

UNIFIED SCHOOL DISTRICT #269

Damar Elementary School Palco Jr. /
Sr. High School

2023~2024

HANDBOOK

USD 269 does not discriminate on the basis of race, color, ancestry, national origin, religion, sex, disability, age, veteran status, or any other legally protected classification. Persons having inquiries may contact the school district's Title IX Director/ADA/Section 504 Coordinator for adults at 785-839-4265, or Section 504 Coordinator for students at 785-839-4625, 402 Third Street, Damar, KS 67632.

TO the STUDENTS and PARENTS/GUARDIANS of USD #269:

This Student Handbook is compiled for the 2019-2020 school year. It has been thoroughly reviewed by the USD #269 board of education, administration and faculty, and adopted by the board July 16, 2019. Pages 1 through 32 of this Handbook apply in most cases to all students, Pre-K-12. Although many of these rules will not affect the average elementary student, they are nonetheless important to know since all students will be treated equally, though age-appropriately, in USD #269. We hope you will find it interesting as well as beneficial to observe how rules and regulations will adapt and change as your student grows through the years in our district. The final sections, pages 33 through 45 contain information specific to students at their age levels in the separate district buildings.

This Handbook is meant to serve as a guide for the purpose of creating a safe and orderly school environment for all students and staff within the school setting. It is not all-encompassing, as situations can arise that are not directly addressed herein; these will generally be solved by the building administrator.

Contents

General Policies

Absences.....	27
Administrative Action.....	28
Excused.....	27
Excusing an Absence, How to.....	28
Illness During School Day.....	30
Pre –Arranged.....	30
Truancy.....	29
Work Makeup Procedure.....	29
Requirements.....	32
Attendance.....	24
Appeal Process.....	25
Compulsory Attendance.....	24
Communication to Parents from the Office.....	26
Students Withdrawing from, or Dropping Out of, School.....	25
Birthdays.....	60
Bus Stops.....	20
Building and Playground Discipline and Supervision.....	62
Building Opening Time.....	50, 62
Computer/Internet.....	17
Contagious Diseases.....	16
Deliveries or Gifts.....	16
Discrimination Complaints.....	12
Drug Dog Utilization.....	17
Drug-Free Schools.....	9

Due Process for Student Grievances.....	11
Equal Educational & Employment Opportunity.....	9
Family Educational Rights & Privacy Act of 1974.....	9
Fees/Supplies [JHS/HS].....	63
Fire Drill Procedures.....	10
Food in the Buildings.....	13
Food Service.....	19
Guidance Program.....	30
Educational.....	30
Personal.....	31
Social.....	31
Health Assessment, Student.....	15
Immunization Requirements.....	15
Inoculations.....	15
Instrument Rental.....	18
Leaving Classroom/Hall Passes.....	24
Leaving School Grounds.....	23
Locker Assignment and Inspection.....	18
Medications.....	13
Administration at School.....	8
Mud Routes.....	21
Parent Visitation.....	16
Promotion and Retention	16
Safety Goggles.....	18
Room Mothers and Fathers.....	60
Sexual Harassment.....	22
Shuttle Buses {See "Bus Stops"}.....	21

Snowballing.....	22
Special Services.....	31
Student Parking.....	59
Textbook Rental [ES].....	59
Tobacco-Free School Grounds.....	9
Transportation/Vehicles.....	20
Visitors in the Buildings.....	17
Weapons.....	22
Weather Announcements.....	21
<i>Zurich Traffic Dangers</i>	60

Academics

Activity Meal Allowance.....	50
Activities Participation/Eligibility.....	54
Classification of Students.....	50
Deficiency Reports.....	53
Dual Credit/Online Course Options.....	49
Early Graduation.....	49
Enrollment/Class Changes.....	52
Financing for Organizations.....	57
Grading.....	50
Graduation Requirements.....	51
Library Use.....	53
National Honor Society, Eligibility.....	53
Social Functions.....	57
"Student of the Month" Award.....	54
<i>Teacher Aide</i>	49
Valedictorian/Salutatorian.....	54
Withdrawal from School.....	50
Overnight Accomodations.....	56

Extra-/Co-Curricular

Concessions..... 57
Equipment..... 58
Family Night/Sunday Observance..... 31
Insurance..... 58
Physicals..... 58
Practice/Events..... 58

Sportsmanship..... 32

Student Conduct

Citizenship Awards.....
Cell Phones/Personal Electronic Devices (PED's)..... 34
Infractions/Consequences..... 38

 Academic Dishonesty.....38
 Arson.....38
 Assault/Hitting.....38

 Automobile/Vehicle Misuse..... 38
 Bullying and Cyberbullying..... 39
 Bus or Transportation Misconduct..... 39
 Chain of Command.....11
 Dishonesty.....39
 Disrespectful or Disruptive Conduct or Speech.....40
 Drugs/Alcohol.....40
 Extortion.....41
 Fake Notes and Telephone Calls.....41
 False Alarm.....41
 Fighting.....42
 Fight Provoke.....42
 Gambling.....42
 Hazing.....42
 Hostile Aggravation..... 42
 Incendiary Devices or Fireworks.....43
 Nicotine Products.....43

Nuisance Items.....	44
Promoting Student Misconduct.....	44
Public Display of Affection.....	44
School Safety Hotline.....	47
Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material.....	44
Sexual Activity.....	45
"Student of the Quarter" Award.....	46
Technology Misconduct.....	45
Theft.....	45
Threats or Verbal Assault.....	45
Unauthorized Entry.....	46
Vandalism.....	46
Unintentional Damage to Textbooks/Equipment.....	36
<i>Student Discipline Code</i>	36
Conditions of Suspension, Expulsion, and Other Disciplinary Consequences.....	37
Documentation in Student's Discipline Record.....	36
Enforcement.....	36
Felonies, Commission of.....	37
Prohibited Conduct.....	38
Participation in Activities.....	37
Reporting to Law Enforcement.....	37
<i>Student Dress</i>	32
<i>Tardies</i>	35

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Cooks: Ginger Dinkel, Lela Peterson

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Tobacco-Free School Grounds

Tobacco use of any kind (cigarettes, chew, snuff, e-cigarettes and vape devices) is not permitted by any person (staff, student or visitor) at any time in or on USD 269 property. Staff and students who violate this policy will be subject to disciplinary measures in accordance with applicable school and district policies. Visitors who violate this policy will be asked to dispose of the tobacco products and abstain from further use until leaving the premises. If a visitor refuses to dispose of the tobacco products, they will be asked to leave the district/school property.

Drug-Free Schools

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

Equal Educational & Employment Opportunity

The provisions of Title IX of the Education Amendment of 1972 Rules and Regulations of the Department of Health, Education, and Welfare (456FR Park 86), shall be the policies of Palco Unified School District No. 269 (hereinafter called "USD #269"), Rooks County, Kansas.

Family Educational Rights and Privacy Act of 1974

This act requires the board of education (hereinafter called "board") of school districts to notify legal custodians of students and students who are eighteen (18) years of age that, unless they inform the school officials in writing the information shall not be released without prior consent, such information will be classified as directory

information and will become public record. The information involved will include: (1) name, address, and telephone number; (2) date and place of birth; (3) participation in school activities; (4) dates of attendance; (5) most recent previous educational agency attended; (6) diplomas and awards received; (7) honors received; (8) student publications and yearbook information; and (9) athletic roster information.

Transcripts of student grades are released only with the written permission of the student who is eighteen (18) or the parent(s) of underage students. Transcripts will be released to institutions of postsecondary education upon student request.

Fire Drill Procedures

Fire drills will be held in each building each month. All students and employees will exit the buildings. Windows and doors to each classroom will be closed, and the teacher is responsible to see that all students leave the building in an orderly manner. *No running should be allowed!*

On the first day of school each year, teachers in the elementary classrooms and individually in each jr./sr. high school rooms will instruct students on evacuation procedures from the various classrooms. These will also be posted, as required by Kansas Statute, in each classroom and office.

The State Fire Marshal indicates that all personnel should move at least fifty (50) feet from the building. Students and staff should remain in the designated area until the "all clear" is visually given by the principal or her/his designee.

During an emergency situation, classroom teachers will be responsible for the evacuation of all students with necessary assistance being given to aid disabled students who are located in the classroom during the emergency time. If disabled students require additional help for safe evacuation, classroom teachers may request help from other adult staff members.

Animals in Schools

Persons bringing animals to school or to school activities must receive prior permission from the supervising teacher or coach and the building principal. This does not pertain to animals used by persons with disabilities. All animals brought to school will be clean and free of disease or parasites including: fleas, ticks, and mites

Chain of Command

The USD #269 board of education supports a firm "chain of command" policy to help resolve student problems before they become major issues. Parents are expected to bring school/classroom problems to the teacher of the particular class or self-contained classroom. If the problem cannot be resolved between the parent/guardian and the teacher the principal may be contacted. Formal procedures beyond these two (2) resolutions are explained in detail

Herein. Great schools cannot exist without a close relationship between the home and the school!

Due Process for Student Grievances

Students are entitled to due process. Students having a grievance must follow established procedure. No restraints, discrimination, or reprisals will be exerted upon any student who files a grievance. It will be the policy of the school administration and staff to assure every student the opportunity to have the unobstructed use of the grievance procedure without fear of prejudice or reprisal in any manner. Students need to do the following:

- Request an appointment with the teacher/sponsor/coach of the area of the grievance. Every effort should be made to resolve the matter at this level.
- If a satisfactory solution is not established at this level, the student may request an audience with the building principal. Such request should be honored within five (5) days. Both the student filing the grievance and the teacher's presence is for resource information. A resolution to the grievance should be found at this conference.

• If the grievance is not resolved at the principal/student/teacher level, the student may carry the grievance to the superintendent of school (hereinafter called "superintendent"). This request needs to be in writing where the information includes prior resolutions to the grievance with the teacher and then the case as determined by the building

principal. The request will need the signed endorsement of the student's parent(s)/guardian(s). The superintendent will hear the case and make the decision on the disposition of the grievance.

- The superintendent may take the case before the board at its next meeting provided approval has been given by the student's written request. The board is the final authority within the school system for the resolution of the grievance.

Discrimination Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible action.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Casey Robinson has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX 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. Information concerning the provisions of these Acts and the rights provided thereunder are available from the compliance coordinator.

Complaints by a student should be addressed to the building principal or the compliance coordinator. Complaints about discrimination will be resolved through the following complaint procedure:

- A complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation.
- A complaint should be filed within thirty (30) days after the alleged violation.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigation officer. In other instances, the investigation shall be conducted by the building principal. The investigation

shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit evidence, written or oral, relevant to the complaint to the investigator.

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator and a copy forwarded to the complainant no later than thirty (30) days after the filing of the complaint.
- Records relating to complaints, filed and their resolution, shall be maintained in a confidential manner by the compliance coordinator.
- The complainant may appeal the resolution of the complaint to the person responsible for handling appeals, or to the board if the complaint was against the superintendent. The request to appeal the resolution shall be made within thirty (30) days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, written or orally, within thirty (30) days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within thirty (30) days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies. The superintendent or building principal involved shall report any unresolved complaint about a student to the board at the next regularly scheduled board meeting.

Medications

The supervision of oral or injectable medications is not the responsibility of the schools and school personnel (including the school nurse) shall not administer prescription medications without a signed note from licensed medical professionals allowing this procedure. *Absolutely no over-the-counter medications (including aspirin, Tylenol, etc.) will be given to children by any school personnel.*

Administration of Medications in School

When the school receives an authorized note from an attending licensed health professional stating that prescribed medication shall be administered the following procedure will be followed:

- The prescribed medication shall be left in the office with the secretary or principal. The amount to be administered and appropriate time frames must be written on the medication by the licensed health professional or a pharmacist;
- The dates for administering the drug must be inclusive and the licensed health professional's note "to administer," as well as the school official that is required to administer the prescribed medication;
- In the event the designee to administer is not present the building principal (or his/her designee) shall administer the prescribed medication; and
- School personnel that have not been trained to administer injections or other medical procedures shall not administer medical treatment.

A simple "rule of thumb" to follow is: if medication needs to be given to a child, try to administer it prior to the school day and after school is out. If it must be administered, the school needs a licensed health professional's note with:

- The type of prescription to be taken;
- When it is to be give (frequency of administration);
- What school person(s) is to give the medication; and
- Dates for administering medication (how long it is to be given).

The school will, in all cases of accident or injury, administer first aid care to a child in accordance with the "Emergency Procedures for Accident and Illness in Kansas Schools" statute.

Health Assessment, Student

The district shall endeavor to maintain a healthful environment for students during the school day and at school-sponsored activities. When a student is sent to the office because of apparent illness, if needed his/her temperature will be taken. Should the temperature be one hundred (100) degrees or higher parents will be notified and required to pick up the student from school. In addition, there may be other health issues that may not allow a student to remain at school. The building principal will have the final authority on the matter.

Immunization Requirements

Kansas Statutes state that new students entering Kansas schools for the first time must complete the required immunizations within ninety (90) days of school entrance or they may be excluded from school. Additionally, it should be noted that neither the law nor the regulation makes allowances for disease histories to be accepted in lieu of vaccine histories. The vaccines would be required even though parents may believe their children have previously experienced one (1) or more of the diseases, unless a licensed health practitioner has verified a history of disease on the form.

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

A copy of this policy and the applicable state law shall be distributed to students or their parents each fall. The superintendent shall issue a news release each August explaining the required vaccinations and booster shots.

The superintendent may exclude from attendance any student(s) who fails to provide the documentation required by law until satisfactory requirements are met. Notice of exclusion shall be given to the parents/guardians as prescribed by law.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

Contagious Diseases

Students identified with contagious diseases will not be admitted to school without a doctor's release. The school is responsible for the health and welfare of all students and for the safety and health of all students. Those identified with contagious diseases must be cleared by a physician before entering school.

Deliveries or Gifts

Students are not to receive any deliveries or gifts directly to the classroom from parents, relatives or friends during the course of the regular school day. If deliveries or gifts are brought to school they should be left with the office secretary who will see that the student gets the delivery at the end of the school day.

Classroom learning or activities are not to be disrupted by going directly to a classroom

door and/or by entering the classroom! Students need to keep a routine in their daily schedule and any disruption hampers the teacher's efforts to keep them focused and on task.

Parent Visitation

Parents/guardians are always welcome in the school buildings and are encouraged to visit school whenever it is possible to do so. However, there are times when students are testing, a substitute is present, or other circumstances that would make a visit less desirable may be occurring. A call or e-mail to the classroom teacher or the office could help make the visit more pleasurable for everyone concerned.

Visitors in the Buildings

All visitors in one of the school buildings should first check in at the office before they go to other areas of the building.

Drug Dog Utilization

Prior to the start of each school year, local law enforcement officials may bring a drug dog that will sweep the building to serve as a baseline to determine there are no illegal substances in the school. Throughout the year, as a proactive measure, a drug dog may conduct random searches of the school grounds.

The dog(s) will be utilized to search the following:

- The parking lot;
- All locker areas; and
- Random classrooms.

Students in classrooms randomly chosen for searches will:

- Vacate the classroom, and
 - Leave all book bags, purses, and other carried-in items in the classroom (this may include jackets and coats worn in the classroom).
 - Students will be asked to empty any bags, coats, or other carried-in items if a dog alerts to the item(s).

Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials. If the search is conducted utilizing a drug dog, any alerts will be turned over to law enforcement for completion of the investigation.

Computer/Internet

Before students will be allowed to access the technology available, students and parents must sign and return to the office the acceptable use policy form.

Safety Goggles

By Kansas Statute all students and teachers engaged in certain dangerous activities must wear approved safety goggles (these activities would include, but not be limited to, certain vocational/industrial arts, chemical/physical courses or laboratories, etc.). These goggles will be available for students enrolled in such classes. They need to be obtained at the beginning of

school each year and must be worn for *all classes* requiring safety goggles.

Instrument Rental

Instrument rental for district-owned instruments will be \$35.00 per year and is due at the beginning of the school year. Normal use repair will be provided by the district. Repairs necessary because of misuse of the instrument will be paid by the student.

If a student is asked to play a particular instrument instead of his/her own horn or other instrument, the rental fee will be waived. Supplies for ongoing maintenance of an instrument will generally be available at school.

Locker Assignment and Inspection

Where applicable, each student will be assigned a locker or lockers. It is recommended that students keep locks on their assigned lockers. Only combination locks provided by the school are permitted. Combination locks are available in the office. If a lock is lost or damaged the replacement cost is five dollars (\$5.00).

Please note: The school district is not liable for lost or stolen property left in an unlocked locker or lying in open areas throughout the building {this includes cell phones, electronics, etc.) or locker rooms. Valuables may be checked in at the office for safekeeping. Students are responsible for their own lockers and the contents inside.

Lockers are the property of USO #269. The administration reserves the right and has the obligation to inspect and/or search student lockers when necessary to safeguard the health, welfare, and safety of all students and school personnel.

Bookbags

During school hours, book bags and athletic bags will not be allowed in classrooms. If book bags are

brought to school, they must fit into a student locker and the locker door must shut and latch. Students

will not leave book bags or athletic bags in the hallways at any time. Fire code does not allow for items to

be left on the floor or hallways or blocking exit pathways in the classrooms.

Food Service

1. Breakfast and lunch are served each day beginning with the first day of classes;
2. An announcement of "no meals being served" on days of early release or inclement weather will be made.
3. Students eating meals are under the supervision of the faculty.
4. Meal rates will be determined by the board each year.
5. All students eating meals, whether prepared at school or brought from home, must eat in the cafeteria.
6. No food is to be eaten outside the cafeteria.

Families that meet certain financial guidelines may qualify for free or reduced-price Meals. Parents who feel they may be eligible for this program should contact the building secretary or principal to receive the proper forms.

Meal fees are to be paid in advance, including reduced-price meal fees. When a student's balance is zero a letter will be mailed to the parents requesting that money be added to the student's account. Students will be allowed to charge up to five (5) meals; after the fifth (5th) meal if the account is not up-to-date the student will be offered a nutritional alternative meal. Parents will be contacted by the office to make arrangements to bring the account balance to a positive figure or to bring sack meals.

When a student does not eat, no charge is assessed.

Students are discouraged from bringing purchased food from outside establishments into the cafeteria. The food prepared by school staff meets state and federal guidelines that help USD #269 maintain a healthy student body. Sack lunches prepared at home are permitted. Meals purchased at fast-food outlets to be consumed at school must not be brought to the school in their original containers. Caffeinated beverages are not to be consumed in the cafeteria.

Students who exhibit misbehavior in the cafeteria such as: (1) throwing food, (2) harassing or making fun of others, (3) talking extremely loud and/or boisterous talk, (4) using profanity or verbally threatening others, or (5) provoking or engaging or fighting in the lunchroom may result in disciplinary action.

Visiting parents/guardians/adults and children, when accompanied by an adult, are welcome to eat breakfast or lunch in the cafeteria and may obtain a meal ticket from the office secretary.

Transportation/Vehicles

1. Drivers are in command of the vehicle and are responsible to see that bus regulations are obeyed.
2. Teachers/sponsors/coaches are responsible to supervise the students under their care on an activity trip.
3. Students are required to ride school transportation to and from school-sponsored activities.

Any exception to this policy must be made at the administration level.

Any parent/guardian may pick up his/her child by requesting to do so *in person* from the teacher, sponsor, coach, or principal. The student may ride home *only* with her/his parent/guardian and *not* with someone else's parent/guardian or another relative of the student.

Bus Stops

No athletic bus will stop after an event held Monday through Thursday nights without administrative approval. This approval will be determined on home arrival time. The bus may stop after a Friday game

if *prior* approval has been given by the administration. Any change in this procedure will require administration approval. Daytime athletic contests will also require administration approval.

Shuttle Buses: A shuttle bus(es) is provided by USD #269 after sports practices.

Approximate times and drop-off sites for shuttles will be announced prior to each activity season annually as they can vary depending on participation, and will be determined by the administration. Parents will be notified of any changes in times for the shuttles. *After out-of-town games/activities students will be delivered to designated sites in Damar, Palco and Zurich.*

Mud Routes

When rural roads are impassable because of mud, snow, or ice, the district will rely on mud routes to get students to and from school. The same radio and television stations used for school closings will be notified when mud routes need to be run.

The same procedure used for weather announcements will be used for mud routes if affecting the entire district (see below). Otherwise, drivers will notify individual families when weather is only affecting part of the district.

Afternoon routes will be run opposite the morning routes.

If a parent/guardian feels that he/she cannot get her/his child safely to one of the drop off/pick up locations, call the school and any such absence will be excused. *The safety of the child will always be the paramount concern of the school district.*

Weather Announcements

KWCH (Wichita) television station is our "point of contact" for weather calls. KWCH (Channel 7) will be notified by school officials regarding closure of school because of inclement weather. These announcements will be made between 6:00 and 7:30 AM, but every effort will be made to make the call no later than 6:30 AM. If no announcements are made, buses will run and regular classes will be held. In addition, our automated notification service will give an individual call to all families who are utilizing this service. Anyone may sign up for this benefit.

Weapons

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm shall result in expulsion from school for a period of one (1) year (one hundred eighty six [186] school days), except that the superintendent may recommend that the expulsion requirement be modified on a case-by-case basis under the provisions of board policy "JDC-Probation." Students violating this policy shall be referred to the appropriate law enforcement agency(ies).

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer of any destructive device.

As used in this policy, the term "destructive device" means any explosive incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than one-quarter (1/4) ounce, mine, or other device similar to any of these devices.

Knives of any description are prohibited in district buildings.

Snowballing

There is to be no throwing of snowballs on school premises or in the immediate vicinity of any USO #269 school building. USO #269 discipline policies will apply to this violation.

Sexual Harassment

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

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to

fail to investigate or refer for investigation, any complaint lodged under the provisions of 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: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the

individual's education, (2) submission, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual, or (3) such conduct has the purpose or effect of interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person, with sexual or demeaning implications, unwelcome touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participating in extra-/co-curricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual. Any student who believes that he/she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another licensed staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint, or otherwise reporting sexual harassment, will not reflect upon the individual's status nor will it affect grades or participation in extra-/co-curricular activities. Confidentiality will be maintained throughout the complaint procedure.

Leaving School Grounds

No student will be allowed to leave school grounds/buildings without authorization from the principal and/or the student's parent/guardian. This includes the lunch hour and getting materials from vehicles. If an emergency occurs, the administration may waive this policy for the student. Students shall "sign-out" in the office before leaving school for any reason. If a student leaves school without permission it may result in a detention to be served with the principal.

Leaving Classroom/Hall Passes

Students must have a designated hall pass in order to leave the classroom for any reason (i.e. bathroom, counselors, etc.).

Food in the Buildings

- If students bring pop, juice, tea, etc., into the building, they need to be in the original container and are subject to examination by school personnel if there is a suspicion of alcohol or drugs being consumed with the drinks.
- *Sunflower seeds are prohibited from the school at any time, either during the day*
or at night with activities.
- Pop, juice, tea, protein drinks, etc., with lids may be in classrooms with the teacher's approval. These drinks should be used in moderation.

If spilled liquids become a problem in the classroom, this privilege will be revoked.

Empty pop and other containers should be disposed of in the trash can or in recycle or special containers. If candy wrappers, pop, juice, and other containers become a problem, these items will be banned from the school buildings.

Attendance

USD #269 exists to improve lives through education. The district seeks to enroll and educate all resident children in the community, as required by law.

Compulsory Attendance: The compulsory attendance law makes it mandatory that any child who has reached the age of seven (7) years and is under the age of eighteen (18) be enrolled in school. Only students that are an exception by law or have been suspended or have been expelled from school are not required to attend school. Additionally, students sixteen {16} years of age or older whose parents or legal guardians sign waivers releasing them from mandatory attendance may terminate their enrollment.

Students Withdrawing from or Dropping Out of School: Once enrolled the student will be considered a district student until the

district is directed to withdraw the student or until multiple unsuccessful attempts have been made to contact the parents/guardians or student to confirm his/her continued enrollment after several absences. The district will encourage all families and students to consult with district staff prior to withdrawing a student.

Any student age seventeen (17) or older who drops out of school for any reason other than to attend another school, college, or university, or to enlist in the armed services, shall be reported to the state.

Attendance: Regular attendance is an important responsibility of every student. Poor attendance is among the greatest factors in school failure.

A student shall be allowed no more than ten (10) absences per semester, excused or unexcused, except as set forth in the section titled "Absences." On the eleventh (11th) absence in any one (1) class, the student *may be denied credit* for that class. The student will be allowed to remain in the class to establish continuity for the next semester, providing the student does not become disruptive. The student will begin the appeal process at the end of the semester that credit may be denied. The official attendance record will be kept in the office of the student's attendance center.

Appeal Process: If the student or parent feels that justifiable or extraordinary circumstances have contributed to reaching the ten (10) day limit, the student and parent/guardian may appeal to the Attendance Review Committee (in this section called "Committee"). An appeal form must be completed and filed with the office after the end of the semester in which the absence occurred. The review by the Committee shall be held within a reasonable time after the appeal request is made. If no appeal request form is received by the end of the semester, course credit is denied.

The Committee will consist of an administrator, a counselor, and a teacher. In reviewing the denial of course credit, the Committee will consider the reasons for all the student's

absences, not only those absences above the ten (10) days allowed. The committee will

consider all relevant information including whether:

- The appeal form was submitted to the office by the specified due date;
- The student has supplied reasons for each absence with appropriate documentation; All class work has been completed with a minimum level of 60%; and
- All class objectives have been met.

There are three (3) possible outcomes from an appeal to the Committee:

- Credit is denied;
- Credit is awarded; or
- The student is placed on probation for the next semester, with credit held pending satisfactory attendance during the probationary period.

The credit denied outcome from the Committee will be sent to the parents by certified mail. All other outcomes will be mailed to the parents non-certified.

Upon receipt of the outcome of the appeal, the student and his/her parent/guardian may contact the Committee for a personal appeal review. It is mandatory that both student and parent/guardian be in attendance at this appeal review.

Where the Committee upholds the denial of course credit based on excessive absences, the student and parent/guardian may request a hearing before the board. Parties who desire

to appeal the decision of the Committee must notify the principal or superintendent

within ten (10) days of the decision. Failure to make a timely request for a board hearing will result in the denial of credit as affirmed by the Committee. Procedures for a board hearing shall be the same as provided for in any student disciplinary matter.

Communication to Parents from the Office: A five (5) day attendance letter will be mailed to the parent/guardian when a student has reached five (5) excused and/or unexcused days in any one class in a semester. The purpose of the letter is to inform the parent about the absences and the impact these absences may have on the students status.

The student may request a conference with the principal. Students and parents/guardians may request a copy of the student's attendance report by contacting the office.

An eight (8) day attendance letter will be mailed to the parent/guardian when a student has reached eight (8) excused and/or unexcused absence days in any one class in a semester. In addition, the office may contact the student's parents and the student may conference with the principal. This letter will also serve as notification that when a student misses eleven (11) days in any one class she/he will be subject to denial of credit.

At the time of the eleventh (11th) absence in a class, notification of denial of course credit in that class will be sent by certified mail to the parent/guardian. Documentation of the letter will be logged in PowerSchool, USD #2691s student information system, an

email will be sent or a telephone call will be made to the parent/guardian of the student, and a copy of the student's daily attendance log will be included in the letter.

Absences

Except as indicated herein, excused and unexcused absences count toward the ten (10) day limit each semester. An unexcused absence will mean that the student cannot get credit for the class work missed during that absence and may receive additional consequences.

The following excused absences will not count toward the ten (10) day limit with proper documentation:

- Hospitalization;
- Death in the family;
- Doctor appointments, including dental/orthodontist;
- School suspensions;
- Mandatory court dates;
- Counselor and/or office appointments;
- Two (2) college visits each year for juniors or seniors with verification from the college;

- School-related activities in which the student is a participant; and/or

- History of chronic health problems provided that proper documentation is filed with the office of the student's attendance center.

Please note: There is no "Senior Skip Day!"

The following examples of excused absences will count toward the ten (10) day limit:

- Oversleeping;
- Family vacations;
- Going out of town;

- Missing the bus;

- No ride to school;
- Needed at home;
- Personal business;
- Car trouble;
- Activity camps;
- Temporary illness that does not necessitate hospitalization; and/or
- District/state contests or other school-related activities in which the student is not a participant.

How to Excuse an Absence: The best way to have an absence excused is for a parent/ guardian to call the attendance center office on the day of the absence. These numbers are: Palco High School-785.737.4645 and Damar Elementary School-785.839.4265.

If a telephone call is not possible, a written note from the parent excusing the absence should accompany the student upon his/her return to school. This should be done within twenty-four {24} hours of the absence.

If neither a call was made during the absence nor a note was brought to the office, the student must report to the office immediately upon his/her return to school and use the telephone to verify the excused nature of the absence. Failure to report to the office may result in an administrator meeting with the student regarding the absence.

Please note: A student's absence will be officially considered unexcused if the student does not take the proper steps listed herein to get the absence excused within twenty four (24) hours after returning to school!

Administrative Action:

- The first {1st} and second {2nd} unexcused absences during a semester will result in no administrative action. The third {3rd} unexcused absence during a semester will result in notification of parents and an "hour-for-hour" detention to be served with the principal to make up time missed.

- The fourth (4th) through sixth (6th) unexcused absences during a semester will result in one {1} day of in-school suspension to make up time missed.
- The seventh (7th) through tenth (10th) unexcused absences during a semester will result in a three {3} day out-of-school suspension with a parent conference to discuss re-admittance to the regular classroom.
- After the eleventh (11th) unexcused absence during a semester, the student will begin the appeal process at the end of the semester.

Truancy: According to K.S.A. 113 sect. C, the building principal shall report students who are inexcusably absent from school to the appropriate authority. Students thirteen (13) and under shall be reported to the local office of Family and Child Services (FCS) and students over thirteen {13} shall be reported to the county or district attorney. A student is truant when the absence is not verified under any of the following circumstances, whichever occurs first:

- Three {3} consecutive school days;
- Five (5) days in any term/nine (9) weeks; or
- Seven (7) days in a school year.

Unverified absence is when a student is absent from school all or a significant part of a school day without a valid excuse (see section titled "Excused and Unexcused Absences"). A significant part of the school day is considered one {1} block of time.

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent/guardian.

Work Makeup Procedure for Student Absences: It is the responsibility of the student to initiate the make-up work immediately upon return to each class. The individual classroom teacher will determine the make-up work. Homework assignments may be requested through the office. Make-up work must be completed within the established time requirements or loss of credit will result.

Please note: Students are allowed at least two (2) school days for the first {12} day of absence and one (1) additional day for each successive day missed thereafter. For example, a student missing two (2) days of school will be allowed three (3) school days to complete her/his make-up work.

Teachers are expected to be on duty at 7:45 AM and will be permitted to leave at 3:30 PM

Prearranged Absences: If parents are aware in advance of situations requiring student absences, they should notify the office as far ahead of the absence as possible. If reasonable time permits, arrangements will be made to get assignments from teachers.

In cases of pre-arranged absences, school work as indicated by the teachers should be completed prior to the absence of the student. There is a special form in the office for this purpose. Students should generally avoid these types of absences, particularly during semester testing.

Illness During School Days: When students are ill they should remain at home. In cases of emergency or illness at school, students should report to their teacher for permission to go to the office. If warranted, the office will consult with the parent/guardian to determine whether the student should continue in school or be sent home. Notifying parents/guardians of illness from a student's personal cell phone without going to the office first is prohibited (see policy on "Cell Phones/Personal Electronic Devices [PED's]," Pg. 21). Students are to report all personal accidents to the office. The parents/guardians will be contacted if it is necessary for the student to leave.

Guidance Program

The Guidance Program is designed to complement classroom education as well as provide services not specifically addressed in the classroom. The counselor will directly assist students in three (3) major areas of student life:

Educational

- Encourage and develop learning skills in the classroom;
- Help develop long-term goals after high school;
- Provide material related to careers of interest to the student;
- Assist in post-secondary exploration, application, financial aid, and scholarships;
- Promote a positive learning atmosphere; and
- Encourage a challenging course schedule that will prepare a student for a career of his/her choice.

Social

- Encourage and develop positive interaction with peers and adults; Help develop communications skills with others; Be a mediator in times of conflict; and Encourage involvement with the student's family.

Personal

- Help students identify individual needs and desires;
- Be a listener in times of frustration;
- Help students capitalize on strengths and work on problems; and
- Help students think of effective alternatives to problems.

Other duties include coordinating district testing and assisting with the development of The junior/senior high school enrollment and scheduling.

Special Services

USD #269 has the services of a school psychologist. Parents are encouraged to meet this individual throughout the school year. The district also offers the services of a speech/hearing specialist along with a learning teacher. These key faculty members are provided through the North Central Kansas Special Education Cooperative (NCKSEC) located in Phillipsburg, KS.

If students in USD #269 require any special services, these students will be directed through the proper channels to obtain the required services.

Family Night/Sunday Observance

Wednesday nights and Sundays will be reserved for family purposes out of respect for students so involved. Absolutely no school activities are to be held after 6:30 PM on Wednesdays or on Sundays. Coaches and sponsors are responsible to enforce this policy. Three (3) exceptions to the policy will be allowed:

- Kansas State High School Activities Association (KSHSAA), Western Kansas Liberty League (WKLL), or later return of athletes because of cooperative agreement difficulties with another school may be waived by the administration.

- If an athletic team is involved in a tournament or playoff contest that results in a Monday night game, the Sunday policy may be waived by the administration. Practice and/or meetings should not be Sunday evening in these cases. The time allowed for these practices will only be from 2:00 PM until 5:00 PM.
- The administration may allow, with reasonable assurance of lack of conflict with or in conjunction with a community or a family(ies) activity, a Wednesday evening or Sunday afternoon activity for a school or community group, as long as it is optional for the student and not mandatory.

Sportsmanship

Sportsmanship is expected from every person in the USD #269 community-adults as well as students, and it will be monitored by the administration at all school events.

Officials have been assigned by the WILL and local administration for all local sporting contests. They should be treated with courtesy at all times. The officials' decisions are final and should be accepted as such.

The success of any school is a direct result of the hard work, dedication, involvement, and morale of students and staff. If everyone does her/his part throughout this year to maintain a friendly and professional attitude, the pride and integrity that are a vital part of the everyday life in USD #269 will be illustrated to those outside the school setting.

Our motto should be: *TAKE PRIDE IN YOURSELF AND YOUR SUCCESSES AND IN OUR SCHOOL DISTRICT FOR THE POSITIVE IMAGE THAT WE PORTRAY TO OTHER SCHOOLS AND COMMUNITIES.*

Student Dress

The administration recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety. USD #269 also recognizes that the apparel of the student is primarily the responsibility of the student and, if she/he is under

eighteen (18) or a dependent, the parent/guardian. However, the school will insist upon attire that is conducive to the learning environment. The guidelines listed below are designed to prevent distractions in order to provide an atmosphere that is conducive to learning. The parent/guardian and student are responsible for ensuring that the student is in compliance with all aspects of the policy during the time the student is at school or participating in school-related activities. Failure by the student to correct dress code violations may result in disciplinary action. Building administrators are the final authority as to whether clothing is or is not in compliance with dress code policy. The guidelines for appropriate attire are:

- Pants, capris, shorts and skirts must be worn properly and not sag. "Sophies" and pajamas, including pajama pants are not allowed.
- Shirts should be modest and appropriate for school. Straps must cover under garments and midriff. No halter-tops, off-the-shoulder, one-shoulder tops or spaghetti straps are allowed. Spandex, leggings, tights and yoga pants may only be worn under the appropriate length clothing (Ex.: skirts, dresses and shorts).
- Shoes must be worn and clean at all times.
- Headwear, including hats, scarves, bandanas and hoods are not to be worn except on special days as approved by the administration.
- Any item that advocates or advertises tobacco products, alcoholic beverages, drugs, illegal substances, violence, racist organizations/symbols, gangs, obscenities, nudity, or have double meanings is not allowed.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia, or garment, including a religious emblem, insignia, or garment, as long as it is worn in a manner that does not promote disruptive behavior.

Please note: Student dress or personal appearance that the administration feels disrupts the learning process or interferes with the intended function of the school will not be acceptable. Consequences for dress and appearance infractions will be given for non-compliance, not for the violation of the dress code standard.

Cell Phones/Personal Electronic Devices (PED's)

For the purpose of administering policy on the use of electronic devices in schools, on school grounds, and on school buses, electronic devices are categorized as any cell phone/communication device/internet accessible personal computing device, gaming, music, photograph, and/or video device, etc.

- Students may utilize their cell phones before and after school, between classes and during lunch. Only school issued devices will be used during instructional time. The school will not be responsible for personal items lost, stolen, or broken. During the class period students will place their phones in a location (basket/box) designated by the instructor. The phone is not to accompany the student should she/he need to be excused to leave the room. It is recommended that all personal items be clearly labeled with the student's name in a conspicuous place.
- Headphones/earbuds are not to be worn at school unless given specific permission by a teacher. Headphones/earbuds may be worn in the classroom only.
- Cameras, video cameras, video phones, and/or other types of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms, or any other location where students may be changing clothes or have similar expectations of personal privacy.
- Electronic devices will be allowed on school buses as long as usage does not cause disruption and/or create a safety concern.

If any student is insubordinate to a faculty or staff member regarding the possession or use of an electronic device during class time, the following actions will occur:

First Offense:

- The teacher will send the student to the office with a pass to report to the principal.
- The teacher will notify the principal or secretary of the referral and the reason(s) for the referral as soon as possible.

- The office staff will keep the device until the end of that student's school day. Any teacher who confiscates a device should get it to the office as soon as possible. Teachers holding the device until it is picked up is discouraged.
- Parents will be contacted.
- The principal will assign a detention.

Second Offense:

- Repeat the First Offense steps.
- The principal may assign an in-school suspension.

Third Offense:

- Repeat the First Offense steps.
- The principal will assign an in-school suspension.

Fourth Offense:

- Repeat the First Offense steps.
- The principal may assign an out-of-school suspension.

Please note: Electronic devices are the responsibility of the owner. A police report can be completed if you believe the device is stolen. The owner of the device must provide proof of ownership in the form of a serial number. that can be obtained from the purchase receipt or original packaging. in order to complete a police report. The school assumes no liability for personal items that are lost, stolen, or broken. Owners bring items to school at their own risk.

Tardies

Consequences for tardiness to school/class will be broken down into semester time periods as noted herein. *After 1st Period tardies will be handled by the classroom teacher.*

Students who accumulate three (3) unexcused tardies per semester in a given class will serve a thirty (30)-minute detention. Each additional tardy in the particular class will further result in a thirty (30)-minute detention.

Student Discipline Code

The board has the legal authority to make all needed policies, rules, and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct that is prejudicial to good order and discipline in the schools or that impairs the morale or good conduct of the students. These policies, rules, and regulations will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities and events.

The Student Discipline Code is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this Code to list certain offenses that, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or the board.

In extraordinary circumstances where the minimum consequence is judged by the superintendent or his/her designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This Code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots, and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Enforcement: Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) days for violation of these policies, rules, and regulations. All regulations and procedures shall be consistent with board-approved discipline policies. The consequences contained in board policy and the student handbook are suggested guidelines. Each principal has the authority to use discretion and common sense as she/he enforces the consequences for a particular violation of the rules.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations, and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining

students with disabilities, and instruction in the necessity and requirements for confidentiality.

Reporting to Law Enforcement: It is the policy of USD #269 to report all crimes occurring on district property to law enforcement including, but not limited to, crimes the district is required to report in accordance with law. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days of expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record: The principal, her/his designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy.

Participation in Activities: Students who are assigned an in-school suspension and are a member of a co-/extra-curricular organization or athletic group may attend a practice session with the sponsor's/coach's permission; those on out-of-school suspension *may not*. Students who are on either suspension may not compete, attend, or participate in co-/extra-curricular or athletic activities during the time of suspension, unless given permission by the principal. This includes dances, games, concerts, etc. Also, students may not compete or perform during the time of the suspension. In order to compete, students must attend a full day of school after finishing their out-of-school suspensions.

Conditions of Suspension, Expulsion, and Other Disciplinary Consequences: All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or her/his designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

Commission of Felonies

The board may suspend a pupil upon a finding that the pupil has been charged, convicted, or plead guilty in a court of general jurisdiction for the commission of a felony criminal violation of state or federal law. The board and the superintendent shall follow the procedures set forth in policies dealing with student suspension and expulsion and student disciplinary hearings. This subsection applies to conduct whether it was committed on or off school premises, and whether or not at a school-sponsored event.

Prohibited Conduct: The following *Infractions/Consequences* are descriptions of

prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building.

All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and board policy.

Please note: Assigned detentions may be served before or after school.

Infractions/Consequences

- **Academic Dishonesty:** Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources, or other supporting material; unauthorized collaboration; facilitating academic dishonesty; or other misconduct related to academics.

First Offense: No credit for the work, grade reduction, or replacement assignment.

Second Offense: No credit for the work, grade reduction, course failure, or removal from co-/extra-curricular activities.

- **Arson:** Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, one (1) to one hundred eighty six

(186) days out-of-school suspension or expulsion; restitution, if appropriate. Second Offense: One (1) to one hundred eighty six (186) days out-of-school suspension; restitution, if appropriate.

- **Assault/Hitting:** Striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/student conference, detention, in-school suspension, one

(1) to one hundred eighty six (186) days out-of-school suspension, or expulsion. Second Offense: In-school suspension, one (1) to one hundred eighty six (186) days out-of-school suspension, or expulsion.

- **Automobile/Vehicle Misuse:** Discourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials, or failure to follow established rules for parking or driving on district property.

First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

Second Offense: Revocation of parking privileges, detention, in-school suspension, or one (1) to ten (10) days out-of-school suspension.

- ***Bullying and Cyberbullying:*** Intimidation or harassment of a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; or sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense: Detention, in-school suspension, or one (1) to one hundred eighty six (186) days out-of-school suspension.

Second Offense: One (1) to one hundred eighty six (186) days out-of-school suspension.

- ***Bus or Transportation Misconduct:*** Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

First Offense: Warning slip issued to student and parent/guardian, principal/student conference or detention.

Second Offense: Warning slip issued to student, principal/student conference, notification of parent/guardian, and a five (5) day suspension from transportation may occur.

Third Offense: Warning slip issued to student, parent/guardian conference will be held and transportation privileges may be suspended or revoked. *Excessively dangerous behavior will result in immediate action.*

Possible 2 week dismissal from route for 3rd offense per semester.

- ***Dishonesty:*** Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document, principal/student conference, detention, or in-school suspension.

Second Offense: Nullification of forged document, detention, in-school suspension, or one (1) to one hundred eighty six (186) days out-of-school suspension.

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Disrespectful or Disruptive Conduct or Speech: The oral or written use of abusive, derogatory, profane language or gestures is prohibited and offenders may be suspended or withdrawn from class or school. Disrespect toward staff, students, and/or employees will not be tolerated and students may face serious disciplinary action, including suspension.

Definition of abusive language: Any words spoken or written of any student or school employee that may be interpreted as slanderous, derogatory of someone's gender, race, ethnicity, color, religion, national origin, sexual orientation, physical appearance, or handicap.

First Offense: Principal/student conference, detention, in-school suspension, or one (1) to ten (10) days out-of-school suspension.

Second Offense: Detention, in-school suspension, one (1) to one hundred eighty six {186} days out-of-school suspension, or expulsion.

Please note: Student may be considered habitually disruptive if she/he negatively impacts the learning environment, detracts from a safe school environment, has repeated referrals because of chronic misbehavior, is non-responsive to traditional progressive disciplinary measures, and/or does not have a change in behavior even after systematic alternative interventions have been implemented. A student in this category may be considered for suspensions up to one hundred eighty six (186) days.

Drugs/Alcohol:

► Possession, sale, purchase or distribution of any over-the-counter *drug, herbal preparation or imitation drug or herbal preparation. First Offense:* Police are called.
In-school suspension or one (1) to one hundred eighty-six (186) days out-of school suspension.

Second Offense: One hundred eighty-six (186) days out-of-school suspension.

► Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified

under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act.

First Offense: In-school suspension or one hundred eighty six (186) days out-of-school suspension.

Second Offense: Eleven (11) to one hundred eighty-six (186) days out-of-school suspension or expulsion.

► Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, and V in section 202(c) of the Controlled Substances Act.

First Offense: One (1) to one hundred eighty-six (186) days out-of-school suspension, or expulsion.

Second Offense: Eleven (11) to one hundred eighty-six (186) days out-of-school suspension, or expulsion.

- **Extortion:** Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/student conference, detention, in-school suspension, or one (1) to ten (10) days out-of-school suspension.

Second Offense: In-school suspension, one (1) to one hundred eighty-six (186) days out-of-school suspension, or expulsion.

- **Fake Notes and Telephone Calls:** Forging a parent's or teacher's name to an excuse note, pass or using a fake telephone call to gain an unauthorized absence.

First Offense: One (1) day in-school suspension. Second Offense: Three (3) day suspension.

- **False Alarm:** Tampering with emergency equipment, setting off false alarms, or making false reports; communicating a threat or false report for the purpose of frightening, disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.

First Offense: Restitution, if applicable; principal/student conference, detention, in-school suspension, one (1) to one hundred eighty-six (186) days out-of-school suspension.

Second Offense: Restitution, if applicable; in-school suspension, one (1) to one hundred eighty-six (186) days out-of-school suspension, or expulsion.

- **Fighting:** Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action.

First Offense: Three (3) to five (5) day suspension Second Offense: Five (5) to ten (10) day suspension

Third Offense: One (1) to one hundred eighty-six (186) day out-of-school suspension, or expulsion.

- **Fight Provoke:** Intentional or unintentional communication that incites a violent act.

First Offense: One (1) to three (3) day suspension. Second Offense: Three (3) to five (5) day suspension.

Third Offense: One (1) to one hundred eighty-six (186) day out-of-school suspension, or expulsion.

- **Gambling:** Betting on an uncertain outcome, regardless of stakes or engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests, and games.

First Offense: Principal/student conference, loss of privileges, detention, or in-school suspension.

Second Offense: Principal/student conference, loss of privileges, detention, in-school suspension, or one (1) to ten (10) days out-of-school suspension.

- **Hazing:** Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or one (1) to one hundred eighty-six (186) days out-of-school suspension.

Second Offense: One (1) to one hundred eighty-six (186) days out-of-school suspension, or expulsion.

- **Hostile Aggravation:** The act of initiating and/or responding to unwanted communication which creates or continues a conflict.

First Offense: Principal/student conference, detention, in-school suspension, one

(1) to one hundred eighty-six (186) days out-of-school suspension.

Second Offense: In-school suspension, one (1) to one hundred eighty six {186} days out-of-school suspension.

- ***Incendiary Devices or Fireworks:*** Possessing, displaying, or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation of incendiary device or fireworks; warning, principal/student conference, detention, or in-school suspension.

Second Offense: In-school suspension, one (1) to one hundred eighty six (186) days out-of-school suspension.

- ***Nicotine Products:*** The policy of USO #269 prohibits students from using nicotine products on district property or at a district activity. This includes activities away from the district. Students are not permitted to leave campus for the purpose of using nicotine products after arriving on campus.

Definition of smoking: Smoking consists of being seen holding a lit or unlit cigarette or being seen throwing a cigarette away or being seen with smoke coming out of the nose or mouth or admitting to having smoked on district property or at a district function or in possession of any tobacco-related items.

- ▶ Possession of any nicotine products including, but not limited to, electronic cigarettes, other nicotine vapor devices, cigarettes, cigars, lighters, matches, rolling papers, cigarette packages, chewing tobacco, or other tobacco paraphernalia on district grounds, in district transportation, or at any district activity.

First Offense: Police called, Confiscation of nicotine product, three (3) to five (5) day suspension.

Second Offense: Police called Confiscation of nicotine product, five (5) to ten (10) day suspension.

Third Offense: Police called & Confiscation of nicotine product, eleven (11) to ninety (90) day

suspension.

- ▶ Use of nicotine products including, but not limited to, electronic

cigarettes, other nicotine vapor devices, cigarettes, cigars, lighters, matches, rolling papers, cigarette packages, chewing tobacco, or other tobacco

paraphernalia on district grounds, in district transportation, or at a district activity.

First Offense: Police called & Confiscation of nicotine product, three (3) to five (5) day suspension.

Second Offense: Police called & Confiscation of nicotine product, five (5) to ten (10) day suspension.

Third Offense: Police called & Confiscation of nicotine product, eleven (11) to ninety (90) day suspension.

Nuisance Items: Possession or use of toys or games that are not authorized for educational purposes.

First Offense: Confiscation of nuisance item, warning, principal/student conference, detention, or in-school suspension.

Second Offense: Confiscation of nuisance item, principal/student conference, detention, in-school suspension, or one (1) to ten (10) days out-of-school suspension.

- ***Promoting Student Misconduct:*** No student shall intentionally promote or advocate misconduct by any student for any purpose including gang-related activities, graffiti, or attire. A student who violates this provision may be subject to the following disciplinary action:

Offense: One (1) to one hundred eighty six (186) days out-of-school suspension.

- ***Public Display of Affection:*** Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/student conference, detention, or in-school suspension. Second Offense: Detention, in-school suspension, one (1) to ten (10) days out-of-school suspension.

- ***Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material:*** Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, or violent material including, but not limited to, pornography or depictions of nudity, violence, or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation of inappropriate materials, principal/student conference, detention, in-school suspension, or one (1) to one hundred eighty-six (186) days out-of-school suspension.

Second Offense: Confiscation of inappropriate materials, detention, in-school suspension, one (1) to one hundred eighty-six (186) days out-of-school suspension, or expulsion.

- **Sexual Activity:** Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/student conference, detention, in-school suspension, or one (1) to one hundred eighty-six (186) days out-of-school suspension.

Second Offense: Detention, in-school suspension, one (1) to one hundred eighty-six (186) days out-of-school suspension, or expulsion.

- **Technology Misconduct:** Attempting, regardless of success, to gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other

disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution, if applicable, principal/student conference, loss of user privileges, detention, or in-school suspension.

Second Offense: Restitution, if applicable, loss of user privileges, one (1) to one hundred eighty-six (186) days out-of-school suspension, or expulsion.

- **Theft:** Theft, attempted theft, or knowing possession of stolen property.

First Offense: Return of, or restitution for property, principal/student conference, detention, in-school suspension, of one (1) to one hundred eighty-six (186) days out-of-school suspension.

Second Offense: Return of, or restitution for property, one (1) to one hundred eighty-six (186) days out-of-school suspension, or expulsion.

- **Threats or Verbal Assault:** Verbal, written, pictorial or symbolic language, or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/student conference, detention, in-school suspension, one

(1) to one hundred eighty-six (186) days out-of-school suspension.

Second Offense: In-school suspension, one (1) to one hundred eighty-six (186) days out-of-school suspension, or expulsion.

- **Unauthorized Entry**: Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Restitution, if applicable, principal/student conference, detention, in-school suspension, one (1) to one hundred eighty-six (186) days out-of-school suspension.

Second Offense: One (1) to one hundred eighty-six (186) days out-of-school suspension, or expulsion.

- **Vandalism**: Willful damage or the attempt to cause damage to real or personal

property belonging to the district, staff, or students.

First Offense: Restitution, if applicable; principal/student conference, detention, in-school suspension, one (1) to one hundred eighty-six (186) days out-of-school suspension.

Second Offense: Restitution, if applicable; in-school suspension, one (1) to one hundred eighty-six (186) days out-of-school suspension, or expulsion.

- **Unintentional Damage to Textbooks/Equipment**:
Damage to any school

property will result in clean-up time assigned and repair/replacement costs paid. Unreasonable wear and tear or damage to textbooks or equipment will result in students being assessed a fee to cover replacement costs.

All textbooks will be checked out in good condition. Students that return Textbooks at the end of the year that are damaged beyond further use will be assessed the full cost of the replacement.

Students that transfer out of the district during the year will be entitled to

a refund on the textbook rental in the following manner:

- ▶ 70% refund if transfer occurs during the first marking period;
- ▶ 50% refund if the transfer is made during the second (2nd) marking period;

- ▶ 25% refund if the transfer takes place in the third (3rd) marking period;
- ▶ No refund if the student transfers during the fourth (4th) and marking period; and
- ▶ Incoming students' fees will be regulated according to materials used.

School Safety Hotline

As of July 1, 1999 the Kansas Legislature appropriated funds to assist the Kansas State Department of Education (KSDE), in cooperation with the Kansas Highway Patrol, in establishing a school safety hotline (HB 2558). This hotline is a toll-free number available twenty-four (24) hours a day, three hundred sixty-five (365) days a year to give students, parents and community members the opportunity to report any impending school violence. As one might be aware, students usually have knowledge of potential school violence before it occurs. This hotline gives students the opportunity to anonymously report any potential violence.

Calls will be received by a single statewide highway patrol dispatch center, transferred to local law enforcement that will relay information to the local school administration.

The School Safety Hotline number is: **1.877.626.8203**.

Age Requirements

Kindergarten Entrance: Any child who will attain the age of five (5) before the first (1st) day of September of any school year shall be eligible to enter Kindergarten.

First {1st} Grade Entrance: Any child who will attain the age of six (6) before the first (1st) day of September of any school year shall be eligible to attend the elementary grades in the school district of his/her residence.

Rules Specific to Palco Jr./Sr. High School

Fees/Supplies

Textbook rental is based on a flat rate of \$40.00. This fee covers textbooks used by staff and students.

Individual project materials for industrial arts, vocational agriculture and art will be paid by the student. A list of projected expenses for these classes will be given to students and parents/guardians at the time of enrollment each year.

Art supplies will be furnished by the district for first (1st)-year art students. Beginning the second (2nd), year of art enrollment the student will pay for all supplies, including paint sets, that are used in class. These expenses will be given to students at the time of enrollment each year.

Dual Credit-Online Course Options (Juniors and Seniors Only)

Juniors and Seniors will be allowed to take online courses through approved online sites. This is a replacement of an elective the student would have taken at Palco High School (PHS). The student must agree to take a class for BOTH the fall and spring semesters. Generally, this will include a three (3)-credit-hour class in the fall and another three (3)-credit-hour class in the spring. Dual credit refers to a student receiving college credit and high school credit, but is obtained online. Concurrent credit is face-to-face "in-house" credit through an accredited college or university.

Procedure/Rules:

- The student must be in good standing (academically, behaviorally and in attendance);
- The student must have a cumulative grade point average (GPA) of **3.0** on a 4.0 scale to be eligible. (Additionally, some providers may require ACT scores; the administration can help the student locate the requirements of eligible institutions of higher learning);
- Principal and counselor approval is needed. The counselor can assist with the selection of the course and help obtain general information regarding creation of your account and the process for doing so;
- The expense will be the student's responsibility. Costs for a credit hour can vary annually and with any eligible institution of higher learning involved.

PHS students will utilize the school-issued laptop to use during an elective hour and assigned a room in which to work.

Dual credit for high school credit will be on a class-by-class basis

Teacher Aide

PLEASE NOTE: TEACHER AIDE POSITIONS WILL BE GRADED ON A "PASS/FAIL" BASIS AND, WHILE THE CREDIT WILL COUNT, FOR THAT REASON THE GRADE WILL NOT BE INCLUDED IN THE POINTS TALLY FOR ACADEMIC PURPOSES!

Early Graduation

Students who wish to graduate early will be required to meet with the guidance counselor or principal so the principal has written notification and other required documents related to the request. The guidance counselor or principal will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will be authorized to graduate and receive a diploma if the student has met the USD #269 graduation requirement criteria:

- Has satisfied (or will satisfy) course requirements for graduation;
 - Has demonstrated and documented how an alternative to continuing his/her high school education would be more profitable;
 - If a dependent, has parental/legal guardian permission for early graduation; and
- Has submitted the application documents no later than the deadlines mentioned in the next section.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities.

A student intending to graduate after completing her/his seventh (7th) high school semester must submit the required documents to the principal no later than the first (1st) week in October of the senior year. A student intending to graduate after completing the sixth (6th) must submit the required documents to the principal no later than the first week in May of the sophomore year. If approved by the high school principal a formal request will be made to the superintendent and the board of education.

Please note: Students intending to graduate after completing the seventh [Z.II] high school semester will be eligible to participate in certain activities including the Prom. It is advisable to check with the principal in advance as activities may be added or deleted during a particular school year.

Building Opening Time

The Jr./Sr. High School building will open for students at 7:45 AM. In the case of inclement weather, a supervised area designated by the principal will be available for the convenience and comfort of the students after 7:30 AM.

Classification of Students

For a high school student to qualify for class membership he/she must have the following units of credit at the time of enrollment: Sophomore-five (5) units;
Junior-eleven

{11} units, and Senior-seventeen {17} units.

Withdrawal from School

Students leaving the school district and/or transferring to another school will need to check out with each classroom teacher and with the office to verify that all textbooks, all equipment has been checked in and all bills paid.

Grading

Incomplete grades will *only* be issued at the end of the first (1st) marking period or at the semester. Incomplete grades will be issued for work missed or not completed by the end of the grading period due to illness or immediate family bereavement. Teachers are to notify the office of incompletes at grading time.

The grading scale for grades six {6} through twelve (12) is as follows:

A-90-100; 8-80-89; C-70-79; D-60-69; and f-59-below

School honors and Honor Roll: In order to qualify for post-graduation scholarships students need to obtain a grade point average of "B" or higher. An Honor Roll will be posted at the end of each marking period based on academic courses with the following point system:

A-4; B-3; C-2; and D-1

Superintendent's Honor Roll-3.75-4.0 GPA Principal's Honor Roll-3.33-3.74
GPA

A student must not receive any **D or F** marks on her/his report card to be eligible for the honor roll.

These grades reflect the following:

A-outstanding; superior;

B-above average;
C-average;
D-below average
F-failing-no credit awarded; and
/-Incomplete

Graduation Requirements

Palco High School, USD #269 requires: twenty-six (26) units of credit for graduation.

These units will include the following:

- Four (4) units of English/Language Arts;
- Three (3) units of Social Studies, which shall include one (1) unit of American History, one (1) unit of American Government and one (1) unit of World Issues/Geography;
- Three (3) units of Mathematics;
- One (1) unit of Health/Physical Education;
- Three (3) units of Science, Earth Science required for freshmen, Biology for sophomores if not previously completed;
- One (1) year of a computer course so that a graduate is computer literate [One

(1) year of Journalism may be substituted for a computer course to complete this requirement];

- Each student will carry a minimum of seven (7) courses and *students must be in attendance the full academic day*. All units of credit will count toward graduation;
- No student will be allowed to participate in any of the graduation exercises until all of the above requirements have been successfully completed;
- A semester grading system pursuant to the requirements of the Kansas State Department of Education (KSDE) has been adopted by the board. Grades will be issued at the end of each marking period. Credit will be issued at the end of each semester and/or the end of the school year. Students failing in a required subject at the end of the year will have to make up the credit to be eligible for graduation. This may be done by taking the class over for the full year or by correspondence from an accredited institution of learning approved by the principal. Correspondence courses will not be counted for eligibility purposes as part of the required seven (7) classes per day;

- Correspondence study: Correspondence courses may be taken from an accredited institution of higher learning. The principal must approve any course taken from such an institution; and
- Up to two (2) credits taken by correspondence may be applied toward the requirements for graduation from PHS *provided all work is completed and transcripts, etc., are on file in the principal's office.* All costs for tuition, books, transcripts, etc., are the responsibility of the student. All correspondence courses require the approval of the student's parent/guardian, the guidance counselor and the principal.

Enrollment/Class Changes

Students should plan for all courses to last the entire school year excluding semester courses in the event these may be offered. Students will not be allowed to change courses at the new semester *except* in extreme cases as deemed prudent by the counselor, principal, faculty involved with the change and the parent/guardian. If the parent/guardian and student determine a change is necessary the following procedure must be followed:

- The student must have an initial conference with the counselor or principal;
- The student will need to have her/his parent/guardian meet in person with the counselor or principal along with the student after the initial visit with the student and counselor or principal;
- The student will need to obtain permission and the signature of the teacher whose class he/she is wanting to add or delete;
- The student will present her/his reason(s) for wanting a class change to a committee of four (4) teachers and the counselor and/or principal. The student should be prepared to answer questions from the committee regarding the change and
- A decision to allow/disallow the class change will then be determined.

Deficiency Reports

Unless specifically requested, deficiency reports for unsatisfactory student school work will *not* be sent to the parents/guardians during the marking period. Parents may obtain grade information through the district's PowerSchool program.

Library Use

- All items that leave the library must be checked out;
- Students may not use the computers without the permission of library personnel;
- No student may use the internet without supervision;
- Books may be checked out for a two (2)-week period and may be renewed; current magazines may be routinely checked out for one (1) day only;
- Any damaged or lost material will be replaced at the current purchasing price and must be paid in full before the end of the particular marking period;
- All materials must be returned and all fines must be paid before a student is allowed to complete checkout; and
- The library will close prior to the end of the school year (the time of closing early will be determined annually) and all materials must be returned at this time.

National Honor Society Eligibility

Following initiation in the National Honor Society (NHS) the minimum grade point average (GPA) required for sustained membership will be 3.25. Students not maintaining a 3.25 GPA will be placed on probation for one (1) semester. Should the GPA not rise to 3.25 the student will be removed from NHS and is not eligible for further consideration.

Five (5) random teachers will consider all applicants. Each candidate, based on his/her conduct, activities and general demeanor, will be rated on a scale of one (1) to four (4). Students earning an average of eighty-seven (87) on teacher score cards will be inducted.

Students may be removed from NHS for the following:

- Alcohol or drug possession for use;
- Cheating and/or
- Any incident that calls for short-term or long-term removal from school.

Citizenship Awards

The Citizenship Awards are presented by the Kansas State High School Activities Association (KSHSAA) each year. One (1) boy and girl from the senior class and one (1) boy and girl from Grade Eight (8) is selected for this prestigious honor.

The faculty of the Palco Jr./Sr. High School selects the winners of these awards in each case. The criteria for this prestigious award are: respect for others, responsibility of duties and reverence for life.

"Student of the Month" Award

The "Student of the Month" Award is given to recognize a Palco Jr. High School student who demonstrates integrity, leadership skills, academic abilities and good work habits while attending school and extracurricular activities.

The faculty of the Palco Jr. High School selects "Student of the Month" recipients.

Valedictorian/Salutatorian Awards

A Valedictorian and a Salutatorian will be selected each year from the senior class. These shall be the two (2) students with the highest grade point averages for a high school career. In the event two (2) or more students tie for Valedictorian, no Salutatorian award will be given. Should only one (1) student be Valedictorian and two (2) or more tie for Salutatorian, an equivalent number of Salutatorian awards will be given. Each student selected for these awards will be allowed to address the audience at the commencement exercises.

Activities Participation/Eligibility

Participating in extracurricular activities is open to all students who adhere to the standards of conduct, grooming and self-discipline required of groups and individuals representing Palco Jr./Sr. High School.

The administration and faculty are responsible for removing from the activity program any individuals who indicate by their action that they cannot or will not conform to acceptable standards of conduct, grooming and/or self-discipline.

A student must attend the entire school day on the day of an activity in order to participate. Two exceptions will be allowed:

- Attendance with parents to a funeral and/or for bereavement; or
-

Doctors/dentists appointments with the provision that a signed note from the doctor/dentist must accompany the student back to school on the day of the absence and activity. The student should miss no more than half the day in order to participate. *If a student is ill, he/she must attend the last half of the day (in attendance by the beginning of the fifth [5th class period) in order to attend practice that day.*

Absence for an activity is not counted as a day missed by the student. A student is expected to have his/her classroom work completed in advance for any activity trip in which she/he will participate. It is the responsibility of the student to contact all instructors for assignments for the time to be absent. Failure to do this could result in restrictions on participation in the future.

Eligibility:

Students must be passing in *a//* courses to represent Palco Jr./Sr. High School. The eligibility rule applies to all students concerning his/her participation in any extracurricular activities outside the classroom. This includes any and all Kansas State High School Activities Association (KSHSAA) sanctioned events as well as *athletics, cheerleading, pep club, pep band, competitions and field trips*. Exceptions would be participation in class-related (co-curricular) activities that do not take place during regular school hours. The building administrator will make the final decision regarding eligibility.

A further exception would be that should a student receive her/his first "F" (failing grade) during a semester period the student will be placed on academic probation. This probation period will be a one (1)-week time frame when the student can continue representing the school. If the failing grade is not raised at the end of that week, or the student is failing in any other class, the student will then be ineligible until he/she is once again passing in all classes.

Students that have been determined to be academically ineligible may attend athletic/activity practice. Academically ineligible students will not be permitted to sit with team members at games or travel to away games with the team.

Please note: Only one (1) probation will be allowed per student per semester period.

Grades will be determined on an accumulative basis each semester. Grades will be determined on a weekly basis, the eligibility status to be determined on Monday morning. Students on the list will be ineligible starting that Monday through the following Sunday.

List of Activities:

- Student Council
- FFA Organization
- National Honor Society
- Athletics: Basketball, Cross Country, Football, Volleyball, Wrestling, Track, & Cheerleading
- Scholars Bowl
- Forensics

Activity Meal Allowance

Students who are away from Palco at meal time on a scheduled or approved trip, representing USD #269, will be entitled to a meal allowance not to exceed \$40 per day. Regularly scheduled ball games or league events are excluded

Overnight Accommodations

During school district sponsored travel that requires overnight stays by students, separate overnight accommodations will be provided for students of each biological sex.

Definitions

“Biological sex” means the biological indication of male and female in the context of reproductive potential or capacity, such as sex chromosomes, naturally occurring sex hormones, gonads, and non-ambiguous internal and external genitalia present at birth, without regard to an individual’s psychological, chosen, or subjective experience of gender.

“School district sponsored travel” means any travel that is necessary for students to attend, participate, or compete in any event or activity that is sponsored or sanctioned by a school operated by the school district, including, but not limited to, any travel that is organized:

By any club or other organization recognized by the school;

Through any communication facilitated by the school, such as email; or

Through fundraising activities conducted, in whole or in part, by school district employees or on school district property.

Notice to Parents

This policy will be provided to parents prior to a student’s participation in a school district sponsored activity or travel that requires overnight stays by students.

Financing for Organizations

Organizations will finance their own activities. Records will be kept by the office and the organization. Bills will be paid through the activity fund. No purchases are to be made without a purchase order signed by the principal. No personal credit card orders are to be processed. Each organization fundraising project is subject to approval by the principal.

Social Functions

All meetings for all organizations/groups with the name of such groups must have approval of the sponsor and the administration. Social functions are to be Friday or Saturday nights whenever possible. All social functions must have prior approval from the administration and be placed on the school calendar. No new events may be added to the calendar without prior administrative approval. Sponsors are to supervise all school functions under their direction. No event is to occur without school personnel to sponsor it. Social functions will terminate by 11:00 PM. At school dances, students are expected to conduct themselves in an appropriate manner on the dance floor at all times.

Concessions

The concessions account is a revolving account designed to maintain the many activities in which the students are involved.

- All high school concessions will be operated by the classes and organizations under the direction of the sponsor and concession personnel; and
- At the end of the school year the profit will be distributed in the following manner: the percent of profit will be determined and each organization or class participating will receive that percentage times the net receipts for the night of their event.

Insurance

The district purchases health and accident insurance for I<SHSAA athletics and activities. This insurance should be considered as a supplement to regular health insurance and not as the prime policy. For further information on insurance, one should call the building or superintendent's office. In addition, the school does carry, through the I<SHSAA, a policy for serious or catastrophic injury after the cost of the injury has exceeded \$10,000.

Physicals

Each student planning to enter a competitive sport as well as cheerleading must have a health certificate from a licensed medical professional and signed by the students parent/ guardian. The health forms for the physicals are at the building offices and each student will present this form when it is properly signed to the office before participating in any athletic or cheerleading practice.

Each student will pay for his/her own physical. Physical education students must also have physicals. All physicals may be taken any time after May first (1st). Palco Jr. and Sr. High School are members of the KSHSAA which requires that any student participating in any athletic activity or cheerleading, drill team, etc., have a current physical.

Equipment

Palco Jr./Sr. High School will furnish adequate equipment with the exception of shoes for all students competing in athletics and physical education.

Practice/Events

Unless otherwise approved, athletes engaged in after school practices will leave the school by the locker room exits and will not run at large throughout the building. This policy applies to students involved in any activity practice within the building. Junior High coaches will not leave premises until all students are picked up.

Student Parking

Because of bus loading and unloading activity, students must not park on West 2nd Street between the Palco Jr./Sr. High School and former Palco Grade School buildings. Authorized lots are located on the east side of the Jr./Sr. High School building, across the street south on the southwest corner of the Jr./Sr. High School building or in open, undesignated areas in front of the building.

Rules Specific to Damar Elementary School

The staff at Damar Elementary School recognizes that each student has great potential for learning and together we will undertake the tremendous responsibility of developing this potential to the fullest!

This supplemental section of the USD #269 Student Handbook has been prepared to assist you in having a productive school year. The information here serves as a guideline and/or reference for most questions that might arise. Each classroom teacher will establish classroom rules and regulations for conduct and behavior and these classroom policies are an extension of the general policies outlined in this Handbook. *The major reason for student success in school is*

a positive attitude. A receptive attitude, open to constructive criticism, is required of all students. Only then can a school system assure each student/parent/guardian a maximum learning experience.

Textbook Rental

There is a fixed textbook fee that will be assessed each student. This fee will include textbook rental and consumable items purchased by the district for the student's use in daily classroom activities. Charges will be made as follows:

- Pre-School-\$35.00
- Kindergarten through 5th Grade-\$40.00

Please note: see also transfer and damage information found on page 31.

Birthdays

No birthday parties will be held during school hours. Candy bars, cupcakes, etc., can be sent to school to share in the afternoon. Please check with the classroom teacher for permissible food items or treats.

Room Mothers and Fathers

Any mother or father interested in serving as a room parent for the 2023-2024 school year should contact the student's teacher or the principal.

Zurich Traffic Dangers

Students living in Zurich are asked to cross the highway only at the intersections and use the sidewalk instead of walking down the highway.

Promotion and Retention

If retention of a student is under consideration it should be done at an early grade level (Preschool-Grade Two [2]). Promotion of a child to the next grade level should be an educational decision that is best made by the teacher in consultation with the parents/ guardians and the principal. Parents shall be informed at the first parent-teacher conference in the fall if retention is a possible option that might best meet the educational needs of the child. A written notification will be sent to the parents/guardians for the need of a second (2nd) parent-teacher conference, to be conducted prior to January thirty-first (31st) if retention remains a viable option for the child. The building principal must be a part of this conference and all options for the child must be explored and discussed.

Factors that should be considered in possible retention of a child are:

- Age maturity;
- Academic progress;
- Test scores;
- Ability;
- Student motivation;
- Previous retention;
- Parent comments and opinions;
- Teacher recommendations; and
- Consultation with the school psychologist (if necessary).

Prior to May first (1st) a final conference should be held with the parents/guardians, with input from the parents, teacher, school psychologist (if necessary), principal and any other special services personnel.

Parents/guardians of a Kindergarten (K) child will have the final conference prior to March first (1st). At that time the parents/guardians will be informed that one (1) of the following options is recommended for their child:

- Promote the student unconditionally because of certain situations such as sibling rivalry, classroom size, etc.
- Promote the student on the condition that the parents/guardians provide a licensed tutor for the child for a specified number of weeks during the summer prior to the next school year where the child would receive instruction in reading, language arts or mathematics. Another possible option would be that the parents/guardians enroll the child in, and he/she satisfactorily completes, a summer school program as specified.
- Retain the student in the same grade for the coming year. As a result of the conference, or if the parent/guardian does not concur with the school administration, one (1) of the following options may also be considered:
 - ▶ If the parent insists on promotion, promote the student on the condition that if the following year proves to be no more successful, the child will be retained. This agreement will be signed at the time the suggested retention is forfeited.
 - ▶ If the parent/guardian refuses to concur with the above option, she/he may go through proper channels: e.g., school superintendent and board of education for a hearing on the matter. Should the board decide in favor of the parent the following statement will be written on the child's report card: " _____ has not satisfactorily

completed the work of the _____ grade, but is promoted to the _____ grade because of parental/guardian request." The parent/guardian shall agree in this writing. A parent/guardian signature will be required to verify the request of the parent.

Unless other arrangements are made individually with the building principal in advance, all students arriving at the Damar Elementary School may not enter the main area of the building until 7:30 AM. In case of severe weather they may report to an area designated by the principal where there is supervision available at 7:30 AM each school day. Students who eat breakfast are to leave coats, book bags and other classroom items or supplies at a predetermined area when they enter the building. Students are *not* to go to their lockers unless given permission by the early morning supervisor for the day. Students will be dismissed as necessary for breakfast, bus transfers or other approved activities.

Building and Playground Discipline and Supervision

Teachers will supervise the playground and halls. Children are expected to walk in the halls at school. Students running in the halls may be requested to return to their room. *Anyone* on the staff may request any student to return to his/her classroom. There will be no supervision outside the building before or after school. Supervision of students prior to school takes place in the building cafeteria.

Students on the playground will be under the supervision of the teacher(s) assigned for playground duty the particular day. At all times during the noon hour the children are under the supervision of their classroom teacher. They have the authority to put a stop to any type of activity deemed dangerous or unworthy of a school playground. The entire school faculty will make any major changes in playground practice and will send a note or letter to notify parents of such changes. A note from the parent/guardian should be sent to the teacher if it is felt that a child needs to remain inside in such cases as recovery from an illness.