



Parent-Student Handbook

2023-2024

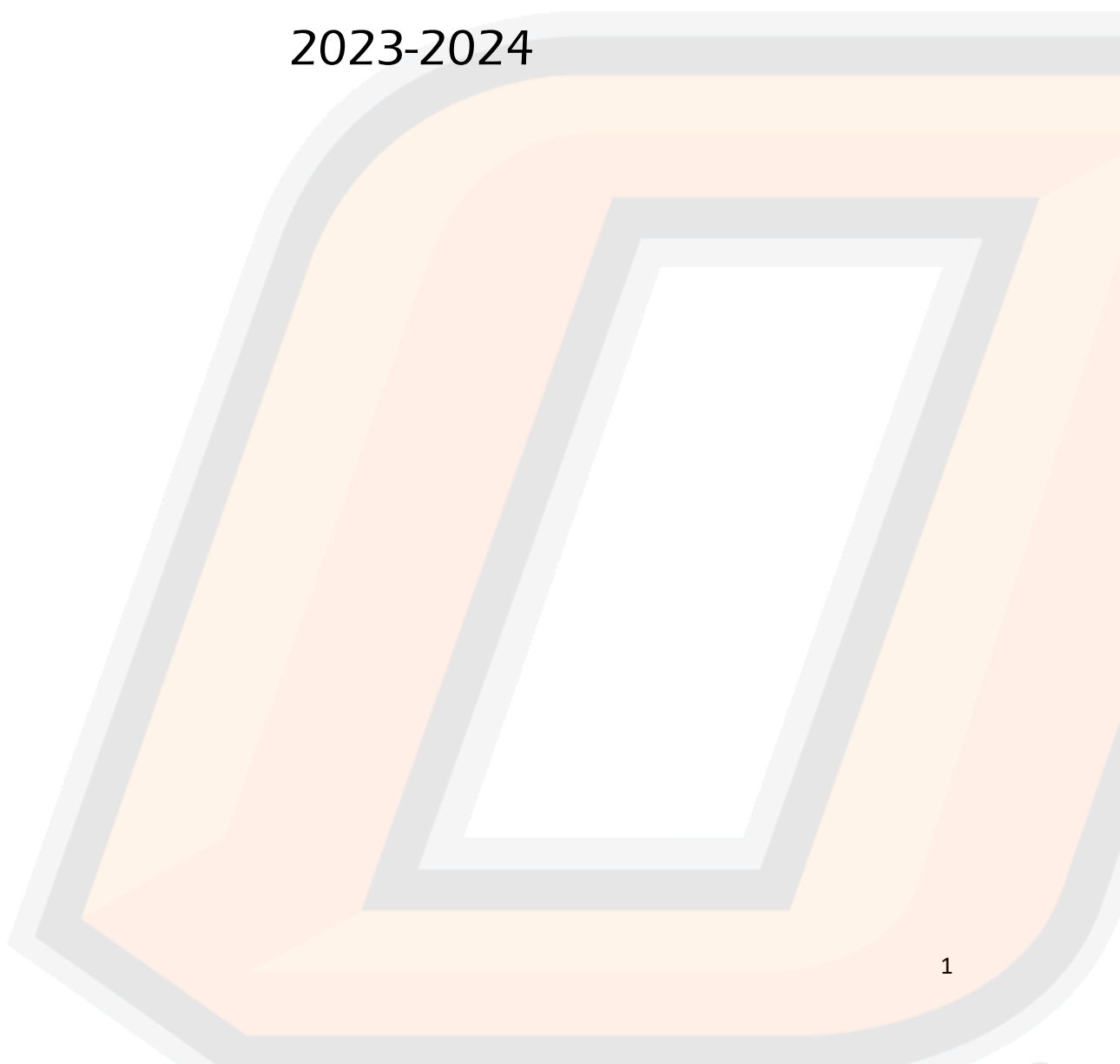


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2023-2024 Staff Assignments

| Administration | | |
|---|-------------------------------------|-------------------------------|
| Trevor Ashcraft | Superintendent | <i>ashcraftt@usd322.org</i> |
| Ben O'Dell | PreK-12 Principal | <i>odellb@usd322.org</i> |
| Crystal Brunner | Asst. Principal/Activities Director | <i>brunnerc@usd322.org</i> |
| Support Staff | | |
| Carol Minihan | District Clerk/Business Manager | <i>minihanc@usd322.org</i> |
| Ann Hermreck | District Treasurer | <i>hermrecka@usd322.org</i> |
| Tina Kolterman | Elementary Office Manager | <i>koltermank@usd322.org</i> |
| Gayla Figge | Secondary Office Manager | <i>figgeg@usd322.org</i> |
| Marsha Bergman | Media/Library | <i>bergmanm@usd322.org</i> |
| Chris Hubbard | Technology Director | <i>hubbardc@usd322.org</i> |
| Social Emotional Support Staff | | |
| Juley Kolterman | PreK-12 Student Success Liaison | <i>koltermanj@usd322.org</i> |
| Trish McNally | Student Services Coordinator | <i>mcnallyt@usd322.org</i> |
| Health Service Staff | | |
| Sierra Valburg | School Nurse | <i>nurse@usd322.org</i> |
| Special Education – Holton Special Education Cooperative Staff | | |
| Peyton Bowers | School Psychologist | <i>bowersp@usd322.org</i> |
| Shae Blanchard | Speech Pathologist | <i>blanchards@usd322.org</i> |
| Jeanette Eisenbarth | Special Education Teacher (PK-2) | <i>eisenbarthj@usd322.org</i> |
| Yvonne Blaske | Special Education Teacher (3-6) | <i>blaskey@usd322.org</i> |
| Tracy Reisinger | Special Education Teacher (7-12) | <i>reisingert@usd322.org</i> |
| Daniel Goudy | Special Education Para (K-6) | <i>goudyd@usd322.org</i> |
| Nancy Holloway | Special Education Para (K-6) | <i>hollowayn@usd322.org</i> |
| Stacy Pinick | Special Education Para (K-6) | <i>pinicks@usd322.org</i> |
| Marci Resseguie | Special Education Para (K-6) | <i>resseguiem@usd322.org</i> |
| Patricia Campbell | Special Education Para (7-12) | <i>campbellp@usd322.org</i> |
| Roy Duer | Special Education Para (7-12) | <i>duerr@usd322.org</i> |
| Deborah Kopp | Special Education Para (7-12) | <i>koppd@usd322.org</i> |
| Shirley VanDonge | Special Education Para (7-12) | <i>vandonges@usd322.org</i> |
| Multi-Tiered Systems of Support Staff | | |
| Lisa Uhl | MTSS Teacher | <i>uhll@usd322.org</i> |
| Takla Lundberg | MTSS Para | <i>lundbergt@usd322.org</i> |
| Shari Marten | MTSS Para | <i>martens@usd322.org</i> |
| Becky Mayginnes | MTSS Para | <i>mayginnesb@usd322.org</i> |

| Facility/Maintenance Staff | | |
|-----------------------------------|-------------------------------|---------------------------------|
| Bob Lambert | Maintenance | <i>lambertb@usd322.org</i> |
| Marjorie Haynie | Custodian | <i>hayniem@usd322.org</i> |
| Donald Pinick | Custodian | <i>pinickd@usd322.org</i> |
| Chris May | Custodian | <i>mayc@usd322.org</i> |
| Food Service Staff | | |
| Sally Miller | Kitchen Manager | <i>millers@usd322.org</i> |
| Karla Rice | Cook | <i>ricek@usd322.org</i> |
| Krystal Figge | Cook | <i>figgek1@usd322.org</i> |
| Early Childhood Staff | | |
| Cassie Elliott | Preschool Teacher | <i>elliottc@usd322.org</i> |
| Samantha Weixelman | Para | <i>weixelmans@usd322.org</i> |
| Jamie Ringel | Kinder Prep Teacher | <i>ringelj@usd322.org</i> |
| Rhonda McLaughlin | Para | <i>mclaughlinr@usd322.org</i> |
| Elementary Staff | | |
| Krista Kramer | Kindergarten Teacher | <i>kramerk@usd322.org</i> |
| Danni Klahr | Kindergarten Teacher | <i>klahrd@usd322.org</i> |
| Bethany Kolterman | 1 st Grade Teacher | <i>koltermanb1@usd322.org</i> |
| Jo Harris | 1 st Grade Para | <i>harrisj1@usd322.org</i> |
| Alexa Rezac | 2 nd Grade Teacher | <i>rezaca@usd322.org</i> |
| LeAnne Hochstedler | 2 nd Grade Para | <i>hochstedlerl@usd322.org</i> |
| Frankie Huerter | 3 rd Grade Teacher | <i>huerterf@usd322.org</i> |
| Justine Sperber | 4 th Grade Teacher | <i>sperbertj@usd322.org</i> |
| Hannah Kolterman | 5 th Grade Teacher | <i>koltermanh@usd322.org</i> |
| Jordan Boswell | PE Teacher (PreK-6) | <i>boswellj@usd322.org</i> |
| Secondary Staff | | |
| Jason Claycamp | PE Teacher (7-12) | <i>claycampj@usd322.org</i> |
| Chris Hubbard | Vocal Music/Band Teacher | <i>hubbardc@usd322.org</i> |
| Rebecca Becker | Art Teacher | <i>beckerr@usd322.org</i> |
| Keith Figge | Agriculture Teacher | <i>figgek@usd322.org</i> |
| Chelsey Figge-Rahjes | Agriculture/Science Teacher | <i>figge-rahjesc@usd322.org</i> |
| Michelle Cromer | Business/Computer Teacher | <i>cromerm@usd322.org</i> |
| Judy Glessner | English Language Arts Teacher | <i>glessnerj@usd322.org</i> |
| Staci Claycamp | English Language Arts Teacher | <i>claycamps@ud322.org</i> |
| Luke Baxter | Mathematics Teacher | <i>baxterl@usd322.org</i> |
| Ann Kocher | Mathematics Teacher | <i>kochera@usd322.org</i> |
| Marcia Labbe | Science Teacher | <i>labbem@usd322.org</i> |
| Holly Thomas | Science Teacher | <i>thomash@usd322.org</i> |
| Adam Kufahl | Social Studies Teacher | <i>kufahla@usd322.org</i> |
| Ty Poell | Social Studies Teacher | <i>poellt@usd322.org</i> |

Handbook Purpose

Welcome to USD 322 Schools. The staff is confident our school will provide the best possible educational opportunities for all students. All staff members at USD 322 are committed to the education and growth of every child.

This Handbook is to help bring about a better understanding of the school by the parents, patrons, and students of USD 322. There are many items in the handbook that help guide the operation and administration of the school and our educational programming. A hard copy of the handbook is given to each district employee and student and is reviewed at the beginning of each school year with employees and students. Parents and patrons are welcome to access the handbook on the district website at any time. The USD 322 Board of Education approves adoption of the handbook annually.

Each new school year brings new opportunities. Opportunities for academic growth but also opportunities for growth in all areas of development. Although children must be knowledgeable when they graduate, they must also be healthy, engaged, responsible, and caring people.

USD 322 looks forward to sharing these new opportunities with you. Together, we will watch every child grow throughout the year.

***Disclaimer – Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.”*

The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program.

The administration will be responsible for interpreting the rules contained in the handbook, the administration will decide based upon all applicable school district policies, and state and federal statutes and regulations. The school district must follow board policy which is the most powerful set of regulations within the school district’s structure.

General Information

Daily Schedule

The school day for students is 8:00am – 3:30pm. PK – 6th grade students are to enter the building through the elementary entrance doors (bus riders/walkers). 7-12th grade students are to enter the building either through the main entrance doors (bus riders/walkers) or through the northeast doors by the weight room. The senior hall doors will not be unlocked until after 8:00 am. Students may enter the building at 7:30am. Breakfast is served from 7:35 – 7:55 am. Elementary students will eat in the cafeteria and then wait in the hallways outside their classrooms until it is time to enter the room at 7:55 am. To be here sooner than 7:30 am requires prior arrangements being made with staff. Students in 7-12th grades will gather in the old gym until 7:50 am. Dismissal is at 3:30 pm. Walkers are dismissed first followed by bus riders.

Unless students are involved in extracurricular activities, after school programs, study hall, or other activities under the supervision of school personnel, they are to leave the school building at dismissal and not be wandering the building unsupervised.

Visitors

Visitors at USD 322 Onaga Schools are certainly welcome. Visitors must sign in/out of the main office to receive and wear a visitor's badge. School assemblies during the school day are exceptions. The purpose of this policy is for the safety of the students and to avoid interruptions of learning. Please call the office by 8:30 am if a parent or guest will be coming for lunch. Parents, guardians, and patrons are welcome to visit any time to observe the opportunities given to students after arranging a time in the office. Parents and patrons are encouraged and cordially invited to be involved with our school.

The telephone in the office is a business phone and is to be used for school business or emergency calls only. Student messages of a non-emergency nature will be taken by the office manager and delivered to the student before dismissal. Please call with student messages by 2:30 pm to ensure there is time to get messages to the students and bus drivers.

Reminder: Office hours at USD 322 Onaga Schools are from 7:30 am – 4:00 pm.

School Closing

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. These events will be announced over WIBW television. Reports in the morning will be between 6:00 and 7:30 a.m.

USD 322 has implemented the use of the Thrillshare System. This system notifies patrons by text message and district social media.

It is recommended that each family formulate a plan of action in the event school is dismissed early. Young children must know what they are to do when they arrive home earlier than usual if parents are not there to receive them. A copy of this plan can be filed with the child's school.

Bus drivers will not travel roads, which appear to them dangerous or impassable.

USD 322 is a NUT-FREE SCHOOL

ACADEMICS

Grading Elements (Pre-K – 2nd grade)

- Students in grades Preschool through 2nd grade will utilize standards-based grading based on concept mastery. Students will earn the marks of Satisfactory, Needs Improvement, or Unsatisfactory on their report cards.

Grading Elements (3rd grade – 12th grade)

- Students in grades 3 – 12, letter grades will be used on report cards. The grades will be based on a numeric grading scale from 0 – 100.
- Final numeric grades will be converted to letter grades. The grades eligible for use on report cards are A, B, C, D, F, I, and P (including plus or minus). Grades on the report card are an indication of a student's progress towards meeting the course objectives and learning targets. Interpretation of letter grades are as follows:

A = Excellent Progress (90% - 92% A-, 93% - 99% A, and 100% A+)

B = Above Average Progress (80% - 82% B-, 83% - 86% B, and 87% - 89% B+)

C = Average Progress (70% - 72% C-, 73% - 76% C, and 77% - 79% C+)

D = Below Average Progress (60% - 62% D-, 63% - 66% D, and 67% - 69% D+)

F = Failure (0% - 59% F)

I = Incomplete

P = Pass

- For students in grades 9 – 12, academic classification is as follows:**

Freshman = Completed an accredited elementary/middle school

Sophomore = Attended 2 semesters and earned 7+ units of graduation credit

Junior = Attended 4 semesters and earned 14+ units of graduation credit

Senior = Attended 6 semesters and earned 21+ units of graduation credit

USD 322 mandates its students complete a minimum of 28 credits in the following areas:

| Core Subjects | Credits | Mandatory Courses |
|-----------------------------|-------------------|---|
| English | 4 | English 9, 10, 11 & 12 |
| Math | 3 | Not Specified |
| Science | 3 | Physical Science, Biology, Science Elective |
| Social Studies | 3 | US History, US Government, World Geography, Economics |
| Fine Arts | 1 | Not Specified |
| Physical Education & Health | 1 | 9 th grade PE & Health |
| Personal Finance | .5 | State requirement |
| Elective Subjects | 12.5 | Not Specified |
| Total | 28 Credits | |

Activities Eligibility

Grades 6-12 must be eligible under the terms of Rule 13 of the Kansas State High School Activities Association. Additional requirements dictated by USD 322 concerning eligibility are listed below.

Eligibility will be determined by the office on Tuesday afternoons starting the second week of the season. Staff will electronically receive a current ineligibility list effective for the next day (Wednesday).

Ineligible students will receive one “warning week” of ineligible status per semester. After this time, any student ineligible in a class (or classes) are required to attend daily detentions after school to improve the grade in the class or classes in which they are deficient. After the detention is complete each day at 4:00 PM the student will then go to practice.

Each week, ineligible students will be notified by the office of their requirements for obtaining extra academic assistance. Classroom teachers are responsible for updating their grades weekly so that office eligibility reports run on Tuesday afternoons accurately designate ineligible students.

If ineligible, the student will not be able to play or participate in any school-sponsored activity for grades 6-12 not associated with a grade during their ineligible period.

Ineligible students will not travel with their team/group to events, sit with the team/group at events, or in any other way participate with their team/group on game days.

As soon as the student has raised his or her grades the student will be removed from the electronic ineligibility list immediately, and no longer needs to serve detentions daily after school.

Students will receive ONE warning week per semester of ineligibility. Grades 6-8 eligibility is based on the 9-week, quarterly grade. Grades 9-12 eligibility is based on the semester grading period, since credit is awarded on a semester grade rather than the quarterly grade.

The 6-12 grading scale will have 100-90% represent an “A”, 89-80% represent a “B”, 79-70% represent a “C”, 69-60% represent a “D”, and 59-0% represent an “F”.

Ineligibility/Probation/Special Notes

| Ineligibility | Probation | Special Notes |
|--|--|---|
| Student has one F or 3 straight D’s for two straight weeks. | Student has two D’s. | Teachers are responsible for updating grades weekly with at least TWO grades per week. |
| Required: Student must attend after school detention daily to address the deficient grades. | Required: Student meets with their Advisory teacher and the Activities Director to notify of the probation. | Principal has discretion to add students to the ineligible list for disciplinary or attendance issues. |
| Students attend practices but cannot compete in extracurricular activities, dances, decorating, etc. Ineligible high school students may attend dances (<i>Homecoming, Winter Royalty, and Prom</i>). Students are not allowed to serve as candidates nor royalty for school sponsored dances. | Students remain eligible to compete in extracurricular activities and school events. | Ineligible students will not participate with their team/group at events. Ineligible students may not: <ul style="list-style-type: none"> • travel with the team/group; • sit with the team/group; • neither meet nor dine with the team/group. |

Royalty Candidacy

All students enrolled at OHS in their senior year are eligible to be candidates for Fall Homecoming, Winter Royalty, and Prom Royalty in that school year. Candidate eligibility will be figured the week prior to the event.

Course Load

High School students must enroll for a full schedule of classes. Seniors who have earned the required number of graduation credits by the second semester, may seek administrative approval for early release. These will be granted on a case-by-case basis only. Applications can be found in the counselor's office and must be submitted to the counselor by the first day of October to be considered.

High School students wishing to take an Independent Study course must get instructor and counselor approval during the enrollment process. Students are responsible for all costs when taking an independent study course. The grade received for this course will be entered on the transcript and figured into the student's cumulative GPA. Students are required to provide the grade for the course weekly if taught by someone other than an OHS staff member.

Students in grades 7-12, may be required to take a final at the end of each semester. Teaching staff can require finals, however, may opt out a student with two or less unexcused absences and greater than a 92% (A) semester grade. Course changes may be requested during the first five school days of each semester if and educational need exists. Course changes will only be made upon approval of the counselor and administration.

Grade Point Average

- Grade point average and class rank are calculated and stated on the official academic transcript based on the 4-point system. Class rank ties are not broken on the transcript. A 12-point system using pluses and minuses will be used to break ties for determination of valedictorian and salutatorian, or other such honors that cannot be shared. The tie breaker rank is not printed on the official academic transcript.
- Criteria for valedictorian and salutatorian is as follows:
 1. Complete the Qualified Admissions Curriculum as described in the Course Description Book.
 2. Rank first or second in the graduation class based on OHS GPA.
 3. Complete at least 3 semesters at Onaga High School.
- Valedictorian and salutatorian will be based off of 3rd quarter grades of the senior year.

Honor Roll (Grades 6 - 8)

- A student who receives a 4.0 GPA for all four quarters will be awarded a Principal's Honor Roll Medal.
- Students who earn a 3.00 – 3.99 GPA for all four quarters will be awarded a High Honor Roll Medal.
- If a student has received a Principal's Honor Roll medal for their 6th, 7th, and 8th grade years, the student will be awarded an Academic Excellence medal at the 8th grade promotion.

Honor Roll (Grades 9 – 12)

- Honor Roll Students cannot have any D's or F's. Academic Honor Roll pertaining to students in grades 9-12 is as follows:
 - 4.00 – Principal's Honor Roll
 - 3.25 – 3.99 – High Honor Roll

Incompletes

- Incompletes may be issued by the classroom teacher for students with extenuating circumstances that may hinder timely completion of assigned work at the completion of the quarter or semester.
- After 10 days, all incomplete grades will be finalized. Only the principal can extend an incomplete beyond the 10-day limit.
- A grade of incomplete (I) will be changed to an automatic recorded grade of (F) 10 days after an incomplete is issued if the student fails to complete the work.

Promotion/Retention

- The following steps will be followed for students in grades PK-5 in regards to promotion and retention.
 1. The student's teacher(s) will meet with the principal. The teacher will discuss the data (academic, social, and any other supporting documents) at this meeting. Any interventions that have been implemented will also be discussed. A plan of study for the remainder of the year will be discussed, if not already in place. The principal will consider all the information from the meeting and other records before deciding on promotion/retention.
 2. If the principal does not agree with the teacher recommendation, then the process for retention will not continue.
 3. If the principal agrees with the recommendation, then a parent meeting will be called. It is important especially at the elementary level, that teachers have already had discussion with the parents regarding possible retention.
- Students in grades beyond grade 5 will not typically be considered for retention.

Student Progress Reports

- Students will receive on formal warning letter per semester prior to eligibility counting (grades 7-12 only). Formal letters and emails of ineligible status to parents and students will follow thereafter. Progress reports will be sent home at the end of the 4th week of each quarter for students in grades PK-6.
- Due to the speed at which content material is covered in all classes, parents are encouraged to monitor student progress and attendance on PowerSchool. A link can be found on the www.usd322.org district website. You will need your personally assigned password to access grade information, which can be found in enrollment packets or by request from the school office. Additionally, a mobile app is available for PowerSchool. The district code is: ZZNL.
- In PowerSchool, a grade or score that is blue indicates that a note is attached to that score. Click on the blue score to read the attached not from the teacher. Abbreviations include: () assignment not complete, (EX) exempt, or (0) zero for the assignment.

Summer School

- USD 322's faculty and staff are dedicated to academic opportunity and achievement for all students. Any student who for whatever reason (attendance, behavior, grades, assessment scores, etc.) is found to be academically at risk at the end of the school year can be assigned to mandatory summer school attendance.
- Summer school time is not a behavioral punishment. Summer school will be used to intervene and improve the performance area that has caused the student to be classified as at risk.
- The school reserves the right to consider, approve, or not approve on a case-by-case basis any parental excuse from assigned summer school.

Activities & Athletics

U.S.D. 322 will provide a well-rounded activity program. It is the goal to provide each participant with the best instruction, the finest equipment, and the most worthwhile competition available.

Only students who are eligible under the rules of the KSHSAA and U.S.D. 322 who assume the responsibilities of being representatives of the Onaga schools through their manner, conduct, appearance, and sportsmanship shall be permitted to represent the school in the activity program.

The policies of the U.S.D. 322 Board of Education and the Kansas State High School Activities Association must be adhered to by each coach/sponsor at all times. The rules and guidelines that are found in this handbook are to be understood and followed by the coach/sponsor.

Activities Goals

- I. Provide opportunity for students to participate in an organized athletic/activity program by:
 - A. Maintaining a comprehensive sports/activity program for boys and girls at both the middle school and high school level.
 - B. Seeking coach and staff that understand the age group of students with whom they are working and that encourage a positive, wholesome attitude toward success and failure.
 - C. Providing an adequate, realistic budget.
 - D. Providing adequate indoor and outdoor facilities.
 - E. Providing safe equipment.
- II. Provide activity in the form of competitive sports and activities where a student can seek his or her highest level of accomplishment by:
 - A. Supporting competitive sports and activities with an emphasis on maintaining numbers and playing as many athletes/students as possible at the non-varsity level (any level below high school varsity).
 - B. Teaching basic fundamental skills at all levels, with an emphasis at grades 7, 8, and 9.
- III. Provide direction and leadership by coach/sponsor by:
 - A. Development of a handbook for each sport and activity with specific guidelines relative to that sport or activity.
 - B. Encouraging coach/sponsor to attend clinics and workshops designed to increase their knowledge and abilities.
- IV. Provide program evaluation by:
 - A. Evaluating all head coaches/sponsors, assistant coaches/sponsors, and Rule 10 coaches/sponsors.
 - B. Seeking coach/sponsor input and program evaluation.
 - C. Monitoring community response to the total program

Activities Communication

Good communication is a must in order for an organization to function efficiently and effectively. Sometimes a coach or sponsor loses great participants because of a failure to communicate clearly and effectively with them, especially at the younger ages.

Coaches and sponsors in USD 322 will be role models for our students. As such, the use of profanity, abusive language, and/or personal attacks will not be tolerated from either a participant or a coach.

Coaches and sponsors in USD 322 will constructively provide feedback to participants, and will model a positive attitude. Feedback to participants may be pointed and specific, but will not be done to deliberately embarrass an individual.

Coaches and sponsors in USD 322 will proactively provide team discipline as needed. Whenever possible, individual discipline will be resolved in a one-on-one setting, rather than in a large group setting. Coaches and sponsors will not force a student to respond inappropriately because the student is in front of their peers or teammates.

Activities Chain of Command

To maintain appropriate communications between all stakeholders, everyone must follow the chain of command to resolve potential concerns. As the goal is student growth and empowerment the process begins with the student and includes the student at every step. An open and honest dialogue should be the end result of addressing concerns.

For student/athlete concerns please follow each step of the process:

1. Student meets with the coach/sponsor.
2. Student and parent meet with the coach/sponsor (if needed).
3. Student and parent meet with the AD and the coach/sponsor (if needed).
4. Student and parent meet with the Principal (if needed).
5. Student and parent meet with the Superintendent (if needed).

PLEASE NOTE: Competitions and performances can escalate the emotions of everyone involved. To take emotion out of concerns, Onaga uses a “**24-hour buffer policy on communication**” after a game/competition/performance. Please do not make direct contact with the coach to voice a concern until 24 hours has passed to allow everyone to be clear headed and calm in addressing potential issues.

Responsibilities of Participants

- To understand that participation in an athletic program is a privilege and not a right.
- To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- To conduct themselves with the highest standards of behavior at all times, including appropriate and positive comments and never use language that is abusive or personally attacks others.
- To stress the values derived from competing fairly.
- To show courtesy and establish good relationships with visiting teams and fans.
- To respect the integrity and judgment of sports officials.
- To understand and accept the rules of the game or competition.
- To understand and accept the standards of eligibility.
- To encourage leadership, use of initiative, and good judgment.
- To remember that a contest or performance is not a matter of life and death for anyone.

An Overview of KSHSAA Guidelines

It is the responsibility of each coach/sponsor to know and practice the KSHSAA guidelines that deal with their activity or sport. Violations of KSHSAA rules are to be reported to the building principal immediately upon their discovery. All coaches and sponsors are to be CPR/AED trained as of Fall 2019.

Volunteers are not allowed to aid in coaching duties – though employees of USD 322 may volunteer.

Rule 10 coaches are required by USD 322 to complete two courses – “Fundamentals of Coaching” and “First Aid for Coaches” offered through the National Federation of High Schools. The district will reimburse cost of the course upon receiving a copy of their certificate showing successful completion. Completion of the two courses will allow the Rule 10 coach to be “unsupervised” and provide guidance to develop a strong program. It is required by USD 322 that all Rule 10 coaches complete the courses by the end of their 2nd year of service.

All head coaches/sponsors must attend their assigned KSHSAA rules meetings for their sport or activity, and complete the required test.

Student Physical Examinations

Every student that wishes to participate in athletics, or cheerleading must have a fully completed KSHSAA physical form (revised in 2023) on file in the school office prior to practice starting. Students who have not submitted a completed physical may not participate in practices. Forms must be signed by both the student and parent/guardian, along with the physician. Per KSHSAA rules all participants must have viewed and signed off on receiving concussion information via a video. Managers are also required to have a physical on file as they may be active participants in the practice session, i.e., running, participating in drills, etc.

Athletic Insurance for Participants

Student insurance carried by the district is for secondary coverage. The school insurance will not pay for an accident or injury until the parent’s private primary insurance has been used. The school insurance has limitations on its coverage. Any cost that the parent’s insurance does not cover MAY be covered by the school’s insurance, however, it may not cover 100% of the remaining cost.

Parents, the head coach or sponsor, and the school must jointly fill out forms in order to determine if the school’s insurance will provide coverage. Parents who have no private insurance may apply for school coverage and the insurance company will determine the amount of coverage that will be provided.

Any claim must be filed within 90 days of the date of the injury or it will not be processed by insurance.

Activity Parent Meetings

Each head coach or sponsor will have a parent/legal guardian meeting before their activity begins to explain their rules, guidelines, expectations, and lettering policies (high school only). This event gives parents the opportunity to have their questions and concerns answered. Parents will be informed at least one week in advance of the meeting to allow them to make arrangements to attend.

Informational packets will be handed out at this meeting. Each head coach or sponsor should include information about the risks of participation, and the safety procedures to be followed to mitigate risks. Each parent will sign an acknowledgement sheet provided by the activity director indicating that they have read

and understand the rules and guidelines. Participants will sign as well, indicating that they will follow team rules and guidelines, and acknowledge the possibility of injury.

Parents unable to attend the meeting will be sent the informational packet and the athlete/student will not be able to play in the first competition until the acknowledgment sheet has been returned with the signature of both the parent and student.

Grades 6, 7, and 8 will have their sport information presented during the physical education class with details going home to parents. A signature page will need to be signed by the parents that they have received the information and understand its contents and should contact coaches if they have questions.

Activity Team Rules

Each head coach/sponsor is responsible to hand out a set of team rules to participants, parents, and administrators before the season begins. These rules will be approved in advance by the athletic/activity director and the building principal. These rules should be clear and understandable, and in line with any school policies that may apply.

The rules should include but are not limited to the following:

- Practice guidelines and a schedule of both practices and competitions for the season.
- Team policies on tardies or absences from games or practices.
- Bus conduct rules.
- Rules against the use of profanity.
- Guidelines on sportsmanship towards opponents and officials.
- A statement dealing with those athletes/students “not in good standing” academically.
- Rules covering transportation to and from out-of-town events.

The following policies will be included as adopted for all participants involved in sports or activities:

- Alcohol/drug use.
- Use of tobacco, tobacco products, e-cigarettes and vaping items.
- Rules covering participation in practice and/or games for students absent during the school day.

Each athlete will provide their own water bottle or may purchase one from the school.

Volleyball only – each player will provide their own knee pads or may purchase a pair from the school.

Activity Awards to Participants

High School Awards

K.S.H.S.A.A. Rules dictate that schools may give athlete/students in Grades 9 through 12 traditional letters, certificates, photographs, medals, and ribbons.

Lettering for an individual sport in high school will be based on a rubric point system. Each sport has a developed rubric the coach will use. At the conclusion of the season, coaches will forward lettering information to the Athletic Director who will manage the updating of such files.

Junior and Senior students who participate in at least three (3) Kansas State High School Activities and maintain a 3.70 cumulative grade point average will be eligible for Twin Valley League All-Academic honors. These activities may include all athletic programs, spirit squad, music competitions, speech and drama competitions, scholars bowl competitions, and Student Council.

Four Year/Three Sport Award (established Spring 2020)

This award will be given to athletes their Senior year who have met the following requirements:

- Been enrolled in Onaga High School for 4 years;
- Completed a fall, winter, and spring sport season (3 total) each year of high school.

The possible recipients of this award will be named at the Athletic Sports Awards Banquet with final acknowledgement to be announced at Senior graduation. Athletes meeting the requirements will receive a plaque for recognition of this accomplishment.

Students and parents should be informed about what individual awards may be received for summer activities by outside agencies. They may receive Medals, Ribbons, and Certificates. They cannot accept cash or merchandise at any time, and may be ruled ineligible the following season if they accept these gifts.

Organizations may honor and recognize students with dinners, programs, paper certificates, a photo or video tapes for their participation in inter-school activities. To accept items other than listed herein may cause individuals and/or teams to be ruled ineligible the following season.

Letter Jacket and Patch Awards

The school may order a letter jacket or patch(es) for athletes/students provided:

- The jacket or patch order is approved by the activity director and building principal.
- The athletic department will purchase patches for State placers.
- No jacket or patch will be ordered until all money for it has been collected by the school office.

Middle School Awards

In grades 6, 7, and 8 the Oregon Trail League gives medals to teams that have placed 1st, 2nd or 3rd at league tournament events.

Believe to Achieve Plaque (established 2005 – 2006)

The following guidelines for acquiring a plate to recognize a squad/team were established by the Onaga Junior High Staff, athletic director, coaches and past Oregon Trail League recognition.

| | |
|----------------|---|
| Football | Record of 5 – 2 (71%) or better. |
| Volleyball | League Tournament (Place 1st, 2nd, 3rd). |
| Basketball | League Tournament (Place 1st, 2 nd , 3rd). |
| Scholar's Bowl | League Tournament (Place 1st, 2nd by division). |
| Track | League Meet (Place 1st, 2nd by division). |
| Wrestling | No League Tournament; 71% matches won by squad in a season. |

All other tournaments teams may participate in, plates will be awarded based on the medal presentation for each activity. If plaques are awarded, no plate will be earned. Coaches/sponsors need to notify and work with the athletic director for needed plates at the conclusion of a season.

Activity Out of Town Trips

All trips will be scheduled well in advance through the activity director. The bus will not stop prior to arrival back to school unless the stop is scheduled and approved by the activity director in advance of the trip. Onaga teams are guests at the host school's facilities, and should always represent our school and communities positively. Head coaches and sponsors will make certain students understand what is expected of them prior to the event. **The head principal must approve any exceptions to these rules in advance.**

The following rules and guidelines will apply to all out-of-town trips:

- In order for a student to participate in an out-of-town contest or practices, they must ride school provided transportation to the event.
- Students who miss the team bus and show up at the event by other means of transportation may not suit up or play that day/night.
- Ineligible students may not ride the team bus, sit with the team during competition, meet or dine with the team/group, or in any other way participate with team activities.
- Students must ride school provided transportation home from out-of-town events. Exceptions may be made to this rule under the following circumstances.
 - If a family emergency occurs;
 - If considerable driving distance and time can be saved by the student riding home with their parent or guardian rather than being picked up at the school;
 - The parent or guardian receives permission from the head coach, sponsor, or administrator in charge at the event.

Students may only be released to their own parent/legal guardian without prior approval.

- Students shall not be picked up en-route or dropped off prior to arrival back to the school without prior administrative approval.
- Coaches/sponsors are responsible for making certain the bus is supervised at all times. This is not the bus driver's responsibility.
- Coaches/sponsors are responsible for making certain the bus is uncluttered.
- All students are to address the bus driver in a positive manner.

Participation in Multiple Activities in One Season

Schools of our limited size may frequently have students participating in multiple activities during the same season. If a participant is to contribute in more than one sport or activity during the same season, the following must take place:

- Both head coaches or sponsors must meet with the participant to describe how sharing time between activities may affect their status on their team, especially with regards to playing time.
- Both head coaches or sponsors must agree on schedules for practices and competitions.

The athlete/student must choose a primary sport or activity so if a conflict arises they will honor their commitment to the primary sport or activity. This form is to be completed at the start of the season with the activity director. Any unresolved disagreements between head coaches or sponsors regarding participants sharing time will be ultimately decided and dictated by the activities director and/or principal.

Cut Policy for Activities

USD 322 believes that all students should have the opportunity to participate in extracurricular activities. However, at times it may be in the best interest of the individual and the rest of the team that a student not be allowed to participate. The following guidelines shall apply to all student athlete/students:

- There will be no “cuts” made in activity programs at any level because of ability or skill level.
- Players may be dismissed from the program if they consistently do not follow team rules and requirements.
- Coaches/sponsors are authorized to award uniforms at all levels based on player performance only.

Prior to a head coach/sponsor making the decision to dismiss a player from the team because of violation of team rules, the situation is to be discussed with both the activity director and the building principal.

Decisions on game participation at all levels will be made on a game-by-game basis and will conform to all school rules of eligibility and participation.

Activities Attendance and Participation

Students who are absent for any reason will not be allowed to participate in extra-curricular activities on the day of the absence unless arrangements have been made through the office **in advance**.

Students must be in school from 12:00 noon – 3:30 p.m. to participate in that day’s activities. **The principal reserves the right to rule on extenuating circumstances.**

Activities and ISS / OSS

Students failing to meet classroom and/or school behavioral expectations can be assigned to In-School Suspension (ISS) or Out-of-School Suspension (OSS) by the Building Administrators.

Students in ISS or OSS are **INELIGIBLE** to participate in any school-sponsored activity on the day of the ISS or OSS, and may miss the next scheduled competition date as dictated by the building administrators.

Activity Practice Times

Grades 6, 7, and 8 will practice during their scheduled physical education and seminar periods in the last 85 minutes of each school day.

Grades 9 – 12 sports practice will take place after school. Any Wednesday practice lasting longer than 6:30 p.m. or any Sunday practice must be approved by the principal, superintendent, or athletic director.

When school is canceled due to weather, no extracurricular activities are to take place, including practices. In unusual circumstances, practice may be held but will need prior approval from administration.

Coaches may arrange for the gyms to be open on Sunday for anyone to attend and use the gyms. This is not considered a formal practice – coaches are simply allowing athletes the opportunity to work individually.

on their skills. If necessary, due to the format of a tournament, a coach may have a scheduled practice on Sunday; if this is the case notice will be sent to the participants no less than a week in advance.

Activity Summer Camps

A coach/sponsor may organize and administer a camp of up to a one-week per sport for their players only, provided the following guidelines are met:

- The school cannot be involved other than to approve the use of facilities, dates and to be assured by the coach/sponsor there will be no violation of KSHSAA rules.
- All camps must be conducted following the conclusion of the second semester. KSHSAA establishes the dates – after Memorial Day until mid-July (date set by KSHSAA). Thereafter, coaches/sponsors can only work with 3 players at a time until the first week of August.
- School equipment can be used and if school facilities (gyms, fields, balls, etc.) are used, the coach/sponsor must arrange for their use through the High School office.
- Summer camps cannot be made mandatory for team membership.
- A student shall not receive pay or expenses for working at a camp involving a sport in which he/she participates.
- A camp program shall not include any type of competition with teams of another camp.
- No student can attend your camp that you will not be coach/sponsoring the following year. Example: If a High School coach/sponsor wants Jr. High athlete/student at his/her camp, then he/she must run separate Jr. High School and High School camps and have them at different times. Jr. High School athlete/students cannot attend High School camps. High School students cannot work at the Jr. High School camp at a sport that they will participate in the following school year.

Coaches may supervise the summer weight program.

Outside individuals putting on camps utilizing USD 322 facilities must complete facilities use form and schedule it through the high school office. Fee assessment will be determined by the Principal, Activity Director, and individual based on focus of the camp.

Attendance

The faculty, administration, and the board of education believe that a direct correlation exists between regular school attendance and academic achievement. Attendance is clearly necessary for success in the classroom.

A parent/guardian should notify the school office if their child will be absent for any reason. **Due to concern for student safety, a parent/guardian of any student will be called by approximately 9 am if their child is not excused from school by written permission or a documented phone call from the parent/guardian of the residence.**

If we are unable to reach a parent or guardian, an emergency contact will be called. It is imperative that the building office is kept informed of changing telephone numbers at homes and places of employment. This can be done through the parental access to PowerSchool.

Absence Classification: Excused Absences

- All absences will be placed in one of two categories, excused and unexcused absences. Reasoning for excused absence is as follows:
 1. Personal illness;
 2. Serious illness or death of a family member;
 3. Emergencies calling for the student's services or presence at home (must be discussed with and approved by principal);
 4. Obligatory religious observances;
 5. Professional appointment (arranged in advance with the school) and documentation upon the student's return that the appointment was kept;
 6. Special circumstances with prior arrangements approved by the principal;
 7. Participation in a district-approved or school sponsored activity;
 8. Approved by post-secondary visitations/career shadowing done by OHS students with the proper documentation obtained through the counselor's office.

The principal will determine if a parent/guardian phone call will constitute an excused absence.

Absence Classification: Unexcused Absences

As stipulated by the BOE Policy, JBD-R, reasons a student absence may be classified as an unexcused absence are as follows:

1. Not submitted an acceptable absence note from parent/legal guardian;
2. Not met criteria for an excused absence;
3. Not submitting a required note from a physician;
4. Missing a significant portion of a class (10+ minutes) without an acceptable excuse;
5. Leaving the building without administrative permission;
6. An organized skip day is not an excused absence;
7. Skipping school is not excused.

Extra-Curricular Activities

- Students who are absent for any reason will not be allowed to participate in extra-curricular activities on the day of the absence unless arrangements have been made through the office in advance.
- Students must be in school from noon until 3:30 pm to participate in that day's activities.
- The principal reserves the right to rule on extenuating circumstances.

Leaving School Grounds

- Under ordinary situations, students will not be permitted to leave the building once they arrive at school for classes. **Without administrative permission, the departure from school during school hours will be considered truancy/skipping (discipline will be assigned and authorities notified) and an unexcused absence assigned.**
- As stipulated by BOE policy JHB, a student must sign out at the office if they need to leave the school grounds when the school day is in session. Students must have permission from the office to sign out for the following: emergency appointment, parent check out, verbal or written permission from the parent/guardian along with administrator permission. Students shall sign in when returning to school in the office. Students will not be allowed to run personal errands for themselves off school premises during the school day. No student may check themselves out from school.
- Students departing for school-sponsored activities before the end of the school day may not leave school grounds without parent permission before the activity transportation provided by the district departs.

Missed Classwork

- In the case of any absence, it is the student's responsibility to obtain make up assignments from teacher(s). **Students absent for any reason will have the number of days absent plus one day to make up missed assignments.** Special circumstances may warrant additional make-up time being allowed at the discretion of the teacher and building principal.

Tardies

- Students will be counted tardy if they are not in class according to the classroom procedure when the final bell rings. Students late to class are expected to have an admit slip issued by the office or a teacher.
- Elementary students in PK-5th grade will be **allowed 3 tardies per semester**. After the 4th tardy in a semester, a parent/guardian meeting with the counselor, principal, teacher, and student will occur.
- For students in grades 6-12, consequences for tardies can be found in Appendix F.

Truancy

- As stipulated by state law and BOE policy, JBE, if a student has 3 unexcused absences in a row, 5 unexcused absences per semester, or 7 unexcused absences in a school year, that student is truant.
- Any truant child, according to state law, must be reported to law enforcement and social services. The building principal is the designated truancy officer and is required to report excessive absences.
- After 3 unexcused absences, an Excessive Absence notification will be sent to the parent/guardian.

Withdrawal

- A student planning to withdraw from school should report their intentions to the office. It is important that the student's record be marked to this effect, their textbooks checked in, equipment and properties checked in, detentions served, and settlement of outstanding bills made.
- The school reserves the right to withhold credit for work completed until withdrawal arrangements are properly made with the school.

Behavior Code

Classroom Behavior

Misbehavior shall include, but is not limited to, such things as disrespect for authority, disobedience, excessive talking, failure to work, or sleeping in class. The student is to be in the appropriate classroom on time (in classroom and seated when the bell rings) and have the necessary basic materials (pencil, paper, textbook, ect) when entering the classroom each day.

School Sponsored Activities

Students, parents, fans, and other guests, regardless of age, are to arrive free of alcohol, drug, tobacco, or other controlled substances. Possession and distribution or sale of these substances or any other materials (facsimiles) that give the appearances of these substances is not permitted. Those who disregard these expectations will be excluded from the event may will be subject to disciplinary actions that may include one or more of the following:

1. Parent notification
2. Police involvement
3. Suspension or expulsion
4. Exclusion from future extracurricular activities

Office Referral Process

Once a teacher or staff member determines that a student is unable to gain self-control and work through the process with the teacher, the student may be sent to the office for an office referral. The principal will determine the appropriate course of action upon receiving the office referral.

Disciplinary Action Guidelines

Behaviors that will not be tolerated:

1. The use of profane, obscene, in inflammatory language at school, at a school activity, on school transportation, or on school property;
2. Disruptive conduct, including defiance or ignoring authority;
3. Misconduct on the bus;
4. Hazing or initiations;
5. Verbal threat to a teacher, staff member, or other student;
6. Possession or use of alcohol, tobacco, vape pens, or illegal drugs at school, a school activity, on school transportation, or on school property;
7. Theft;
8. Willful destruction or vandalism of any property;
9. Fighting;
10. Assault and/or physical attack of any student or staff member (including spitting and kicking);
11. Sexual assault;
12. Sexual harassment;
13. Bullying.

Any violations of school regulation, which are of sufficient gravity, justify the removal of the student from class. Building administrators or the superintendent are authorized to impose these forms of disciplinary action, as designated by this policy, under the guidelines set forth in the regulation of this policy and in accordance with Article 89, Kansas Statutes Annotated.

The Following shall be a basis of action under this policy:

1. Willful violation of any published regulation for student conduct adopted or approved by the BOE;
2. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school;
3. Conduct which endangers the safety, impinges upon or invades the rights of others;
4. Conduct which constitutes the commission of a felony;
5. Conduct which constitutes the commission of a misdemeanor;
6. Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States;
7. Disobedience of an order of a teacher, peace officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the right of others;
8. Possession of a weapon at school, on school property, on school transportation, or at school-sponsored activities.

Types of Suspension and Expulsion

In-School Suspension (ISS)

1. This is as an alternative to out-of-school suspension or expulsion. Such action will be taken in accordance with the regulations established by this policy.
2. The student will be required to attend school during normal school hours but will be placed in a special supervised setting rather than attend normal classes. The student will remain at this assigned area during the day, including lunch. The only exception to this will be specifically authorized absences, all of which will be at the principal's discretion. The student will be under adult supervision at all times. The principal is authorized to take such action as may be required to assure adequate supervision of students on in-school suspension.
3. The 6-12 grade student may be put on the ineligibility list from 1-3 weeks as determined by the principal.
4. All work assigned by teachers, will be completed during the period of in-school suspension. The principal, or teachers of classes to which the student is normally assigned, may require additional assignments. All typical class assessments will be administered in ISS. The student will receive grades for all assigned work. Failure to complete work in a form acceptable to the teacher may result in additional consequences. This may include extending the time in ISS, or conversion to out-of-school suspension for failure to appropriately serve ISS as provided for in this policy.
5. Students in ISS are ineligible to compete or perform in extracurricular activities.
6. Absence from school due to illness or other normally authorized absences will not count toward the term of in-school suspension.

Out-of-School Suspension (OSS) and Expulsion

1. There are three types of actions related to out-of-school suspension and expulsion:
 1. Short Term Suspension – suspension of five school days or less

2. Extended Term Suspension – suspension longer than five school days, but no longer than 90 days.
3. Expulsion – removal from school for up to 186 days.
2. Written notice will be given to the parent/guardian within 24 hours of any suspension informing them of the reasons for and the duration of the suspension. If an informal hearing was not held, the notice will be sent to inform the concerned parties that an informal hearing will be held as well as provide information regarding the date, time and place of the informal hearing. The hearing must take place as quickly as possible, however must take place no later than 72 hours from the time of the short-term suspension. Written notice should be hand delivered, if possible, with the parent/guardian asked to sign a notice of receipt of the notice. Otherwise, the notice should be sent by certified mail.
3. Additionally, the school official should make a telephone or personal contact with the parent/guardian advising them of the circumstances of the suspension and providing other appropriate information.
4. Even in the event of parent/guardian decline of a hearing, school officials may require a conference with parent/guardian prior to readmission of the student to school. At the hearing or conference, the school official may impose appropriate restrictions or requirements as conditions for readmission to school, such as a change in class schedule, probation, counseling, and make-up of missed schoolwork.

Disclaimer:

In the event there are, for whatever reason, conflicts between this policy and/or regulation and Article 89, Kansas Statutes Annotated, the provisions of Article 89 shall prevail. The existence of such conflict shall not render other provisions of this policy null or void.

If students are in violation of school policies which are also possible violations of Kansas criminal statutes, district administrators are required to report these possible violations to appropriate law enforcement agencies for investigation. District administrators shall provide such factual information as may be available, consistent with Kansas law and the Constitution of Kansas and the United States.

KSA 72-89c02 provides for suspension or revocation of driving privileges of students over 13 years who have been long-term suspended or expelled for possession of weapons, use, sale or distribution of drugs or controlled substances, or behavior resulting in or substantially likely to have resulted in serious bodily harm. In such cases, the chief administrator of the school is required to notify the Kansas State Division of Motor Vehicles of all such long-term suspension or expulsion situations, and the Kansas Division of Motor Vehicles staff will take appropriate action as required under **KSA 72-89c02**.

General Policies

Animals and Plants in School

As stipulated by USD 322 BOE policy ING, animals or plants may be brought to school for instructional purposes, with the prior approval of the principal. If someone is injured by an animal or encounters a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall then notify the appropriate persons by phone.

Birthday Treats

Students may bring non-perishable birthday treats to distribute to all students in their classroom. Healthy snacks and finger foods are encouraged. Please only bring drinks in individual containers. Please contact the teacher in advance if treats are coming to school so a time can be planned for the treats. Please refrain from the use of nuts or any nut product in any food due to allergies by some students and staff.

Book Bags, Backpacks & Purses

As directed by the Kansas State Fire Marshal, students must keep doorways and aisles clear. Bags hanging on the desks and in aisles create a hazard if a room must be evacuated due to an emergency. Small purses will be allowed in the classroom unless the privilege is abused due to cell phone usage or other improper activities. A teacher may designate a specific area in the room for purses to be placed if problems arise.

Confidentiality

The school counselor and student success liaison recognize that their primary obligation for confidentiality is to the student but balance that obligation with an understanding of the legal and inherent rights of parents/guardians to be the guiding voice in their children's lives. The school counselor and student success liaison will inform parents/guardians or appropriate authorities when the student's condition indicates a clear and imminent danger to the student or others.

The school counselor /student success liaison will attempt to minimize any threat to a student and may choose to:

- 1) inform the student of actions to be taken;
- 2) involve the student in a three-way communication with parents/guardians; or
- 3) allow the student to have input as to how and to whom the breach will be made.

Deliveries

Anything delivered to the school such as gifts, flowers and balloons must be delivered to the office. These deliveries will not be taken to the classroom. Students may pick up the deliveries at the end of the day. For safety reasons, inflated balloons and glass vases may not be taken on school buses.

Emergency Preparation Drills

Fire, tornado and crisis drills will be held regularly, according to state regulations. Teachers will inform their classes at the beginning of the year as to the proper procedure to use so that students will pass in a quick and orderly manner to the designated areas. Directions are located near the exit from the classroom.

Financial Obligation

All assigned school financial obligations are to be paid in a timely and complete manner. Grade cards can be withheld and/or a student's participation in extra-curricular activities can be suspended until obligations are met.

Payment plans can be made available upon request to any families needing extra time to pay. Failure to maintain the requirements of a payment plan can result suspension of participation.

Payments to the school will be applied to the oldest outstanding obligations first. **Unpaid balances will be sent to the collections office if left unaddressed for an extended time.**

Hall Passes

Students are not permitted in the halls during class periods without a pass in their possession from the teacher to whom they are currently assigned.

Lockers (Grades 6-12)

Academic and athletic lockers are assigned to the students at the beginning of the school year and are not to be exchanged. Students are legally liable and responsible for the contents, use and condition of their assigned locker(s).

Locks are available to the students. Lost or broken locks will be replaced at a cost of \$8.00 to be paid by the student. The school will not be held responsible for the theft of personal property from a student locker.

As stipulated by BOE policy JCAB-R, student lockers are property of USD 322 and as such are subject to inspection by administration. Searches may occur at any time without warning when administrators have a reasonable suspicion that the locker contains items that pose a threat to the health, welfare and safety of students in the school, or to the school environment.

Any illegal materials and/or contraband items located during a search are subject to immediate seizure, and will be forwarded to law enforcement for legal action as appropriate.

Lost and Found

Students are asked to bring any articles they find to the office. Please label clothing and school supplies for identification. Items not claimed by students or parents by the end of the school year will either be thrown away or donated to the Caring Closet.

Parking

Parking on school property is a privilege that can be lost if abused. Students driving on school property will do so in a safe manner and park in the designated student parking areas only. Student vehicles are off-limits during the school day. Once parked, a student must obtain permission from the office to go to their vehicle at any time prior to the end of the school day. Students who ride the bus to school may not leave the premises, as buses are considered part of the school campus.

Party Invitations (PreK – 5)

Party invitations are not to be handed out at school or on the bus. Please be sensitive to students who are not included.

Personal Property

Students are not to bring personal property to school. The school is not responsible for personal property that is lost or damaged.

Playground Rules

Students must have adult supervision to be on the playground during school hours.

Students using the slides should be feet first – no climbing up.

All students are expected to be good sports.

Students will not throw or kick rocks or snowballs.

No pulling, pushing, or tackling within any game.

Students using the swings should swing correctly – no running in between, or jumping out of the swing.

All students are expected to stay within the boundaries of the playground and line up when the whistle blows.

Students may play only on/with age-appropriate equipment.

All students will follow reasonable requests from any staff member.

**Students are encouraged to dress appropriate to the weather. We will be inside at recess if it is raining, lightning, or thundering outside and if the temperature and wind chill is below 20°F as deemed by administration. If it is above 20°F with wind chill consideration, recess will be outside.

Health and Wellness

****ONAGA SCHOOLS ARE A NUT FREE ZONE****

Breakfast

Breakfast is only served from 7:35 – 7:55 am, unless a bus arrives late.

Lunch

Students wanting a hot lunch may be given an alternative tray that meets the nutritional guidelines if their lunch account balance is below zero and an attempt has been made to notify the parents. If a student from grades 7-12 does not have their card, they must go to the end of the lunch line for manual entry. If lost, lunch ID cards will be replaced at the cost of \$3.00 per card. These cards will be turned in to the office at the end of each school year.

All students will go to the lunchroom regardless of whether they eat school lunch, bring a lunch from home, or choose not to eat. If eating something other than a school lunch, the parent is required to bring the student outside food, if not in a sack lunch prior to school starting. Students may not leave the campus to get food during school hours. The parking lot and cars are off-limits during the school day without permission from the office.

Please call the office by 8:30 am if a parent or guest will be coming for lunch. Please see the Wellness Policy for any other regulations.

Outside Food

No outside food or drink may be brought into the building except for student sack lunches or special events approved or organized by the building principal. All food needs to be finished in the lunchroom or as allowed by staff.

Wellness Policy

USD 322 is required to have and follow the BOE approved School Wellness Policy which is mandatory for all schools in Kansas. In addition, all schools are required to comply with Food Service rules and regulations as defined by the Kansas Department of Education.

(KSDE) Child Nutrition and Wellness Team. The provisions of the terms of the USD 322 Wellness Policy for all students are as follows:

The school will encourage each member of the staff (both certified and classified) to serve as a healthy role model for students.

Only milk, water and juice products containing at least 50% fruit juice should be in the lunchroom, including in sack lunches during meal serving times.

Trading or giving away food items shall be discouraged.

The sale of foods of minimal nutritional value is not allowed on school property during the food service period.

Water (non-caloric) is sold in vending machines or school stores.

Only juice products containing at least 50% juice will be sold in vending machines, other than concession stands.

The vending machines selling foods of minimal value must be turned off during cafeteria serving times.

No one in the school shall solicit, buy or have delivered purchased food or drink items on school property during times that would compete with the nonprofit food service program.

Fund-raising activities involving the sale of food or beverages will not take place until or after 1:30 pm.

Pop and carbonated beverages are not allowed during school hours.

Competition will not be allowed with the nonprofit food service program.

Chronic Illness and Conditions

Students with chronic conditions that may need specialized care, with or without a rescue medication, will be required to have an Emergency Action Plan on file with the school. These forms are available through the school nurse and will require a physician signature to dictate how to care for the student in an emergency. Examples of chronic conditions include but are not limited to: asthma, diabetes, seizures, severe allergies/anaphylaxis, etc.

Illness

Please keep your child home until they have been fever-free and have not vomited for 24 hours. If your child is ill and has been prescribed medication, typically they may return to school 24 hours after starting the prescription. A complete list of illness exclusion guidelines can be found in Appendix G. If a doctor has been seen, please bring a doctor's note stating when your child may return to school.

If a student is injured or becomes ill at school, he/she is to report to the teacher and may be sent to the office. If a student is running a fever or vomiting, the student cannot stay at school and risk exposing others. If the parent/guardian is not available, a contact will be made with one of the people listed on the emergency information card completed at enrollment. It is imperative that the school has updated contacts.

Immunizations

USD 322 Immunization Policy

Kansas Statute (72-6262) requires all pupils to present to the school a physical form or from the local health department a statement that the pupil has received or, is in the process of receiving immunizations as deemed necessary.

Alternatives to such certification include (1) certification from a physician that such immunization would endanger the health of the child, or (2) a signed statement that the child adheres to a religion whose teachings are opposed to immunization, or (3) a signed statement by the parent that the immunizations are in process and will be completed within 90 days after admission to school.

Exception to this policy can be allowed only for students moving into the district and awaiting transfer of records.

Parents of students who need immunizations will be notified at the time of admission and about twelve weeks after admission. Students who are not completely immunized within 90 calendar days after admission will be excluded from school. Written notice of this exclusion will inform the parents of the reason for exclusion, the conditions under which the child may return to school and of the opportunity for a hearing with school officials upon the parent's request.

The required Kansas Certificate of Immunization form may be picked up from the school office.

Influenza

The Kansas Department of Health and Environment recommends that any influenza positive patient is to be in isolation for 7 days following the onset of symptoms and a positive diagnostic test from a licensed practitioner. Isolation consists of remaining home from school and activities.

Medication

As stipulated by BOE Policies JGFGB and JGFGBA, **students needing over-the-counter** medication must have a statement of permission from the parent/guardian. The forms must be completed accurately prior to any medication being administered at school. The medication must be in the original container when it is brought to school and will be kept in a locked container. If taking a prescription, the doctor's office must send a note stating the directions for medication disbursement. Staff members cannot furnish students with medications of any kind.

Parent/Guardians are to be notified by school staff via phone or paper documentation as appropriate, regarding their student's health. Reasons for notification may include, but not limited to the following: wounds treated beyond basic bandaging, any concerns requiring extended monitoring; falls, possible trending concerns, ect.

School Events

Educational Field Trips

Students may not leave the building for field trips without prior approval by a parent/ guardian. No younger siblings may accompany a parent who goes on a field trip as a parent helper.

Student Sport Passes

Each student may use their student pass for sports, courtesy of the members USD 322 Board of Education. A current roster of USD 322 students will be provided at the gate for all gate workers so that if a student does not present their pass, they can check the roster of students if they do not recognize the student. Students enrolled in PK-12 at USD 322 will not have to pay for admittance if they forget their pass. We want to increase student and family attendance at sporting events. The conditions of using the pass are as follows:

The pass is valid only when presented by the student.

Students PreK-5 must have an adult who is attending and plans to supervise that student.

Students are expected to watch the games and will not be allowed to play in the commons area, end zones or in an empty gym.

If a student goes outside the entrance of the event, they are not allowed to return to that event without paying admittance, unless they are with their parent/supervising adult.

Any child who does not abide by these conditions and respond respectfully will be taken to the adult supervising that child and/ or parent/ guardian will be called.

Passes are not valid for tournaments.

Student Conduct

USD 322 students, staff and parents are expected to behave at all times in a manner that displays respect and consideration for themselves, other students, school property and all staff members. Student or parents who choose by their actions to behave in an unacceptable manner will be assigned immediate, fair and consistent disciplinary consequences appropriate for the choice that he/she has made. Poor choices by a student will be considered and evaluated on a case-by-case basis.

The administration reserves the right to review each situation and may deviate from normal disciplinary progression as deemed necessary.

NOTE: Suspension may follow any offense, depending on the circumstances involved. Parents will be notified by phone or mail and informed regarding the questionable behavior of the student. Suspension or expulsion is a part of the disciplinary action, the guidelines as set forth K.S.A. 72-8901, and the above rules and regulations will be followed.

Activities

Students will be expected to display good sportsmanship and appropriate behavior at all school events. Students who lack courtesy or respect for speakers, performers or school authorities may be removed from the school activity and may be barred from future attendance at any or all school activities for a to be determined length of time and could be assigned disciplinary consequences.

Bullying

Bullying will not be tolerated. If there is an incident involving bullying behavior, the parent will be contacted and there will be appropriate consequences. Cyberbullying happening after school hours can and will be addressed with school discipline if it affects the school climate. Please contact school personnel if there are concerns or knowledge of bullying behaviors. Further information on this topic can be found in Appendix B.

The Kansas toll-free, 24-hour School Safety Hotline number is: 1-877-626-8203. The purpose of this hotline, which was established by the Kansas Highway Patrol, is to give students an opportunity to report “impending school violence.” This will be available 24 hours a day, 7 days a week, to report any information that might threaten the safety of students, staff or school property.

Cheating/Plagiarism

Students are expected to use their best effort in completing academic work, whether that be individual, partner work or group work as assigned. Academic dishonesty, cheating and plagiarism are not acceptable. Cheating includes copying another student’s work such as homework, class work, or test answers as one’s own.

Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author.

Consequences for students engaging in any form of academic dishonesty are as follows:

First offense: a zero “0” grade will be given on the assignment involved.

Subsequent Offense(s): a zero “0” grade will be given on the assignment involved, an office referral will be made, and parent guardian contact.

Student AI Guidelines

Artificial intelligence (AI) is a rapidly evolving technology that has the potential to revolutionize education. In this document, we will outline our philosophy of AI in education and provide detailed guidelines on the appropriate use of AI in our class.

We believe that AI can be a powerful tool for learning. It can be used to provide inspiration, suggestions, feedback, instruction, and explanation. AI can also be used to help students with tasks such as brainstorming, organizing, and editing their work.

However, we also believe that it is important to use AI responsibly. We want students to use AI to support their learning, not to replace it. We also want students to be aware of the potential risks of using AI, such as plagiarism and data privacy.

The following are some guidelines for students to follow when using AI in our class:

Use AI to support your learning, not to replace it. AI is a tool that can help you learn, but it is not a substitute for your own effort. You should still do the work required to learn the material.

Be honest about your use of AI. If you use AI to help you with an assignment, be sure to cite your sources. Do not plagiarize the work of the AI.

Also be aware of the potential risks of using AI. AI is a powerful tool, and it can be used for both good and bad. Be aware of the potential risks of using AI, such as plagiarism and data privacy.

We will monitor student use of AI to ensure that students are using AI tools ethically and responsibly. We will do this by:

1. Requiring students to do any writing inside of Google Docs. This will allow us to track their work using the Version History tool.
2. Requiring students to disclose their use of AI on any assignment that received any form of AI assistance. Students can do this by including an "AI Credits" section at the bottom of their work.

In addition to the guidelines above, students are also subject to the following existing policies about technology usage in the classroom:

1. Students are not allowed to use technology to cheat. This includes plagiarism, getting the answers to questions, or harassing other students.
2. Students must put technology away when requested by the teacher.

If a student violates any of the guidelines above, we will address the problem in accordance with our existing policies. We will also work with the student to help them understand the importance of using AI responsibly.

We want all students to be able to use AI for accessibility and accommodations. If a student does not want or need to use AI, that is okay. However, we want AI to be an option for any student who would benefit from it.

We value the privacy of our students. Students are not to submit any personally identifying information to an AI system.

We believe that AI has the potential to be a powerful tool for learning. However, it is important to use AI responsibly. We hope that these guidelines will help students use AI in a way that is both beneficial and ethical.

Dances

Facility reservations and proper notification must be given. A minimum of two certified personnel must be designated as sponsors. Law enforcement (parking lot) will be called. High school dances may allow outside guests, however prior sign-up is required in the office. Only one guest per OHS student is allowed. Students and guests must be in good standing, subject to principal review. Guests must be of high school age or older but no more than 20 years old and cannot be a high school dropout.

Inappropriate behavior as determined by sponsors will result in student or guest being required to leave the premises. Guests of students that are asked to leave will also be required to leave the premises. Open doors will be allowed during August and September dances only due to the heat. No outside drinks will be permitted. After the first song, any student who leaves the building must leave school property and will not be readmitted. No admittance after 10pm. All dances must conclude no later than 12:30 am. The sponsoring group is responsible for clean up.

Detentions

Detentions may be assigned by any teacher or the principal for disciplinary and/or academic reasons. All detentions will be served before school (7:00 am – 8:00 am) or after school (3:40 pm – 4:40 pm) at the discretion of the faculty member who assigned the detention. Any teacher assigning a detention to a student is responsible for supervising the detention and making sure the detention time is used in a constructive manner. Students will be allowed one full school day following the day the detention was assigned to arrange to serve the detention. Failure to comply with assigned detentions of any type will result in the detentions being doubled.

Dress Code / Grooming

Students are expected to come to school each day, dressed in a manner that does not interfere with learning. The dress code is not intended to be all inclusive and will be applied fairly and equally regardless of gender. Any clothing item that is deemed disruptive to the learning environment or dangerous to students will not be allowed. All staff members have the authority to refer violators of the dress code to the principal for corrective action. Students will be given a chance to correct the situation to the principal's satisfaction.

General Clothing Guidelines for grades PK-5:

- Decency and good taste are expectations of the district dress code. All staff members have the authority to refer violations of the dress code to the principal for corrective action. Students whose attire may be distracting and/or disruptive to the learning environment will be given a chance to correct the situation to the principal's satisfaction.

General Clothing Guidelines for grades 7-12:

- Liquor, tobacco, drugs, drug paraphernalia, profanity, or sexually suggestive statements, pictures, or implied references are not allowed on clothing.
- Hats are not to be worn in the building during school hours.
- House slippers are not appropriate footwear at school.
- No sunglasses will be worn in the building.
- Any type of sleeveless garments must have a 1-inch shoulder strap over both shoulders unless a sleeved shirt is worn under or over the garment. No undergarments should be visible. This includes tank tops, dresses, and spaghetti strap shirt and sweater tops. The mid-section/torso, back and hips must be covered. Low cut tops that are considered provocative are not acceptable in school.
- Length of shorts, skirts, and dresses: A general rule is to follow is that the hem length should be as long or longer than the tips of one's fingers hanging to your side while standing upright. Athletic shorts which are in style and often worn are acceptable.

- No pajamas (items to be considered nightwear) are to be worn to school.
- Blankets are not appropriate covering and will not be allowed to replace a coat.
- Students are not to wear sagging shorts, pants, or skirts to school. The waistband of shorts, pants, and skirts needs to be above the hip bones.
- Pants that contain rips or tears above mid-thigh are not acceptable.
- Leggings, yoga pants, jeggings, and other tight pants made of stretch material must be covered by a skirt, shorts, or long shirt of appropriate length for the school setting.
- In support of school pride, students will not wear clothing advertising other high schools (example: Centralia, Rock Creek, etc).

Language

During the school day and at all school activities, students must always use appropriate and respectful language. Profane, obscene, threatening, bullying, taunting, disrespectful, harassing or generally inappropriate language when addressing others is not acceptable and will be addressed.

Stop and think before you speak.

Public Displays of Affection (PDA)

Students are expected to always give and show respect to themselves and others. USD 322 has a hands-off policy regarding public displays of affection during school, in school vehicles, or during any school related activity. Inappropriate or excessive displays of affection will result in disciplinary action.

Substance Abuse

As stipulated by BOE Policy JDDA (Drug-Free Schools), maintaining drug-free schools is important to establishing an appropriate learning environment for all students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. Students shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances or alcoholic beverages on school district property or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to any one or more of the following sanctions:

First Offense – A first-time offender shall be subject to the following sanctions:

A punishment up to and including short-term suspension.

Suspension from all student activities for a period of not less than one month.

Second Offense – A second-time offender shall be subject to the following sanctions:

A suspension from all student activities for a period of not less than one semester or four months.

A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. Name(s) of acceptable programs are on file with the district clerk.

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

A punishment up to and including expulsion from school for the remainder of the school year.

Suspension from participation and attendance at all school activities for the year.

A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed an acceptable drug and alcohol and rehabilitation program.

Suspensions

Suspensions may be in-school (ISS) or out-of-school (OSS), as well as short-term or long-term. Students in ISS will not be released early from school to attend extra-curricular events but will be allowed to complete academic assignments and receive full academic credit. Students in ISS are expected to remain on task, fully compliant, and awake at all times. Students who fail to comply with all ISS expectations will be sent home for the rest of the day as an OSS. Students in OSS are not eligible to participate in or attend non-academic school sponsored activities (practice or event) on the day of the OSS or during the weekend following the OSS. Academic events may also be suspended at the discretion of the principal with the student being allowed to make up a similar assignment. Please refer to Appendix B for further information.

Tobacco

As stipulated by BOE policy JCDA, smoking by students and/or possession and use of any other tobacco product is prohibited on school grounds, school sponsored events, and on school transportation. Kansas law states that it is illegal for persons under the age of 18 to purchase or possess tobacco or tobacco products. Suspension and notification of law enforcement will result from the first and second offenses. Long-term suspension and notification of law enforcement will result for all subsequent violations of this policy.

Weapons

As stipulated by BOE policy JCDBB, a student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. As used in this policy, the term “weapon” and/or destructive device shall include but is not limited to:

- Any item being used as a weapon or destructive device
- Any facsimile of a weapon
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any weapon described in the preceding example
- Any firearm muffler or firearm silencer
- Any explosive, incendiary or poison gas, bomb, grenade, rocket using an explosive or incendiary charge of more than ¼ ounce, a mine or similar device
- Any weapon which will, or which may be readily converted to expel a projectile by action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly called a stun gun.

Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year. The superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see BOE Policy JDC, Probation). Possession of a weapon shall be conducted by the superintendent or their designee. Students violating this policy shall be reported to the appropriate law enforcement agency (agencies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

Technology

Acceptable Use Policy

USD 322 is pleased to be able to provide access to digital devices and the Internet for its students and staff for educational and professional use. District issued laptops are intended to be used by the student only; other family members should not use the laptop. The use of the Internet and devices is a privilege, not a right. Users are expected to act in a responsible, ethical, and legal manner in accordance with the educational missions and purposes of the school, the missions and purposes of the other networks they use on the Internet and the laws of the states and of the United States. Users are responsible for their own behavior and communications over these networks. The District will not be responsible for financial obligations arising through unauthorized use of the system.

It is presumed that users will comply with the district's policies and guidelines and will honor the agreements they have signed. Users are reminded that the devices, network, and thus the files stored on them are the property of the district. Network administrators may review files and communications. Users should not expect that files stored on district owned equipment would be private. Users are reminded that logs are maintained detailing device and Internet activity. Please review these policies with your son/daughter with particular attention to #19. Students need to be reminded that the traditional "parent's warnings" against "talking to strangers" apply in this case for the same 6 safety reasons.

Computer abuse by a student is a serious breach of behavioral expectations and increasingly severe consequences will result if those expectations are not met at all times.

1. All use of network services (e.g., building network) must be in support of education and research, being consistent with the purposes of the Public Schools, USD 322.
2. All non-essential data saved in home directories must be deleted at the end of each semester.
3. No games, video or music files are allowed in home directories.
4. Any use of the network services/internet access to facilitate illegal activity is prohibited.
5. Any use of the network services/internet access for commercial or for-profit purposes is prohibited. Students are not to make purchases online.

6. Use of the network services/internet access for non-school related communication is prohibited (including games and any video or music streaming).
7. Any use of the network services/internet access for product advertisement or political lobbying is prohibited.
8. Network services/internet access accounts are to be used only by those authorized to use the account for authorized purposes. Sharing passwords is prohibited. Obtaining unauthorized access to another person's files and the network facilities for personal or private gain is prohibited. Fraudulent use of another person's name to send or receive messages is prohibited.
9. Communications via the network services/internet access should not be assumed to be private or privileged information and are subject to review at any time.
10. No use of the network services/internet access shall serve to disrupt the use of the network access by others; hardware or software shall not be destroyed, modified, or abused in any way.
11. Malicious use of the network services/internet access to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. Knowingly spreading computer viruses is prohibited.
12. Hate mail, harassment, discriminatory remarks, sending an annoying or unnecessary message to many people, and other antisocial behaviors are prohibited.
13. The illegal use of copyrighted material for use on district computers and violation of property rights is prohibited. Plagiarism is prohibited.
14. Use of the network services/internet access to access/transmit obscene, objectionable, pornographic material, or any material likely to be offensive is prohibited.
15. Do not utilize blog sites, chat rooms or e-mail unless instructed by your teacher for a specific purpose,
16. Do not download files unless directed to do so by your instructor.
17. Do not waste computer supplies such as paper, cartridges or ribbons, or disk space.
18. Do not attempt, without authorization, to install computer software on a local station or the network.
19. With internet usage, students should not use their full names, or give out their home phone number, home address, or school name. (It is also strongly recommended that you not give your social security number, bank account numbers or credit card numbers).
20. Before loading or transferring files from school computers to student owned USB flash drives, CO's or DVD's, a virus check must be performed on the media.
21. Students that bring in laptops or portable devices that can access the internet must allow the technology coordinator to enter the wireless network password to obtain connection.

Note: Never respond to any messages that are suggestive, obscene, threatening, or from an unknown source. Show such messages to an adult teacher. They can forward a copy to the service provider for investigation.

Sanctions: Any student violating any of the provisions of this rule on the first offense will lose computer privileges for not less than one school week (5 days). A second offense will result in computer privileges being revoked for two weeks. A third offense will result in computer privileges being revoked for a full

school year. School administration and the network administrator will determine the length of the disciplinary action on a case-by-case basis as determined by the extent of damage and malice. Academic assignments requiring computer use during a computer privilege suspension will be considered on a case-by-case basis by the administrative team and the teacher. Students are always fully responsible for the contents of the computer accessed using his or her password.

Cellular Phones and Electronic Equipment Policy

K-6 student cell phones may not be powered on in the school building from 7:45 am to 3:30 pm on the days when school is in session. Students should secure their device in a secured area in the elementary classroom. Students needing to make a call, with a teacher's permission, may come to the office and make a call in the office using their cell phone. Cell phones and electronic equipment may not be powered on in a student's permission in school restrooms and/or locker rooms at any time (2 weeks' detention, ISS or OSS may be assigned by the principal). Phones discovered on or in use inappropriately will be confiscated until a parent or guardian can claim the item from the office. Personal electronic equipment (tablet, iPod, MP3 player, gaming device) may not be used by students in school without teacher permission.

7-12 students may use cell phones during passing periods and during lunch. Student cell phones are not allowed in the classroom without administrative permission. Cellphones and electronic equipment may not be powered on in a student's possession in school restrooms and/or locker rooms at any time (2 weeks' detention, ISS, or OSS may be assigned by the principal). Phones discovered on or in use inappropriately will be confiscated until a parent/guardian can claim the item from the office. Teachers may designate an area within the classroom where students are to deposit their phones at the beginning of class.

If students refuse to do this, it is considered insubordination and will be dealt with under the discipline policy by the principal. Having a phone at school is a privilege, not a right. Student who violate the policy will have their devices turned in to the school office. First time violators may pick up their device at the end of the day. Second time violators will need to have their device picked up by a parent or guardian. Further violations may result in disciplinary action which may include the loss of the privilege of possessing electronics at school.

Transportation

Bicycles and Skateboards

Students may ride bicycles to school. Bicycles will be parked in the designated areas on school grounds. Bicycle chains/locks are suggested as USD 322 is not responsible for lost or stolen items. Bicycles shall be walked when on school sidewalks. Students may not use skateboards or roller skates on school property at any time.

Bus Guidelines

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be denied to students who are detained after school for disciplinary reasons. Students who used school provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations. Regular route buses are provided to students for both before and after school. Please contact the district office to request transportation. If a student chooses not to ride the bus, the school is not liable for the student and they are the responsibility of their parents.

Please let the bus driver know if your children are not riding the morning bus by calling the bus driver or the USD 322 district office. **Please notify the building offices by 2:30 pm if students will be deviating from the transportation or destination previously specified.** It is very difficult to notify all children and drivers with multiple late calls. Please do not put us in a predicament that may risk your child not getting to the right place after school.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation. As stipulated by BOE policy JGG-R, when the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

Bus Rules

The driver oversees the students and the bus. Students must obey the driver and sponsors promptly when instructions are given.

The use of food or drink on the bus is prohibited. Animals, balloons, glass containers, tobacco, drugs, alcohol, and weapons are not permitted.

The driver may assign a seat to each student and students are to remain seated while the bus is in motion.

Passengers must observe classroom conduct. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language, or gestures is not acceptable.

Always keep aisles and steps well clear.

Passengers should never throw wastepaper or other rubbish out the window or on the floor of the bus. Help keep the bus clean and sanitary.

Bus Standards

Loading: While waiting for the bus, students need to stand in the proper stop area that is well off the roadway and be orderly. Do not attempt to board the bus until it is stopped. When crossing the street or road to load, wait for the driver's signal. Cross 10 feet in front of the bus.

Unloading: Observe the driver's instructions. Always remain seated until the bus stops. When crossing the street or road to load, wait for the driver's signal. Cross 10 feet in front of the bus.

Regular schedules must be observed. The bus cannot wait for tardy passengers. Pupils must be on time.

Students must never extend their arms or head out of the bus windows at any time.

If a student damages the bus, the student or the parent/guardian are liable to pay for the damage.

Students who will be getting off at a destination other than the regular drop off point, must have their parent or guardian contact the school or bus driver prior to changing the route destination. The request may be denied if it is outside of the regular bus route.

Disciplinary Procedures

Procedures which will be used for bus disciplinary problems are as follows:

If previous verbal warnings have been given by the bus driver or sponsor, the reported first offense to the principal will warrant a written note to go to the parents/guardians that their child will be prohibited from riding the bus for 3-5 days.

Upon the second reported offense to the principal, parents/guardians are notified, and the student will be prohibited from riding the bus for 1-2 weeks.

Upon the third reported offense, the parents are notified, and the student may be prohibited from riding the bus for a length of time to be determined by the superintendent and/or administration.

The building principal and/or superintendent may suspend or revoke the transportation privileges of a student who violates any rule or regulation in order to maintain safety and order for all students.

Appendix A – Student Grievance Procedures

KSDE/ OCR – approved, 4/5/07

USD 322 is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Superintendent of USD 322 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with 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 report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures.

USD 322 recognizes the right of students to express their grievances and to seek a solution to those grievances. The procedure for processing student grievances is as follows:

1. Should a grievant feel that their rights under the USD 322 student handbook policies have been violated, they may originate a grievance. The grievant and/ or the representative shall, within 20 days of the date the grievance occurred (as stipulated by BOE policy **JCE**) present the facts, in writing, 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 report shall be made to the district compliance coordinator. The decision of the appropriate school official shall be made, in writing, to the grievant within ten (10) working days.
2. Should the grievant decide that the appropriate school official is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the chief school officer. The decision of the chief school officer shall be made, in writing, to the grievant or their representative within ten (10) days.

3. Should the grievant decide that the reply of the chief school officer is unsatisfactory; the matter may be appealed, within ten (10) working days, to a Grievance Committee which shall be established as follows:
 1. The grievant or the representative may designate one (1) member;
 2. The chief school officer shall appoint one (1) member;
 3. The two members appointed, as provided in 1 and 2 above, shall agree upon a third member.
2. In the event the grievant representative and the school representative cannot agree upon a third member of the Grievance Committee within a period of ten (10) working days, the President of the local board shall designate a third member.
3. The Grievance Committee shall meet within a period of ten (10) working days after the appointment of the third member of the Committee and set the matter for hearing and shall render its decision as promptly as possible. A decision of the Grievance Committee may be reached upon the concurrence of any two (2) of the three members.
4. The Grievance Committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the chief school officer and shall be available to the grievant, their representative, or the school representative.
5. In the event the decision of the Grievance Committee is unsatisfactory either the grievant or the chief school officer may, within ten (10) days after receipt of the decision of the Grievance committee, file a written notice of appeal to the local Board of Education.
6. Upon receipt of the notice of appeal, the President of the local board shall cause the transcript of the hearing before the Grievance Committee to be filed with the local Board of Education who shall review such record. The decision of the local Board of Education, upon such review, shall not be final.
7. If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged discrimination may be filed to:

Kansas Commission on Civil Rights
Landon State Office Building
900 SW Jackson, Suite 568-S
Topeka, Kansas 66612-1258
(888) 793 – 6874

Equal Employment Opportunity
Gateway Tower II
4th and State Ave, 9th Floor
Kansas City, Kansas 66101
(913) 551 – 5655

Department of Health, Education and Welfare
Office for Civil Rights
10220 N Executive Hills Blvd.
Kansas City, Missouri 64153-1367
(816) 880 – 4000

Appendix B – Student Behavior and Discipline

Bullying

USD 322 schools **will not tolerate bullying** or like behavior. School should be a safe and protective setting where students are encouraged to learn and meet their academic goals. As such, bullying interferes with both a student's ability to learn and a school's ability to teach because of its disruptive nature. Positive behavior including respecting others, setting an example, and discouraging bullying is expected of all administrators, faculty, staff, students, parents, and volunteers.

What is bullying?

A student is bullied or victimized when he or she is exposed repeatedly and over time, to negative actions on the part of one or more other students (Olweus 1986 & 1991). In order for a behavior to be considered bullying, the following elements must be present:

1. Imbalance of Power – Older, bigger, stronger, more verbally adept, higher on social ladder, different race, opposite sex, sheer numbers of individuals, ect
2. Intent to Harm – Means to inflict emotional, mental, and/or physical pain; expects the action to hurt and takes pleasure in witnessing the hurt.
3. Threat of Further Aggression – Not a one-time event, it is continuous.

The intent to harm/negative actions can be carried out by words (name calling, teasing, taunting), physical contact (hitting, pushing, kicking, tripping), through relational aggression (manipulation, isolation, exclusion), and/or through the use of technology (text messages, email, social media, instant messaging).

Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school sponsored function, in a school/parent driven vehicle. Cyberbullying means bullying by use of any electronic communication device including, but not limited to e-mail, instant messaging, text messages, blogs, mobile phones, online games, and websites (KSDE 2008).

Dealing with a Bully

Verbal/Emotional Bullying: There are three steps that any student who is being verbally bullied should do. Those are in the following order:

STOP – Take a deep breath. Look the bully directly in the eye.

TALK – Say the bully's name followed by "I am not a ____" (insert whatever name they called you). Do this loudly where everyone in the room will hear you.

WALK – Turn around and walk away from the situation and find the closest adult to report the incident to.

Physical Bullying: If you feel like you are about to be physically bullied by another student, immediately report it to an adult. Walk away from the situation as quickly as possible. Avoid being confrontational. If possible, find a friend nearby because bullies often will not take on more than one person at a time.

Cyber Bullying: Keep a copy of any text, email, ect. in which you feel like you are being bullied. Do not delete it. Show it to an adult as soon as possible.

Observation of Bullying

Any student who observes another student being bullied should immediately act to stop that student from being bullied. Those actions may include:

Telling the bully to leave the student alone.

Take the bullying victim by the hand and leading them away.

Report it immediately to an adult.

Any student who observes a bullying incident and fails to intervene in at least one of the three manners listed above are subject to disciplinary action.

As a student of our school, I can:

Expect to be treated with respect by staff and that they are taking measures to keep me safe from persistent bullying.

Help someone if I see them being bullied.

Tell a teacher or staff if I see someone being bullied.

Be a friend to a person being bullied, to show the bully the behavior is not acceptable.

Expect that serious action will be taken against me if I bully others.

As a victim of bullying, there are a number of things I can do: (no specific order)

Expect help if I am being bullied.

Tell my friends, to share the burden.

Speak to my teacher, counselor, and/or principal.

If I bully someone, I can expect:

My teachers to be aware that I am bullying.

To be spoken to and dealt with by the principal.

Help towards changing my behavior and attitude so I can stop myself from doing it in the future.

The incident to be investigated and appropriate action to be taken against me (e.g. verbal warning, parents informed, detentions, internal or external exclusion – dependent on the seriousness and length of the incident).

Staff are expected to deal with the situation by:

Intervening as early as possible.

Recording exactly what was seen or heard, pupils involved, date, and time.

Using the no blame approach. (Hear both sides, the may be more to this than what meets the eye.)

Reporting it to the principal.

Speaking with the bully so they are aware that teachers know what is happening.

Factors for determining consequences:

Age, development, and maturity level of the parties involved.

Degree of harm.

Surrounding circumstances.

Nature and severity of the behavior(s).

Incidences of past or continuing pattern(s) of behavior.

Relationship between the parties involved.

Context in which the alleged incident(s) occurred.

Examples of consequences:

Bully reprimanded.

Temporary removal from the classroom.

Loss of privileges.

Classroom or administrative detention.

Referral to principal.

In-school suspension.

Out-of-school suspension.

Legal action.

Expulsion or termination.

Proactive behavior shall be designed to: correct the problem, prevent another occurrence of the behavior, and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences.

USD 322 prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may include suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment or bullying will be in accordance with school policies, procedures, and agreements regardless of whether the harassment occurs on school grounds.

Sexual Harassment

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, benders, and any others having business or contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against

Discrimination. All forms of sexual harassment are prohibited at school, on school property, school transportation, and at all school sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited whether or not the harassment occurs on school grounds.

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

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

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

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include but is not limited to: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome touching or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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

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

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

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

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

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in students, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Appendix C- Student Illness Exclusion Guidelines

| Conditions for Exclusion from School | Conditions for Returning to School |
|--|--|
| Fever: Oral temperature of 100 degrees or axillary (armpit) temperature of 99 degrees | Free of fever for 24 hours without the use of fever reducer. |
| Vomiting | Free of vomiting for 24 hours |
| Diarrhea, 2 or more watery stools within a 4-hour period. | Free of diarrhea for 24 hours |
| Pink or red conjunctiva with white or yellow discharge to one or both eyes. (pink eye) | May return 24 hours AFTER treatment has been initiated. |
| Severe cough that is disruptive to the students ability to learn. | Cough is controlled, or student is no longer coughing. |
| Untreated lip or face sores that have discharge of any kind. (ie: impetigo) | May return 24 hours after treatment has been initiated. Lesions must be crusted with no visible drainage. |
| Head lice | After hair has been treated, including free of nits and of live lice. |
| Influenza | May return after 7 days following the onset of symptoms and a positive diagnostic test from a licensed practitioner. |
| Known contagious diseases as defined by the Kansas Department of Health and Environment K.A.R. 28-1-6. | Follow the KDHE requirements for exclusion. |

Parents/Guardians are requested to report physician's diagnosis to the school. As required by the law, the school nurse will notify the Kansas Department of Health and Environment and Pottawatomie County Health Department of a suspected or confirmed reportable disease case. To see the full list of reportable diseases, go to: http://www.kdheks.gov/epi/disease_reporting.html

If a student is sick during the day, do not send them to an activity in the evening.

Appendix D: SIT Process

Student Improvement Team (SIT)

The Student Improvement Team is designed to support students who are experiencing academic and/or behavioral difficulties.

What is SIT?

SIT is a group of caring teachers, staff, and administrators that meet on a regular basis to determine needs, effective interventions, and a course of action on behalf of referred students. The team continuously monitors students' success after they have entered the program.

Who can refer students to the SIT program?

Classroom teachers, administrators, school counselor, social worker, parents, and/or students themselves.

Why is the SIT program needed?

Educators, parents, and community leaders have concerns about all students experiencing learning and behavior problems, including students with or without disabilities. Although classroom teachers can meet the needs of many students, there are situations where teachers need assistance. The goal of the Student Improvement Team is to expand the use of various resources and communities to address students' needs.

What services are provided by SIT?

The SIT process is designed to provide prompt, individualized support to students. It allows schools to focus and connect resources for students experiencing academic or behavioral difficulties and seeks to create a meaningful process to connect students with the appropriate resources.

SIT Belief Statement

Educators, community members, parents, and students can generate much higher levels of student achievement and virtually eliminate school failure by connecting with students and coordinating the resources they need to succeed.

Reasons to implement the Student Improvement Team process

- Each student receives all available resources needed to reach his/her full academic potential.
 - SIT is responsive to the complex problems faced by teachers in today's classroom.
 - SIT uses resources to determine needs and solutions for students that may have problems that impact their academic performance or behavior.
 - The SIT process focuses on creating connections/solutions.
- For more information, contact your building principal, guidance counselor, or school social worker at USD 322.

Appendix E: FERPA

Family Educational Rights and Privacy Act

Under the family Educational Rights and Privacy Act (FERPA), the parents of students enrolled in any educational institution are given certain rights concerning the school records of their children. The following parental rights are accorded under this act:

- Parents have access to their child's records upon request. This request should be directed to the custodian of the school records in question. Access must be granted to the parent within 45 days after the receipt of the request by said custodian.
- The parents' right of access shall include:
 - The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their child.
 - The right to inspect and review the content of those school records.
 - The right to obtain copies of those records.
 - The right to a response from the district to reasonable requests for explanations and interpretations of those records.
 - The right to an opportunity for a hearing to challenge the content of those records.

When a child reaches the age of 18, all rights formally accorded to the parent concerning a child's records will become the right of the student. Parents at that time no longer have access to their child's educational records.

Appendix F: Consequences for Excessive Absenteeism and Tardies (For grades 6-12)

Unexcused Absences

- First offense: Detention assigned. Written notification to parents.
- Second offense: Detention assigned. Written notification to parents.
- Third offense: Detention assigned; Parent meeting. Student is ineligible for one week immediately.
- Fourth offense: Student is behaviorally ineligible for remainder of the semester.
- Behavior contract to address attendance put into place.
- Subsequent offenses: Principal discretion on further consequences.

Tardies

- First offense: Verbal acknowledgement from teacher.
- Second offense: Verbal warning from teacher.
- Third offense: Detention assigned.
- Fourth offense: Parents meet with principal and student. Two detentions assigned.
- Subsequent offenses: Principal discretion on further consequences.