

# USD #258 Student Handbook

Revised May 2016

This online handbook is designed to serve as a guide to USD 258 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.

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### **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.

### **STUDENT RIGHTS**

Students who attend the 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 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.

### **ROLE OF SCHOOL PERSONNEL**

As teachers, staff and administration, we understand that our involvement with each student is valuable and we strive to create a safe environment that allows open and beneficial communication between student, teacher and family. Therefore, we agree with the following to make the school beneficial to each student:

- In classrooms, we will present lessons clearly and make appropriate assignments.
- We will respect and dignify the individual in word and deed.
- We will communicate with families through progress reports, grade cards, e-mail, phone calls and/or other means to increase and sustain each student's success.
- We will maintain high expectations and realistic expectations in order to reach all students.

**ROLE OF THE STUDENT**

The Humboldt School District is a learning place. The purpose of our schools is to help students learn and prepare for a successful and productive future. It is our goal to create the best possible academic environment for students and teachers in the Humboldt School District.

Important characteristics needed by students are the desire and willingness to prepare for a successful and productive life. Responsibilities of the student are:

- Attend class regularly and report to class on time.
- Bring appropriate learning materials to class ---paper, pencil, books, and notebooks.
- Treat others the way you wish to be treated.
- Make challenging academic choices.
- Establish and pursue personal career goals.
- Prepare for and participate in the learning process.
- Work positively and productively with peers, teachers, administrators and parents/guardians to achieve goals.

**ROLE OF THE PARENT/GUARDIAN**

Parents and guardians play a very important part in the education of the Humboldt School District students. Parents' and guardians' support and interest in education have a positive impact on children's educational success. Parents and guardians can help their student be successful by doing the following:

- Show a sincere interest in academic and extra-curricular activities.
- Emphasize the importance of punctual and regular attendance.
- Establish and maintain open communication with the school.
- Take responsibility for their student's health, personal cleanliness, grooming and appropriate clothing.
- Assume responsibility for working with school personnel to solve behavior problems.
- Encourage and expect that your student respect the law, other people and the property of others.
- Help your child take responsibility for his/her own actions. Students need your encouragement and support to make right choices.

# ATTENDANCE

## PURPOSE AND IMPORTANCE

The right and privilege of attending public school carries with it certain responsibilities on the part of both parents and students. Parents and students must recognize the direct relationship between academic success and regular school attendance. School attendance is ultimately the responsibility of the student and his/her family. Students are expected to arrive to no earlier than 30 minutes prior to the start of school. Students should remain out of school only when absolutely necessary because much of the classroom activities, instruction, discussion and participation is lost forever to those who are absent. When students are ill, or cannot attend school, parents must call the school office as early as possible. If not notified, the school will attempt to contact parents of students who are absent; however it is the responsibility of the parent to provide information relating to non-attendance. It is the student's responsibility to ask for, and complete, missed assignments. Students who do not attend regularly may not be eligible for promotion.

## COMPULSORY ATTENDANCE LAW (TRUANCY)

Any students who are absent without excuse three (3) days in a row or five (5) days in a semester or seven (7) days in a school year are in violation of the compulsory attendance law #KSA 72-113. These students will be reported to the Allen County District Attorney and/or Kansas Social and Rehabilitation Services (SRS).

## ABSENCES

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. 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.
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. 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.
4. Students skipping classes will be dealt with according to the discipline policy.
5. 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 and parents will be notified in writing
6. 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.

7. The accumulation of five tardies to school is the equivalent of one unexcused absence and will factor into the absence calculation for referral to the district attorney under the compulsory attendance law.
8. In the Four Year Old Pre-School program, the accumulation of more than 10 absences will result in removal from the program.

#### **PRE-ARRANGED ABSENCES**

Parents and guardians of students who know in advance that they are going to be absent should notify the offices prior to the absence. Assignments, class work and tests missed should be completed in consultation with the teachers.

#### **EARLY DISMISSAL**

A child will be released only to the parents unless the school has been notified by the parents that other arrangements have been made.

#### **SIGNIFICANT PART OF A SCHOOL DAY**

An absence will be recorded if a student misses a significant part of the school day. A student who is absent no more than four periods is counted absent one-half (1/2) day; if the student is absent more than four periods in a day, the student will be counted absent for the full day.

#### **MAKE-UP WORK AFTER EXCUSED ABSENCE**

It is the responsibility of the student to obtain the necessary information from his/her teachers with respect to making up the school work missed during the absence. Make-up work must be completed within two school days per day of excused absence for full credit. Students absent more than one week will have the number of days absent plus one week to complete assignments. Any work assigned before an absence is due upon the student's return.

#### **OUT OF SCHOOL SUSPENSION ABSENCE**

Work will be made up during the time of their out of school suspension. It is the student's responsibility to arrange to have the work picked up from the office and to have it finished before returning to school.

#### **TARDY POLICY FOR ELEMENTARY**

The prompt and timely presence of students in the classroom at the time classes begin is an important factor in the learning process of each individual student and the other students in the class. Student tardiness is a disrupting factor for the class and the teacher. **Parents and students are responsible for arriving on time.**

Any student who arrives after the 8:00 am bell must be accompanied to the office by a parent and signed in before going to class. Any student tardy five times in a semester will be required to make up one thirty minute detention. For each recorded tardy beyond the 5<sup>th</sup>, a thirty minute detention will be assigned. The student begins each semester with no tardies.

**TARDY POLICY MS/HS STUDENTS**

Tardiness is a classroom disruption and will be handled as a disciplinary action. Students tardy to first period will report to the office to obtain an "Admit Slip" before reporting to class. Unexcused tardies to classes other than first period will be recorded by the classroom teacher. Any student detained by a teacher or administrator must have a pass signed for admittance to the next class. **Any student more than 15 minutes tardy to a class will be considered absent.**

The following discipline will be used to enforce the Tardy policy:

5 <sup>th</sup> Tardy	1 point and 30 minute detention
6 <sup>th</sup> Tardy	1 points and 1 hour detention
7 <sup>th</sup> Tardy	1 point and Friday School
8 <sup>th</sup> Tardy	1 points and Friday School
9 <sup>th</sup> Tardy or More	1 points and Saturday School



# ACADEMICS

## PHILOSOPHY

The Humboldt School District is committed to improving the educational achievement of all students. The educational faculty is outstanding and reflects the district's commitment to education. Students are expected to strive for improvement and to achieve at the best of their ability. It is our goal to provide the best educational environment for our students.

## GRADUATION REQUIREMENTS

Twenty-five units of credit are required for graduation from Humboldt High School.

1. English Language Arts - 4 Units
2. Mathematics - 3 Units
3. Science - 3 Units
4. Social Science - 3 Units
5. Physical Education (to include Health) - 1 Unit
6. Computer Science - 1 Unit
7. Vocational - 2 Units
8. Fine Arts - 1 Unit
9. Electives - 6 Units

## GRADUATION CEREMONY

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied by the administration. Graduation exercises shall be under the control and direction of the building Principal.

## PROMOTION AND RETENTION

Students may be promoted when they have demonstrated mastery of the board approved learning objectives. High School students who do not pass core classes will be required to attend summer school. Summer school is designed to help students stay on track for graduation.

## GRADING

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

### **HHS/HMS INELIGIBLE LIST**

On the third Monday of the semester, or any Monday thereafter, the office will run a PowerSchool F list. Any student with an “F”, an incomplete that causes the grade to be an “F” or has more than 30 minutes make-up time will be informed by the office and parents will be informed by email/mail. If this is the first time the student has been on the list, the student and parents will be informed that the student has a one week “grace period” to improve the grade or make-up the time. Any Monday thereafter that the student is failing one or more classes or the time has not been made up, the student will be informed by the office and parents will be informed by email/mail that the student has been placed on the Ineligible List. Each student will only be given one “grace period” per school year regardless of when a 2<sup>nd</sup> occurrence happens.

Any student on the Ineligible List will not be allowed to participate in or attend any school activity while his/her name is on the list. This will include games, contests, practice, non-credit field trips, rated performances, on-campus college visits, Prom, etc. The student’s name will remain on the List until he/she is no longer failing one or more classes or has made up the time. The Office will be notified as soon as the student’s grade improves to a “D” or an incomplete is made up. The student’s name will be removed from the list immediately and the student will regain eligibility.

### **TESTING PROGRAM**

All students enrolled in USD 258 will participate in local, state and national assessments.

### **REPORTS CARDS**

Grades will be updated on PowerSchool weekly. Parents are encouraged to log-in and monitor their student’s grades. Report cards will be in issued 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
Teacher’s Honor Roll	3.5 - 3.9 GPA
Regular Honor Roll	3.0 – 3.4 GPA

### **CLASS RANK**

Class rank will be determined by percentage grades.

### **TRANSFERRING CREDIT**

Units earned in other accredited schools will be recognized unless the principal determines there is a valid reason for not doing so. Students transferring from non-accredited schools will be placed by the principal and counselor.

**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.

**CONCURRENT CREDIT**

The district may enter into an agreement with a college for the purpose of allowing students to receive concurrent credit. With parental permission, juniors and seniors who can complete graduation requirements prescribed by the board are eligible for concurrent credit. See counselor for more details on this rule put into effect by the Kansas Board of Regents.

**ALTERNATIVE CREDIT**

Testing out and compaction of classes will be handled on an individual basis according to individual education team recommendations.

## PROCEDURES

**ARRIVAL TO SCHOOL**

School doors will not be unlocked until 7:30 am.

Elementary: All students will enter through the multi-purpose doors and report to the multi-purpose room.

Middle School: All students will enter through the main North or South high school doors. Students are to remain in the cafeteria or old gym until the first bell rings.

High School: All students will enter through the main North or South high school doors. Students will remain in the cafeteria, media center, or commons area until the first bell rings.

**AFTER SCHOOL PICK-UP FOR ELEMENTARY STUDENTS**

There will be NO parking in the front of the building (Central Street). All students will be dismissed from the front of the building. Parents will be expected to drive in a line along the curb from 12<sup>th</sup> Street onto Central Street. The vehicles in the designated vehicle pickup area will pick their children up and drive off. The processional line will continue until all children have been picked up. If you get to the designated pick-up area and your child is not out front and ready to go, then you will need to drive around the school and get in line or drive up to the southwest side (still on Central Street) of the multi-purpose driveway and park to wait for your child.

The crosswalk is at the corner of 11<sup>th</sup> Street which is by the multi-purpose driveway. Students who walk home will be expected to be dismissed from the front of the building. If inclement weather, students who walk will leave from the multi-purpose doors. Students who walk North of the building will be taken around the building and will be supervised while crossing the street.

Bus pick-up is in the front of the building from the fire hydrant east. After buses leave, parents may continue with their line from 12<sup>th</sup> onto Central.

### **RESIDENT STUDENTS**

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 guardian who is a resident in the school district. All required documentation must be on file in the building office.

### **NON-RESIDENT STUDENTS**

A non-resident student is any child who does not live within the boundaries of the USD 258 school district. 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 has been suspended or expelled from another district will not be admitted to the district unless approved by the board of education. **However, the school district reserves the right to revoke acceptance at any time due to unacceptable academic, attendance or behavior records.**

### **CUSTODY OF STUDENTS**

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, has equal right to their student's records unless a court order specifies otherwise. The school must have a copy of the court order in the student's file. Any unusual custody circumstances shall be explained and updated as they occur.

### **ARMED FORCES LIST**

The No Child Left Behind Act of 2001 and the National Defense Authorization Act requires public schools to provide a list of juniors and seniors in high school. The student list will be used for armed services recruiting purposes and for informing young people of scholarship opportunities. The parent(s) may opt out of providing this information to the armed forces recruiters. During the enrollment process parents may choose what directory their student's name will be listed on.

### **FEES**

Students will be assessed fees for the following:

-An enrollment fee of \$25.00 will be assessed to each student.

-A tech fee of \$25.00 will be charged for incoming 3<sup>rd</sup> graders and new students. The fee is payable when the computer is assigned to the student. If a parent/guardian is unable to pay, then a payment plan can be set up with the building principal. The payment plan will ensure that the parent/guardian pays \$5.00 a month until the fee is paid in full. Willful and deliberate damages to the computers will cause USD #258 Humboldt Schools to charge the student/parent for the full cost of replacement or repairs of the computer. Such cases may be turned over to the Humboldt Police Department. Users will be held responsible for any loss or damage to computers that are checked out to them. Any damage (accidental or otherwise) to a computer will result in a \$25.00 charge per occurrence. The cost of a lost charger will be \$40.00. A payment plan can be set up through the building administrator if parents/guardians are unable to pay. All damage incidents will be investigated by school administration and the IT department.

### **HIGH SCHOOL ELECTRONIC DEVICE POLICY**

Humboldt High School students may have in their possession electronic devices. To minimize interruptions to the educational setting, students may not use electronic devices during class time. The school district will not be

responsible for lost or stolen devices. Teachers and administrators will take appropriate disciplinary actions if a student is observed using electronic devices during class time or if such devices disrupt the instructional setting.

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.

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

#### **MIDDLE SCHOOL ELECTRONIC DEVICE POLICY**

Students may bring electronic devices to school, but once the first tardy bell rings, they must be turned off and locked in their school locker until school is dismissed. Students are prohibited from using any electronic devices during the school day. No electronic devices are to be used in the classrooms, locker rooms, restrooms or hallways. Violation of these procedures will lead to disciplinary action. The school district will not be responsible for lost or stolen devices.

#### **ELEMENTARY ELECTRONIC DEVICE POLICY**

Students may bring electronic devices to school, but once on school property they must be turned off and kept in their school backpack until school is dismissed. Students are prohibited from using any electronic devices during the school day. No electronic devices are to be used in the classrooms, restrooms or hallways. Students are not allowed to play games and/or listen to music on any electronic device during the school day unless approved by teacher/administrator. Violation of these procedures will lead to the following disciplinary action.

1st Offense: Warning-Device taken for the day and returned to student

2nd Offense: Discipline Referral-30 Minute Detention, parents notified and required to pick-up the device

3rd Offense: Discipline Referral-1 Hour Detention, parents meeting requested and device not returned until the meeting

The school district will not be responsible for lost or stolen devices.

## **FOOD SERVICE PROCEDURES**

#### **CAFETERIA GUIDELINES**

USD #258 has a closed lunch hour. Students are not to leave the school building during lunch.

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. By state guidelines, pop is not allowed in the cafeteria.

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

School meals, including breakfast and lunch, may be charged up to \$25.00. If school meal accounts exceed \$25.00, students will need to bring their lunch and eat breakfast at home until the balance is paid in full and the student has a positive amount in their account.

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

Applications are available to all families on enrollment day and throughout the year. One application, per household, should be submitted to one of the building offices. All applicants will receive written notification of their family status along with instructions for appealing the decision if necessary.

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.

## **BUS CONDUCT**

### **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 and/or subjected to other disciplinary action.

Students traveling to school events as participants are expected to use school provided transportation. Students will return home on school provided transportation unless they are released to their parent or legal guardian.

### **SCHOOL BUS CONDUCT**

1. There will be no changing of seats while the bus is in motion, except by direction of sponsor or bus driver.
2. There will be no defacing of the bus.
3. Seating arrangements will be left to the discretion of the sponsor or bus driver.
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.

# DISCIPLINE

All students are expected to comply with the regulations for student conduct or behavior and any violation of these regulations may result in the suspension or expulsion of the student. These regulations are based upon State Law, KSA 72-8901, which reads:

The board of education of any school district may suspend or expel, or by regulation authorize any certified employee or committee to suspend or expel any pupil or student guilty of any of the following:

- a. Willful violation of any published regulation for student conduct adopted or approved by the board of education, or
- b. conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
- c. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity, or
- d. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult, or
- e. Conduct at school, on school property, or at school supervised activity which, if the pupils is and adult, constitutes the commission of the misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult, or disobedience of an order of a teacher, peace officer, or school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

School rules will be enforced by the staff and administration. The administration will use discretion when dealing with violations as each individual case can vary.

## ELEMENTARY SCHOOL DISCIPLINE

Violation of any school policies may result in the following:

**Level 1:**  Classroom Disruption, Inappropriate classroom behavior, Inappropriate Hallway/Breakfast/Lunchroom Behavior,  
Failure to cooperate  
Other \_\_\_\_\_

- **1<sup>st</sup> offense Up to 30 -minute detention**
- **Repeat offenses – Level 2**

**Level 2:**  Disrespectful to others, Lying, Profanity/vulgarity, Misuse of electronic device, Academic Misconduct, 5 or more tardies, Conflict with another student-verbal, Failure to serve level 1 detention  
**Other:** \_\_\_\_\_

- **1<sup>st</sup> offense Up to 1 hour-minute detention**
- **Repeat Offense – Level 3**

**Level 3:**  Insubordination, Harassment, Verbal Assault/Pushing another student, Disrespect/ Slander of teacher, Intimidation, Threats to others, Damage of school facilities, Theft-minor, Failure to serve level 2 detention  
**Other:** \_\_\_\_\_

- **1<sup>st</sup> Offense – Up to ISS**

- **Repeat Offense – Level 4**

**Level 4:**  Fighting, Verbal Assault of Staff member, Vandalism, Theft-major, Possession of Stolen property, Disrespect to Staff-Profanity, Drug Paraphernalia, False 911 call/fire alarm pull, gang behavior/dress, Intimidation/threats of staff, Sexual Harassment

**Other:** \_\_\_\_\_

- **1<sup>st</sup> Offense – Up to 5 days OSS (Depending on Severity)**
- **Repeat Offense – Level 5**

**Level 5:**  Bomb Threat or other physical threat against the school, Explosives-possession/use, Battery of staff member, Weapon use/possession, Drugs use/possession, Possession of fireworks or pyrotechnics, Perpetuating a false alarm or other hoax,

**Other:** \_\_\_\_\_

- **1<sup>st</sup> Offense –Up to Long Term Suspension/Expulsion**
- **Repeat offenses – Long term Suspension**

### HIGH SCHOOL/MIDDLE SCHOOL DISCIPLINE

Violation of any school policies may result in the following:

**Level 1:**  Classroom Disruption, Inappropriate behavior, Dress Code Violation, Violation of Seminar/ELP rules, Food/Drink violation, Hall Violation, Inappropriate display of affection, Parking/Driving Violation ,  
Other \_\_\_\_\_

- **1<sup>st</sup> offense 1 point and up to 30-minute detention**
- **Repeat offenses – Level 2**

**Level 2:**  Parking Lot w/o permission, Minor vandalism/littering, Vehicle misuse, Assembly conduct violation, Computer misuse(minor 1<sup>st</sup> offense), Violation of lunchroom/Bus policy, Misuse of electronic devices ( headphones), Forging passes, Student in an unauthorized area, Leaving class without permission, Lying, Profanity/vulgarity, Unauthorized call-in, Unexcused absence, academic misconduct, Failure to serve level 1 detention.,

**Other:** \_\_\_\_\_

- **1<sup>st</sup> offense –2 points and up to Friday School**
- **Repeat Offense – Level 3**

**Level 3:**  Insubordination, Skipping class, Harassment, Trespassing, Extortion, Verbal Assault/Pushing another student, Disrespect/ Slander of teacher, Computer Misuse (Major 2<sup>nd</sup> offense), Conflict with student-verbal, Cell Phone (2<sup>nd</sup> & 3<sup>rd</sup> Offenses), Skipping homework referral, Intimidation, Threats, Verbal Abuse, Leaving school grounds w/o permission, Damage of school facilities, Theft-minor, Failure to serve level 2 detention,

**Other:** \_\_\_\_\_

- **1<sup>st</sup> Offense – 3 points and up to 3 days ISS**
- **Repeat Offense – Level 4**

**Level 4:**  Verbal Assault of Staff member, Vandalism, Theft-major, Possession of Stolen property, Use of tobacco/alcohol on school grounds or at a school event, Fighting, Skipping Zapped(3<sup>rd</sup> or more), Dangerous Materials (Vaporizer and such), Sexual Harassment, Disrespect to Staff-Profanity, Drug Paraphernalia, Failure to serve Friday School/Saturday School/Non-Compliance, False 911 call/fire alarm pull, gang behavior/dress, Intimidation/threats of staff, Under the Influence, Violation of the Student Medication Policy, Sexual Harassment **Other:** \_\_\_\_\_



- **1<sup>st</sup> Offense – 5 points and up to 5 days OSS**
- **Repeat Offense – Level 5**

**Level 5:**  Bomb Threat or other physical threat against the school, Explosives-possession/use, Battery of staff member, Weapon use/possession, Drugs use/possession, Possession of fireworks or pyrotechnics, Perpetuating a false alarm or other hoax, Other: \_\_\_\_\_

- **1<sup>st</sup> Offense – 15 points and up to Long Term Suspension/Expulsion**  
**Repeat offenses – Long term Suspension**

### **POINT SYSTEM**

Each discipline/tardy point will accumulate toward a total of 20 points per school year.

If a student receives a level 3 or higher or has accumulated 10 points a behavior contract will be put in place for the benefit of the student. The contract will allow the student to subtract 1 point from their accumulated total for each week that they do not have any tardies, discipline referrals, or Fs. Zero is the base of the point system and there is no banking points.

Once a student reaches 15 points a conference will be held with the student, parent(s), and administration. The student will be a “student not in good standing” and will lose their school privileges. These include, but are not limited to, competitions, games, practices of any kind, performances (band, vocal, forensics, newspaper, FFA, etc), dances (including Prom), trips, after school weightlifting, working to fulfill obligations to class (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>), fund raising events (including at events or activities and pickups), banquets, ceremonies, or any other school sponsored events. A “student not in good standing” will leave school grounds at 3:15 and will not return until the next school day. The exceptions to this would be if they have a homework referral, after school detention, or a Saturday school. The student will remain a “student not in good standing” until their points drop below 15.

When a student reaches 20 points a meeting and/or hearing may be recommended for long-term suspension, expulsion, placement in an alternative educational setting, or a homeschool referral to the Superintendent’s office.

Attendance and tardy points will not be factored in the determination of a long-term suspension hearing, but will be counted towards the “loss of privileges” and the “student not in good standing” status.

### **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.

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.

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

Disciplinary consequences for all students will be consistent with Kansas Statutes Annotated 72-8901 through 72-8906 and Humboldt USD #258 Board of Education policies. A student who is recommended for suspension for more than 10 days or expulsion from school is eligible for legal due process. Specific procedures for applying disciplinary consequences for students with identified disabilities are implemented in accordance with state and federal guidelines.

The provisions apply in all situations including:

- School activities on Humboldt School District property
- Travel on district transportation
- Off-site school sponsored activities
- On or off-site school related problems which result from or cause disruptive behavior on school grounds
- Violent acts of behavior, which occur off school property and pose a threat to the safety of students and faculty or disrupt the learning environment
- Misbehavior occurring at any school in the district

### **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 between 7:30 a.m. and 8:00 a.m. 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.

### **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.

### **REASONS FOR SUSPENSION**

In reference to Kansas State Statute 72-8901, students may be suspended from the school for 1-10 days by an administrator for one or more of the following reasons:

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

During the time a student is suspended or expelled from school, the student may not:

- Be on school property or in any school building or grounds without the permission of the principal.
- Attend any school or district activity as a spectator, participant or observer.

The parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent or guardian has been notified. If a parent or guardian cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

### **STUDENT RIGHTS DURING A LONG-TERM SUSPENSION/EXPULSION HEARING**

The student shall have the right:

- To counsel of his/her own choice;
- To have a parent or guardian present;
- To hear or read a full report of testimony of witnesses;

- To confront and cross-examine witnesses who appear in person at hearing;
- To present his or her own witnesses;
- To testify in his/her own behalf and to give reasons for his/her conduct;
- To an orderly hearing; and
- A fair and impartial decision based on substantial evidence.

### **APPEAL TO THE BOARD**

The following conditions shall apply if a student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent or guardian shall be notified in writing of the time and place of the appeal at least five (5) calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

### **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 will result in a zero on the assignment and will receive disciplinary points.

### **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.

### **DRESS CODE**

(JCBD and JCBD-R)

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

- It disrupts the learning environment.
- It advocates activities which are immoral or illegal. (Examples: advertises or suggests the use of tobacco, alcohol, or drugs; sexually explicit or suggestive humor; firearms; baggy or excessively loose.)
- Tops: All tops must fit properly; they may not be oversized or so small as to be revealing. Sleeveless tops must have a fitted armhole, no gaping armholes, no exposed underclothing. All necklines must maintain modesty. Tube tops, halter tops, spaghetti straps, clothing which bares midriff or belly button, are not allowed.
- Bottoms: Jeans, slacks, shorts and skirts (must be a longer than fingertips) and dresses are allowed. Styles must fit near the waist, no sagging or bagging.
- Clothing torn or frayed in a revealing manner will not be permitted.

- 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)
- Shoes must be worn at all times. House shoes/house slippers are not considered street shoes.
- Clothing must properly cover the body and undergarments. Clothing usually worn as undergarments cannot be worn as outer garments and may not be longer than shirt sleeves or shorts. Pajamas may not be worn as school attire.
- Articles and jewelry affiliated with hate groups, and/or related to gangs, gang activities, **non-school sanctioned groups or group activity** are strictly 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. (Policy JCDBB is defined below)

#### 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 ¼ 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 ½ 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.

**HARASSMENT FREE LEARNING ENVIRONMENT**

The district is committed to maintaining a learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability.

Any incident of discrimination in any form shall be promptly reported to an employee's immediate supervisor, the building principal or the district compliance coordinator the investigation and corrective action by the building or district compliance officer. Any student who engages in discriminatory conduct shall be subject to disciplinary action, up to and including expulsion.

**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.

**DRUG FREE SCHOOL – 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 statutes, 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.

- 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. 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

- C. 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**

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.

### **VANDALISM**

Unfortunately, occasional vandalism at our schools has become a fact of life. People who damage school property are liable for those damages according to state law. In the case of minor children, parents are also liable. School policy requires parents to be billed for the cost of damages. Therefore, we ask parents to help by teaching their children respect for public property.



# SAFETY/SECURITY

## **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.

## **SURVEILLANCE CAMERAS**

(JGGA and JGGA-R)

In order to provide for a safe and orderly environment for our students, staff and patrons, the Humboldt School District is equipped with surveillance cameras located in specified interior and exterior areas of the buildings.

## **STUDENT SEARCHES**

In the effort to continue a safe environment, The Humboldt School District may conduct student searches. These searches may include, but are not limited to bag searches and locker searches. Students that are non-compliant may receive disciplinary action.

## **SNOW SAFETY**

Throwing snowballs and ice on school property and adjacent sidewalks is dangerous, prohibited and subject to disciplinary action. Students traveling outdoors between classes must use the cleared paths.

## **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.

## **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.

## **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.

### **SAFETY DRILLS**

Students shall be informed of emergency drill procedures at the beginning of each school year. 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.

# HEALTH

## 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.

## IMMUNIZATIONS

(JGCB)

Each school year, every pupil enrolling or enrolled in any school for the first time, and each child enrolling or enrolled for the first time in a preschool operated by a school, shall present proof that the pupil has received such tests and inoculations as are deemed necessary. Pupils who have not completed the required **inoculations** may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to complete all required immunizations within 90 days shall be deemed non-compliance.

As an alternative to the certification required:

1. An annual written statement signed by a licensed physician stating the physical condition of the child to be such that inoculations would be seriously endanger the life or health of the child.

**OR**

2. A written statement signed by one parent/guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to inoculations.

If one of the above documentation of immunizations is not received, a pupil may be subject to exclusion from school attendance until such time as the pupil shall have complied with the requirements. A written notice will be sent to the parent/guardians stating the reason for exclusion.

**HEALTH ASSESSMENT POLICY**

As required by Kansas State law, all students up to the age of nine must have on file, at the appropriate school, a completed health assessment (physical) form. The assessment may be completed by a physician or by a nurse certified by the Kansas Department of Health and Environment. Failure to comply with this policy will result in a student being excluded from school until compliance is achieved. Exemption under this policy may be obtained by a written statement signed by one parent/guardian that the student is adherent of a religious denomination whose teachings are opposed to such assessments.

**MEDICATION POLICY**

Prescription Medication: Under certain conditions, prescribed medication may be given at school by the school RN or designated person. All prescriptions medication except inhalers, epipens, and diabetic supplies must be transported to the school office by the parent/guardian. Prescribed medications can be given only after the physician and parent/guardian have completed the district medication request form. The dosage intervals on many medications can be adjusted so that times for taking the dosages come outside the school hours. If at all possible, medication needs to be given prior to coming to school or after returning home from school under parent supervision. The initial dose of medication must be given by the parent/guardian to determine if the student will have an adverse reaction.

The following information must be completed and on file with the school office before the prescribed medication can be given:

- A complete request for Administration of Medication.
- The medication needs the correct information; student name, medication, dosage, frequency, date, prescription number, physician, pharmacy, expiration date.
- Parents/guardians shall submit their instructions in written form and understand that school personnel and/or the school district will not be held liable for any action resulting from this request to self-medicate. Inappropriate decisions by the student relative to this policy may result in disciplinary action. Students K-5 may carry their medication for asthma or anaphylactic reactions but need school personnel to supervise administration.

**COMMUNICABLE DISEASES/EXCLUSION FROM SCHOOL**

Whenever the school principal, school nurse or teacher in any public school has reason to suspect a pupil is suffering from or has been exposed to any infections, contagious or communicable disease, Rules and Regulations of State Board of Health require the student be excluded from school. Students will be excluded for the duration of the illness or until authorized to return by the student's health care provider. The board reserves the right to require a written statement from the health care provider. The principal may request a written release if a student is absent 3 or more days.

**ANIMALS**

Animals are not allowed to be brought to school due to allergies and the possibility of children getting bitten.

# MISCELLANEOUS

## **TEACHER QUALIFICATIONS**

As the parent of a student attending a school that receives federal funds under the “No Child Left Behind” Act, you have the right to know the professional qualifications of each of your child’s teachers. You have the right to know the professional qualifications of each of your child’s teachers. You have the right to ask for the following information about your child’s teachers:

- Whether the teacher is certified by the state of Kansas to teach the grades and subjects he/she teaches.
- Whether the teacher is teaching under an emergency or other provisional certificate.
- The teacher’s college major.
- Whether the teacher has any advanced degrees and, if so, the subject of those degrees.
- Whether aides or paraprofessionals provide services to your child and, if so, qualifications of the aide or paraprofessional.

If you would like to receive any or all of this information, please contact the district office.

## **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.

## **PARENT INVOLVEMENT POLICY STATEMENT**

USD 258 recognizes that parental involvement is a vital component of student learning. Parents will be actively involved in the support of student success and academic achievement. In order to assure collaborative partnerships between parents and school, participants are committed to:

**Standard 1: Welcoming all families into the school community**-Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

**Back to School Night:** Students bring materials; teachers meet with parents and students in the classroom.

**Kindergarten Round-up:** Parents fill out forms; meet the teacher; medical history and shots; school screening (D.I.A.L.)

**Study Trips:** Planned trips that reinforce classroom instruction with encouragement to Parent/Guardians to accompany their child's class.

**Room Parents:** Parent/Guardians coordinate treats and activities for holiday classroom activities.

**School Lunch:** Family members are invited to eat lunch with their child at school.

**Standard 2: Communicating Effectively**-Families and school staff engage in regular, meaningful communication about student learning.

**SchoolReach Notification System:** In the case of school closings, early-dismissals, emergencies or other notifications, SchoolReach will broadcast the same message via phone.

**Power School:** For parents and students this is a vital link in obtaining information about classroom assignments, test scores and attendance. Also available is the Daily Bulletin for items posted by school staff, lunch balances, and a link to contact teachers. Parents may also choose an option of receiving attendance reports, grade reports and the daily bulletin at selected intervals via email.

**Parent Communication to School:** Encourage two-way communication via email, notes, phone, face to face, planners, and formal individual notes.

**Parent Teacher Conferences:** In addition to on-going communication regarding student progress, formal conferences are held between parents and teacher twice yearly.

**Home Visits as Needed:** Home visits are available to discuss student progress in the event a parent is unable to attend conferences at school.

**Annual District Meeting:** Representatives from each school meet to discuss the effectiveness of parent involvement in the district.

**Stakeholder Surveys:** A yearly survey designed to obtain parental input on the effectiveness of school programs.

**Site Council:** A team of teachers, administrators, parents and community members who meet monthly and work collaboratively to improve the school learning environment.

**Standard 3: Supporting Student Success**-Families and school staff continuously collaborate to support student's learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

**Parent/Teacher Conferences:** Parents and teacher meet, discuss, and work together to improve student learning.

**Web based games:** Safe, educational websites are listed in newsletters and on district website.

**Study Island:** Students grades 3-5 are provided access to this educational tool in game format that provides reading and math practice based on Kansas State Standards.

**Student Improvement Team (SIT):** A team of teachers whose role is to work collaboratively with parents to provide a plan of action to support struggling students.

**Multi Tier System of Support (MTSS):** Struggling students are placed in small groups to practice specific skills to improve reading, math, or behavior.

**Power School:** Parents have access to their child's grades through Power School, the online student information system.

**Letters with Assessment Information:** Communication to parents regarding a student's achievement level on the MAP and Kansas State Assessments.

**Standard 4: Speaking up for every child-**Families are empowered to be advocates for their own children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

**Site Council:** Parents and community members monitor and support learning.

**Big Brothers/Sisters:** Community members support and encourage at-risk students.

**Youth Friends:** Community members volunteer to spend time with students by talking, listening, and playing games to provide a healthy and supportive adult relationship.

**SIT:** Members of the Student Improvement Team arrange academic and behavioral support for the student as needed.

**School Counselors:** Our counselor communicates with parents and is a strong advocate for all students.

**Multi Tier System of Support:** MTSS provides academic and behavioral support for students who are in need.

**Special Education Services:**

504 Plans

Professional development for parents to support student needs

Greenbush Parents as Teachers program

Title I funds to support parent training

**Standard 5: Sharing Power-**Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.

**Encourage and support parent participation in district and school meetings:**

H.E.L.P.

District Parent Advisory Council

Site Council

Parent Volunteers

### **IEP Planning and Processing Monitoring**

### **MTSS/SIT Processes**

### **Standard 6: Collaborating with community-**

Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

#### **The following agencies support our school:**

Youth Friends

Allen County (Extension) Services (EFNEP)

Allen County Health Department

School Resource Officers

Ministerial Alliance

Greenbush Education Center

Dental Screening

#### **Annual Evaluation**

Advisory Council will review student achievement data, reports on parent involvement activities, parent feedback, and teacher feedback to revise, improve, and or sustain parent involvement plans at the district and school site. (May of each school year)

#### **School-Parent Compact (attached)**

This agreement outlines how parents, school staff, and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students.



## **COUNSELING**

School counseling programs facilitate student's academic development, career development, and personal and social development. Several components related to character education are incorporated within the curriculum presented in the classroom on a regular basis. These include having respect for self and others; doing their best as a student; learning to make decisions; setting and achieving goals; demonstrating appropriate communication skills; learning how to constructively handle emotions; cooperating with others; exhibiting friendship skills; and being a good citizen at home, school, and in our community.

## **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

## **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.

#### **NON-DISCRIMINATION STATEMENT**

As stated in the Kansas State Board of Education's Policy Statement, Section 504—Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the school district are hereby notified that this district does not discriminate on the basis of race, religion, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Humboldt school district's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504 is directed to contact the superintendent, who has been designated by the Humboldt school district to coordinate the district's efforts to comply with the regulations, implementing these laws. Location: 801 New York, Humboldt, Kansas 66748. Telephone 620-473-3121. You can also contact the Section 504 Coordinator at the Kansas State Board of Education by calling 785-296-2424.

## IMPORTANT BOARD POLICY

### **ANTI-BULLYING**

(See JDDC)

Bullying on USD 258 property, in a USD 258 vehicle or at any USD 258 sponsored activity or event is prohibited. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

As used in this policy, the following definitions apply.

1. "Bullying means: (A) Any intentional gesture or any unintentional written, verbal, or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
  - a. Harming a student or staff member, whether physically or mentally;
  - b. Damaging a student's or staff member's property;
  - c. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
 (B) Any other form of intimidation or harassment prohibited by any policy of USD 258.
  1. "School vehicle" means any school bus, school van, other school vehicles and private vehicles used to transport students or staff members to and from school or any school sponsored activity or event.

### **CYBERBULLYING**

(See JT, IIBG)

The board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as "cyberbullying," by students, staff or third parties is prohibited and will not be tolerated in the district. "Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Students and staff will refrain from using personal communication devices or district property to harass or stalk another.

The district will take any report of cyberbullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal, who will take appropriate action. Students who make a report are expected, but not required, to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended harm, insult or humiliate.

The district may revoke the privilege of a student who uses district equipment or equipment or electronic communication system to engage in cyberbullying, to use any district electronic equipment the procedures

described in policies JT: Telecommunications Acceptable Use and IIGB: Computer Use. The district may revoke the privilege of a student to use a personal communication device on school property or during school sponsored activities.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Staff whose behavior is found in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or Board. The district may also report individuals to law enforcement if necessary.

### **HARASSMENT RACIAL/ETHNIC**

The Humboldt Unified School District USD 258 is committed to providing a learning environment conducive to teaching for learning for all students. Therefore racial/ethnic harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited. Any student who violates this policy will be subject to the disciplinary actions as outlined below in JGED-R. Any school employee violating this policy will be subject to personnel disciplinary procedures as outlines in board policy GAAA-R Equal Opportunity Employment and Nondiscrimination.

It shall be a violation of this policy for any school employee to engage in racial/ethnic harassment of a student or another school employee, for a student to engage in racial/ethnic harassment of another person or for any employee or student to discourage a student or other school employee from filing a complaint or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.

Racial and ethnic harassment in any conduct of a racial and/or ethnic nature, which has the effect of creating, in a reasonable person, an intimidating, hostile or offensive educational or work environment and ay take the following forms:

- Racial and/or ethnic comments: derogatory comments directed at an individual which are demeaning and or degrading to the individual's racial and/or ethnic group, including, but not limited to slurs, jokes, insults and name-calling;
- Racial and/or ethnic written materials: written materials which directly degrades an individual's race and or ethnic group, including, but not limited to pictures, posters, cartoons, symbols and/or written materials;
- Racial and/or ethnic visual displays: displays of racial and/or ethnic materials, which create a hostile intimidating and/or demeaning school environment including but not limited to pictures, posters, cartoons, symbols and/or written materials;
- Defacing or damaging personal property and/or school property: Any incident involving the defacing and/or damaging property belonging to an individual, that intimidates or harasses the individual due to his/her racial and/or ethnicity, is considered to be creating a hostile or offensive educational and/or work environment;
- Racial and/or ethnic physical threats: threats against an individual due to person's racial and/or ethnic identity including both verbal and actual physical threats;

Reasonable Person Standard is the conduct, action and or speech which would be considered harassment by a reasonable person and which would diminish the dignity of another individual with respect to race and/or national origin.

It shall be the responsibility for each school employee to promote understanding and acceptance of and assure compliance with Federal, State and Board Policy governing harassment and/or discrimination within the school district. All complaints and suspected incidents of racial/ethnic harassment should be reported in accordance with the procedure outlined in board policy. Any student who believes that he/she has been subjected to racial/ethnic harassment should discuss the alleged harassment with the principal, guidance counselor or other certified staff member. If the matter is not resolved to the satisfaction of the student in the meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting racial/ethnic harassment will not reflect upon the individual's status nor will it affect a student's grades or a person's future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

The following is a continuum of possible consequences to be administered considering the student's age, the severity of the offense and the reoccurrence of the harassing behaviors:

- First step: detention and parent/guardian conference to discuss seriousness or racial/ethnic harassment;
- Second step: one (1) day suspension;
- Third step: two (2) days suspension;
- Fourth step: three (3) days suspension;
- Fifth step: five (5) days suspension and a due process hearing, which could result in a long-term expulsion.

All students and school employees shall be informed annually about this policy. An explanation of the policy and disciplinary procedures for violation of the Racial/Ethnic Harassment Policy will be inserted in each of the student handbooks and employees handbooks beginning with the 2012-13 school term and all years thereafter.

All students as a condition of their continued enrollment in Humboldt School District and participation in district-sponsored activities are required to abide by this policy. This policy as well as all school district policies regarding discrimination will be adhered to by all school district clubs, organizations and extra-curricular activities including athletics and performing groups.

All school employees are expected to abide by and enforce this policy by seeking to eliminate any and all types of discrimination. School employees will report all incidents of racial/ethnic harassment to the appropriate supervisor and will assist in the elimination of racial/ethnic harassment or any form of discrimination in any and all of the Humboldt Public Schools.

### **SEXUAL HARASSMENT POLICY**

(JGEC-JGEC-R)

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

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another person, 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 unwelcomed 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 any other person:

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

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

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

Consequences: (The following is a continuum of possible consequences to be administered considering the student's age, the severity of the offense and the reoccurrences of harassing behaviors.):

- First: detention and a parent/guardian conference;
- Second: one (1) day suspension;
- Third: three (3) day suspension;
- Fourth: five (5) day suspension and a due process hearing, which could result in a long term expulsion.

### **NON-NEGOTIABLE STUDENT RULES**

(JCD-R)

The Humboldt Board of Education endorses the enforcement of the three non-negotiable rules and administrative regulations that follow. These rules will be enforced throughout the Humboldt School District. Throughout this policy, where there are consequences listed with a first step, second step, etc., the administrator imposing the discipline may move to a higher step depending upon the age and severity of the incident involved.

### **NON-NEGOTIABLE RULE NO.1: WEAPONS**

- No student in the Humboldt School District may possess a dangerous weapon on school property or during any school-sponsored event. A dangerous weapon is considered to be any weapon so defined under state statute or deemed as such by an appropriate agency of the law. (see JCDBB)

- No student in the Humboldt School District may use any object to inflict bodily harm to another individual.
- No student in the Humboldt School District may possess any replica of a gun or another weapon.

**Definition of a Weapon:**

A weapon is any object used to inflict bodily harm to another individual. The definition of a weapon includes all illegal weapons, in addition to articles used as weapons or replicas of weapons. A replica of a weapon is a facsimile that a reasonable person might believe to be a true weapon. (See JCDBB)

Consequences:

- Possession of a gun or other weapon defined as a weapon under state statute or by an appropriate law enforcement agency will result in an immediate ten (10) day suspension and due process hearing with a recommendation of expulsion for 186 days.
- Use of any other object to inflict bodily harm will result in an immediate ten (10) day suspension and a due process hearing with the possibility of expulsion for 186 days.
- Any possession of a replica of a gun or other weapon may result in an immediate ten (10) day suspension and due process hearing with the possibility of expulsion for 186 days.

**NON-NEGOTIABLE RULE NO. 2: DRUGS**

No Humboldt student may possess, distribute, use, sell or be under the influence of any drug, alcohol or tobacco products on school campus or during school-sponsored events.

**Definition of Drugs:**

Drugs include all illegal drugs, alcohol, controlled substances, tobacco products, age-restricted products and inhalants. Prescription drugs that are administered as prescribed and reported to the schools as outlined in board policy are excluded from this definition.

Consequences:

If a student is seen with a tobacco product on school property, the tobacco will be confiscated and parents/guardians will be contacted:

- Sale, use, distribution or possession of a tobacco product on school property will result in:
  - First offense: one (1) to three (3) day suspension.
  - Second offense: three (3) to five (5) day suspension.
  - Third offense: ten (10) day suspension and due process hearing.
- Sale, use, distribution, under the influence of or possession of all other drugs will result in immediate ten (10) day suspension with a due process hearing, recommendation of drug counseling and notification to the police.

### **NON-NEGOTIABLE RULE NO. 3: VIOLENCE**

No Humboldt student will engage in any violent act against any individual while on school property or during any school sponsored event.

#### **Definition of Violence:**

Violence is any aggression with the intent to harm another individual. For purposes of this policy, the following definitions apply:

- Threat: Student expresses intent to harm person or property.
- Assault: Real and actual harm done to a person or property.

#### **Consequences:**

- Any violent act will result in a minimum of three-day suspension with possible due process hearing.
- If significant harm is incurred to another person as a result of a violent act committed by a student, an immediate ten (10) day suspension and due process hearing will be imposed along with notification to the police.
- Threats, direct or indirect, to any individual's safety or well-being will result in:

First offense: one (1) to three (3) day suspension.

Second offense: three (3) to five (5) day suspension.

Third offense: ten (10) day suspension with a due process hearing.

- Any physical or verbal assault or any physical or verbal threat to any adult will result in an immediate ten (10) day suspension and due process hearing.

### **Telecommunications Acceptable Use Policy**

(IIBG)

The Humboldt School District is now offering Internet access for students use. This document is the Acceptable Use Policy for use of any computer or technology system. This internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high quality, self discovery activities. It has not been established as a public access or public forum, and the Humboldt School system and all District Schools have the right to place reasonable restrictions on the material students access or post, the training students need to have before they are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Kansas. Further, students may not use the system for political lobbying. Access to the internet is available through this school only with permission of the principal or his/her designee and your parents.

The following uses of any computer or technology systems are unacceptable.



**Personal Safety**

A student will not post contact information (e.g. address, phone number) about himself/herself or any other person. A student will not agree to meet with someone they have met online without approval of his/her parents. Any contact of this nature or the receipt of any message a student may feel is inappropriate or makes a student feel uncomfortable should be reported to school authorities immediately.

**Illegal Activities**

A student will not attempt to gain unauthorized access to this or any other computer system or go beyond his/her authorized access by entering another person's account number or accessing another person's files.

A student will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

A student will not use the computer or technology system to engage in any other illegal act, such as arranging a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

**System Security**

A student is responsible for his/her individual accounts and should take all reasonable precautions to prevent others from being able to use his/her account. Under no condition should a student give his/her password to another person. A student will immediately notify a teacher or the system administrator if he/she has identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.

A student will avoid the inadvertent spread of computer viruses by following the district viruses protection procedures.

**Inappropriate Language**

On any and all uses of the internet, whether in application to public or private messages or material posted on the web pages, a student will not use obscene profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. A student will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. A student will not harass another person by a persistent action that distresses or annoys another person and a student must stop if asked to do so.

**Respect for Privacy**

A student will not re-post a message that was sent to them privately without permission of the person who sent the message. A student will not post private information about himself/herself or another person.

**Respecting Resource Limits**

A student will use the system only for educational and career development activities and limited high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities will be at the discretion of the teachers. A student will not print large files without the permission of the teacher.

**Plagiarism and Copyright Infringement**

A student will not plagiarize words that he/she finds on the internet or in other published documents. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Students must appropriately acknowledge sources of information. A student will respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, a student should follow the expressed requirements. If a student is unsure whether or not he/she can use a work, they should request permission from the copyright owner. A student should direct any questions regarding a copyright law to a teacher.

**Inappropriate Access to Material**

A student will not use the computer or technology systems to access materials that are profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature).

If a student mistakenly accesses inappropriate information, the student should immediately tell a teacher or other district employee or other person designated by the school. This will protect the student against a claim of intentional violation of this policy.

A student's parents should instruct him/her if there is additional material they think would be inappropriate for their child to access. The district fully expects that students will follow their parents' instruction in this matter.

**Student Rights Free Speech**

A student's right to free speech, as set forth in the school disciplinary code, applies also to a student's communication on the internet. The internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's right to free speech for valid educational reasons. The district will not restrict a student's right to free speech on the basis of its disagreement with the opinion a student may express.

**Search and Seizure**

A student can expect no privacy of the contents of personal files on the district system. Routine maintenance and monitoring of the system may lead to discovery that a student has violated this policy, the school code, or the law.

An individual search will be conducted if there is reasonable suspicion that a student has violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. The student's parents have the right at any time to see the contents of their student's internet files.

**Due Process**

The district will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through the computer or technology systems. In the event of a claim that a student has violated this policy, the school disciplinary code, or the law in use of the computer or technology systems, a student will be given written notice of suspected violations and an opportunity to present an explanation accordingly to school code and/or state and federal law. Additional restrictions may be placed on a student's use of his/her internet account.

The district makes no guarantee that the functions or the services provided by or through the district system will be error free or without defect. This district will not be responsible for any damage a student may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality

of the information attained through or stored on the system. The district is not responsible for financial obligations arising from unauthorized use of the system.

When a student uses the system, he/she may feel like they can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, students are likely to be caught if they break the rules.

**KGC      Bullying by Parents (See EBC, GAAE, JDDC, KGD)**

**KGC**

The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan {shall/may} be posted on the district’s website and copies of such documents shall be made available to parents of current students upon request.

**GAAE**     **Bullying by Staff** (See EBC, GAAB, JDD, JDDC, and KGC)

**GAAE**

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Approved: KASB Recommendation – 6/08; 6/13

## USD 258 Bullying Plan

### (Also see Policies GAAE and JDDC)

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

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

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

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 258 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least {annually/biannually}.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

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

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, GAACA, JGEC, JGECA and KN)

## Report to Local Law Enforcement

### USD 258

Pursuant to K.S.A. 72-89b03, the administrator or other school employee whose signature appears below is reporting the following crimes.

{Briefly describe each incident and the person/s involved in felonies, misdemeanors and weapons}

Date	School/Location	Student/s or Person/s Involved	Brief Description
1.			
2.			
3.			
4.			
5.			

School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.

Signed: \_\_\_\_\_  
Administrator or other school employee.

cc: Superintendent of Schools, USD 258 Student/s file

<b>Report to Staff Member USD 258</b>
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*Pursuant to K.S.A. 72-89b03, administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter, and, if it is determined the student has been involved in the following, the superintendent shall provide information and the identity of the pupil to all employees who are involved, or likely to be directly involved, in teaching or providing related services to pupil:*

- 1. Any student who has been expelled for conduct which endangers the safety of others;*
- 2. Any student who has been expelled for commission of felony type offenses;*
- 3. Any student who has been expelled for possession of a weapon;*
- 4. Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;*
- 5. Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.*

*You are notified that \_\_\_\_\_, within the past 365 days, has been expelled, adjudged or convicted for an activity listed above.*

<p><b><i>School District staff are required by both Federal Law and K.S.A. 72-6214 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data, and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD 258 employees and officials. Violation of these privacy rights could include sanctions up to and including termination.</i></b></p>
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*Signed: \_\_\_\_\_  
School employee who receives the report*

*Signed: \_\_\_\_\_  
Administrator or school employee making report*



**GAAF Emergency Safety Interventions (See JRB, JQ, JQA, and KN) GAAF**

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

**Definitions** (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“Physical Escort” means the temporary touching or holding the hand wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

**GAAF Emergency Safety Interventions**

**GAAF-2**

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, *except*:
  - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - Any device used by law enforcement officers to carry out law enforcement duties; or
  - Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

**GAAF Emergency Safety Interventions**

**GAAF-3**

Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the

board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

**GAAF Emergency Safety Interventions GAAF-4**

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.

Approved: KASB Recommendation – 6/13

**Homeless Student Regulations**  
**Required by Federal and State Law**

**Homeless students shall, by definition, include the following:**

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement (See JBC)

The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been

temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation.

However, the district may require a parent or guardian or a homeless child or youth to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

### Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the student's status as homeless.

### Transportation (See EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

### Records (See JR and JGCB)

Any records ordinarily kept by the school, including immunizations records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family

Educational Rights and Privacy Act.

Coordinator

The Board designates the following individual to act as the district's homeless

Coordinator: Kay Lewis, Superintendent, USD 258 Humboldt, 815 New York Street, Humboldt, KS 66748, 620-473-3121; 620-473-2023 Fax. The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referral to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.



