up work missed during an excused absence. The responsibility for making arrangements for make-up work rests with the student. The student must contact the teacher within one day following the absence and make arrangements for making up missed work. The teacher will set the deadline, but must at least give one day, in each case, for accepting make-up work unless alternate make-up work is determined by the principal. All work from an excused absence, which is turned in within the allotted time frame, will receive full credit earned for the work if completed. All work from an excused absence, which is NOT completed within the allotted time frame, will receive credit at the individual teacher's discretion. A student will have an opportunity to make up work missed during an unexcused absence, but only if the student makes up all of the time missed during detention before or after school within a timeline established by the principal, and meets the deadlines established by the teacher for accepting the make-up work.

TARDIES: Students are expected to be in class and seated when the tardy bell begins to ring. Each 3 tardies will be counted as one absence in that class. Any time part of a class is missed, that student must have an excused permit slip from the previous teacher, or office, to get into class for a tardy to be excused. All other tardies are unexcused. On the 3rd tardy during a nine week grading period, a student will be assigned a detention before or after school. Failure to attend detention will result in further discipline.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION: A student must attend 4 hours on the day of a contest if he/she wants to participate in any after school activity (games and/or practices) unless other arrangements have been made. In the case of unavoidable, full-day absences, the administration can grant eligibility if **PRIOR** notification is arranged with the administration by the parent(s). If the absence is not pre-arranged, then the student shall bring in a note from the doctor, dentist, court, etc., which verifies their appointment, or the student athlete will not be allowed to practice or play that day!

*****A student is required to be in school on time the day after an activity. Failure to do so will result in disciplinary action and possible suspension from extra-curricular activities.**

PERFECT ATTENDANCE: Perfect attendance means attending every class every day. If you miss 10 minutes, or more, during one hour, you are considered absent from class. If a student chooses to be a page in Topeka and has prior approval by the Administration, the absence will not be counted against perfect attendance. Although 3 tardies = one absence, it shall not count against perfect attendance for the first 3 tardies only.

ASSIGNED HOMEWORK: Work assigned by teachers, regardless of the situation, is to be completed as part of each class requirement. It is not a student's option to complete an assignment. Incomplete work or missing work will result in the student being ZAPPED (Zeros Are Not Permitted) until the work is completed.

LEAVING SCHOOL

Students CANNOT leave school without checking out and visiting with someone in the **office prior to leaving**.

PERMIT TO LEAVE SCHOOL

Students leaving school for doctor, dental, or other necessary personal appointments must bring a parental request for dismissal. This request should include name, date and time, and reason for request. This written request must be brought to the office before school on the day it is needed. The student will be given a "pass" to leave the campus, after the note has been verified by telephone call to the parent.

The student will leave at the designated time, by showing the permit to the teacher in charge at the time of leaving. The pass will be returned to the office upon returning to school. Any leaving of school without the permit shall be considered as an unexcused absence, and handled accordingly. Violations may result in suspension or expulsion.

Teachers are not authorized to give a student permission to leave the school campus during the day.

ADMIT SLIPS

Students should pick up admit slips before the first bell or immediately after the first bell rings. Do not wait until class starts!

FOREIGN EXCHANGE STUDENTS

Foreign exchange students will be accepted to Dexter High School.

PUBLIC DISPLAY OF AFFECTION

Hand holding is NOT acceptable. Kissing or any other form of display of affection will not be allowed. Repeat offenders will be referred to the office.

GRADING SCALE

The grading scale (in percentage) for Dexter Junior/Senior High School will be as follows: No classes are weighted for grading or GPA purposes and GPA's and Honor Rolls are figured on a four (4) point scale.

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

59 or below = F

I = Incomplete Grade

GRADE CARDS

Students receive a grade card after each nine weeks. The manner of handing out grade cards will be determined by the office each year. High school credit is based on each semester's grades and NOT the final grade listed on the grade card at the end of the school year. Middle school credit is based on the final grade of the school year and not separate semesters as the high school.

VOCATIONAL PROGRAMS

Dexter High School and Cowley County Community College have an agreement whereby students who are juniors and seniors may participate in a vocational program and receive dual credit. Students must be on track to graduate to apply for these programs and remain on track to graduate to continue in the program each semester. Students must also have administrative approval to enroll in these vocational programs. Previous attendance and discipline records will be taken into consideration. Once approved by USD #471, the student must complete the application process through Cowley County Community College and be ACCEPTED by Cowley County Community College to participate in these programs.

MAKING UP FAILED COURSES

Students who fail a semester course have limited opportunities to make up the credit. One possibility is for the student to repeat the entire course the following school year. Another is to privately arrange, with a certified Dexter teacher (In that specific content area and also the student's grade level, or higher), to make up the credit during the summer at a rate arranged between the student and the teacher for their time and effort outside their contracted time. Another possibility is making the credit up through an assigned approved "ONLINE" class. All online courses must be assigned and approved by administration prior to taking the course. The current platform USD #471 uses for these recovery credits is Edgenuity. For more information contact the building administration.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

Use of the district computers and electronic devices for programs, software, e-mail, and to access telecommunications resources is a privilege not a right. Computers and electronic devices are the school's property and can be accessed by the school at any time. **Individuals have no expectation of privacy in whatever they put on the computer or electronic device.** Violations of this Acceptable Use policy or board policies IIBF and IIBG will result in disciplinary action. The expectations for acceptable use are as follows:

1. Users will respect the privacy of other individual's login name, password, and data.
2. Users will access and create information appropriate for the educational environment.
3. Users will respect software developer's copyright on software, CD-ROMs, and manuals.
4. Users will use hardware and peripherals for their intended purposes.
5. No software, including freeware or shareware, may be installed on any district computer unless approved by the network administrator.
6. Students shall have no expectation of privacy when using the school computers. Any e-mail or information stored in district computers is subject to monitoring by the administration.
7. Students will not access inappropriate websites.

Students shall have no expectations of privacy when using district e-mail, computer systems, or electronic devices. 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 stored in district computers, computer systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school

Penalties for violations of acceptable use standards include but are not limited to:

- 1st: Warning and Resubmit parent and student agreement
- 2nd: Loss of computer use privileges for the rest of the nine weeks.
- 3rd: Loss of computer use privileges for the rest of the semester.
- 4th: Loss of computer use privileges for the rest of the year.

General Rules To Keeping Your Laptop Safe and Clean

General guidelines such as these help students understand how to properly care for their devices. In the case that a student breaks or damages a device, the rules above can be referenced to ensure that the school district isn't liable for any fees or damages.

- Do not allow food or drink around student Laptops while open or in use. Crumbs and spilled liquids can work their way inside your keyboard and cause damage. For instance, crumbs can damage the keys or circuitry, while spilled liquids can damage the delicate internal components and ruin the entire device.
- Have clean hands. Never touch your laptop with dirty, sticky, or wet hands. Dirt, grease, or liquid can damage not only the surface of the device, but these things can easily get between the keys of the keyboard and cause some more severe issues. Wash and thoroughly dry your hands before using the laptop to keep it clean.
- Charging cords and cables should be inserted into Laptops carefully to avoid damage. Be gentle with connectors and ports. Insert cables and peripheral devices like USB flash drives or headphones carefully into your laptop. Make sure they match the port and are positioned the right way before you insert them, and never force them into a port. Also, gently remove all plugged-in cables and peripheral devices before carrying your laptop. Do not yank the cords, so you don't damage the ports. Do not insert foreign items, or dangerous metal objects, into the openings of student Laptops.
- Laptops should not be carried while the screen is open or with two hands. Carrying the laptop by its screen or while it's open can put pressure on the hinges and cause them to break. Also, it can lead to scratches on your screen, so carry your laptop only when it is safely closed and hold it carefully when taking it with you.
- Use your laptop on a flat and clean surface. Do not place your laptop on uneven or unstable surfaces or on the edge of a desk, so it doesn't fall and break. Avoid using it on soft surfaces such as a bed, sofa, or carpets in order not to block its air vents and reduce airflow. This can cause overheating, leading to hard drive and circuit damage. Always use your laptop on a desk or table.
- Open and close your laptop carefully. When opening your laptop, do not open the screen roughly or further back than intended. And when closing it, close the lid gently, holding it from the center top front edge of the screen. **Make sure there are no objects on the keyboard before closing the laptop. Pens, pencils, textbooks, toys, or headphones between the screen and the keyboard can crack the screen or damage the keyboard. "Sweep the keyboard" before closing their Laptop. Headphones, pencils, and other objects left on keyboards when devices are closed are a leading cause of damaged screens.**
- Never place objects on top of the laptop when closed, or use it as a surface for writing or drawing. The hinges are not designed to withstand impacts, stress, or heavy loads, and laptop screens are susceptible to damage from excessive pressure.
- Laptops need to be shut down while not in use to conserve battery life. Put your laptop away when not using it. **Also, never leave the laptop on the floor where you can step on it.** And keep it out of reach of pets since they can knock it over or damage it. Laptops should be stored safely -- not a backpack or locker
- Do not expose student Laptops to extreme temperatures, direct sunlight, or other harsh conditions for extended periods of time. Keep Your Laptop Cool Do not expose your laptop to extreme heat or cold. Extreme cold and heat can damage the laptop, so do not leave it in a car or anywhere where it could be exposed to extreme temperatures for extended periods. Finally, laptops are sensitive to temperature changes, so it's important to let them adjust to the temperature before turning them on, indoors or outdoors.

- Clean your laptop frequently. If you don't clean your laptop, it will become dirty in no time, so take a few minutes to clean the screen, keyboard, and accessories of dust, dirt, or residue. Turn off your laptop and disconnect all the cables and other devices before cleaning it. It's best to clean it with a soft, dry microfiber cloth or anti-static cloth and computer-safe cleaning products. Make sure the laptop is completely dry before turning it on.

Review student intent before charging student accounts.

If a Laptop is intentionally/unintentionally damaged by a student:

1. The first student accident is waived by the school district and no fees are applied. No disciplinary action is taken.
2. The second student accident is charged to the student's account and no disciplinary action is taken. Damage-related fees can be put into their own category within your district's SIS and the remaining balance must be paid by the end of the school year.
3. In the event of a third accident, damaged-related fees are charged to the student's account and disciplinary action should be taken. Consider devising a device responsibility plan with the student and give them opportunities to regain Laptop privileges over time.

WEEKLY ELIGIBILITY

Representing our school in activities is a privilege. It also carries with it responsibility. A student must also maintain a 65% or higher in each class to remain eligible. The weekly eligibility policy is as follows:

1. A student who is below 65% in one class will be placed on the warning list for the following week.
2. A student who is below 65% in more than one class or for more than one week in the same class will be placed on the ineligible list for the following week.

A student on the ineligible list may be removed from the list DURING the ineligible week, provided that the necessary work is completed to bring the grade to 65% or above. The appropriate teacher(s) will need to contact the office and sign off on the grade ("green sheet") for the change to be official.

A student on the ineligible list may not attend field trips (that do not count as a class grade), activities, dances, class functions, etc. If a school trip involves a grade, the student may be allowed to participate, but the sponsor always reserves the right to withhold the student. The administration at USD #471 reserves the right to change this policy on an individual basis as needed.

KSHSAA INTERSCHOLASTIC ELIGIBILITY (SEMESTER)

Students must meet KSHSAA guidelines in order to be eligible. In order to be eligible for any extracurricular activities/athletics, a student must have passed at least five new subjects of unit weight the previous semester and must be currently enrolled in at least five new subjects of unit weight.

HONOR ROLL

Honor rolls will be computed every nine weeks and semester by the high school office. Honor rolls will be based on the nine-week grades and semester grades received. The honor rolls will be released to the local media and published unless a written request not to do so is received from the student or student's parent or guardian stating that they do not want their name published. The name will then be removed from all future releases. Qualifications for the honor rolls are as follows:

- Superintendent's Honor Roll - Students with a GPA of 4.00
- Principal's Honor Roll - Students with a GPA between 3.75 and 3.99 (no "D's")
- Counselor's Honor Roll - Students with a GPA between 3.50 and 3.74 (no "D's")
- Achievement Honor Roll - Students with a GPA between 3.00 and 3.49 (no "D's")

GRADE POINT AVERAGE AND CLASS RANK

1. Grades will be counted toward class rank and Grade Point Average (GPA) beginning in the 9th grade.
2. GPA is calculated by semester grades.
3. If the final semester grade is an F or I, there will be NO credit given for that class.
4. Credit is also given by the semester, even in a full year course. Arrangements will be made for recovery credit if

needed. This could be outside of the regular class period and school day if necessary.

TRANSFER/ACCEPTANCE OF CREDITS

Dexter High School will accept all credit issued by a K-12 educational institution accredited by the Kansas Department of Education at the time of the student's enrollment in the school district. All credit will be converted to semester credit if it was earned in an alternative manner.

Dexter High School may accept all credits issued by a K-12 educational institution accredited by the State Department of Education of other states or territories of the United States at the time of the student's enrollment in the school district. All credit will be converted to semester credit if it was earned in an alternative manner. The principal will determine what credit is to be accepted.

Students transferring from non-accredited schools or entering with credits from schools, agencies, or organizations not accredited by the Kansas Department of Education will be placed in grades/classes by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and/or performance on tests administered to determine grade level placement. Any credit awarded by the principal shall be recorded on the student's transcript as credit earned but shall not have a grade assigned to such credit.

Dexter High School will not accept credit from other schools, agencies, or organizations for courses taught in the high school curriculum for students who are enrolled at Dexter High School unless prior permission to take the outside course is granted by the principal.

No credit will be allowed for courses constituting the graduation requirements of this school district earned in other schools, agencies, or organizations after enrollment of the student in Dexter High School without the recommendation of the principal and the written approval of the superintendent.

GRADUATION REQUIREMENTS

Twenty-four (24) credits are required to graduate from Dexter High School. One-half credit is earned for the successful completion of each semester course. The successful completion of a course will include a D or better for the semester grade. The percent used for the grade shall follow the Dexter High School grading scale. The following credits must be completed to meet graduation requirements:

Four (4) unit credits of English Language Arts: which shall include reading, writing, literature, communication, and grammar. Each student will take English every year.

Three (3) unit credits of History and Government: which shall include US History and US Government, including the Constitution of the United States; concepts of economics and geography; and, except as otherwise provided in KAR. 91-31-32, a course of instruction in Kansas history and government.

Three (3) unit credits of Science: which shall include physical, biological, and earth and space science concepts and shall include at least one unit as a laboratory course and two units of choice. Biology, Advanced Biology, Chemistry, and Physics are considered laboratory science classes.

Three (3) unit credits of Mathematics: which shall include algebraic and geometric concepts.

One (1) unit credit of Physical Education: which shall include health and CPR training.

One (1) unit credit of Fine Arts: classes selected by a local Board of Education.

Two (2) unit credits of the following: Manufacturing Technology/ Agriscience 9/ Intro to Digital Media

Seven (7) unit credits of General Electives

GRADUATION ELIGIBILITY

A student will be granted a diploma, as proof of graduation, upon completion of all the requirements in the above program. Students will be permitted to participate in graduation exercises if they have not met all requirements but will NOT receive their diploma or transcript until all requirements are fulfilled.

To be eligible to receive the high school diploma from Dexter, the student must satisfy each of the following requirements:

- All required academic coursework must be completed with a passing grade. An "incomplete" or "F" is not

a passing grade for the course.

- ☐ All school attendance requirements must be met before the diploma is issued.
- ☐ The student must be in good standing at the time of graduation with respect to any disciplinary sanctions.
- ☐ All school owned property assigned to a student must be returned in good condition, or paid for, and payment of any outstanding bills shall be taken care of before the diploma is issued.

GRADUATION HONORS

A student is required to take six (6) of the classes listed below to be eligible for valedictorian or salutatorian; attend Dexter High School their junior and senior years; and be in attendance the first four (4) classes of the 2nd semester if early release was granted.

Advanced Biology

Chemistry

Physics

Geometry (If followed by Algebra II)

Algebra II

Foreign Languages

Mechanical Drawing

Architectural Drafting

Dual enrollment college academic courses through Cowley or another administrator approved college

Administrator/Counselor Approved Online HS credit courses

*** College academic refers to non-remedial courses and short term ones like orientation and seminars**

****College vocational courses count as four per year for early release purposes**

Please note: semester courses count as ½ toward the total of 6.

Dexter High School will recognize graduates with a 3.50 GPA as Graduates with Honors, regardless of curriculum.

Dexter High School will recognize graduates who complete the State Scholars Curriculum. (See Below)

KANSAS SCHOLARS CURRICULUM: Students must have taken the ACT between April of the sophomore year and December of the senior year. Students must be a Kansas resident. Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar or similar. Kansas Scholars Curriculum: English – 4 years/ one unit each year; Math -4 years Algebra I/II Geometry and 1 unit advanced math; Science-3 years, one year each in biology, chemistry and physics; Social Science-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. – 2 years of one language. Latin and sign language are accepted. The standards can be viewed online www.kansasregents.org and/or counselor.

ADMISSIONS REQUIREMENTS TO STATE UNIVERSITIES IN KANSAS:

	GPA	ACT
Emporia State University	2.25	21
Fort Hays State University	2.25	21
Pittsburg State University	2.25	21
Wichita State University	2.25	21
Kansas State University	3.25	21

* Pre-college Curriculum **RECOMMENDED** for all above schools (see below)

The University of Kansas	either/	3.25	21
	or	3.0	24

* Pre-college Curriculum **REQUIRED** for above school :

- 4 Units English
- 3 Units Social Science
- 3 Units Math (Alg. I and above with 22 ACT Math subscore OR 4th upper level math unit required if subscore is lower)
- 3 Units Science (one must be Chemistry or Physics)

NATIONAL HONOR SOCIETY

Students in grades 11 and 12 who have a minimum GPA of 3.500 are eligible to be considered by a faculty committee for induction into the National Honor Society. No GPA below the 3.500 will be rounded up. The other areas in which students shall be judged upon are character, leadership, and service.

Students will be considered in these areas based upon their entire high school career. Input from the entire faculty may be sought, with a faculty committee making the final determination of eligibility. The committee may make modifications to the suggested eligibility, and selection format, from the NHS handbook or this policy. Inductions will take place each Fall.

FIRE/CRISIS DRILLS

There will be monthly fire &/or crisis drills throughout the school year. The signal is one continuous blast on the alarm system. When the alarm sounds, obey the following procedure and KNOW YOUR FIRE EXITS. This will be a continuous sound.

1. Keep silent/Refer to ALICE Training.
2. Prepare to run, hide, fight/be aware of exits.
3. Listen for teachers' instructions in case the fire exits are blocked.
4. Remain outside until the all-clear signal is given.

TORNADO DRILLS

Tornado drills will be scheduled throughout the year to alert students to the procedure of removing the student body to an area of safety. The signal will be a series of short blasts from the alarm system. When the alarm sounds, grades 7-12 will proceed to the designated area of safety- which is the FEMA Certified Storm Shelter located in the weight room north of the High School Gym.

1. No student will leave the school premise unless accompanied by an adult.
2. Students will move immediately to areas designated by an adult.
3. Remain in the area until all clear is given by the administration.

STUDENT DISCIPLINE/BEHAVIOR CODE

In an effort to standardize the discipline within the district, a point system has been adopted that provides guidelines for certain disciplinary infractions. The following are the descriptions of possible offenses and guidelines for the disciplinary points that may be assigned to each infraction. Disciplinary measures/Penalties that may be imposed could range from AM or PM Detention, Friday School, Saturday School, In-School Suspension, Out-of-School Suspension (Short Term & Long Term), Expulsion, and other disciplinary measures deemed appropriate by administration. Unless otherwise provided in the Memorandum of Understanding between the district and local law enforcement, law enforcement will be notified whenever the misconduct constitutes the commission of a felony or misdemeanor at school, on school property or at a school activity. *See Discipline Referral Sheet

<u>Offense</u>	<u>Points</u>
Weapons Violation	13
Setting a Fire	13
Terroristic Threat	13
Possessing, soliciting, selling, or using illegal drugs and/or alcohol on school property or school activities.	13
Fighting or provoking a fight	1-5
Tobacco	1-5
Theft	1-5
Disrespect & Insubordination	2-5
Destruction of Property/Vandalism	2-5
Intimidation of Student/Bullying	2-5
Disruptive Behavior	2
Skiping Class or School	2
Hazardous Driving	2
Inappropriate Language	2

Failure to comply with reasonable request from administrator, teacher, or other staff member	2
Repeated violations of school rules or policies	1
Parking Violation	1
Bus Referral	1
Other Violations, such as:	
Display of Affection	1
No materials or homework	1
Computer network violation	1
Lying	1
Cheating	1
Excessive tardies	1
Food/Drink Violations	1
Cellular Phones	1

The above points and penalties listed are examples only. Severe or repeated infractions or any activity that may jeopardize the safety of students or adults or disrupt the educational activities in the school may be dealt with through suspension, expulsion, and/or referral to law enforcement, regardless of its listed point value or whether it is listed whatsoever.

Behavior That May Result in Suspension/Expulsion

The following behaviors are specifically addressed and may be grounds for discipline up to and including suspension or expulsion from school and/or referral to law enforcement.

A. Disruptive Behavior

Any behavior that substantially disrupts or obstructs the lawful mission, process, or function of the school is prohibited.

B. Damage To/Or Destruction of School Property

A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property.

C. Damage To/Or Destruction of Private Property

A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds.

D. Weapons and Dangerous Instruments

A student shall not knowingly possess, handle, use, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of the following weapons will result in expulsion from school for a period of one calendar year:

- Firearms. For purposes of this policy, the term “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.
- Destructive Devices. For purposes of this policy, the term “destructive device” means any explosive, incendiary or poison gas: bomb, grenade, rocket or missile having a propellant, explosive or incendiary charge, mine or other device similar to any of these devices.
- Any bludgeon, sand club, metal knuckles, or throwing star;
- Any knife that opens automatically by pressure applied to a button (switchblade) or any knife that opens, falls or is ejected into position by force of gravity
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

The superintendent may recommend that the one calendar year expulsion requirement be modified on a case-by-case basis.

E. Narcotics, Alcohol, Beverages and Intoxicant Drugs

A student shall not knowingly possess, sell, use, distribute, or be under the influence of any illicit drug, controlled substance, alcoholic beverage, or intoxicant of any kind.

1. On the school grounds during, before or after school hours;
2. On school grounds at any other time when the school is being used by any school group; or
3. Off the school grounds at a school activity, function or event

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

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

F. Other Items Not Allowed in School

1. Items that tend to disrupt classes, i.e. electronic devices; MP3, CD or tape players, cellular telephones, mobile tablets, skateboards, water guns, toys, etc. (items will be confiscated)
2. Tobacco, nicotine delivery devices, vapor cigarettes, and electronic cigarettes.
3. Laser pointers (unless approved for a presentation).

Possession of these items without expressed prior approval may result in confiscation of the item and/or other disciplinary measures.

The use of personal electronic devices may be allowed for instructional support purposes. Failure to comply with reasonable use as defined by the school will result in forfeiture of the privilege to use such a device.

G. Discriminatory Conduct and Harassment

Conduct which discriminates against another individual in the school on the basis of sex, race, color, national origin, religion, or disability is strictly prohibited. A copy of specific regulations concerning sexual harassment and racial harassment is located elsewhere in this handbook and should be carefully reviewed by students.

DRIVER'S LICENSE REVOCATION

Unless otherwise provided by a memorandum of understanding between the district and local law enforcement, whenever a student 13 years or older has been expelled from school or suspended for an extended term for certain disciplinary infractions, the school must notify law enforcement authorities, and the student's driver's license or ability to acquire a driver's license shall be revoked for a period of up to one year. Violations of the student conduct code that may result in suspension of your driver's license include:

- Possession of a weapon at school, upon school property, or at a school-supervised activity;
- Possession, use, sale or distribution of an illegal drug, or a controlled substance at school, upon school property, or at a school-supervised activity, which resulted in or was substantially likely to have resulted in, serious bodily injury to others; or
- Behavior at school, on school property, or at a school supervised activity which resulted in or was substantially likely to have resulted in serious bodily injury to others.

SUSPENSION AND EXPULSION

Kansas statutes identify reasons for the long term suspension or expulsion of pupils as well as certain procedural safeguards in the implementation of long term suspensions or expulsions.

Reasons for Suspension or Expulsion

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

- Willful violation of any published, adopted student conduct regulations;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes commission of a misdemeanor at school, on school property, or at a school supervised activity;
- Disobedience of an order of a school authority if the disobedience may result in disorder, disruption, or interference with school operation;
- Possession of a weapon at school, on school property or at a school sponsored event.

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

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

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

Due Process Rights

The laws of Kansas, under statute #72-8901, has given the superintendent authority to hold a hearing for any student suspended for longer than 10 consecutive school days. All due process rights shall be provided to the student and their parent(s) or guardian(s) if such hearing is necessary.

Suspension and Expulsion Statutes

(K.S.A. 72-8901), Duration – (K.S.A. 72-8902), Due Process – (K.S.A. 72 –8903), Appeal – (K.S.A. 72 –8904)

Public Law Violation: If a public law is violated, students will be referred to the proper law enforcement agency for prosecution.

STUDENTS DRIVING CARS TO SCHOOL

Students driving cars to school must follow the safety precautions established by the school for the protection of students and the maintenance of orderly procedures.

1. Student parking will be limited to the parking area on the NORTH side of the Old Gym and NORTH side of the New Gym (Pool Parking Lot.) NO STUDENT PARKING ON SOUTH SIDE OF ROAD (In front of the weight room.) Students will enter THE BUILDING FROM THE NORTH CAFETERIA DOORS.
2. There are to be no fast starts or fast stops.
3. The speed on campus shall not exceed 15 miles per hour.
4. Pedestrians shall have the right of way.
5. Students are not to ride outside of cars.
6. Student vehicles will be off limits to all students from 7:50 a.m. until 4:00 p.m. The only exceptions will be those students who have a permit/pass from a teacher or the office.
7. Parking violations will be reported to law enforcement.

Violations of driving and parking regulations will bring about disciplinary actions which can result in: loss of parking privilege, suspension from school, and /or expulsion from school.

STUDENT LOCKERS

Each student will be assigned a locker(s) and will be expected to keep the locker neat and clean. The school does not guarantee or insure valuables left in the school lockers. The school is not responsible for personal and/or school issued items left in the locker. Lockers are school property and may be searched at any time by the principal or his/her designee. Lockers are also subject to drug sweeps by trained law enforcement officers.

DEXTER JUNIOR/SENIOR HIGH SCHOOL DANCE GUIDELINES

Students must meet the following criteria to attend school dances:

- Must be a student in good standing
 - Eligible per weekly eligibility.
 - No suspensions or administrative action pending the week of the dance.
 - Be in attendance the day of or day before the dance (if Saturday). DHS administration may approve absences due to extenuating circumstances.

Guests of USD #471 students must meet the following criteria to be admitted to dances:

- Attending a current high school or a graduate of a high school and are under 21 years of age.
- Completed out of school dance form and have administrative approval 48 hours prior to dance.
- No middle school age students or younger may attend high school dances.

Conduct Guidelines:

- Dancing front to front and back to front are permissible provided the following criteria are met:
 - Both students remain upright at all times
 - No bending at the waist
 - No group / huddle style dancing
 - No body parts other than feet touching the floor
 - Any purposeful physical contact deemed inappropriate by sponsors or administration will be dealt with by administration and/or dance sponsor (Staff)
 - Sponsors will notify administration if they believe actions are inappropriate. Administration will deal with student conduct after notification
- No mosh pit dancing.

- Any student/s failing to comply with dance guidelines will be removed from the dance and parents contacted.
 - Repeated offenses will result in student/s being excluded from dances for the remainder of the year (including prom)
 - USD #471 Administration and/or dance sponsor (Staff) reserve the right to stop any music being played that is deemed inappropriate for school dance.
 - USD #471 Administration and /or dance sponsor (Staff) reserve the right to refuse admittance to any student or guest.
 - No Re-Entry Allowed.
-

BUS ROUTES/ RULES/ REGULATIONS

Bus routes are established to provide the best possible service to all individuals; however, the bus routes are also established in such a manner as to be cost-effective and as economical as possible.

The school bus driver is expected to keep good order and discipline at all times. He has the same authority to correct the behavior of an unruly student on a bus that the teacher has in the classroom.

School bus drivers must maintain a regular schedule that will bring the bus to the school on time. In order to maintain a regular time schedule, students must be prompt in arriving at the loading point. Drivers are instructed to wait two (2) minutes at the loading point. If the students are not in sight at that time, the bus driver is to proceed on the route. Parents can help the bus driver considerably if they will notify him of days that their children will not be riding the bus.

Automobiles approaching a school bus from either front or rear of the bus when students are loading and unloading must stop. Do not drive by or pass a bus when the signal (stop) arm is out. (Kansas State Law)

Students riding school buses are subject to the following rules relating to the control and discipline while they are being transported.

1. The driver is in full charge of students when they are riding, loading, and unloading from the bus.
2. The driver shall have the authority to assign a seat to each passenger. Students must occupy the seat assigned.
3. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
4. Students shall not get on or off the bus, or move about, while the bus is in motion.
5. Students shall not extend any part of their body out of the bus windows.
6. Intoxicating liquor or alcohol, illegal drugs, or tobacco shall not be in possession, consumed or carried in a bus.
7. Students will not be permitted to throw items outside or inside the bus.
8. Students will be permitted to converse in a normal tone.
9. No glass containers (pop bottles, jars, etc.) will be allowed on a bus.
10. Students will not be permitted to leave a bus on the way to and from school without the permission of a school administrator or parent.
11. The aisle must be clear at all times.
12. Students must be on time.

Any student turned into the principal for creating a disturbance is subject to loss of riding privileges and disciplinary actions.

INCLEMENT WEATHER

If it is necessary to close school, begin late, or dismiss early because of bad weather, notifications will be sent through our school messenger system and announced on local radio and television stations.

HALL PASSES

During class time, students who are not in their regular assigned area shall be required to have a student pass. Other pass uses are determined by the individual teachers.

PHONES/UNAUTHORIZED USE OF ELECTRONIC DEVICES

Instructors have the right to choose how they handle student cell phone usage during their class. Students are allowed to use electronic devices/cell phones before school, after school, and during non-instructional time.

Students may use cell phones during passing periods and lunch. **NO videoing or taking pictures will be allowed at any time in restrooms, locker rooms or rooms where privacy is expected.** All videos and photos taken during school must be appropriate and in compliance with the law. Any pictures or videos taken during the school day or school related activities will be subject to the rules of the School Handbook. Personal cell phones and other electronic devices brought to school are subject to search without warning when the administration has reasonable suspicion that the general welfare or safety of students is threatened by information contained on the device. In order to bring personal electronic devices to school, consent must be given to seize and search the device for content that is prohibited by school or district policy. Refusal to submit to search may result in disciplinary action and referral to law enforcement.

Disciplinary Actions for Unauthorized Use of Electronic Devices

1. First Offense – Staff member will ask the student to give him/her the electronic device. Staff member will hand the device in at the main office. With administrative approval, the device will be released to a parent.
2. Second Offense – Staff member will ask the student to give him/her the electronic device. Staff member will turn the device into the main office. The student will be required to “check in” the device every morning upon his/her arrival to school. The device will be held in the office. The student can “check out” the device when he/she leaves school for the day. The device will be turned into the office daily for two weeks. One point on DHS disciplinary system.
3. Third Offense – If the student forgets to “check in” the device and/or has a third violation during class time, there will be suspension from school for two days. Two points on DHS disciplinary system
4. Fourth Offense – If caught with a phone in school the individual will be suspended for a minimum of three days each time, until an expulsion hearing occurs because of the schools thirteen point discipline system. Three points on DHS disciplinary system.

- Third and fourth offense- student will surrender phone at the beginning of the day according to step two after suspension is completed.

*If at any point the student refuses to give the electronic device to the staff member asking for it, the student will be given an office referral for insubordination.

VISITORS

Visitors during the school hours will be limited to parents and other persons who have school business to transact. All visitors, upon arrival at the school building, shall come to the office to check in. No student visitors will be allowed during such times as winter break, spring break, etc., except during lunch with PRIOR approval from the principal. The school will make every effort to ensure the safety of students and staff, but cannot guarantee absolute safety in all instances.

HIGH SCHOOL CLASS FUNDS

Unused funds will be distributed the following way:

Students in Grades 9-12, enrolled in Dexter High School will be given up to, but not exceeding \$25.00 after graduation if all bills and fees have been taken care of. The sponsor also has the option of tracking events the student has worked. A student who does not help with at least 50% of the events is not guaranteed any compensation upon graduation. Any student eligible to receive funds has to graduate from Dexter High and is required to attend their full senior year.

SENIOR TRIP RESOLUTION

The board of education feels it is in the best interest of the district, school, staff, and students that any senior trip not be coordinated, or sponsored by, any school personnel.

ASBESTOS NOTIFICATION

Congress enacted the asbestos Hazard Emergency Response Act (AHERA), in 1986, AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos. USD #471 has had all of its facilities inspected by a certified asbestos inspector as required by AHERA.

STUDENT INSURANCE AND CONCUSSIONS

Students and parents/legal guardians will be required to sign a form before they are able to practice so they are informed of the signs, symptoms, and release from an M.D. or D.O. in order to return to practice and competition. All Dexter students will be insured against accidents and injuries by a board purchased policy. It is not intended to be the primary policy for students covered under their family plan but can become so if a student has no insurance. This is a limited coverage policy and takes effect only after the family's regular insurance coverage has been

exhausted. Parents should be aware that this policy is not all-inclusive, and they are responsible for uncovered expenses. It covers athletic and school-time injuries. It is the responsibility of the student, and or parent to inform the office when they need to file a claim. Claims MUST be made within 90 days of the accident. The high school activities association also has catastrophic injury coverage that has been purchased by the board and covers athletes during the season if they sustain a catastrophic injury. 6th graders have also been insured with a catastrophic policy in order for them to participate in junior high volleyball, basketball, track, and cheerleading. The school does NOT carry ANY insurance during the summer.

MEDICATION PROCEDURES

In certain circumstances when medication is necessary in order for the student to remain in school, the school may cooperate with the parent/guardian in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication, or the parent if it is a non-prescription medication, must send a written order to the office. The parents must submit a written request to the administration requesting the school's cooperation and release the school district and any personnel from liability before any medication is given. All medications are to be kept in the high school office only! A medication authorization form may be obtained from the office for you to give to the medical personnel during your visit then returned to school with the medicine. The medication shall be in its original container, properly labeled, and properly authorized by the written order of a licensed medical person. Specific procedures should be outlined by the person authorizing such medication as to when the medication is to be taken and possible side effects. Only oral medications should be administered except in emergency situations. Any change in type of medication, dosage and/or time of administration shall be accompanied by new physician and parent permission signatures and also have a newly labeled pharmacy container. Out-of-date medication shall be picked up by the parent or shall be destroyed. Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained. The building administrator may choose to discontinue the administration of the medication provided the parent or medical person is notified in advance of the date and reason for discontinuance.

IN THE ADMINISTRATION OF MEDICATION, THE SCHOOL EMPLOYEE SHALL NOT BE DEEMED TO HAVE ASSUMED ANY LEGAL RESPONSIBILITY OTHER THAN ACTING AS A DULY AUTHORIZED EMPLOYEE OF THE SCHOOL DISTRICT.

**Please also see the board of education policy book for further notes.

HEALTH TESTS AND INOCULATIONS OF PUPILS

In each school year, prior to admission to and attendance in school, every pupil enrolling or enrolled in any school in this state must present certification from a physician or local health department that the pupil has received, or is in the process of receiving and will have completed within 90 days after admission to the school, such tests and inoculations as are deemed necessary by the Secretary of Health and Environment.

The inoculations pupils must have before enrolling in any Kansas school for the first time, are: a full list of inoculations can be found at:

<https://www.kdhe.ks.gov/DocumentCenter/View/21272/2022-2023-School-Requirement-K-12-PDF>

This requirement may be waived if such inoculations would seriously endanger the life or health of the child. Additionally, upon receipt of a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations, the requirement may be waived.

The school nurse will notify students and/or parents of any inoculations needed to be in compliance with current law. Failure to comply with this requirement may result in the exclusion of the student from school so as not to endanger his/her health or the health of others.

STUDENTS WITH DISABILITIES

It is the policy of the Board of Education to provide a free and appropriate public education to each student with a disability within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students with a disability within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Act (IDEA) are identified, evaluated and provided with appropriate educational services. Students with disabilities and their parents may have a right to a due process hearing to challenge decisions of the school. For questions about these rights, contact the Superintendent, coordinator of Section 504 activities or

the Director of Special Education.

REFERRAL PROCEDURES

A referral for a comprehensive evaluation shall be made whenever screening or pre-assessment indicates a child may be exceptional. In addition, the 90 day notice from an infant and toddler program under Part H of the federal Individuals with Disabilities Education Act (IDEA) shall constitute a referral for a comprehensive evaluation. For obtaining a comprehensive evaluation under IDEA, contact the Special Education Director, Dr. Ronald Sarnacki, at 1317 Wheat Road, Winfield, KS 67156 Phone: (620) 221-7021.

DISCRIMINATION REGULATIONS

In compliance with the federal and state regulations, school policies and administrative regulation, all students, parents and employees are informed that the Dexter Unified School District No. 471, located at 311 N. Main St, Dexter, Kansas 67038, shall not discriminate on the basis of sex, race, color, national origin, or disability in the educational programs or activities which it operates.

Specific regulations concerning Sexual Harassment and Racial Harassment are identified as follows:

SEXUAL HARASSMENT

Sexual harassment will 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. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether the harassment occurs on school grounds. It shall be a violation of this regulation for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this regulation. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or staff member when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal or vice principal, the guidance counselor, or another certified staff member, and may file a written complaint under the school's discrimination grievance procedures. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the superintendent. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. When a complaint contains evidence of criminal activity or child abuse, the principal shall report such conduct to the appropriate law enforcement or Department for Children and Families authorities. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

RACIAL AND DISABILITY HARASSMENT

Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district.

Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the

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

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

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

Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;

Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or

Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

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

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

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

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

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

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

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

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

COMPLAINTS

ABOUT DISCRIMINATION OR DISCRIMINATORY HARASSMENT

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

INFORMAL PROCEDURES

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the building compliance coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the building compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

FORMAL COMPLAINT PROCEDURES

A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.

A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

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

Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further

evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

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

ABOUT POLICY

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

ABOUT CURRICULUM

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

ABOUT INSTRUCTIONAL MATERIALS

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

ABOUT FACILITIES AND SERVICES

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

ABOUT PERSONNEL

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Specific complaints of alleged discrimination under Title VI (race, color or national origin), Title IX (sex) and Section 504 (disability) should be referred to the school district's discrimination coordinator under each of these laws:

Mr. K.B. Criss, Superintendent
311 North Main St.
Dexter, KS 67038
620-876-5415

Title VI, Title IX and Section 504 complaints may also be filed with the Regional Office for Civil Rights, Address correspondence to:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106

ANNUAL NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by Unified School District No. 471. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or disclosure without your prior consent is permitted by law. The district may disclose personally identifiable student record information, without your consent, as follows:

1. To school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 2. To officials of another school district in which your child seeks to enroll or intends to enroll. The district will forward the records to officials of other schools or school systems in which the student intends to enroll without further notice.
 3. To authorized persons to whom a student has applied for or from whom a student has received financial aid.
 4. To state and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes.
 5. To organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs.
 6. To accrediting organizations.
 7. To parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes.
 8. To appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency.
 9. To an agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law.
 10. In compliance with a lawfully issued subpoena or judicial order.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
 4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 471 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
 5. The right to obtain a copy of Unified School District No. 471 policies for complying with FERPA. A copy may be obtained from the Superintendent of Schools, 311 North Main, Dexter, Kansas 67038.

Photography at School: School staff will discourage digital and other photos or video being taken in school by students or staff, due to privacy concerns. Students and staff should not photograph, film, or participate in being photographed or filmed at school unless the photographs are for school use, school publications, or broadcasts. Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

Directory Information: For purposes of FERPA, Unified School District No. 471 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. This information would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or

graduate, full-time or part-time), major field of study, photographs, (school related) videos, and parent or guardian.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 471 at the building office on or before August 23rd of the current school year. If a refusal is not filed, Unified School District No. 471 assumes you have no objection to the release of the directory information designated.

EMERGENCY SAFETY INTERVENTIONS (ESI)

The Board of Education is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. 18 Article 42. - Emergency Safety Interventions 91-42-1. Definitions. As used in this regulation and in K.A.R. 91-42-2, each of the following terms shall have the meaning specified in this regulation: (a) "Chemical restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement. (b) "District" means a school district organized under the laws of this state that is maintaining a public school for a school term pursuant to K.S.A. 72-1106, and amendments thereto. This term shall include the governing body of any accredited nonpublic school. (c) "Emergency safety intervention" means the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention. (d) "Mechanical restraint" means any device or object used to limit a student's movement. (e) "Physical escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location. (f) "Physical restraint" means bodily force used to substantially limit a student's movement. (g) "School" means any learning environment, including any nonprofit institutional day or residential school and any accredited nonpublic school, that receives public funding or over which the Kansas state department of education has regulatory authority. (h) "Seclusion", when used with a student, means that all the following conditions are met: (1) The student is placed in an enclosed area by school personnel. (2) The student is purposefully isolated from adults and peers. (3) The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area. (i) "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined. (Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective P-) 91-42-2. Policy, documentation, and reporting requirements. (a) Each district shall develop and implement written policies to govern the use of emergency safety interventions over all schools. At a minimum, written district policies shall conform to the definitions and requirements of these regulations, including that seclusion and physical restraint shall be used only when student conduct meets the definition of necessitating an emergency safety intervention. Parents shall be annually provided with the written policies on the use of emergency safety interventions. The written policies shall include the following: (1) Policies and procedures for the use of emergency safety interventions: (A) Policies and procedures shall prohibit the following: (i) The use of prone, or face-down, physical restraint; supine, or face-up, physical restraint; physical restraint that obstructs the airway of a student; or any physical restraint that impacts a student's primary mode of communication; (ii) the use of chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments; and (iii) the use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seatbelts and any other safety equipment when used to secure students during transportation; and 91- 42-2 Page 2 (B) written policies developed pursuant to this regulation shall be accessible on each school's web site and shall be included in each school's code of conduct, school safety plan, or student handbook, or any combination of these; (2) school personnel training consistent with nationally recognized training programs.