

# USD 258 HUMBOLDT SCHOOLS K-12 STUDENT HANDBOOK

## WELCOME

Dear Students and Staff:

Welcome to the 2010-2011 school year and to the many learning opportunities that await you. We have set up a new handbook to the changes made in building alignments. This section will encompass the entire K-12 student body and should be used as a guide for all students attending USD258 schools. At the bottom of this webpage there are 2 links to the K-5 and 6-12 Handbooks that are specific to their individual policies. Please don't hesitate to contact the schools with any question that you might have after reading these documents. Our goal as district administrators is to ensure a safe efficient learning environment for your Humboldt student!

Thanks and have a great year!

Craig Smith 9-12 Principal  
Kay Bolt PreK-8 Principal

## HUMBOLDT MIDDLE/HIGH SCHOOL FACULTY/STAFF

Mr. K.B. Criss	Superintendent
Mr. Craig Smith	9-12 Principal/District Technology Director
Ms. Kay Bolt	6-8 Principal/Curriculum Director/Title Director
Mr. John Johnson	Athletic Director/Admin Assistant/Social Science
Mrs. Terri DeGeer	K-8Counselor
Mrs. Staci Wiatrak	HS Counselor
Mrs. Ruby Crawford	Language Arts & Spanish
Mr. Matt Kerr	Vocational Agriculture
Mrs. Mary Durand	Math
Ms. Staci Leavitt	Science/Math
Ms. Stephanie Middleton	Physical Education
Mr. John Johnson	Social Studies
Mr. Michael Miller	Physical Education
Mr. Tim Osborn	Art & Technology
Mr. Nathan Ellison	Shop & Technology
Mr. Terry Meadows	K-12 Band & Chorus
Mrs. Angela Ward-Wright	6 <sup>th</sup> Grade
Mr. Jeremy Weilert	6 <sup>th</sup> Grade
Mrs. Susie Wichman	Special Education
Mrs. Kim Heslop	Special Education
Mrs. Lori Woods	Language Arts
Mr. Jeff Wilkerson	Alternative Learning Center
Mr. Lance Eric Carlson	Social Studies

Mrs. Pam Fewins	Science/Math
Mrs. Teri Shaughnessy	Science
Mrs. Kim Isbell	Language Arts
Mrs. Gracie Newman	Language Arts & Spanish
Mr. Robert Myers	Math
Mrs. Dorothy Neely	Family Science
Mr. Mark Warren	Media Specialist & Technology Coordinator
Mrs. Hailey Schoendaller	Language Arts
Mrs. Catherine Baughn	MS Secretary
Mrs. Sandy Mintz	HS Secretary
Mrs. Paula Kovacic	HS Secretary

### **HUMBOLDT ELEMENTARY FACULTY/ STAFF**

Ms. Kay Bolt	Principal/Curriculum Director/Title Director`
Mrs. Helen Boyd	2 <sup>nd</sup> grade
Mrs. Elaine Colvin	5 <sup>th</sup> grade
Mrs. Haley Ellison	4 <sup>th</sup> grade
Ms. Ann Finley	Resource teacher 3-5 grade
Mrs. Sheila Fitzmaurice	Library aide
Mrs. Linda Honas	3 <sup>rd</sup> grade
Mrs. Kelly Mauk	5 <sup>th</sup> grade
Mr. Terry Meadows	Music
Mrs. Teresa Nickell	Kindergarten
Mrs. Stephanie Oliver	1 <sup>st</sup> grade
Mrs. Phyllis Perez	Secretary/library aide
Mrs. Linda Rinehart	Language Arts
Mrs. Darcie Rodriguez	3 <sup>rd</sup> grade
Mr. Rick Scholes	School pyschologist
Mr. David Taylor	PE
Mrs. Gloria Tilman	Secretary
Mrs. Lisa Wallace	Resource teacher K-2
Mrs. Julie Weilert	4 <sup>th</sup> grade
Mrs. Nancy Weilert	Kindergarten
Mrs. Wendy Weilert	2 <sup>nd</sup> grade
Mrs. Bonnie Welch	1 <sup>st</sup> /2 <sup>nd</sup> grade reading
Mrs. Andrea Works	1 <sup>st</sup> grade

### **USD #258 Board of Education Members**

Curt Mueller, Dan Weilert, Sandy Whitaker, Steve Sellman, Mark Sizemore, Joe Works, and Don Hauser

**This online handbook is designed to serve as a guide to Humboldt school students. If you have any questions about the handbook, feel free to discuss the matter with the faculty or the administration. Students will abide by the rules and procedures outlined in this handbook and by applicable USD 258 Board of Education policy. This handbook is not**

**designed to deal with every potential situation. Administrators may add regulations in order to deal with new situations. Students are never exempt from administrative directives. Just because a rule is not in the handbook does not mean students do not need to comply.**

### **USD 258 MISSION STATEMENT**

The mission statement of Humboldt Schools is to provide a positive learning environment which will motivate all students to mature intellectually, emotionally, socially, and physically; promote lifelong learning; develop personal interest; and encourage community respect and civic responsibility.

### **ADMISSION REQUIREMENTS**

All students shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or person acting as a parent who is a resident in the school district. All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling shall provide a certified transcript and student records. The enrollment documentation shall include student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and phone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of the court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

### **NON-RESIDENT STUDENTS**

Students who are not residents of USD #258 may be eligible to enroll upon application to the administrative offices. Students may be admitted only to the extent that staff, facilities, equipment, and supplies are available. Any student who have been suspended or expelled from another district will not be admitted to the district unless approved by the board of education. Tuition will be charged for non-resident students if applicable. **However, the school district reserves the right to revoke acceptance at any time due to unacceptable attendance or behavior records.**

### **GUIDELINES FOR NEW STUDENTS TO USD 258**

Students entering Humboldt Public Schools for the first time (regardless of grade level) must meet the following admission requirements.

### **CUSTODY OF STUDENTS**

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, has equal rights to their student's records **unless a court**

**order specifies otherwise. The school must have a copy of the court order in that student's file.** Any unusual custody circumstances shall be explained and updated as they occur.

### **STUDENT HEALTH ASSESSMENTS**

Every pupil, up to the age of nine, shall present the results of a health assessment prior to entering kindergarten or before enrolling in the district. All students engaged in activities covered by appropriate Kansas High School Activities Association rules shall provide the building principal with proof of a physical examination before participating in these activities.

### **STUDENT RIGHTS AND PRIVILEGES**

Students who attend Humboldt School District have the following rights:

- The right to receive a free public education.
- The right to a safe environment at school.
- The right to free expression and inquiry with respect.
- The right to be informed through open communication.
- The privilege to participate in student activities and programs.
- The right to be treated with respect and fairness by all in the school community.

### **STUDENT INFORMATION POLICY**

The USD #258 Board of Education designates the following student information categories as directory information to become public records (i.e. Honor rolls, Team Rosters, Student Directory, Yearbooks):

1. Name, address, and telephone number
2. Parent(s) or guardian
3. Date and place of birth
4. Picture and yearbook information
5. Date of attendance or grade placement
6. The most recent educational agency or institution attended by the student
7. Major field of study
8. Honors and awards received
9. Weight, height, and participation in and eligibility for activities and sports

Under the Family Educational Rights and Privacy Act of 1974, parents or guardians of students enrolled in any educational institution receiving federal funds are given certain rights concerning the educational records or their children. Parents who do not want to have any of the above information released will need to give written notice to the Office of the Principal.

### **ASSIGNMENT TO SCHOOL CLASSES**

The superintendent shall assign students to the appropriate building. Assignment to a particular grade level or particular classes shall be determined by the building principal.

### **PROCEDURES FOR RESOLVING CONCERNS**

To ensure that the school system functions smoothly for our students, we believe most problems can be solved at the school level. Therefore, we encourage students and parents to follow these steps when there is a problem:

1. Generally speaking, all issues concerning students or teachers should first be discussed with the teacher involved.
2. If the issue is not satisfactorily resolved with the teacher, it then should be discussed with the Principal.
3. Then, if the Principal still does not resolve the issue, it should be brought to the attention of the Superintendent.
4. If the issue is not satisfactorily resolved by the Superintendent, it may be presented to the Board of Education (with the consent of the Board President) by requesting that the Superintendent assign a place on the Board meeting agenda.

### STAFF AUTHORITY

We expect every staff member (teacher, secretary, custodian, etc.) to be treated with respect and dignity, just as the student should receive the respect of the staff. Students are under the authority of ANY STAFF MEMBER at Humboldt High/Middle School at ANY TIME they are on school grounds or at any school function. Students are expected to give respectful attention to requests and direction of ALL staff members regardless of whether or not they know them or have them as an instructor in one of their classes. Obscene language or verbal abuse by any student directed toward any school employee may result in suspension.

### VISITORS

All visitors are asked to register in the office. No person shall visit teachers, students, or other staff without first checking in through the office. The practice of students having guests for the day is discouraged and will be permitted only under unusual circumstances.

### ATTENDANCE

Research shows that regular attendance is directly correlated with high academic achievement. We ask that parents and students recognize the need for prompt and regular attendance throughout the school year. It is expected that each student will attend classes every day. Only through regular class attendance and a commitment to personal and educational growth can students achieve optimum benefits at Humboldt High/Middle School. Our attendance policy is not intended to penalize students who have an occasional illness or miss infrequently for approved reasons. It does, however, emphasize that students are accountable for their attendance.

1. Should a student be absent, parents will be expected to contact the offices at 473-2251 (HS) , 473-3348 (MS), and 473-2461 (ES) on the day of an absence to explain the reason for the absence. School personnel will initiate calls as necessary to verify absences.
2. **Absences excused by the parent/guardian will NOT necessarily be excused by the school. The School Administration will determine if any absence is excused or unexcused.** Per Board policy, excused absences will fall in one of the following categories:
  - A. Personal illness. (up to five per semester without a doctor's note)
  - B. Death in the immediate family.
  - C. Emergencies verified as such by Administration

- D. Doctor or Dental appointments that cannot be scheduled outside of the school day. (Please bring a note from the doctor's office)
  - E. Participation in school-sponsored academic or extracurricular functions
  - F. Educational activities when verified by parents and arrangements made with the administration **in advance**. Absences not excused in advance will be considered unexcused. (See item 7 for details).
3. Examples of unexcused absences include but are not limited to: working; shopping; pictures; hair appointments; oversleeping; car trouble; vacation without parents; skipping class; and others as determined by the Administration.
  4. Regarding participation in school activities, one full class period will be considered a significant portion of the day. Students who are gone for a significant portion of the day unexcused will be considered absent and will not be able to participate in activities that day.
  5. Students cutting classes will be dealt with according to the discipline policy. Students and parents who are in doubt whether an absence will be excused or unexcused are encouraged to contact the Principal prior to the planned absence.
  6. Any student who is inexcusably absent from any Humboldt school for either three consecutive days, five or more days in any given semester, or seven days in a school year shall be considered truant as defined by K.S.A. 72-1113, sect. C.
  7. Absences for activities which can be deemed as educational by the principal will only be excused on a limited basis and must be excused **in advance**.
  8. Should a pattern of absences occur which the administration deems excessive, future absences may be recorded as unexcused unless written verification from a doctor is obtained. Arrangements to complete work missed during planned absences must be made at least three days in advance of the absence. The following procedure will apply:
    - A. A written statement from the parents will be presented to the office at least three days in advance of the absence.
    - B. A request to be absent form will be presented to each teacher.
    - C. The form with teacher initials will be returned to the office to indicate that arrangements have been made to complete work.

### **PROCEDURES FOR RE-ADMITTANCE**

Following an absence, the following will apply:

1. Office personnel will verify contact with parents concerning absences.
2. Students will report to the office for an admittance slip. The student must bring a written explanation from his/her parents. A phone call is acceptable. It will be the practice of the office to randomly verify parent notes.
3. Students with a doctor or Dentist Appointment must have a pass from the office to leave the classroom. Students must sign out through the office before leaving the building. Students returning from a doctor's appointment must first stop by the office, sign in, and secure a pass to class.
4. Students will have a maximum of one day longer than the total number of days missed to make up work. A zero will be recorded in each class where work is not made up within the allotted time. Example: A student is absent for two days (Wednesday and Thursday)

He/she will have three days (Friday, Monday, and Tuesday) to complete make up work for all classes missed.

5. Students in attendance when tests are announced will be expected to take the test as scheduled or on the first date selected by the teacher.
6. Students will be held responsible for keeping track of their admit slip until all teachers have initialed the slip.
7. Under unusual circumstances parents may request an extension of time allowed to make up work. This request shall be directed to the Principal.

### **LEAVING SCHOOL DURING SCHOOL HOURS**

Students will not normally be permitted to leave the school during the school day. Students must be responsible enough to get here with materials needed for the day. Should it become necessary to leave, students must obtain permission from an Administrator and parent or legal guardian. The student must then sign out in the office before leaving school premises during the school day. Students must then sign in immediately upon their return to the school premises.

### **TESTING PROGRAM**

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.

### **REPORTS CARDS**

Periodic reports either written, by telephone or individual conference with the parent(s) may be made during the interim between formal reports being issued. Staff shall contact parents of students who are failing to master the learning objectives or whose grades have shown a decrease since the last formal grading period. The formal report card shall be in writing following each nine-week grading period.

### **PARENT/STUDENT TEACHER CONFERENCES**

Parents are encouraged to request a conference with teachers at any time convenient to all parties. One parent-teacher conference will be held during each semester of school.

### **HONOR ROLL**

Principal's Honor Roll	4.0 GPA-All A's in every class
Teacher's Honor Roll	3.5 GPA- No more than (1)C for all classes taken during the semester

### **CAFETERIA GUIDELINES**

Humboldt High/Middle School has a closed lunch hour. Students will remain at the school through meal periods. Students are not to drive or ride in a vehicle or be in the parking lot during lunch without permission from the office. Students are not to leave the school building

during lunch. Students must remain in the Commons area during lunch. **STUDENTS ARE NOT ALLOWED IN THE LIBRARY OR IN THE HALLS DURING THEIR LUNCH PERIOD!**

Breakfast and lunch will be eaten in the cafeteria. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home.

Well-balanced meals are available in the cafeteria each day. Breakfast and lunches may be purchased at the approved rate.

Free and reduced-price meals shall be provided for students who qualify under state and federal guidelines. The eligibility forms, rules, and regulations governing the program shall be provided by the administration to students or their parents at enrollment and should be returned promptly.

Special dietary will be provided only upon written order from a physician.

Meals may be charged up to the approved amount, and further requests to charge will be refused until meal payments are made.

### **FREE AND REDUCED MEAL APPLICATIONS**

Applications are available to all families on enrollment day and throughout the year. Any FAMILY who chooses may complete an application and return it to your school before classes start in August, or anytime during the year. All HOUSEHOLD information should be on one application. There is no need for one at each school unless your students are foster children. Incomplete applications cannot be determined and only delay the process. All applicants will receive written notification of their family status along with instructions for appealing the decision.

**ANY FAMILY MAY SUBMIT A FREE OR REDUCED PRICED MEAL APPLICATION AT ANY TIME DURING THE YEAR.**

### **VERIFICATION OF HOUSEHOLD INCOME**

Each year we must randomly select households to verify income. This is required by the United States Department of Agriculture. Each year we are required to make sure that only eligible children receive free or reduced priced meal benefits. Therefore, a sample of applications will be selected to be verified. Selected households must show information and/or documents, which prove they are eligible for free or reduced priced meals.

### **OFFER-VS-SERVE MEALS**

All students have the option of choosing 3 of the 5 meal components of the lunch meal that is offered and 3 of the 4 components of the breakfast meal. This allows the students to make choices they will eat which helps us eliminate food waste.

### **CHEATING, PLAGIARISM, OR FORGERY**

The acts of cheating, plagiarism, or forgery in connection with academic endeavors or school processes or procedures are detrimental to the educational process and are subject to disciplinary action.

### **OTHER TERMS/DEFINITIONS**

Lying: Giving false information or information calculated to mislead.

Theft: Taking or concealing property that belongs to others.

Failure to Comply: Not carrying out reasonable request of school personnel.

Defiance of School Personnel: Refusal to comply with a reasonable request of school personnel.

Disorderly Conduct: Conduct and/or behavior which is disruptive to the orderly education procedure of the school.

Unnecessary Item: The possession of an item, which could be used to cause disturbance, and which is unnecessary for school activities. HHS/HMS/HECS is not responsible for student's personal property. If a student's personal property is broken, damaged, or stolen the repair and replacement is the student's responsibility.

Intimidation/Extortion/Threats: Statements or actions, which intimidate or injure another person.

Vulgarity: Vulgar or improper language.

Forgery: Writing or using the signature or initials of a student, parent, or school official.

Excessive Lateness: Students entering the classroom more than five minutes late without a pass.

Other Infractions: Other infractions may occur during the school terms that are not defined in this document.

### **HAZING/INITIATIONS**

Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm, or which affect the attendance of another student are prohibited.

### **PHYSICAL CONTACT**

Scuffle: Engaging in physical contact for the purpose of harming another-no intent to harm another.

Precipitating a fight: Statements or actions, which encourage others to fight.

Fighting: Engaging in or threatening physical contact for the purpose of harming another.

### **PHYSICAL ASSAULT AND BATTERY**

Attack of one person, or a group, upon another who does not wish to engage in the conflict and who has not provoked the attack.

### **DRESS CODE**

Changing styles in dress and grooming make it difficult to provide strict guidance from the school on these subjects. However, dress is inappropriate when:

1. It disrupts the learning environment.

2. It advocates activities which are immoral or illegal. (Examples: advertises or suggests the use of tobacco, alcohol, or drugs; sexually explicit or suggestive humor; baggy or excessively loose.)
3. It is deemed too provocative. (Examples: shirts which expose the stomach or midriff, have shoulder straps less than 2 inches wide, expose the armpits; no holes above the inside lining of the pockets, shirt, shorts, or skirts which are too revealing.)
4. Hats and Bandanas are prohibited in all Student attendance centers; unless for medical or religious reasons (exceptions will be allowed in special school events or activities)
5. Shoes must be worn at all times.

These rules will be strictly enforced between the hours 7:30 and 3:30. Administration reserves the right to enforce these rules as needed at school events that occur after these hours

Teachers have the authority to refer a student to the office when they feel that dress is inappropriate for school.

### **POSSESSION OF ILLEGAL ARTICLES**

No student shall have any illegal articles at school, either on their person, in their locker, or in the parking lot. Violators will be subject to suspension with the possibility of recommendation for long-term suspension. The proper legal authorities will be notified.

### **PROHIBITED ITEMS**

Students are not to carry radios, cassette/cd players, pagers, cell phones, I pods, or any other mobile devices during regular school hours. Tools (screwdrivers, pliers, etc.) are limited to shop classes where they are used as part of the curriculum.

### **LOCKER USE PRIVILEGE**

Lockers are the property of USD #258; they are not rented or leased. Students have no expectation of privacy in any school locker. **The Principal may search any locker at any time without notice, if in their opinion there is probable cause.** Damage or misuse of school lockers in any way may cause a student to lose the privilege of using a school locker.

### **VANDALISM, THEFT, AND FIGHTING**

The acts of theft and damage to property are violations of law. Theft or damage to property of the school district or school district employees are causes for suspension or other disciplinary action. Students who participate in such types of behavior may be referred to appropriate Law Enforcement Authorities.

Fighting on school property will not be tolerated and will result in suspension. Assault, threats, or extortion will also be grounds for suspension or police notification.

### **SCHOOL BUS TRANSPORTATION**

Students have the privilege of utilizing the transportation services of the school district. A student who fails to maintain appropriate conduct while on the bus, waiting for the bus, or

walking to or from the bus stop may be suspended from riding the bus or may be subjected to other disciplinary action.

Students traveling to school events as participants are expected to use school provided transportation. The exceptions that will be allowed are when parent takes the responsibility for taking the student to or from an event after completing the proper form through the Activities Office or Coach.

### **SCHOOL BUS CONDUCT**

1. There will be no changing of seats while the bus is in motion, except by direction of sponsor.
2. There is to be no defacing of bus parts by writing, scuffing of feet, etc.
3. Seating arrangements will be left to the discretion of the Sponsor.
4. No verbal or physical obscenities will be allowed.
5. Students will keep their person inside bus at all times.
6. Excessive noise will not be allowed.
7. Each group will police the bus and leave it in a neat and orderly fashion with all trash in the proper receptacles.
8. Sponsors will adhere to the philosophy “we leave together, and we return together.” Any exception to this rule needs to be handled in advance through the Coach or Administration.

### **INTERNET USAGE GUIDELINES**

Be courteous to others on the network and the Internet. Use only the software, which a Teacher has assigned. Connect only to sites, which a teacher has approved. Never change any computer settings. Use and access only “school-appropriate” language, pictures, and data. Never remove any computer parts or equipment. Failure to follow these guidelines can result in the loss of computer use. All students and parents must sign the USD 258 Humboldt Schools Acceptable Use of Computers Student Agreement form before computer use is allowed. **YOU ARE RESPONSIBLE FOR ALL SITES AND ACTIONS THAT OCCUR UNDER YOUR LOGIN AND PASSWORD!**

### **TELEPHONE CALLS**

District telephones are for school business. Use of phones for personal business should be avoided except in case of emergency. Use of phones for social calls is not permitted. Students may not make calls on district telephones without permission. **CALLS DURING SCHOOL WILL NOT BE ALLOWED UNLESS APPROVED BY TEACHER, OFFICE SECRETARY, OR ADMINISTRATION!**

### **DRUG FREE SCHOOL – USD 258 HUMBOLDT SCHOOL POLICY**

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

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances or alcoholic beverages on school property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to the school's discipline policy.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in the board policies and Kansas statues, K.S.A. 72-8901, et.sea. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with the other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his/her parents.

### **DRUG/ALCOHOL**

- A. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug related paraphernalia.

FIRST OFFENSE:

- 10-180 days out-of school suspension!
- Notification to parents and law enforcement officials!
- Documentation in student's discipline file!
- Written plan of action!

SECOND OFFENSE:

- 10 day immediate suspension!
- Recommendation to Superintendent for expulsion or Alternative Education Placement!
- Notification to parents and law enforcement officials!
- Documentation in student's discipline file!

- B. Sale, purchase or distribution of any prescription drugs, alcohol, narcotic, substance, counterfeit drugs and/or drug related paraphernalia.

FIRST OFFENSE:

- 10 day immediate suspension!
- Recommendation to Superintendent for expulsion!

### **GANGS**

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver in the vehicle. Students shall be subject to the district's student behavior code and other regulations. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation. Gang activity which threaten the safety or well being of persons or property on school grounds or at school activities, or which disrupt the school environment are prohibited.

## **WEAPONS POLICY**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. A violation of this policy may result in a short term suspension, a long term suspension, or expulsion up to 186 school days.

### **Weapons and Destructive Devices**

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- any frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than    ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than    inch in diameter; any combination of parts either designed or intended for use on converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

### **Exceptions**

Possessions of any firearm specifically authorized in writing by the superintendent of any unified school district;

Possession of a firearm secured in a motor vehicle by a parent, guardian, custodian or someone authorized to act in such a person’s behalf who is delivering or collecting a student.

### **Penalties for Possession**

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or

expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if juvenile to SRS or the commissioner of Juvenile Justice.

### **FRIDAY DETENTIONS**

Students who have violated school rules may be detained in the building on Friday after classes for a specific defined term, from 3:20 p.m. until 5:00 p.m., under close supervision. The student is responsible to bring class assignments to Friday Detention so that he/she does not fall behind in his/her schoolwork. If student violates rules of the detention or has to be removed the will serve one day of In-School Suspension. Then he/she will also be placed on the status of "Student not in good standing" until a completed Friday Detention is served. Students may be excused from Friday Detention only in the event of an emergency, and approved by an administrator.

### **IN-SCHOOL SUSPENSIONS**

In-school suspension is an alternative to removing students from school. Students on in-school suspension shall be removed from the classroom situation while being allowed to complete class assignments in a restrictive environment so as to not fall behind in their classroom work.

1. A student may be placed on in-school suspension at the discretion of the school administrator after the student has committed an offense, which may subject him or her to suspension.
2. Absence from the in-school assignment due to illness or for other reasons shall not relieve the student from fulfilling the requirements of the suspensions.
3. Failure to follow the rules of the in-school suspension may result in an out-of-school suspension.
4. In School Suspension hours are from 8:00 a.m. until 4:15 p.m. **(Unless specific times have been changes by the principal)**

### **OUT-OF-SCHOOL SUSPENSIONS**

1. Short term suspensions of one to five days may be assigned with an informal hearing being afforded the student.
2. Parents shall be notified in writing of each suspension.
3. Students under suspension are barred from all school property, except for one half hour on the second day of the suspension to pick up materials, and are ineligible to attend or participate in school activities.
4. It is the responsibility of the student to come to the office at a pre determined time of the second day of suspension to pick up all assigned work. The student must complete and turn in the work before school the day he/she is to return to class. Failure to comply with this guideline will result in no credit for the days suspended.

### **EXPULSION / LONG-TERM SUSPENSION**

Expulsion from school or suspension for periods longer than five days shall be assigned using the following guidelines:

1. A student and his/her parents shall be notified in writing of the time, date, and place where the student will be afforded a hearing.
2. Parents shall be given a copy of the Kansas Statutes and Board of Education Policy covering long-term suspension and/or expulsion.

### **FUND-RAISING**

Solicitations of students by students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities.

- All fundraising projects shall require the principal's prior approval.

### **HEALTH AND SAFETY** **REPORTING OF ACCIDENTS**

Students should immediately report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor / coach.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

### **FIRST AID**

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- Send for medical help;
- Make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- Notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

### **MEDICATION ADMINISTERING**

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board of education and the laws of the State of Kansas. School employees may not dispense or administer medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication the student will use, but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.

The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drug, dosage, and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

Students who are self medicating must have written consent on file in the office from their parents. Students are allowed to self medicate only certain types of prescriptions.

### **INOCULATIONS**

(The law requires written annual notification to parents on inoculations by May 15<sup>th</sup>. The following may serve as the legally required notification)

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

Students who fail to provide the documentation required by law may be excluded from school by the principal until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease may be excluded from school during any outbreak.

### **COMMUNICABLE DISEASES**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

### **EVACUATING DISABLED BUILDING OCCUPANTS PROCEDURE**

Each teacher will be responsible for assisting any disabled students in his/her charge to the nearest accessible exit or safe refuge area. The building administrator will be responsible for assisting any disabled visitors to the nearest accessible exit or safe refuge area. In case the building administrator is not in the building, the school secretary will take over assisting any disabled visitor. Disabled occupants will be assisted across the street in back of the school.

### **SAFETY DRILLS**

Each year our school will have a minimum of nine fire drills and three tornado drills at various times. Students have been informed about what they are to do and where they are to go during these drills. Students are to observe the no talking regulations. Copies of the emergency procedures are available upon request.

Since many parents may not be home during an emergency period, the school district will keep all children at the building in case of an extreme emergency where there is less than an hour of warning time. The faculty will remain in the school building during such emergency periods.

### **WEATHER EMERGENCIES**

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over the following radio/TV station(s):

KKOY Radio (Chanute)      KIKS Radio (Iola)      KOAM TV (Pittsburg)

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day. (See a Release of Student During the School Day)

### **ASBESTOS**

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the superintendent of schools.

### **LIBRARY**

This is your library. We hope you will treat it with a spirit of respect and courtesy, and that you will consider the rights of others as well as your rights.

Come to the library with a definite purpose in mind and a specific work assignment. Every student must have a library pass to leave the classroom. Unless this is your intent, you will be wasting your time and that of your classmates. A distinction will be made between quiet discussion by students who are working, and real noise made by pupils wasting their time. You

should be the one to decide when it is time to return to the classroom, thus avoiding being asked to do so. The librarian and the student assistants are happy to aid you at any time. If you have problems, please ask for help.

### **CELLULAR TELEPHONE/PAGERS**

Humboldt Middle/High School students may have in their possession cellular telephones. To minimize interruptions to the educational setting, students may not use cellular telephones or electronic paging device at any time during the student's school day. As long as the device is turned off, students may have a cell phone or electronic device in their possession with written permission from their parent; however, the school district will not be responsible for lost or stolen devices. This section does not permit the student to bring radios, tape players, electronic games, I pods, compact disks, or any other mobile devices to school during the school day. Teachers and administrators will take appropriate actions if a student is observed using a cellular telephone or pager during the school day or if such devices disrupt the instructional setting. Disciplinary actions will include:

1<sup>st</sup> Offense-Warning (Parent Picks up Phone at end of School day from the office)

2<sup>nd</sup> Offense-Friday School (Parents Picks up Phone at school office at the end of the school week)

3<sup>rd</sup> Offense-1 Day ISS (Phone held in office 2 weeks or the remainder of the month, whichever is greater. Phone No Longer Allowed on Campus for remainder of the year!

**Maintaining the integrity of the learning environment is the top priority.**

Students will be permitted to have cell phones in their possession throughout the school day. However, cell phone use will only be permitted prior to the first bell and after the last bell of the day. (Students involved in before or after school academic programs shall observe school hour rules during these programs.)

Students must have their cell phones turned off during the school day; cell phones shall cause no disruption.

Cell Phone use is prohibited in restrooms and locker rooms at all times. This includes before school, after school, before practice, after practice, and during any competitions at home or while visiting another school for a school activity.

Cell phones will not be visible during the school day.

**Should a student be observed using a cell phone, or a cell phone rings during the school day, discipline action will follow the level of consequences listed above.**

**During times of testing and other student evaluations, teachers may request that students remove their cell phones from their possession, either by returning to a locker or placing at the teacher's desk, reducing the possibility of compromised test security.**

**Fire drills, assemblies, or other school evacuations are considered cell phone blackouts. During such contingences, there will be absolute ZERO TOLERANCE on cell phone use.**

**STUDENTS MUST HAVE A STUDENT/PARENT CONTRACT ON FILE TO CARRY A CELL PHONE ON CAMPUS. WITHOUT THE CONTRACT, THE STUDENT WILL NOT RECEIVE A WARNING SHOULD THEY BREACH THIS POLICY – BUT WILL BE SUBJECT TO THE HIGHEST LEVEL OF DISCIPLINARY CONSEQUENCES**

### **KANSAS SCHOOL SAFETY HOTLINE**

As of July 1, 1999, a hotline has been set up to give parents and students an opportunity to report “impending school violence.” The hotline will be staffed by the Kansas Highway Patrol. The safety hotline number is 1-877-626-8203. Parents, please talk to your children about the importance of reporting information that may put themselves or others in danger.

### **SEXUAL HARASSMENT**

The board of education is committed to providing a positive and productive learning environment, free from sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of students by employees, other students of the district, or others having business or other contact with the school district is strictly prohibited.

All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored programs or events. Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching.

All victims of sexual harassment and persons with knowledge of such harassment are encouraged to report the harassment immediately. They should report this harassment to the building principal, the guidance counselor, or staff member. An investigation by the building principal will be required in order to resolve the problem. If a satisfactory resolution cannot be reached the student may file a formal complaint with the superintendent. If a person’s alleged behavior is found to be sexual harassment, that person will be subject to discipline under the employee or student code of conduct.

### **RACIAL HARASSMENT**

The board of education is committed to providing a positive and productive learning environment, free from discrimination, including harassment on the basis of race, color or national origin. Racial harassment shall not be tolerated in USD 258. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial harassment may result from verbal or physical conduct or written graphic material.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the incident with the building principal, guidance counselor, or staff. An investigation by the building principal will be required in order to resolve the problem. If a satisfactory resolution cannot be reached the student may file a formal complaint with the superintendent. If a person's alleged behavior is found to be racial harassment, that person will be subject to discipline under the employee or student code of conduct.

### **BULLYING**

Bullying of any type shall not be tolerated in the school setting. The Humboldt School USD #258 will endeavor to maintain a learning and working environment free of bullying.

Bullying is defined as the act of one or more individuals intimidating one or more individuals through either verbal, physical, mental, or written interactions. Bullying can cause undue anxiety relative to attending school, playing on the playground, participating in or attending activities, or riding on the bus. This can adversely affect student or employee performance.

Examples of bullying include but are not exclusive to:

1. Intimidation – either physical or mental
2. Threats of any kind
3. Assault – verbal, physical, mental, or toward property

The School Board expects administrators and supervisors to make it clear to students and staff that bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students, and termination for employees.

### **THREATS/BULLYING**

No student shall threaten another individual. If this occurs, local law enforcement shall be notified and the student shall be subject to prosecution.

### **STUDENT IMPROVEMENT TEAM**

The Student Improvement Team is a team of dedicated personnel, which helps to ensure that all children reach their full potential. The parents are important members of this team. The team is designed to work with teachers and parents to make sure that a program is implemented which addresses the three fundamentals of the Student Improvement Team:

- Success for every child
- Empowerment of parents through partnership.
- Integration of services to children by using a team approach.

Children may be referred to this team for several reasons:

- Teachers, parents, or students may be asking for help to better serve the child's needs.
- Students may be having a difficult time learning.
- Students may be achieving above grade level and has a need for additional enrichment.

- Students may be exhibiting behavioral problems.
- Students may have a physical impairment that needs to be addressed and accommodations made.

### **SPECIAL EDUCATION**

The ANW Coop provides the following special services to the students of USD 258:

EMH – Educable Mentally Handicapped	BD – Behavioral Disorders
TMH – Trainable Mentally Handicapped	OT – Occupational Therapy
SMH – Severely Multiple Handicapped	PT – Physical Therapy
LD – Learning Disabilities	Psychologist
Social Worker	Gifted
Speech Therapy	

These classes are offered only to those students who have gone through the Student Improvement Team process that begins with teacher or parent referral. The parents are an important part of the team and will participate in all decisions concerning the development of an improvement plan. Before a student is tested or placed in a special program, the parents will be contacted for their permission.

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

This notice informs parents and eligible students (those 18 and older) of their rights concerning access to education records, limitations on disclosure or record information, the opportunity to challenge the content of education records and provisions for filing a complaint with HEW. These rights are spelled out in Public Law 98-380, as amended by Public Law 93-568, and in regulations published by the Department of Health, Education and Welfare in the June 17, 1976 Federal Register. The rights are as follows:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent the FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

### **HOMELESS STUDENTS**

The term “homeless children and youth” mean individuals who lack a fixed, regular, and adequate nighttime residence which includes:

- in a shelter, motel, vehicle, or campground
- on the street
- in an abandoned building, trailer, or other inadequate accommodations
- doubled up with friends or relatives because you cannot find or afford housing

The homeless coordinator for USD 258: Kay Bolt 620-473-2461

How to enroll in school:

- contact the school district’s coordinator for homeless education for help in enrolling in a new school or arranging to continue in your former school
- give the coordinator the name of your last school and imperative information such as special programs that your child might have been placed in
- school counselor will meet with parents and students when registering
- the school counselor or school psychologist will obtain records (immunization, IEP, birth certificates, etc.)
- the school counselor or school psychologist will give short educational assessments to place students immediately while waiting for complete academic records

### **SECTION 504**

The Humboldt Unified School District does not discriminate against any student on the basis of his or her disability and allows equal access to and participation in its programs and activities. The district also does not discriminate against anyone because he or she is associated with someone who is disabled. In addition, it is the district’s responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instruction or services so that those students may receive free appropriate public education. For additional information please contact a building principal or the district office.

For this policy, a student who may be eligible within the intent of Section 504 is one who:

- Is eligible to attend the district’s schools under federal and Kansas law; and
- Has a physical or mental impairment that substantially limits one or more major life activities, including learning.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act, (IDEA). Students who are identified as individuals with exceptional needs under IDEA criteria will have their rights and obligations determined by that law. Each qualified student within the district who is eligible to receive appropriate individual services, regardless of the nature or severity of the condition necessitating such programs or services, shall receive a free and appropriate public education from the district, as it is defined in Section 504 of the Rehabilitation Act.

## **COMPLAINTS OF DISCRIMINATION**

Unified School District 258 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its employment procedures, educational programs and activities. The following person has been designated to handle inquiries regarding the non discrimination policies: K.B. Criss, Superintendent of Schools, 801 New York Street, Humboldt, Kansas 66748, 620-473-3121.

The Superintendent, 801 New York Street, Humboldt, Kansas 66748, (620) 473-3121, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title II 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.

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.

The district is committed to maintaining a working and learning environment free from discrimination. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building principal or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination. Complaints against the superintendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedures.

DISTRICT COMPLIANCE OFFICER  
Mr. K.B. Criss, Superintendent of Schools  
USD 258 Humboldt Schools  
801 New York Street  
Humboldt, KS 66748

## **FORMAL COMPLAINT PROCEDURES**

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

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

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

A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.

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

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

The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

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

