Monthly Board Meeting

Monday, June 8, 2026 6:00 PM
Board of Education Office, 1619 S. Old Hwy 75, Sabetha, KS 66534

1. **Call Meeting To Order**
2. **Approve Agenda As Presented Or Amended**
3. **Public comment:**
4. **Administrative Reports:**

Description: Whitney McGinnis - Axtell
Nate Bauman - SHS
Matt Garber - SMS
Andrew Lillie - SES
Lisa Suhr

5. **Consent Agenda**

Description:

- Approve Minutes from
- Approve Financial Reports:
    - APS
    - SHS
    - SMS
    - SES
    - USD #113
- Approve payment of May bills for the amount of $1,038,002.89.
- Approve May payroll for the amount of $676,907.68
- Approve the following donations:
    - $500.00 Iron Infidels- Lunch Accounts for USD 113
    - $100.00 Edelmans Home Center for SHS Track and Field
    - $164.99 Eagle Booster Club- Teacher Desk
- Resignations

- Lane Osterhaus, SHS Custodian, Curtis Hamilton, SHS Assistant Football Coach, SHS Assistant Softball Coach, SHS BLT Steering Chair, SHS Sit Team, SHS Summer Weights, effective Aug 1 2026 Sawyer Deters, Summer Weights, Steve Buser, SMS Head Football Coach

- Contracts
  - John Schell, Nick Richardson, Lori Tinklin, Matthew Garber, all Summer Custodian, Brock Blair, SHS 9th-12th PE/Weights and SMS Boys Basketball, Alex McAfee, SMS Head Football Coach, Megan Glick SMS Girls Head Basketball Coach, Liz Badertscher SMS Assistant Girls Basketball Coach, Carol Holthaus, Axtell Kitchen Staff, Drea Rottinghaus, Axtell ISS Para
- Personal Leave requests:
- Facility Use forms
  - NEK Roadrunners and Axtell Youth Basketball
- Disposal items
- Approve Rob McKim and Kaitlin Shafer to close out the FY26 Budget

6. **District Data presentation - State assessment and Spring Fastbridge results**

Description: Presentation on Fastbridge and State Assessment District Data Overview Link

7. **Receive and Approve the Title 1 District-level Family Engagement Framework**

Description: Link to draft of District-level Family Engagement Framework

8. **Approve 2026-2027 School Board meeting dates and High School Graduation date and times** **4**

9. **Discuss and approve new SMS Scoreboards** **5**

10. **Approval of the USD 113 Foundation Member List (Includes the appointment of two USD 113 BOE members to the USD 113 Foundation Board)** **6**

11. **Approve Policy JCDC: Student Personal Electronic Communication Devices** **7**

12. **Discuss District Handbooks** **13**

13. **KASB policy revision (First read)** **157**

14. **Superintendent's Report**

    14.A. Current employment vacancies

    14.B. Discuss Student Fee lists. 273

    14.C. SMS Gym Floor update

14.D. Summer Stem at SMS and SES update

15. **Board Business**

15.A. Public Comment Response

15.B. Recognition

16. **Executive Session**

16.A. Exception for school security matters

16.B. Non-elected personnel exception

16.C. Employer-employee negotiations

17. **Action from Executive Session**

18. **Adjourn**

_____

Board President

_____

Board Clerk

BOE approved 06/08/2026

Board of Education meetings for 2026/27

Monday, July 13, 2026	6:00 p.m.	Sabetha BOE office
Monday, August 10, 2026	6:00 p.m.	Sabetha BOE office
Monday, September 14, 2026	6:00 p.m.	Sabetha BOE office
Monday, October 12, 2026	6:00 p.m.	Axtell Public School
Monday, November 9, 2026	6:00 p.m.	Sabetha BOE office
Monday, December 14, 2026	6:00 p.m.	Sabetha BOE office
Monday, January 11, 2027	6:00 p.m.	Sabetha BOE office
Monday, February 8, 2027	6:00 p.m.	Sabetha BOE office
Monday, March 8, 2027	6:00 p.m.	Sabetha BOE office
Monday, April 12, 2027	6:00 p.m.	Axtell Public School
Monday, May 10, 2027	6:00 p.m.	Sabetha BOE office
Monday, June 14, 2027	6:00 p.m.	Sabetha BOE office

GRADUATION 2026/27

Saturday May 15, 2027

Axtell	11:00 AM
Sabetha	7:00 PM

Nevco Sports LLC
301 East Harris Avenue
Greenville, Illinois 62246-0609
Telephone: (618) 664-0360
Toll Free: (800) 851-4040
Fax: (618) 664-0398

MAXIMIZE YOUR IMPACT™

QUOTATION

USER
Sabetha Middle School
751 Blue Jay Drive
Sabetha, KS 66534
City, ST ZIP

FACTORY REPRESENTATIVE
Sam Leben
423 West Olive
El Dorado, KS 67042
(316) 321-2357
(316) 321-3701 Fax

QUOTE TO
Rob McKim, Superintendent
Prairie Hills USD 113
1619 Old US 75
Sabetha, KS 66534

DATE	REP NUMBER
5/18/26	KS 059

NEVCO IS PLEASED TO SUPPLY A QUOTATION ON THE FOLLOWING SCOREBOARD EQUIPMENT:

Qty	Model	Price
1	Model 2710-NL Basketball/Volleyball/Wrestling Scoreboard	$ 4,697.00
1	Model 2700-NL Basketball Scoreboard	$ 3,355.00
2	ADO8-2 (8' x 2') Sponsor Sign, Imprinted	$ 692.80
1	MPCW-7 Control	$ 1,373.00
1	CC-3 Carrying Case	$ 100.00
2	MPCW-7 Receiver (Wireless)	$ 1,274.00
	Prepaid Freight Allowance	$ 389.81
	Total Price Delivered, Not Installed	$ 11,881.61

The Above Price Does Not Include Installation Or Sales Tax.
* Nevco Scoreboards Are UL Listed.
* Five Year Guarantee On Both Parts And Factory Labor.
(Two Years on Wireless Transmitter and Receiver)
* Nevco Offers 15 Standard Colors From Which To Choose At No Additional Cost.
* 1/10Th Second Standard On All Scoreboards With Timers.
* TCS-7 Hand-Held Time Switch Standard With MPCW-7 Controls.
Pricing Firm For 30 Days.
Please Allow 4 - 5 Weeks For Delivery After Receipt Of Order.
THANK YOU!

Signed: _____

USD 113 Foundation members – Recommended to the board in June of 26

Area 1 – Briana Evans

Area 2 – Peggy Moore

Area 3 – Amber Bletscher

Area 4 – Kara Georg

Area 5 – Jed Hartter

Area 6 – Deborah Ronnebaum

At Large – Dennis Stones

At Large – Jane Gruber

BOE – Leslie Scoby

BOE – Tim Aberle

Ex-Officio – Rob McKim

JCDC - Student Personal Electronic Communications Devices

(See BDA, JBD, and JDD)

Students are prohibited from using or accessing personal electronic communication devices during the school day while on district owned or operated property, except as expressly permitted by this policy or by law.

This policy does not apply to any virtual school, as defined by Kansas law.

When personal electronic communication device use is not permitted, students are allowed reasonable access to a school-provided telephone or communication device during the school day to contact a parent or person acting as a parent.

Device Storage

All student personal electronic communication devices shall be powered off and securely stored away from the student's person in an inaccessible location during the school day, unless an exception applies to this requirement as specified in this policy.

Students may choose not to bring personal electronic communication devices to school by leaving such devices at home or in a vehicle, including a vehicle located on school premises. As students will not have the ability to access or use such devices during the school day, students are encouraged to leave any personal electronic communication devices not necessary for the implementation of their Individualized Education Program (hereafter "IEP") or Section 504 accommodation plan (hereafter "504 plan"), communication during their commute to or from school, for work, or learning experience that is not located on the school premises at home. If students elect to leave such devices in their vehicle, students are encouraged to lock their vehicles to protect against theft of or damage to the devices. If students elect to bring such devices into the building, they should be turned off or set to silent mode and stored in their locker during the school day.

Kansas law provides that the board, school district employees, and/or any agents thereof shall not be liable for any damage to personal electronic communication devices or for storage of such devices that are brought to school.

The superintendent or superintendent's designee(s) shall develop procedures to ensure all personal electronic communication devices are turned off and securely stored away from the student's person in an inaccessible location during the school day. Such procedures shall be included in student handbooks as adopted by the board and communicated to students and parents/guardians as deemed appropriate by district administration.

Definitions

For purposes of this policy, the following definitions apply:

- "Personal electronic communication device" is any wireless electronic communication device that both provides for voice, text, or video communication between two or more parties, including, but not limited to, a mobile or cellular phone, tablet, computer, watch, wireless headphones or earbuds, text messaging device, or personal digital assistant; and is not owned or issued to students by the school district.
- "School day" is the time from the start of school until dismissal at the end of the day on the school premises, including, but not limited to, the time in any classroom, structured or unstructured learning setting, recess, lunch or passing period. The term "**school day**" excludes any time associated with a student's travel to or from a learning experience that is not located on the school premises, including any postsecondary educational course, career technical education course, work-based learning program, or other alternative educational opportunity.

Permitted Exception

A student may be permitted to use a personal electronic communication device during the school day under the following circumstances.

- Any student may use a personal electronic communication device during the school day if it is the intervention of last resort such that there is no other reasonable alternative option available for such student, and the use is either:
    - Required for the implementation of a student's IEP or 504 plan; or
    - Approved by a licensed physician as a medical necessity to support the health or well-being of the student.

Use During School-Sponsored Activities Before and After the School Day

Students may use or access personal electronic communication devices during school-sponsored activities, programs, or events occurring before and after the regular school day, subject to district-approved procedures, event-specific rules, and staff direction.

Enforcement and Disciplinary Action

Violations of this policy may result in disciplinary action in accordance with the district's student code of conduct. Disciplinary measures may include, but are not limited to, confiscation of the device through the end of the school day, referral to administration for determination of appropriate consequence, parental notification, or other appropriate disciplinary response, up to and including suspension and/or expulsion from school.

Discipline shall be applied in a nondiscriminatory manner and shall not interfere with rights provided under an IEP, 504 plan, or applicable law.

Administrative Procedures and Directives

The superintendent or designee(s) may develop administrative procedures and provide directives necessary to ensure consistent implementation of this policy and any board approved regulations and handbooks across district buildings, so long as such procedures and directives are not in conflict with board approved policy, regulation, or handbook language.

Approved:

KASB Recommendation - 6/26

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(See BDA, JBD, and JDD)

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Kansas law provides that the board, school district employees, and/or any agents thereof shall not be liable for any damage to personal electronic communication devices or for storage of such devices that are brought to school.

The superintendent or superintendent's designee(s) shall develop procedures to ensure all personal electronic communication devices are turned off and securely stored away from the student's person in an inaccessible location during the school day. Such procedures shall be included in student handbooks as adopted by the board and communicated to students and parents/guardians as deemed appropriate by district administration.

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Discipline shall be applied in a nondiscriminatory manner and shall not interfere with rights provided under an IEP, 504 plan, or applicable law.

Administrative Procedures and Directives

The superintendent or designee(s) may develop administrative procedures and provide directives necessary to ensure consistent implementation of this policy and any board approved regulations and handbooks across district buildings, so long as such procedures and directives are not in conflict with board approved policy, regulation, or handbook language.

Approved:

KASB Recommendation – 6/26

2026-27 SES Handbook
Redline Summary

Page 6:

Section: COMMUNICATION

~~Twitter Sabetha Elementary @SabethaElem~~

Page 13:

Section: DRESS CODE

November 1 and after ~~April 1~~Spring Break.

Section: ITEMS BROUGHT FROM HOME

Students are not allowed to bring energy drinks (Monster, Celsius, Redbull, etc.) to school under any circumstances. These have extremely high caffeine levels designed for healthy adult consumption.

Section: STUDENT USE OF CELL PHONES AND SMART WATCHES/DEVICES

Per Kansas Statute: Use of student cellphones and smart devices (watches) are prohibited in school during the school day. Possession and/or use of devices in school will be subject to disciplinary action.

~~Students must not use cell phones at school. If cell phones are brought to school, they are to remain in the student's backpack and be turned off. Students may turn on their cell phones once they have left the building and school grounds after school or with teacher/administration approval.~~

Page 17:

Section: BLUE CREW

~~during the school day once each~~ every other

Page 21

FAMILY ENGAGEMENT POLICY

At Sabetha Elementary School, we believe family engagement is an essential part of student success. We are committed to building strong partnerships between school, home, and community through meaningful communication and involvement opportunities.

SES encourages families to actively participate in their child's education by attending school events such as our Fall and Spring Family Nights, maintaining communication with staff through platforms including email, Seesaw, Google Classroom, phone calls, newsletters, and social media, and volunteering within our school community.

Families are also encouraged to engage in district and school leadership opportunities, including:

- Participating in Site Council
- Joining the Sabetha PTO
- Volunteering in classrooms and school activities
- Attending USD 113 School Board meetings
- Reviewing School Board agendas
- Serving as substitute teachers
- Running for the USD 113 School Board

Sabetha Elementary School values ongoing collaboration with families and community members to support positive school culture, student achievement, and continuous school improvement.

Sabetha Elementary School

2025-26 Student/Parent Handbook

101 Oregon Street
Sabetha, KS 64534
SES Office: 785-284-3448
SES Fax: 785-284-2480
District Office: 785-284-2175

SES Mission Statement

The mission of Sabetha Elementary School is to provide an environment where the school, family and community work together to help students develop skills necessary to become self-directed learners.

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Welcome to Sabetha Elementary

The purpose of this handbook is to help guide educational teamwork between home and school. This handbook contains policies and procedures developed by Sabetha Elementary and USD 113 to guide our daily instructional practices to ensure that the learning environment provides each student with the best chance for academic, emotional, and behavioral success. As the principal of SES, I know that our staff is always committed to working with parents and our residents to continue providing the best education possible for the children of our community.

Please do not hesitate to contact me with any questions or concerns. I look forward to working with you to make Sabetha Elementary the best place to prepare our students for a bright future.

Sincerely,

Andrew Lillie
Sabetha Elementary School Principal
lilliea@usd113.org

SABETHA ELEMENTARY CORE BELIEFS

At SES, we believe in…

- Maintaining high expectations for all staff and students.
- Modeling positive interactions, communication, and lifelong learning for students and staff.

- Having a student-centered focus, meeting the needs of ALL students through the teaching process.
- Promoting creativity and innovation in teaching and learning with a focus on teaching students to think critically, analyze information, and solve problems.
- Utilizing community resources to support the learning process and prepare students for the future.
- Educating the whole child by incorporating social, emotional, and character development into the curriculum.
- Data-based decision-making using a balanced assessment for student learning.

STUDENT/PARENT HANDBOOK

SCHOOL HOURS

A. KINDERGARTEN – FIFTH GRADE 7:55 AM – 3:20 PM

B. PRESCHOOL 7:55-11:15 AM (Morning Session) 11:55 AM-3:20 PM (Afternoon Session)

***Your child should not arrive before 7:30 a.m. or after 7:55 a.m.**
Students should go directly to the designated area (cafeteria or playground) upon arrival.

C. ADJUSTED SCHEDULE

Professional Learning Communities (PLC) are school-based teacher groups that meet at least once a quarter. These meetings aim to improve the quality of education for the students in their school and to share ideas and concerns. The school will dismiss early (1:40 p.m.) when PLC groups meet. These dates are listed on the school calendar and described as "Early Release" days.

ENTRANCE REQUIREMENTS

A. KINDERGARTEN

A child must be five (5) years of age on or before August 31st, have a state birth certificate, an up-to-date state immunization record, and a health assessment completed and signed by a licensed physician or health agency. This paperwork must be filed in the office to attend SES.

B. NEW STUDENTS ENTERING SCHOOL

Parents should visit the school's office and meet with the principal or secretary. A transcript request form will be filled out and signed by the parent. This will allow the previous school to release and send your child's records to our school. An up-to-date immunization record will be required. One will be provided if you would like a tour of our building. New students will not start attending class until the following day to allow teachers to have the opportunity to create a welcoming environment.

FEES

A. TEXTBOOK/INSTRUCTIONAL/TECHNOLOGY FEES

A fee schedule is approved by the Board of Education each year. Copies will be made available during the enrollment process and upon request.

B. SCHOOL MEALS

Prices for breakfast, lunch, and milk are set by the Board of Education each year. Our district uses the Meal Tracker System. Your child will be given an account number, which allows you to credit that account with any amount of money that you choose. When the account is low (two meals or less), a machine-generated reminder will be given to your child. Please credit the account as soon as your notice is received. **Please review the Breakfast/Lunch Program section for more specific information.**

COMMUNICATION

A. DISTRICT WEBSITE

Our school website is http://usd113.org. Many items of information can be accessed from this site, such as signing up for USD 113 text alerts, PowerSchool for parents, district information, and staff email addresses.

B. SOCIAL MEDIA

Sabetha Elementary has established a social media presence. To access these communication sources, go to

Facebook	Sabetha Elementary
~~Twitter~~	~~Sabetha Elementary @SabethaElem~~

C. EMAIL COMMUNICATION

SES utilizes email as much as possible to provide timely communication with parents/guardians. This includes electronic newsletters. To receive these notifications, please make sure to provide the office with a working email address that is checked often.

BREAKFAST/LUNCH PROGRAM

A. Breakfast is between 7:30 – 7:50 AM. Lunch begins at 10:55 AM. The lunch periods are staggered, so each grade has approximately twenty-five minutes in which to eat.

B. FINANCIAL AID PROGRAM

At enrollment, forms will be available for enrollment fee assistance. This form should be completed and returned to the SES office or BOE office as soon as possible.

C. ACCOUNT CHARGES

Breakfast/Lunch Meal reminders are given to students when their account is low. District policy states that charges will be accepted for full MAIN MENU meals up to FIVE (5) days. A reminder

will be given to the student when their account balance is below the cost of two meals. Parents are also texted alerts when lunch balances are low.

NOTE: Students in grades K-5 will never be allowed to be without some kind of food. An alternative food source will be given to students who have exceeded account charging limits. The alternative will be determined by the kitchen supervisor and/or principal.

D. LUNCHROOM GUIDELINES

Food is not to be traded. Students are also to follow supervisor directions regarding voice levels. Soda and other caffeinated beverages are prohibited. Approved beverages are milk, water, juice, and sports drinks.

E. FOOD BROUGHT FROM OUTSIDE THE BUILDING

As per USD 113 Wellness Policy: "Restaurant brand name food items, unless provided by Nutrition Services in combination with the regular school meal meeting the USDA's standards, will not be allowed in the elementary, middle, or high school cafeterias during mealtime. This includes but is not limited to fast food, commercial pizza, and restaurant to-go meals. Sack lunches from home are permitted as long as they do not contain restaurant brand name food items in their original packaging as described above."

It is requested that sack lunches brought from home include items that are ready to eat from their container. Sack lunches are not placed in a refrigerator during the day or heated up in a microwave at lunchtime.

F. LUNCHROOM VISITOR POLICY

Students are allowed to have visitors (at parent/guardian's discretion) eat with them once per semester.

The following guidelines will be followed:

- The office should be notified by note or phone call by a parent/guardian no later than 8:15 AM of that day. The name of the visitor and the student should be provided.
- Visitors must check in at the office and pay for their meals.
- Visitors should arrive 5 minutes before the scheduled lunchtime.
- The visitor and student may sit at one of the extra tables or with the class at their assigned table (normal rules apply).
- Students cannot select other students to eat with them and their visitors.

***** Any other requests or situations need to be approved by the office before the day of the intended visit.

SCHOOL SAFETY

A. SECURITY SYSTEM

While visitors are always welcome at Sabetha Elementary, certain procedures are in place to ensure the safety of our students at all times.

A security system is in place at Sabetha Elementary School. The system controls the front door and four others that are used by staff and students throughout the day. All doors are locked during the school day. Staff can enter these doors using a key fob. The doors are all controlled and monitored through a networked computer system. The front door includes a video camera that displays in the office. Anyone needing to enter the building during the day must push the white button. This notifies the office. Visitors are asked to identify themselves and their reason for visiting. **Visitors must sign in with the office upon arrival and will then receive guest identification.** This ensures that we know all persons in the building in case of an emergency.

Sabetha Elementary School utilizes video/audio surveillance throughout the property to ensure the safety and security of staff, students and visitors.

B. STUDENT SUPPLEMENTAL INSURANCE

Supplemental insurance is provided by the Board of Education. Parents can obtain more information regarding utilizing supplemental insurance from the school and BOE offices.

C. ACCIDENT REPORTS

Accident reports are filed with the principal's office and the district's school nurse. These forms are filed when a student is injured on school property. The parents are contacted if the nurse, teacher, or principal feels a call is warranted.

D. BUS TRANSPORTATION

Each bus driver is in charge of the bus and its safety. Assigned seats are often used, and students are expected to be controlled at all times. **Communication from a parent/guardian is required for any transportation change.** Any special busing situation must be approved by the BOE office by completing the required paperwork.

ATTENDANCE

A. ABSENCES

The Board of Education sets the absence policy. Parents should call the school between 7:30 – 8:05 AM when their child is absent. If you call and leave a voicemail, **you must give your child's full name, grade, and reason for absence.** Make-up homework arrangements can be made at this time. If your child is absent for three (3) consecutive days without calling the school, a call and/or visit will occur. All absences in excess of five (5) per semester will be "unexcused" unless the student presents a physician's statement explaining the absence or a parent/guardian arranges a personal conference with the building principal to explain the absence. Accumulation of five (5) unexcused absences will be reported as required by the Kansas Child Care Code. *Policy JBD-R*

B. TRUANCY

School begins at 7:55 AM. Parents are expected to have their child to school on time and should encourage regular attendance. When necessary, a home visit may be made by a school official. Kansas State Statute for school attendance and truancy will be followed.

C. APPOINTMENTS

Parents are encouraged to make medical and dental appointments after school hours whenever possible. If absences occur during the school day, students are excused with a written note from parents/guardians. Parents **must** come to the office to pick up their children for appointments.

ARRIVAL

A. BEFORE SCHOOL EXPECTATIONS

- Students are expected to go to the blacktop in the morning weather permitting and wait for the Walk and Talk supervisors.
- Once Walk and Talk is ready to begin, K-2 will remain on the First South Blacktop and 3-5 will move to the far South Blacktop with the designated supervisor.
- Students that are not following the Walk and Talk guidelines will be asked to stand at the wall until students line up to begin the school day.
- We will observe the following guidelines for remaining outside in the morning. If the temperature is above 20 degrees (including the wind chill) we will remain outside in the morning as long as the ground isn't snow-covered and it isn't raining or snowing.
- In case of inclement weather, students will report to the gym to sit in their class designated location. Supervisors will monitor student behavior.

DISMISSAL

A. REGULAR DISMISSAL

Morning preschool dismisses at 11:15 AM. The regular school day dismissal time is 3:20 PM. We request that students leave the grounds as soon as possible after school is dismissed. Parents are requested to have students picked up within **15 minutes** of dismissal. No student shall leave the premises during school hours without being accompanied by the parent or have a written request from the parent to be dismissed with someone else. If leaving early, **your child must be picked up in the office.**

B. EMERGENCY DISMISSAL

Announcements pertaining to school cancellation and dismissal will be aired over WIBW radio (580), WIBW television (Channel 13), KTNC radio (1230), KNZA radio (FM 104), and KMZA (FM 92.1). Typically a Textcaster will also be sent to alert parents. Parents can sign up for this service by accessing the district website. A notification through PowerSchool will be sent as well, so having the PowerSchool app available on your phone is helpful. Parents are encouraged to have necessary arrangements made for their child if a cancellation happens.

DROP-OFF & PICK-UP PROCEDURES

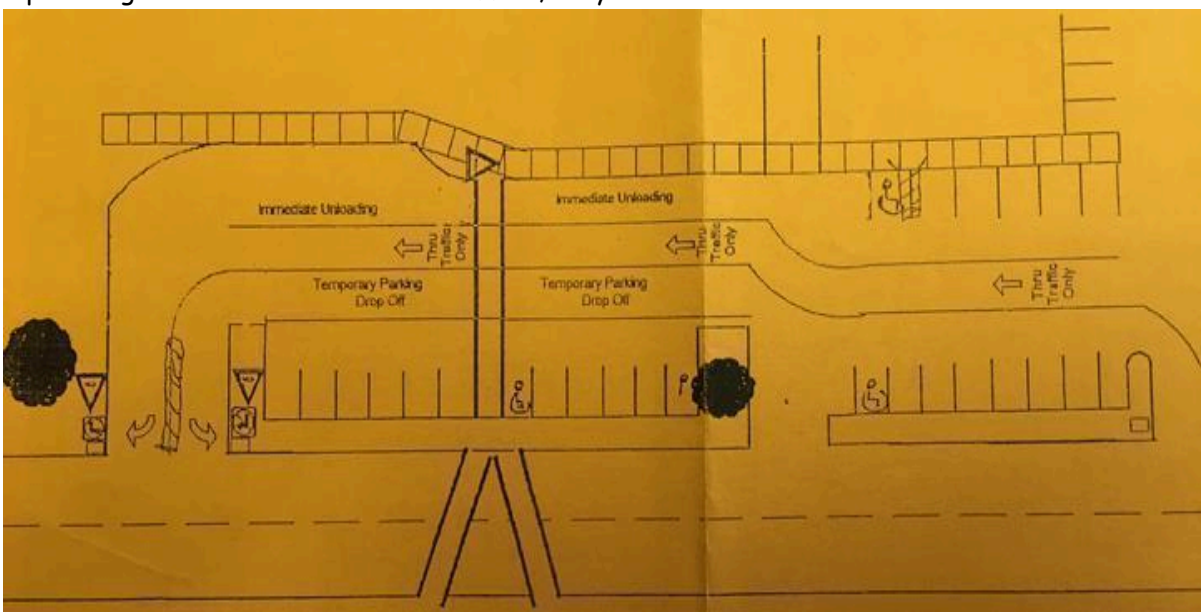
A. MORNING PROCEDURES:

We have 3 lanes in our parking lot. Each one is addressed differently.

Immediate Unloading: (Right Lane): Vehicles in this lane should pull forward or as far east as allowed. Once the vehicle stops, students should exit the vehicle's right side (away from moving traffic) and use the sidewalk. The vehicle then exits the parking lot.

Thru Traffic (Middle Lane): The middle lane is reserved for vehicles that are moving through the parking lot. Students should NOT be dropped off while the vehicle is in this lane.

Temporary Parking - Drop Off (Left Lane): If a vehicle is to be stopped longer than for immediate drop-off, it should temporarily park in this lane. Students should exit the vehicle on the left side (away from moving traffic). The crosswalk should be used to approach the building. If a parent/guardian needs to visit the office, they should use this lane.



B. AFTERNOON PROCEDURES:

During student pick-up after school, cars can park in the right and left lanes. The middle lane again is for "Thru Traffic Only". If the vehicle is in the right lane the student should enter the vehicle from the right side of the vehicle. If the vehicle is in the left lane, students should cross the Parking lot using the crosswalk or accompanied by an adult and enter the left side of the vehicle.

C. ADDITIONAL CONSIDERATIONS

- **Parking Lot Entrance**: Space should be allowed on the west end of our parking lot for our buses to exit the access road.
- **Parking Lot Exit**: Individuals parked in either the right or left lanes are to be mindful of allowing enough space for exiting vehicles to safely merge from the middle lane without impeding other vehicles trying to exit.
- **West Access Road:** The west access road is marked as "No Parking" and should not be used for morning drop-off or afternoon pick-up. This road is to remain open and is used by our buses.
- **Students can only be picked up or dropped off at the main entrance of the building.**

RECESS/PLAYGROUND

A. RECESS TIME

Recess times for each grade level have been established and are built into the regular schedule. Recess times are not scheduled to be less than 15 minutes at a time and not more than 20 minutes. The number of recesses scheduled for each day is dependent on grade level designation. Students must remain on the playground in their designated area during outdoor recess. Students are expected to follow the guidelines set forth by the Bluejay Way regarding appropriate behavior during recess. Unless approved by the teacher or principal, personal toys or playground equipment should not be brought to school by students.

B. PLAYGROUND

The playground is not supervised after school, and students are expected to leave for home immediately following dismissal.

C. TEMPERATURE GUIDELINES

- 20 degrees or above: regular outdoor recess
- 11-19 degrees: limited/shortened outdoor recess at teacher discretion
- 10 degrees or below: indoor recess.

HEALTH

A. NURSE

A school nurse is available. Time may be divided between district schools.

B. MEDICATION

A physician must sign the permission for medication form for all **prescription** medications to be taken at school. The permission for medication form must be signed and completed by the **parent/guardian** for non-prescription medications that are to be given routinely. The parent/guardian may send a note or give telephone (verbal) consent for school staff to administer non-prescription medication that is to be given only occasionally. Medication forms are valid for one school year.

C. HEARING AND VISION

The school nurse gives each student a hearing and/or vision test. When below-normal results are indicated, a re-check is given. If the results are still below normal, parents are notified.

D. ALLERGIES

If your child has any allergies, please list them with the school secretary or the nurse. Some severe reactions can take place, so it is important that staff knows. If your child is allergic to milk or other food allergies, which requires he/she to avoid certain foods, a statement signed by a health official must be on file. This health statement may be used for one year only.

E. EMERGENCY

In case of an emergency, ***parents are called first.*** We will call emergency numbers if parents cannot be reached. Please let the school office know if you change your address and/or telephone numbers – home or business. It is important that you keep your records updated.

F. CONTAGIOUS / INFECTIOUS DISEASE

Please call the school nurse if your child comes down with a contagious disease such as chickenpox, etc. Lice, scabies, and pinworms are school scourges. Do instruct your child not to exchange combs, hats, or scarves at any time. The nurse has helpful information to guide you on treatment for these conditions.

Please review the following chart to determine whether or not to send your child to school and when to return.

I NEED TO STAY HOME IF…..

FEVER	**VOMITING**	**DIARRHEA**	**COUGH, STREP THROAT**	**RASH**	**EYE INFECTION**	**HEAD LICE**
Temperature of 99.8 or greater	Within the last 24 hours	Within the last 24 hours	Continual, uncontrolled cough or suspected strep throat	Itchy rash with drainage or fever	Red, itchy eye and/or "crusty" drainage from eye	Itchy head with live lice

I AM READY TO RETURN TO SCHOOL WHEN ……

Fever free for 24 hours without the use of fever-reducing medicine	Symptom-free for 24 hours	Symptom-free for 24 hours	Coughing is controlled. If diagnosed with strep throat, has been on an antibiotic for 24 hours	Rash is free from drainage, fever free, and has seen doctor if necessary	Has seen a doctor and has been on antibiotics for 24 hours if necessary	Treated with appropriate lice treatment at home with proof provided to nurse

Please note this chart is for quick reference only. Refer to school health policies on the USD 113 website for complete guidelines for keeping children home from school.

VISITORS

In an effort to reduce disruptions:

1. Bring all items to the office which have been forgotten or are needed by your student.
2. Call the office and request that a teacher returns the call at his/her planning time.
3. All visitors must report to the office and receive permission and identification before visiting the classroom.
4. If you plan to eat lunch with your child, please call the school or send a note with your child before 8:15 AM.

DRESS CODE

Students are expected to dress appropriately at all times for school. We ask that students not wear clothing with inappropriate sayings or pictures. The purpose of the dress code is to allow the school to maintain a proper learning atmosphere. This would include neat and clean appropriate clothing, well-groomed hair, and body cleanliness. Extremes in dress and hair grooming shall be avoided. Students attending field trips and extracurricular activities will dress appropriately. The building committee and the administration have provided the following guidelines for the dress code: Anything that refers to drugs, alcohol, tobacco, or related subjects/topics is not permitted. Anything that refers to sexual activities or profanity is not permitted. Anything that is considered to be revealing is not permitted. This includes "skimpy" tank tops, low-cut tops, clothing that bears the midriff area, and shorts that are too short or tight. Shorts can be worn up to **November 1 and after ~~April 1~~Spring Break**. ***Hats will not be worn in the building. Flip-flops or open-toed shoes will not be worn to physical education classes or recess.***

The administration is authorized to interpret these rules and regulations and to make such adjustments and/or revisions as he/she deems appropriate when special circumstances arise. Any special circumstances that arise during the school year may call for adjustments in the dress code. Because of the subjective nature of this area, students are encouraged to use conservative judgment with their clothing. Asking students to change clothes because of a dress code violation embarrasses the student and staff members. The administration will be responsible for the determination of acceptable and unacceptable dress.

ITEMS BROUGHT FROM HOME

Unless given permission by a supervising adult, students are not to bring non-school-related items to school. This would include such items as toys, electronic devices, trading cards, etc. Also included would be "fidget toys" unless they are specifically included in an Individualized Education Plan, Student Improvement Plan, 504 Plan, or approved by the teacher. Items brought for an established "show and share" time do not fall under this policy but must still be deemed school appropriate. Please communicate with classroom teachers regarding any questions you have about bringing personal items to school.

Students are not allowed to bring energy drinks (Monster, Celsius, Redbull, etc.) to school under any circumstances. These have extremely high caffeine levels designed for healthy adult consumption.

TELEPHONE USAGE

The telephone at school is considered a business telephone and may be used by children only with the permission of the teacher or principal. Except in an emergency, children will not be called to the telephone from class. Messages will be taken and delivered to the classroom at 2:30 PM daily.

STUDENT USE OF CELL PHONES AND SMART WATCHES/DEVICES

Per Kansas Statute: Use of student cellphones and smart devices (watches) are prohibited in school during the school day. Possession and/or use of devices in school will be subject to disciplinary action.

~~Students must not use cell phones at school. If cell phones are brought to school, they are to remain in the student's backpack and be turned off. Students may turn on their cell phones once they have left the building and school grounds after school or with teacher/administration approval.~~

To ensure a focused and distraction-free learning environment smart watches may be worn to school but must remain on "airplane" mode during the school day. No texting, calling, taking photos, or accessing the internet is allowed during school hours. Smart watches should not be used as a substitute for a phone or other electronic device. If a smart watch becomes a distraction or is used inappropriately, it may be taken by a staff member and falls subject to the cell phone policy.

If a device is confiscated from a student, the following will occur:

1st offense: Teacher holds until the end of the day.

2nd offense: Principal holds until the end of the day; parent notified by principal

3rd offense: Principal holds until end of day; parent must come retrieve device from office.

*Additional steps may be taken by principal to ensure a non-disruptive environment.

TEACHER INSTRUCTION TIME

Teachers are contracted to be at school by 7:45 AM and typically leave after 3:30 PM. These are good times to call your child's teacher. Messages will be given to the teachers during regular school hours. You are also encouraged to contact teachers through email.

REPORT CARDS

A formal report will be distributed at the end of each quarter. These four reports will indicate the strengths and weaknesses of your child in each of the academic areas and the area of personal development. Grades K-3 are issued standards-based grade cards. Progress reports are sent midway through the nine weeks. This is another way we keep communication lines open to help each child succeed. We ask that you attend any scheduled parent-teacher conferences. We also encourage parents to contact their child's teacher with questions or concerns. Fourth and fifth-grade parents can access their child's grades on the internet. Parents' IDs and passwords are given at the beginning of the school year. The final report card is sent home with students in Grades K-3. Grades 4-5 will have their grade cards issued the following week of school. A copy of the student's grades becomes a part of the student's permanent record.

STUDENT BEHAVIOR & MANAGEMENT

A. POSITIVE BEHAVIORAL SUPPORTS

SES has adopted the Positive Behavioral Intervention & Supports model for teaching and addressing specific and expected behaviors of our students. PBIS is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on the prevention of problem behavior, the development of prosocial skills, and the use of data-based problem-solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

B. BEHAVIOR/CONDUCT

All students are expected to behave in a manner that promotes their own development and does not hinder their ability or that of their fellow students to learn or keep the teacher from teaching. Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. Although an attempt will be made to follow the already established behavior rubric, discipline measures may be applied on a case-by-case basis, depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate. Consequences will vary, depending on the circumstances, from conferencing with the student and/or parent to detention, in-school suspension, out-of-school suspension, or possible expulsion.

Major discipline issues will result in an immediate office referral. Major offenses include the following behaviors: truancy, cheating/academic misconduct, insubordination, fighting/physical aggression, inappropriate language, disruption, technology violation, theft, disrespect, out-of-bounds, vandalism, illegal substance, weapons, and bullying/harassment/threat. Office discipline referrals will be noted in the student data management system.

C. BUILDING-WIDE EXPECTATIONS

The following building-wide expectations have been established for all students, staff, and visitors at SES: **Be Respectful. Be Responsible. Be Safe**.

Sabetha Elementary School has a philosophy of discipline that is designed to provide an environment in which students can be motivated and taught to demonstrate personal, social, and academic behaviors appropriate to their age and maturity level. These expectations will be explicitly taught to all students and reinforced by all staff. These expectations include the following areas: before/after school (arrival/dismissal), hallways, restrooms, lunchroom, playground, and classroom. Teachers will review the expectations with students and provide an opportunity to model, practice, and reinforce these expectations at the beginning of the school year and when needed. Expectations will be displayed on posters throughout the school. We will be using the following matrix of behavioral expectations:

Sabetha Elementary School Behavior Matrix

The Bluejay Way

Be Respectful **Be Responsible** **Be Safe**

	All Settings	Hallway	Playground	Lunchroom	Restroom	Before/ Afterschool	Classroom
Be Respectful	* Listen and follow directions *Respect the privacy & personal space and property of others * Use kind words/manners	*Move quietly * Zone Zero *Take care of school property	*Follow the rules of the game *Use kind and appropriate language *Include others and share equipment	*Follow the Zones as directed by lunchroom supervisors *Use kind & appropriate language *Keep your personal space *Use good manners	*Always flush *Leave area clean * Wait your turn *Use school property appropriately *Zone 0	*Wait quietly in the appropriate area *Appropriate Language *Zone 1 *Be respectful of time	*Listen to others' ideas *Use kind and appropriate language *Follow classroom procedures
Be Responsible	*Communicate problems to teachers on duty *Keep track of all your belongings *Be honest *Be prepared *Accept consequences for behavior	* Go directly to your destination and return promptly *Stay on the right side of the hallway	*Pick up equipment *Line up to return to class quickly and quietly	*Stay in seat until dismissed *Keep food and drink on your tray (NO trading food) *Clean up after yourself	*Keep water in sinks *Report problems *Use bathrooms quickly and quietly	* Go directly to your destination *Place and keep book bags in appropriate places at all times *Keep items in book bag *Stay in the appropriate area	*Arrive on time *Complete daily tasks *Accept consequences without arguing *Clean up after yourself *Use time wisely and do your best
	*Keep hands, feet and objects to self *Keep body under control	*Keep to the right and stay in single file line	*Go directly to the playground	*Sit safely (sit on bottom)	*Wash hands after	*Stay in the assigned area	*Follow safety rules

Be Safe	*Report unsafe situations *Stay in designated area *Pay attention to surroundings	*Walk at all times *Face forward at all times *Keep hands and feet to self	*Stay in bounds *Use equipment safely *Keep sticks, rocks, and mulch on the ground	*Keep hands and feet to self *Walk at all times	using the bathrooms *Promptly return to class	*Walk to vehicle *Be aware of moving vehicles *Only go with an approved person	*Sit appropriately *Walk at all times *Keep hands and feet to self

BLUE CREW PROGRAM

SES staff and students will participate in the Blue Crew program. Each student will be a member of a multi-grade level group that meets ~~during the school day once each~~ every other Friday morning and a special meeting once a quarter. This program has been established to provide each student with another adult contact that remains constant throughout his/her years at school, develop strong relationships with others in our school community, encourage all children to become mentors, boost school pride, foster leadership skills, build self-esteem, and implement character development instruction in a small group setting. An adult staff member will supervise each group.

MTSS-Walk To Intervention

USD 113 has established that the Walk To Intervention model will be utilized within the Multi-Tiered System of Support (MTSS) framework to meet all students' needs in reading, mathematics, and behavior. In this model, SES will structure common intervention times across the grade level to provide small-group instruction focused on specific skills. Every student will receive additional instruction taught at their academic level during this time. Students will "walk" to different classrooms/designated areas where they will work with teachers, support staff, or specialists who will provide the small group instruction. This model focuses on providing support for students who may need additional support in specific skills and enrichment interventions for advanced learners. Students will receive daily intervention in the areas of reading and mathematics four times a week. Instruction focused on social-emotional content will be provided weekly and reinforced daily. Progress monitoring assessments will be utilized to determine if a student has mastered the skills they are working on during intervention time and as well as to determine the effectiveness of the instruction. School personnel will collaborate to determine student placement.

HOMEWORK

The purpose of assigning homework is to allow students to extend lessons, practice skills, and develop good work habits. Homework can also be one form of communication between the teacher and the family. We have established the following general guidelines for homework suggested by researcher Harris Cooper: 10-20 minutes per night in kindergarten/first grade and an additional 10 minutes per grade level thereafter (e.g., 20 minutes for second grade, 30 minutes for third grade, 40 minutes for fourth grade and 50 minutes for fifth grade). These approximate times will vary depending on each student's work habits. To complete homework in a timely manner, it is recommended that the student have a quiet place to study with no radio, cell phone, or television for distraction. Additionally, students should spend time daily reading for enjoyment and practicing spelling words and math facts. Most grade levels try to refrain from sending homework on Wednesday nights.

ADDITIONAL CURRICULUM

A. ART

Sabetha Elementary shares an Art teacher with Sabetha Middle School. Students in grades K-5 participate in art class once a week. Each student is instructed to properly use art equipment: scissors, glue, crayons, paint, etc.

B. INSTRUMENTAL BAND

Band is offered to 5th-grade students throughout the school year.

C. INTERRELATED CLASSROOM/TITLE I PROGRAM

Students receive help in reading, math, writing, language, social, and self-help. A student must meet Federal and/or State qualifications to be referred to one of these classes.
SES is a Title 1 school, which means that we receive federal funding to impact every student academically at SES through our MTSS Walk to Intervention Model.

D. SECOND STEP SEL PROGRAM AND CURRICULUM

The Second Step program is Tier 1 universal, classroom-based curriculum that teaches foundational social-emotional and self-regulation skills to all students. The Second Step program teaches specific skills that strengthen students' ability to learn, have empathy, manage emotions, and solve problems. At SES, all staff members are involved with promoting and teaching the Second Step curriculum and strategies.

SCHOOL PARTIES

Class parties sponsored by Sabetha PTO will be held to observe the fall and holiday seasons and Valentine's Day. The dates of these parties will be determined by the administration, with primary consideration given to the last day of a school week. Parties are organized to provide games and activities for the students. The room parents provide activities and refreshments. **Only PTO room parents involved with the class party should attend. Do not bring younger siblings.** Please let the classroom instructor know if your child is not to participate in school parties. These parties occur during the school day from 2:15-3:00.

FIELD TRIPS

Each grade level will participate in at least one field trip during the year. To participate, the student must have a signed permission form from a parent/guardian, which can be done online at enrollment. Parent/guardian chaperones will be selected in a manner designated by the classroom teacher. Unless otherwise approved by the administration, these chaperones are expected to travel with students to assist with supervision. Other children under the care of a chaperone will not be allowed to attend the field trip (by foot or by bus).

STUDENT/FAMILY SUPPORT SERVICES

Sabetha Elementary has a guidance counselor and a student and family liaison on staff. Their focus is to support the fulfillment of student and family needs that will ultimately allow for students' social and emotional growth. Please contact your child's teacher or the office for additional information regarding the services provided.

ANTI-BULLYING FOCUS

SES has implemented a social-emotional curriculum that includes bullying prevention information to help reduce potential incidents of student bullying. Our goal for teaching and reinforcing this curriculum throughout the year is to create a school atmosphere characterized by safe, warm, and positive interactions. We refer to the Kansas definition of bullying when reviewing negative individual interactions. This definition is as follows:

- Bullying" means:
  - (A) 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 such gesture, act or threat 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 to the student or staff member; or placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
  - (B) cyberbullying*; or
  - (C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

  *

  "Cyberbullying" means bullying by using any electronic communication device, including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

If you have questions or concerns at any time, please contact your child's teacher.

BANNED ARTICLES

USD 113 has banned all guns, knives, and laser lights from the school grounds. All tobacco, e-cigarettes/vapes and alcohol products are forbidden. Severe disciplinary measures will be taken if a student is found possessing these items according to USD 113 School Board Policy.

KANSAS SCHOOL CRISIS HOTLINE

To report a threat, call the Kansas School Crisis Hotline at 1.877.626.8203.

TECHNOLOGY ETIQUETTE/EXPECTATIONS

USD 113 has adopted a 1:1 technology policy. Students are issued an electronic device (iPad) for instructional use while at school and are under the supervision of teachers. Students are expected to follow teacher directions regarding the use of the device.

A. 'NETIQUETTE' ON THE INTERNET'

All Unified School District 113 – Prairie Hills computers and networks users are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other online services. These rules of behavior include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear or use vulgarities or any inappropriate language.
- Do not reveal your personal address, phone numbers or that of other students or colleagues.
- Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible *via* the network should be assumed to be private property subject to copyright laws.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass email messages)
- Do not give your password or access codes to anyone else, as they are your responsibility.

B. CONSEQUENCES OF VIOLATION OF TECHNOLOGY POLICIES

All of the policies and handbook procedures for acceptable use of computers and networks are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks; so more time can be spent enhancing services.

Use of the computers for programs, software, email, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD # 113 concerning the use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, **nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.**

Examples of possible violations:

- *Deliberately accessing a pornographic site/material.*
- *Altering any system software or another's personal work, either locally or remotely.*
- *Using the network maliciously, as with hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.*
- *Allowing anyone to use an account other than the account holder.*

Level 1: Violation:
Student would lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed at this conference.

Level 2: Pattern of abuse, repeated abuse, or flagrant violations:
Student who, after a Level 1 violation, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable offense:
Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or subsequent school years.

FAMILY ENGAGEMENT POLICY

At Sabetha Elementary School, we believe family engagement is an essential part of student success. We are committed to building strong partnerships between school, home, and community through meaningful communication and involvement opportunities.

SES encourages families to actively participate in their child's education by attending school events such as our Fall and Spring Family Nights, maintaining communication with staff through platforms including email, Seesaw, Google Classroom, phone calls, newsletters, and social media, and volunteering within our school community.

Families are also encouraged to engage in district and school leadership opportunities, including:

- Participating in Site Council
- Joining the Sabetha PTO
- Volunteering in classrooms and school activities
- Attending USD 113 School Board meetings
- Reviewing School Board agendas
- Serving as substitute teachers
- Running for the USD 113 School Board

Sabetha Elementary School values ongoing collaboration with families and community members to support positive school culture, student achievement, and continuous school improvement.

2026-2027 Sabetha Middle School Student Handbook Changes

1. Under "Responsibility of Academic Work" added the following language:

   Late work may not be for full credit.

2. Under "General Rules for Students" adjusted the following language:

   Wired headphones may be used in the classroom with teacher permission only.

3. Under "Electronic Devices – Walkmans, Pagers and Cell Phones (Smartwatch) replaced language with:

   …..and secured according to current district policy.

4. Removed one level of violations for "Electronic Devices" to read as follows:

   1st Offense – Device taken away and given back at the end of the day. (Detention issued)
   2nd Offense – Device taken away (Detention issued). Parent must come in and pick up item.

5. Under "Athletics" and discussing eligibility added the following language:

   Weekly eligibility must also be maintained with all current passing grades.

Sabetha Middle School

Student Handbook 2026-2027

Matthew D. Garber
Principal

751 Bluejay Blvd.
Sabetha, KS 66534

School Office 785-284-2151
School FAX 785-284-0061

This School Agenda belongs to:

Name_____

Address_____

City/Town_____**State**_____**Zip**_____

Phone_____**Locker #**_____**Seminar**_____

Sabetha Blue Jays

Watch Us

Supporting Others and Acting Responsibly!

BE POSITIVE BE RESPECTFUL SMS BE A LEARNER

On The Bus	Restroom	Cafeteria	Classroom	Hallway	School Events
BE POSITIVE					
•Be courteous •Greet the bus driver	•Be courteous •Use when needed	•Be courteous •Greet lunch staff	•Be courteous •Be ready to learn •Give your best effort •Greet your teacher	•Be courteous •Greet others	• Be courteous •Represent SMS in a positive manner
BE RESPECTFUL					
•Use proper voice level •Clean up area •Listen to teacher/driver •Remain seated •Respect other's space and property	•Flush toilet •Put trash in receptacle •Respect the privacy of others •Wash your hands	•Follow directions of lunch supervisor •Keep food on tray •Respect other's space and property •Use proper language •Use proper voice level •Use proper table manners	•Be on time •Follow classroom procedures •Respect other's space and property •Use proper language •Use proper voice level	•Respect other's space and property •Use proper language •Use proper voice level •Walk on the right side	•Be appreciative •Clean up area •Observe rules •Use proper language •Use proper voice level
BE A LEARNER					
•Collect belongings before leaving •Follow directions of driver or teacher	•Choose appropriate time to use restroom •Return to class without delay	•Bring your lunch card •Make healthy choices	•Complete assignments on time •Take responsibility •Use agenda	•Keep locker area clean and organized •Proceed to destination	•Actively participate in event •Be ready to learn •Follow directions of teacher/sponsor/coach

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Welcome to Sabetha Middle School and to the new and exciting experiences that will make your time here enjoyable and memorable. We are proud of our facility and the commitment the community makes to improve and maintain its educational opportunities. This agenda has been prepared for the purpose of helping orientate students, parents, and the community about Sabetha Middle School. Students and parents should become familiar with the policies, procedures and activities associated with Sabetha Middle School.

During the middle school years, students are in the process of finding and developing their strengths and interests, which result in new dimensions of learning. Encouragement from parents at home and from staff at school will go a long way toward maintaining students' interest. Our students are very special to us, and we will attempt to make student experiences positive and memorable. Our goal will be to give every child the opportunity to grow and develop mentally, physically, and socially. We have identified four general goals that will help students experience a successful school year.

Goal 1: Students are expected to try their hardest and do their best.

Examples: Being on time for classes, being prepared, and having daily assignments completed. Teachers have the responsibility of giving all their students an opportunity to be successful in their class. Students are given an opportunity to learn.

Goal 2: Students are expected to demonstrate self-control and make good decisions.

Example: Throughout your life you are faced with everyday decisions regarding behavior, peer relationships, and having a positive attitude. Therefore, we expect you to practice self-control and make good common sense decisions on a daily basis. It is important to remember that you will be accountable for the decisions that you make.

Goal 3: Students are expected to treat people and property with respect.

Example: All students have individual rights and need to treat each other with respect, both verbally and physically. Respecting school and personal property are mandatory requirements of all students. Students should always project a positive image as they represent not only the school, but also their families, as well as themselves.

Goal 4: Students will make a valid effort to become an integral, vital part of the school community, connected in a positive way to his or her peers as well as to the staff and school as a whole.

Example: Students are encouraged to participate in any and all activities for which they are eligible.

Sabetha Middle School Core Beliefs

1. Every middle school student and teacher will learn to be accountable, responsible and hard working.
2. Every middle school student learns and achieves to high standards in order to be secondary ready.
3. All members of the middle school educational community continue to grow, learn and reflect.
4. Every middle school student can strive to attain effective behavioral, social, communication and marketable skills.

MISSION STATEMENT

Sabetha Middle School promotes academic excellence and encourages all students to accept the responsibility for reaching their fullest potential.

SABETHA MIDDLE SCHOOL DIRECTORY

BOARD OF EDUCATION

Jim Scoby	Todd Grimes	Leslie Scoby	Stan Keim
Kathy Lippert	Tim Aberle	Anne Shaughnessy	

ADMINISTRATION

Superintendent – Rob McKim

Dir. of Student Learning – Curtis Hamilton

Middle School Principal – Matthew D. Garber

FACULTY

Art	Sarah Hay
Band	Sean Moore
Computers / Technology	Dustin Schrag
Counselor	Dana Michael
Gifted	
Language Arts	Martha Pearson
Language Arts	Katie Aberle
Math	Heather Schremmer
Math	Kymbrie Becker
Math/STEM/MTSS	Elizabeth Badertscher
Physical Education	Megan Glick
Physical Education	Alex McAfee
Science	Christine Krebs
Science	Tresa Burger
Social Studies	Kara Georg
Social Studies	Abby Stueve
Special Education	Julie Howard
Special Education	
Special Education Aide	Dana Howard
Special Education Aide	Courtney Rausch
Special Education Aide	Trista Rollerson
Technology	Trenton Cox
Vocal Music	Adam Aadalen

SUPPORT STAFF

Office	Custodians	Nurse Aide
Loretta Buser	Dean Strathman	Melissa Dornes
Cindy Remmers	Mark Bestwick	
	Jeffrey Mann	

This Student Planner is purchased by each student at enrollment. All students are required to USE the planner. Seminar teachers will monitor planner use.

2026-2027 School Calendar

August	Mon.-Tues.	10-11	Teacher In-Service
	Wednesday	12	Teacher Work-Day
	Thursday	13	First day of school
September	Friday	4	Early Release
	Monday	7	Labor Day (no school)
	Monday	28	Teacher In-Service
October	Friday	9	Early Release
	Friday	9	End of 1st quarter
	Wed. & Thursday	21 & 22	Parent/Teacher Conferences (evening)
	Friday	23	Fall Break (no school)
	Monday	26	Teacher In-Service
November	Wed.-Fri.	25-27	Thanksgiving Vacation (no school)
December	Friday	11	Early Release
	Friday	18	End of 2nd quarter
	Monday	21	½ Teacher Work-Day Flex
January	Monday	4	Teacher In-Service
	Tuesday	5	Classes resume
	Monday	18	MLK Day (no school)
	Friday	29	Early Release
February	Mon. & Wed.	1 & 3	Parent/Teacher Conferences(5-8pm)
	Friday	15	President's Day (no school)
March	Friday	5	End of 3rd quarter
	Fri.-Fri.	12-20	Spring Break
	Friday	26	No School/Good Friday
	Monday	19	No School
April	Friday	9	Early Release
	Monday	19	Teacher In-Service
May	Tuesday	18	Last Day of Classes–End of 4th quarter
	Wednesday	19	½ Teacher Work-Day Flex
	Monday	31	Memorial Day

REVISED NON-DISCRIMINATION STATEMENT

The Prairie Hills Unified School District #113, 1619 Old Hwy 75, Sabetha, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact: Rob McKim, 1619 Old Hwy 75, Sabetha, Kansas, (785-284-2175).

SMS BLUEJAY SCHEDULE

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Seminar
8:00 - 8:48	8:52 - 9:40	9:44 - 10:32	10:36 - 11:24	11:28 - 12:43 (25 Min Lunch)	12:47 - 1:35	1:39 - 2:27	2:31 - 3:25

MIDDLE SCHOOL HOURS

7:30 a.m. Students may enter building but must remain in the commons area.
7:35 a.m. Breakfast served.
7:50 a.m. Students will go to their respective pod and locker, and prepare for class.
8:00 a.m. Class begins.
3:25 p.m. Classes end for the day. Bus departure. All students are to leave the school grounds unless under the supervision of a teacher or coach.

OFFICE HOURS

The Sabetha Middle School office is open from 7:30 a.m. – 3:45 p.m.

ATTENDANCE

The student is expected to be punctual and regular in attendance. It is the parent(s)/guardian responsibility to keep the student's attendance regular.
The following reasons for being absent may be excused.

- Illness
- Doctor or dental appointment
- Death or illness in the immediate family
- Other reasons will be up to the discretion of the principal.

I. PROCEDURE

To be excused, parents should call by 9:00 a.m. on the day of the absence or send a signed and dated note with the student when he/she returns to school. A phone call is preferred. The school office will attempt to contact you by phone if your child is absent and we have not heard from you.

II. RESPONSIBILITY OF ACADEMIC WORK

Daily attendance is important. Each day the teachers are expected to cover material that will be of value to students. All make-up work in any class is the student's responsibility. Students who know they are going to be gone should check with each teacher for any advance assignments before they leave. The general rule for make-up work is one-day make-up for every day missed. Late work may not always earn full credit.

III. UNEXCUSED ABSENCES AND TRUANCY

A student absent without permission from their parent, guardian, or the school will be considered truant. If students have been absent from school without an acceptable or valid excuse they will be required to make up the time missed after regular school hours. If a student has three consecutive days or five days of absence in any one semester without an acceptable or valid excuse, county authorities will be notified.

IV. TARDIES

Students who are tardy to school must receive a tardy slip in the office. If a student is late for a class after first hour, that particular teacher will give the student a tardy. Individual teachers will determine if a tardy is excused or not. If tardies are to be excused, the student should have a slip from

the previous teacher or the office. Students will lose their seating and social privilege during lunch if they have received excessive tardies. If students do not bring the required classroom materials to class and must return to their locker to get them they may be given a tardy.

Students will receive a detention for their 6th tardy and again on their 8th tardy during a 9 Week period. Starting with the 10th tardy (and each even numbered tardy that exceeds 10), students will receive one day of ISS. Students will also lose their lunch privilege.

V. ILLNESS DURING THE DAY

If you become ill or have any other emergency, you should notify your teacher. If you are in between classes, report to the office. Leaving the building without permission from the office will be considered an unexcused absence.

VI. EXCESSIVE ABSENCES

Parents/Guardians of students who have an excessive amount of excused absences from school will receive a notification by mail that continued excessive absences might be considered as unexcused unless they are accompanied by a doctor's certification.

*The Board of Education has determined that a signed statement by a parent or guardian requesting absence of a student from classes will constitute a valid excuse. This request for absence from school is valid for up to a maximum of five (5) absences per semester. If a student has an excessive amount of absences from school, which the administration feels are somewhat questionable, the parents of the student will be informed that DCF/County Attorney may be notified.

STUDENT CONDUCT

I. RESPONSIBILITY FOR DRESS

The Board of Education of USD 113 encourages all students to dress appropriately for the situation. Appearance does affect the learning atmosphere of a school. Appropriate footwear of some type must be worn. Some clothing, including but not limited to the following examples, will be considered unacceptable in the school setting: cut-off shorts, elastic stretch shorts, beach apparel, mesh shirts, and cutout shirts exposing the chest or stomach area.

1. Shirts will be free from objectionable terms such as profane or obscene language or meaning.
2. Any reference to tobacco, drugs, alcoholic beverages or sexual connotations.
3. Any clothing apparel or **personal grooming that is considered a distraction to a learning atmosphere by certified personnel.** Heavy winter coats may not be worn in the school unless permission has been given. When dress or appearance is inappropriate for school, students will be allowed to call parents or may be sent home to change.
4. Hats or scarves will not be worn in the school building.
5. **Shorts and/or flip flop sandals (no back shoes) may only be worn during the following months: August, September, October, April, & May. (The building administrator can permit exceptions to these months if there is an unusually warm weather pattern during other months of the year.**
6. Shorts and skirts must be of sufficient length when they are worn at school. The general or standard test for appropriate and acceptable length for shorts and skirts is the following: When the student is standing in an upright position with his/her hands naturally extended downward at his/her sides, the individual's shorts or skirt must be equal to or be longer in length than the student's fingertips or have a 5 inch in-seam. **Pants or shorts will not have holes in the upper leg area exposing skin.**
7. When wearing yoga pants/leggings/tights/athletic capris, the individual's shirts, skirts, dresses or shorts must cover the buttocks and comply with the 'appropriate and acceptable length' listed above in item #6.
8. Shirt must cover undergarments and skin while in a seated position.
8. Shirt straps should measure 3 inches or more wide.
9. Clothing that reveals underwear or bare midriff is prohibited. Pants should be worn above the buttocks.
10. Chains, large rings, or jewelry that may be used as weapons are not allowed.

RESPONSIBLITY FOR PERSONAL GROOMING

Students are discouraged from drawing on their hands or arms for personal hygiene and health purposes. Any other questionable dress that could be considered inappropriate will be handled on a case-by-case basis.

II. STUDENT BEHAVIOR EXPECTATIONS

Students are expected to respect themselves, others, and property while attending (or representing) Sabetha Middle School. Students are to refrain from unacceptable behaviors at school, at school-sponsored activities, on school property, and on school buses. Students who behave in a manner that has a negative effect on school environment, events, or related activities will face disciplinary action. Students on suspension will not participate in school activities.

A. Classroom: This may vary from teacher to teacher, but in general, the following regulations apply in all classes. The student is responsible for taking necessary books, pencils, paper and required work with you to each class.

1. Enter the room in an orderly manner and be in your assigned seats, quiet and ready to work when the bell rings.
2. Show good manners, courtesy, and respect for teachers, school personnel, and other students.
3. Students will be dismissed by the teachers in an orderly manner, and are not dismissed by the bell.

B. Lunchroom:

1. No food is to leave this area, and students are expected to utilize good eating manners.
2. All students are expected to remain in the commons during their assigned eating time, whether they eat or not, unless permission is granted otherwise.
3. Unacceptable lunchroom behavior may lead to disciplinary action.
4. All students will pick up and return their own meal tray.
5. Students may give other students portions of their lunch if they so choose, but this transition should be done as smoothly and orderly as possible.
6. Students may not have food from local restaurants delivered to the school for lunch.
7. Pop may not be purchased or brought in for lunch, unless approved by the principal.
8. Students will return to their classes in a quiet, orderly fashion at the conclusion of lunch.

C. Hallway:

1. Students will walk on the right side of the hallways.
2. Students are expected to conduct themselves as young adults in the hallways and in between classes. No running, shouting, or horseplay is permitted in the hallways.

D. Bus:

To insure safe and comfortable transportation, students must act and behave responsibly when riding on a bus. Students will obey some basic rules when riding the bus. If the rules are not obeyed, students will be turned into the office. Bus privileges may be taken away from a student at any time for misbehavior that creates an unsafe situation on the bus.

1. Sit quietly in your seat. Talk only in a soft tone. Visit only with those next to you in your seat.
2. Do not talk to the driver while the bus is in motion, unless it is an emergency situation.
3. Obey immediately all commands of the driver.
4. Keep arms, legs, and other objects out of the aisle.
5. Be on time.
6. Only open windows when permission is given. Do not stick anything or throw anything out of the window.
7. No profanity allowed.
8. The driver may assign a seat to any student.
9. Do not throw paper or trash on the floor.
10. Do not push or shove other students when loading or unloading the bus.

E. General Rules for Students:

Any violation of the following rules by students will result in one of the steps of the school's discipline code.

1. Bodily contacts not allowed: No kissing, hand holding, bodily embracing, or other inappropriate behavior.
2. Demonstrating disrespectful conduct to an adult or other students.

3. Profanity, drugs, vaping, alcohol, any tobacco, whether chewing or smoking will not be allowed.
4. Snowballing, water guns, firecrackers, matches, lighters, or anything else that could pose a problem to a learning atmosphere.
5. Eating any type of food or candy in the building will not be allowed, unless approved by the classroom teacher or principal.
6. Water is allowed in class (preferably transparent containers).
7. Gum chewing.
8. Fighting or horseplay.
9. Vandalism, defacing, or damaging any school property.
10. Academic dishonesty (cheating, copying, or forging signatures).
11. Explosive materials (matches, gun powder, etc.).
12. Verbal or physical harassment towards other students or staff members.
13. Excessive absences/truancy.
14. Conduct that disrupts, impedes, interferes or limits a learning atmosphere.
15. Insubordination – not following a teacher's request on classroom procedure.
16. Students are restricted from possessing or misusing laser pointers and light devices at school, which could be harmful to the eyes.
17. Breaking of school or classroom rules.
18. Stealing.
19. Temper tantrum.
20. Threats (by word or deed).
21. Wired headphones may be used in the classroom with teacher permission only.

F. Anti-Bullying Policy (Second Step)

Sabetha Middle School has implemented a policy to prevent or reduce potential incidents of student bullying. All students are orientated to our building policy on bullying. Students have regularly scheduled class meetings to discuss building situations. The following steps are recommended:

- Contact a teacher – document concern and date, note any recommendations
- If concern continues, contact the principal in writing
- If issue continues, contact principal again – principal will prepare plan of action
- If you or your child is concerned about repercussions as a result of reporting an incident, make this known to the teachers or principal

G. Technology Acceptable Use Guidelines

All of the policies and handbook procedures for acceptable use of computers and iPads are intended to make the computers and iPads more useful to students and teachers. They are also intended to minimize the burden of administering technology; so more time can be spent enhancing services.

Use of the computers and iPads for programs, software, e-mail, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD #113 concerning use of computers and iPads will result in disciplinary action. (*Prairie Hills Schools Policies, Procedures & Student Information Grades 6-12*)

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, **nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.**

Examples of possible violations:

- Deliberately accessing a pornographic site/material.
- Altering any system software or another's personal work, either locally or remote
- Using the network maliciously, as with hate mail, harassment, profanity, vulgar *or* discriminatory remarks.
- Allowing anyone to use an account other than the account holder.

Level 1: Violation: Student will lose technology privilege/Internet access until a parent conference is held. Any additional loss of privilege as determined by the administration will be discussed in this conference.

Level 2: Pattern of abuse, repeated abuse or flagrant violations: Student who, after a Level 1 violation, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/

Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable offense: Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

--DISCIPLINE CODE—

I. DETENTION

Detention is normally issued to a student for continuous failure to follow school or classroom rules and regulations. Normally, before a student is issued a detention they are given a verbal or written warning. In short, students are given an opportunity to correct their problem before a detention is issued. Each and every detention requires a student to stay 45 minutes after school in a designated classroom. The teacher issuing the detention will notify the student as to what night the detention is to be served. (At least a 24 hour notice will be given unless the student indicates they can stay that night.) The student usually is required to write school rules out of the agenda or sections from the encyclopedia. Students who receive a detention will be expected to serve the detention as soon as possible.

Excessive Detention Policy

If a student receives 3 detentions in a semester, parents or guardians will be notified by letter and a conference may be requested. If a student receives a 5th detention in a semester period, the student will be issued a 1-day In-School Suspension. If a student receives 7 detentions during the semester, another 1-day In-School Suspension will be issued. An Out-of-School Suspension could result if a student receives nine detentions in a semester.

Note- This will be the policy for a student receiving excessive detentions. Alternative Education Opportunity, In-School or Out-of-School Suspension may be issued at any time regardless of the number of detentions a student has if the seriousness of the offense warrants.

II. SUSPENSIONS

A. Alternative Education Opportunity

This is a short-term suspension, issued by the principal, for a term of 1 to 5 days from classes. The student will remain in supervised study area during the school day isolated from the rest of the students.

B. Out-of-School Suspension

This is a short-term suspension, issued by the principal, for a term of 1-10 days from classes. The student will not be allowed on the school premises during this time period.

C. Expulsion

This is a long-term suspension, issued by the principal, and it shall not extend beyond the current school year. An expulsion shall not be imposed upon a student without affording such student or his parents or guardians a hearing.

SUSPENSION TYPE OFFENSES-

Any of the following offenses by students may warrant an automatic suspension; regardless of how many detentions a student has received:

a. Physical assault.
b. Deprivation through intimidation of another individual's right to attend school safely.
c. Destruction of school property.
d. Distribution or sale of alcohol, possession of alcohol, tobacco, or drugs.
e. Setting a false fire alarm.
f. Indecent exposure.
g. Robbery / Theft, vandalism.
h. Possession of knives, firearms, explosive material, or any other item that can be considered dangerous or deadly.
i. Any verbal or physical harassment of school personnel, either on or off school grounds.

--GENERAL POLICIES—

BOOKS

Textbooks will be furnished by SMS on a rental basis to each student. The books will be checked out the first day of school. The student, in return, is expected to care for their books. Lost or misplaced books, or books damaged beyond normal wear will necessitate the replacement of that specific text. A fee will be charged for damaged books. In order to protect the textbooks, we will require they be covered.

LOCKERS

A locker is assigned each student to store his or her books, supplies, coats, etc. Lockers should be kept neat and clean so a student must keep their materials organized. Each student's locker combination should be kept confidential to prevent other students from getting into your locker. The cost of repairing damage to a locker due to misuse will be charged to the student. Student lockers are property of the school and may be opened and searched at any time.

LIBRARY

The books and materials in the library are yours to share and to enjoy. The freedom to use these materials carries responsibility. Please return checked out materials promptly. You are financially responsible for any materials you damage or lose. The library is a classroom; it has rules and regulations; follow these rules if you want to continue to use the library.

VISITING SCHOOL

All visitors must report to the office first. Since instruction time has a direct effect on the amount of learning for students, we want to keep class disruption at a minimum.

ASSEMBLIES / PROGRAMS

Several educational and entertaining programs are held throughout the year for students. When a person or group has taken the time to visit our school for a presentation we owe them the consideration and respect they deserve. Quiet attention and proper applause are expected.

TELEPHONE

Students will not be excused from classes to make or receive phone calls. Emergency calls or parent messages will be delivered to students. Students may only use the telephone (office) during school hours with the office approval.

LEAVING THE BUILDING

No student is to leave the school grounds or building once he or she has arrived, without office consent, between the time of arrival and the final bell ending the school day. Even those who have a note from a parent or guardian must check in the office before leaving. No student will be allowed to leave without parental permission, known to the office.

WITHDRAWALS

If a student is relocating to a different town and will no longer attend school in Sabetha, the parents should notify the school office at least 3 days prior to the anticipated move to obtain proper withdrawal procedures.

FEE REFUNDS

If a student withdraws during the first semester, one half of the fees will be refunded. If the student withdraws during the second semester, none of the fees will be refunded.

NON-SMS STUDENTS ATTENDANCE AND SCHOOL DANCES/SOCIAL FUNCTIONS

Students who are not enrolled in SMS are not allowed to attend school dances and other SMS sponsored social functions.

ADDRESS OR TELEPHONE CHANGES

If at any time during the school year, your address or telephone number changes, the school office should be informed. There are several mailings each year and / or if it becomes necessary to call parents for emergencies, correct information simplifies the process.

DISPENSING OF MEDICATION

Parents must complete and sign a medication permission form for ALL medication (prescription or nonprescription) that is to be taken at school. A physician must sign the form for all prescription medication to be taken at school. The medication is to be brought to school in the original container appropriately labeled by the pharmacy or physician stating the name of the medication, the dosage and the times to be administered.

COUNSELING & GUIDANCE

A guidance counselor is available to middle school students each day of the week. Appointments can be made in advance through the office.

LOST & FOUND

A lost and found box is maintained in the office. Any found items should be turned in to the office. Articles with proper identification will be returned.

LUNCH PROGRAM (District Policy EE 1-9-17)

Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than ($20 worth of/5) meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

GYM LOCKS

Students will be issued a lock for their gym locker or basket. Should you lose this lock you will be charged $5.00.

BICYCLE PARKING / SKATEBOARDS

Students who ride bicycles to school should park them north of the building. It is recommended that bicycle owners use a chain and lock. It is recommended that students not bring skateboards and roller skates to school. If a student does those must be parked in the office.

ELECTRONIC DEVICES - WALKMANS, PAGERS AND CELL PHONES (Smartwatch)

These devices are not allowed in possession of students during the school day. If these are brought to school they must be turned off upon entering the building and secured according to current USD 113 policy. The following discipline actions regarding these electronic devices will be in place following violation of this policy:

1st offense - Device taken away and given back at the end of the day (Detention issued)

2nd offense - Device taken away (Detention issued), Parent must come in and pick up item.

GRADING SCALE

Grade Points	Grading Scale	
4	A = 90 –100	Superior work of outstanding quality
3	B = 80 – 89	Above average quality work
2	C = 70 – 79	Average quality work
1	D = 60 – 69	Below average work
0	F = 59 – lower	Low-quality work, doesn't meet requirements
	IN= Incomplete	Actual grade is being withheld until all work is completed.

ACTIVITY PASS

Students are given the privilege to purchase an activity pass that admits them to most middle school and high school activities. This is a big savings to the student who otherwise would have to purchase a ticket at the door each time. Students need to present these passes at the ticket gate.

PHYSICAL EXAMS

It is recommended that 6th grade students receive a physical exam prior to the beginning of the school year in order to reconfirm their previous health and immunization records. All 7th and 8th grade students who plan to participate in athletics must have a physical exam. All students must have a physical exam before they will be allowed to practice. The local doctors' offices or the school will have the necessary forms. Students who are participating in cheerleading must have a physical exam before practice.

CHEERLEADING

Any 7th or 8th grade student who wishes to be a member of the cheerleading squad may do so as long as they are academically eligible and are a student in good standing. Cheerleaders will only cheer at home events. Cheerleaders will be issued a basic uniform and pompons. At the end of the season, the uniform and pompons must be returned undamaged and with only normal wear conditions or the cheerleader must pay for any lost or abnormal wear conditions of the uniform or pompons. A cheerleader is expected to remain on the squad throughout the fall and winter sports seasons unless they are participating in a particular sport. All cheerleaders must have a medical physical prior to participating on the cheerleading squad.

ATHLETICS

Philosophy – to provide the best possible athletic program to its students. The program will emphasize participation as well as competitiveness. In order to accomplish these two goals the following guidelines will be used in the programs:

1. All students will be allowed to participate in the program (no program cuts).
2. In A-team competition, coaches will be trying to win the contest playing as many athletes as they can without jeopardizing a team victory. (This is strictly a coach's judgment.) In B-team competition, we also would like to be successful, but at the same time, we feel that playing experience should be the most important emphasis, so this will be our main goal. We will try to provide extra contests or quarters when possible, depending on the participation numbers, so every student gets an opportunity to play in a contest as long as they have fulfilled the sport's requirements.

Students in the 7th and 8th grade have an opportunity to participate in several individual and team sports. Students who participate in athletics at Sabetha Middle School are representing their school, their family, along with themselves and should conduct themselves in a manner that exhibits a positive representation of those. Students who participate in extra-curricular activities and athletics at Sabetha Middle School must be a student in good standing both academically and behaviorally in order to uphold the privilege of being able to participate in these activities. A student must have passed five subjects the previous semester in order to be eligible to participate in any activities and be a full-time student. Weekly eligibility must also be maintained with all current passing grades. A student may be temporarily or permanently suspended from school activities at any time if they exhibit negative academic or social behavior during that activity season. Students who are absent from school for more than a half a day due to illness will not be allowed to participate in any extra school activities on that day.

ATHLETIC CONTESTS / SCHOOL SPONSORED ACTIVITIES

Being a spectator at district activities calls for good behavior and sportsmanship just as does active participation in the event. The qualities of good sportsmanship are not confined to sports alone. The same spirit of conduct is fundamental in every human activity. When you are attending a district activity, remember you are representing your family, school, and community, so project a good positive image. If you didn't come to watch the event please stay away, this is not a place to just run around.

When at these contests and the National Anthem is played and our flag is honored, stand and pay respect to our nation's symbol. Any violation of the above could result in the loss of the privilege to attend these events.

STUDENT RECOGNITION

Nine-week Recognition Assembly – Shortly after the end of each 9-week grade period, Sabetha Middle School will recognize students who have accomplished the following criteria during the preceding 9 weeks:

Honor Roll –	Superintendent's	-	All A's
	Bluejay	-	3.50 GPA or higher
	Scholastic	-	3.00 – 3.49

Any students that receive a D or F in any subjects will be ineligible for any of the honor rolls.

Athletics – Students who have just completed any school sponsored athletic or extra-curricular activity.

BLUEJAY SOCIAL

The Bluejay Social is held during each grading report period (including progress report time) for students who are eligible. Any student who has received a detention, 2 or more tardies, or an F on his//her grade report will not be eligible to participate in the social. The social will be held during part of a designated Seminar period. Students who are eligible will receive a free soft drink and be able to purchase candy with their Bluejay Bucks.

CITIZENSHIP AWARD

8th Grade only – 1 girl and 1 boy – The 8th grade staff will be presented a rating sheet with all the 8th grade students listed. Staff will rank and rate the students listed using the criteria listed below.

Criteria for Citizenship Award – This award is presented to both an 8th grade boy and girl student in Sabetha Middle School who has throughout the school year achieved and exemplified high standards in the following areas:

Academics:	Grades, Honor Roll
Self-Discipline:	Detentions, Tardies
Peer Relationships:	Gets along with classmates, positive leadership qualities
Extra-Curricular:	Volunteers with extra school related tasks, active in extra-curricular activities

PROMOTION POLICY

Under this system pupils are promoted on the basis of careful study and analysis of what seems best for each individual. This system assumes that teachers and administrators know about learning, the nature of the individual, and the effects of promotion and retention to make wise judgments for each individual. The system accepts continuous promotion as desirable for most pupils but reserves the right to modify the policy for any individual pupil.

Promotion or failure should be recognized as a means and an end. Promotion is flexible, based on multiple standards. All facts about the individual are appraised, conferences of those involved are held, and the possible risks are analyzed. The decision to fail a child becomes a professional responsibility akin to the decision of a surgeon to perform an operation.

The principal shall make the final decision with advice from both the sending and receiving teachers and only after several scheduled consultations with the parents. As far as possible, retention shall be accomplished before the child leaves the primary grades.

The principal shall determine what alternatives will be most beneficial to the student who fails one, two or three of the basic subjects. A student failing all four subjects will most likely be retained.

Any 8th grader who fails a core class in the 4th 9 weeks will come in after their school year is completed and redo some assignments and or tests to move their grade to a passing grade.

Crisis Procedures (*Staff Crisis Intervention Handbook USD 113*)

Various drills will be conducted throughout the school year under the following descriptors:

1. Evacuation
2. Severe Weather
3. Bus Evacuation
4. Lock Down
5. Off-Site Evacuation and Reunification
6. Shelter in Place

Fire Directions

Fire exit diagrams are posted in each classroom. Teachers will inform students of fire exit procedures for their classroom at the beginning of the school year. Fire drills will be conducted periodically throughout the school year. Everyone will move in a quick but orderly and silent manner to exit the building using the directed route. The first student exiting the room with a door should hold the door open for those who follow.

Tornado Directions

If we are alerted to take cover from a possible tornado, all of Sabetha Middle School will as quickly, orderly, and quietly as possible go to the locker rooms.

The first ones in need to go to the center of the locker rooms so late arrivals can get into the shelter with ease.

Students should crouch or sit on the floor with head between the knees.

Stay away from any window areas.

Summary of Proposed Changes
SHS Student Handbook
2026-27

Page 3	Updated Contact Information & Personnel.
Page 4	Updated the name of the crisis hotline.
Page 5	ATTENDANCE section - updated language to reflect current practice
Page 7	STUDENTS DRIVING/RIDING IN PERSONAL AUTOMOBILES - updated language to reflect online enrollment form.
Page 11	CLASS RANK - Removed language regarding Valedictorian/Salutatorian honors. Updated to include explanation of Summa Cum Laude/Magna Cum Laude Honors.
Page 12	HONOR ROLL - Removed language regarding “Graduating with Academic Honors” as that will be replaced by Magna Cum Laude recognition.
	SPECIAL STUDENTS - Updated language from Valedictorian/Salutatorian to Summa Cum Laude/Magna Cum Laude.
	EARLY GRADUATION - Updated language from Valedictorian/Salutatorian to Summa Cum Laude/Magna Cum Laude.
Page 20	LUNCH/BREAKFAST PROCEDURES - Updated language to reflect current Kansas law regarding cell phone access.
Page 25	PHONES/ELECTRONIC DEVICES - indicated policy change will be forthcoming at a later date.
Page 26	USE OF SCHOOL TECHNOLOGY - added “School-issued technology requires an appropriate level of care for the device. Lost or damaged devices can result in appropriate charges for repairs or replacement.”
Page 30	ACTIVITIES DRESS CODE - updated language to reflect current practices.
Page 32	YOU ARE ELIGIBLE IF: - added “Submission of grade progress every 4.5 weeks to maintain eligibility per SHS requirements.” to bullet point explaining Non-public school student eligibility.

2026~~5~~-2027~~6~~

Student Handbook

Mission Statement

It is the mission of Sabetha High School to provide the opportunity and assistance for all students to develop their full potential and become productive members of society.

Vision Statement

All Students will experience success, learn to take responsibility for learning, and develop character.

Belief Statements

We at Sabetha High School believe in:

- maintaining high expectations for all staff and students.
- having a student-centered focus meeting the needs of all learners while incorporating problem solving and critical thinking skills.
- utilizing community resources to support the learning process and prepare students for the future.
- educating the whole child by incorporating social, emotional, and character development into the curriculum.
- data based decision making using a balanced assessment approach with an emphasis on assessment for student learning.

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PHILOSOPHY

Realizing that individuals live in a complex society, the Board of Education is hopeful that each student, in addition to the more academic preparation provided by the public schools, will have the opportunity for basic training in desirable moral and ethical values. This is in preparation for assuming a useful role in society. It is understood that all students will not learn all things equally well, but all should have an equal opportunity in the pursuit of educational acquisition. The board accepts the premise that the student is the center of the school curriculum and that the instructional program should be tailored to fit a child-centered program of education. The Board of Education views the educational process as a comprehensive program, which must be undertaken in cooperation with other institutions of our society. It seeks to establish and maintain strong ties with parents and community programs.

School Wide Expectations

Be Positive - Be Respectful - Be a Learner

School Colors

Blue and White

School Mascot

Bluejay

School Song

Joyous and ever loyal,

Let us boost for our Old High,

Let every heart sing, let every voice ring, there's no time to grieve or sigh.

So ever onward-our course pursuing, may defeat ne'er our ardor cool.

But united we will boost for her, our
Old High School.

Sabetha High School

1011 Bluejay Boulevard
Sabetha, Kansas 66534
Phone: (785) 284-2155
Fax: (785) 284-2600
www.usd113.org

Administration

Principal: Mr. Nate Bauman
School Counselor: Mrs. Briana Evans
Activities/Athletic Director: Mr. Kaleb Moeller

Office Personnel

Secretary/Attendance: Mrs. Skye Moeller
Building Clerk/Bookkeeper: Mrs. Hannah Dettwyler
Library Aide/KSDE Reporting/At-Risk: Ms. JaChel Atwood

District Administration

Superintendent: Mr. Rob McKim
Director of Student Learning: Mr. Curtis Hamilton~~rs. Lisa Suhr~~

Board of Education

Mrs. Anne Shaughnessy~~r. Phillip Buessing~~
Mr. Todd Grimes
Mr. Stan Keim
Mrs. Kathy Lippert
Mr. Tim Aberle~~Doug Renyer~~ Mr. Jim Scoby Mrs. Leslie Scoby

General Information

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation, under God, indivisible, with liberty and justice for all.

CRISIS HOTLINE

When necessary, students are encouraged to use the Kansas School Safety~~Highway Patrol Crisis~~ Hotline: 1-877-626- 8203.This number is available for students in a crisis situation or who have friends in a crisis situation.

NON-DISCRIMINATION STATEMENT

Unified School District No. 113, Sabetha, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap, in admission or access to, or treatment of employment in its programs and activities. If you have questions regarding the above, please contact the superintendent, (785) 284-2175.

COMPLAINTS AND GRIEVANCES

Any student may file a complaint against any school employee or any school rule and regulation directly to the office. Said complaint must be in writing and if filed against any employee, it must be filed within twenty (20) calendar days following the act or event from which the complaint arose. Said complaint must be specific and in reasonable detail as to what occurred, the parties involved, the location of the incident, the time, and the date. Any complaint not filed within the (20) day period shall be deemed to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time with the clerk of the board. Complaints or grievances concerning a particular principal's rule or regulation shall be filed with that principal for consideration about change.

ARRIVAL & DEPARTURE

School hours are from 8:00 a.m. to 3:25 p.m. Doors to the building will open at 7:30 am. Students arriving before 7:45 must remain in the commons area downstairs. A bell rings at 7:45 dismissing students to their classes. No students should be in the building unsupervised at any time.

TRANSPORTATION

The school district will operate a system of buses for the convenience of our students and families. Students should consider it a PRIVILEGE to be transported to and from school at district expense. When provided, students will wear a safety belt.

RULES GOVERNING SCHOOL PUPIL TRANSPORTATION IN KANSAS

Pupils transported in a school bus shall be under the authority of and be responsible directly to the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any pupil. The driver of any school bus shall be held responsible for the order and conduct of the pupils transported. Whenever a school bus stops at a point where traffic is not controlled by a flagman or a clearly visible electrical or mechanical signal to discharge pupils who must cross the street or highway in front of the bus, except that when, because of local laws regulating traffic, passengers discharged from a bus cannot cross the street or highway in front of the bus but must cross behind the bus, they may do so. In either case, also, the driver of the bus shall not permit the pupils to cross the street or highway until they may do so safely, and shall, if necessary, escort such passengers across the street or highway. The following rules are recommended:

- The driver is in charge of the pupils and the bus pupils must obey the driver promptly and cheerfully. It will be the driver's duty to see that rules are enforced.
- The driver may assign a seat to each student; each student must be provided a seat.
- Pupils must be on time; the bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to a bus stop. All pupils must wait for the bus off of

the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.

- Unnecessary conversation with the driver is prohibited. Pupils should not talk loudly or distract the driver's attention. Remember, a student's safety is in the bus driver's hands.
- Outside of ordinary conversation, classroom conduct is to be observed.
- Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep the bus clean and sanitary at all times.
- Pupils must not, at any time, extend arms or heads out of bus windows.
- Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
- When leaving the bus, pupils must observe directions of the driver. If students cross the road, they should do so in front of the bus after making sure the highway is clear.
- Any damage to a bus is to be reported at once to the driver and to the principal's office.
- DURING STORM SEASON, STUDENTS WHO RIDE A BUS SHOULD BE ADVISED TO LISTEN TO KNZA FM (103.9) HIAWATHA, OR WIBW TV (CHANNEL 13) FOR STORM WARNINGS AND NOT ATTEMPT TO REACH SCHOOL
  WHEN SO FOREWARNED. (As to non-safe conditions such as heavy snow or flood.)
- When a safety belt is provided, students will wear one at all times in the vehicle.

ATTENDANCE

The student is expected to be punctual and regular in attendance. The student and parent are charged with the duty of keeping the student's attendance regular. Classroom teachers are responsible for recording accurate attendance each hour of the school day in PowerSchool. A parent should contact the school, via phone call or note, stating the reason for the student's absence.~~The pupil must bring a signed note from the parent stating the reason for absence upon returning to school.~~ Upon returning to school after any absence the pupil must obtain a permit through the office to return to class. It is the responsibility of the student to obtain a student admit slip and to present it to the teacher. Teachers will admit no one without a permit. The pupil, upon securing the permit, should show this admit-make-up slip to the teacher when entering a class. It is the responsibility of the student to obtain the necessary information from his/her teachers with respect to making up missed instruction and/or homework during an absence. The teacher will assign the make-up work and initial it upon the pupil's completion of the work. Two class days are allowed for the first missed day. An additional day will be allowed for each subsequent missed day. The student then returns all permits to the office.

Subject to the following conditions, illness, medical or dental appointments, court-related appearances, illness in the immediate family, funeral attendance, religious observances, planned school activities or family trips will be considered a valid excuse for absence from school. For the first five absences per semester, a signed statement from a parent, guardian or physician requesting that the student be excused for such an absence (with the reason listed above stated by the parent) that will constitute a valid excuse for such absences. If a parent, guardian or physician does not provide a signed statement, the absence shall be "unexcused." All absences in excess of five per semester will be "unexcused" unless the student presents a physician's statement explaining the absence or a parent or guardian arranges a personal conference with the building principal to satisfactorily explain the absence.

An accumulation of unexcused absences for either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, will result in notification of parents and a report to Kansas Department of Children and Families (DCF) or the county attorney as required by law. The following absences may be classified as "noncredit" by the principal: 1. Absences for the first five days for which students have not provided a signed statement (with a valid excuse) from a parent, Guardian or physician. 2. Absences per semester that exceed five unexcused absences. Absences will be determined using combined half days or whole days. A "significant part of a school day" will be an absence longer than half the scheduled school day. Half days will be added to determine the accumulated absences. To be readmitted to school after being absent, a

student shall present a written note from a parent, guardian, or physician explaining the absence. If there are extenuating circumstances, in the judgment of the principal, a one-day grace period may be allowed

for the student to present the written note. In emergencies, a phone call from a parent or guardian may be accepted. ~~It is the responsibility of the student to obtain the necessary information from his/her teachers with respect to making up schoolwork lost during an absence.~~ Students wishing to attend Sabetha Middle School or Sabetha Elementary School functions during the school day will need to obtain written permission from a parent. Students will also be required to obtain the signature(s) of teachers of classes that will be missed. Students wishing to attend "away" sporting events will not be considered "excused" if they depart from school prior to the team's departure. In order to leave prior to the team, it must be established that this is part of a family vacation. Students who are to participate in a school-sponsored activity are strongly encouraged to attend school a minimum of the last half of the day of the activity. Students who are determined to be "skipping" school will have to make up the time they are absent in detention. Students who have "skipped" more than 3 days in a semester are subject to Long-Term Suspension. Sabetha High School personnel will attempt to call a parent or guardian in the event a student is absent and notification has not occurred. Students who are 18 years of age, and not subject to compulsory attendance laws, will follow the same guidelines as minor students. In place of referral to the County Attorney, when absences exceed 5 "unexcused" per semester, the student will be subject to short term suspension, long term suspension, or expulsion based upon the determination by the principal of the extremity of the offense(s).

TRUANCY

The building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered truant.

Prior to reporting to the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

TARDIES

A student is tardy to class when he/she is not in the classroom when the tardy bell rings. Classroom teachers will have the responsibility of monitoring their students' tardies and recording them in PowerSchool. If a student is tardy at the beginning of the school day, he/she must secure a tardy slip from the office. The principal or secretary will declare the tardy as excused or unexcused. If a student is detained by a teacher, and consequently late to his/her next class, he/she should ask that teacher to issue him/her a pass and no record of his tardiness will be made. Students who are late because district buses are running behind do not need an excuse from the office providing they do not take advantage of the situation. Students who have an unexcused tardy or absence may have a reduction in grade that is considered for "participation."

After a student has been tardy twice to a class, that student will serve a **twenty-five-minute detention for each subsequent tardy**. Tardies that are considered excessive (20 or more per semester total) may result in In-school suspension, out-of-school suspension, or Long-Term suspension.

STUDENT DELIVERIES

The office staff will store gifts delivered to the school for students until the end of the day. An effort will be made for student notification of the delivery. Students may obtain delivered items from the office at the end of the school day.

STUDENTS DRIVING/RIDING IN PERSONAL AUTOMOBILES
Whenever possible, U.S.D. #113 will provide transportation to and from school events and practices. There are times, however, when the school is not able to provide transportation. There are also times when students will be allowed to drive their own vehicles to school events with the permission of their parents and the supervising U.S.D. #113 personnel. Students and parents must have ~~approval from administration and~~ completed the required form for this to be~~when this is~~ permitted.

DIRECTORY INFORMATION
Various organizations request "Directory Information" from the school. This information includes students' names, addresses, phone numbers, videos, photos, gender, height, weight, grade level, class composites, etc. Some of the organizations that request this information include, but are not limited to, the armed forces, college recruiters, etc. Students and/or parents not wishing to have "Directory Information" released are to contact the school by the third week of the school year and make this request to the principal in writing. Directory information includes athletic rosters.

LOST AND FOUND
A lost and found service will be provided by the principal's office. If students find anything, they should turn it into the office at once. If a student loses anything, he/she should report it to the office. It is the responsibility of the student to protect himself/herself from theft by taking proper precautions.

VISITORS
Upon approval by administration, students may have visitors attend classes with them. Visitors must not cause a disruption to the educational process, must not be “dating” any SHS student and must be enrolled in a high school. Visitors must be on an officially scheduled break or vacation from their current school.

ACTIVITY FEE
The activity fee applies to each student. This will admit the student to all assemblies and sports events.

DEPOSITING ORGANIZATIONAL FUNDS
All money collected by organizations is to be turned into the office for deposit to the organization's account. Under no circumstances should any money be left in a teacher’s desk or room overnight. The class or organization's treasurer or sponsor is to be given a receipt of all money credited to the class or organization. Money should be deposited with the high school bookkeeper.

PURCHASES BY ORGANIZATIONS
No student or teacher is to purchase any supplies without first filling out a Purchase Order and presenting it to the principal's office for approval. Students or teachers making purchases without the proper authority will be liable for payment of said purchases. After securing the principal's approval, the Purchase Order is presented to the local merchant from whom the purchase is to be made. An itemized sales ticket must be secured from the merchant. This sales ticket is to be turned in to the office immediately. When the sponsor is not available to approve organizational purchases, the principal may act on the sponsor's behalf.

HEALTHY SNACKS & WATER MACHINES
These machines may be used throughout the day according to the Kansas School Wellness Policy. If this is determined to be the cause of excessive tardies, the privilege may be revoked. Water is allowed in approved containers only.

LOCKERS
Each student will be assigned a locker at the beginning of the school year. Lockers are to be kept clean. Decorations placed on lockers will be subject to approval by the administration. The school and students

have joint locker control. There is to be no expectation of privacy by students – searches may occur. In the event that a single locker is inadequate, students may request an additional locker to be issued.

EXPECTATION OF PRIVACY

There will be no expectation of privacy for student lockers, backpacks, nor for vehicles parked on school property.

Curriculum /Graduation Requirements

ADMISSION

Students will be admitted to ninth grade upon presentation of graduation evidence from an accredited junior high or middle school. Students are admitted to advanced standing upon transferring from other schools upon receipt of an official transcript from the previous school. The advanced standing is determined after evaluation of the transcript. When the official transcript is not available at the time of enrollment, students may provisionally be admitted to advanced standing pending the receipt and evaluation of the official transcript. Students will also be required to pay enrollment fees or to make arrangements for these fees to be waived.

RECORDS

Permanent, cumulative records are kept for each student. Various types of standardized tests are given throughout a student's school years and scores from these tests are included in these as in permanent records.

ASSESSMENTS

Students are expected to put forth their best effort on all assessments administered through the school (this includes all classroom, state, or national assessments as well as any online assessments). Students will be required to take Kansas State Assessments. In addition, the Kansas Legislature, provides one free ACT assessment and one free WorkKeys suite of assessments to all public high school juniors. Students are encouraged to take both assessments.

Students who are classified as at "at-risk" on any building or state assessment may be required to take additional content courses. The intent of this additional course work is preventive. It may be possible for students to work to achieve a high enough level to opt out of the course at semester.

GRADUATION REQUIREMENTS (~~CLASS OF 2025~~ CLASS OF 2027)

In order to be graduated from Unified School District 113, the following requirements must be met:

- **Four Units of Language Arts**
- **Three units of History/Government including World History, American History, and American Government**
- **One Unit of Physical Education including the concepts of health and human sexuality**
- **Three Units of Science, including physical, biological, and earth & space concepts. Biology and Physical Science or Chemistry are required**
- **Three units of Mathematics including algebraic and geometric concepts**
- **One unit of Consumer & Personal Finance**
- **One unit of Fine Arts (Vocal or Instrumental Music, Art, Forensics, Drama).**
- **In addition to the sixteen required units of credit listed above, each student must complete, with a grade of "D-" or better, a minimum of nine additional credits of the student's choosing to fulfill the requirements for graduation.**
- **Total of 25 credits**

Units of credit that count toward graduation requirements are those units completed during the Freshmen or Ninth Grade and subsequent years, this includes driver's education. (Students transferring into a building, regardless of the previous school's schedule, will follow graduation requirements of the new U.S.D. 113 School. If a building changes schedules during a student's enrollment, the graduation requirements that are the least restrictive will be applied.)

GRADUATION REQUIREMENTS (CLASS OF 2028 and beyond)
In order to be graduated from Unified School District 113, the following requirements must be met:

- **Four Units of Language Arts (including either Public Speaking or Applied English & Communications**
- **Three Units of Science, including physical, biological, and earth & space concepts. Biology and Physical Science or Chemistry are required**
- **Three units of Mathematics including algebraic and geometric concepts**
- **One unit of STEM electives (could include advanced math, advanced science, advanced CTE, advanced technology**
- **Three units of Social Science including World History, American History, and American Government**
- **One Unit of Physical Education & Health**
- **One unit of Financial Literacy**
- **One unit of Fine Arts (Vocal or Instrumental Music, Art, Forensics, Drama).**
- **In addition to the seventeen required units of credit listed above, each student must complete, with a grade of "D-" or better, a minimum of eight additional credits of employability & life skills electives based upon the student's Individual Plan of Study to fulfill the requirements for graduation.**
- **Students will be required to complete a minimum of two Post Secondary Assets to fulfill the requirements of graduation. Post Secondary Assets can be earned through attendance, involvement in activities, workplace experience, assessment performance, community service or other similar activities that will help prepare students for postsecondary success.**
- **Total of 25 credits**

Units of credit that count toward graduation requirements are those units completed during the Freshmen or Ninth Grade and subsequent years, this includes driver's education. (Students transferring into a building, regardless of the previous school's schedule, will follow graduation requirements of the new U.S.D. 113 School. If a building changes schedules during a student's enrollment, the graduation requirements that are the least restrictive will be applied.)

GRADE LEVEL CLASSIFICATION
Below are the minimum number of credits students are recommended to have completed at the end of the year to be on track to graduation in a timely manner:

Grade 9	5 Credits
Grade 10	10 Credits
Grade 11	17 Credits
Grade 12	25 Credits and Over

UNIT OF CREDIT

One credit is granted for satisfactory completion of any approved subject for thirty-eight weeks (two semesters). One-half unit is granted for satisfactory completion of a course taught for nineteen weeks (one semester). One unit of credit is given for all courses except as designated otherwise.

GRADING SYSTEM

Grades are computed on a cumulative grading system throughout each semester of high school. The nine-week grade is a mid-term report and will continue to accumulate from the first nine weeks of the semester to the end of the semester. Grades start new at the beginning of each semester. (For students who have just completed their freshman – or above – year of school, Driver's Education is considered to be a high school class and counts as an elective toward graduation.) Students who have just completed their 8th-grade year will have Driver's Education count as a middle school course. SHS uses a 4-point scale to award grades (except in the determination of class rank and the awarding of Valedictorian/Salutatorian). Example:

100-90	A	4.0
89-80	B	3.0
79-70	C	2.0
69-60	D	1.0
59 and below	F	0.0

INCOMPLETE GRADES

If an incomplete grade is issued, a student will have a maximum of two weeks to complete the work following the end of the semester. Exceptions may be necessary and will be at the discretion of the administration.

CLASS RANK ~~& VALEDICTORIAN / SALUTATORIAN~~

~~CLASS OF 2025-CLASS OF 2026 - Valedictorian and Salutatorian will be selected annually from the graduating seniors. Valedictorian and Salutatorian are titles given to students who academically complete the high school years with the highest Grade Point Averages/most rank points. Selection will be based on the completion of eight complete semesters of high school. If a tie exists, students will be co-valedictorian or co-salutatorian.~~ The following twelve-point scale will be used to determine class rank and the awarding of Summa Cum Laude and Magna Cum Laude honors~~Valedictorian/Salutatorian~~:

Points		Grade Point Average
12	A+	97-100
11	A	93-96
10	A-	90-92
9	B+	87-89
8	B	83-86
7	B-	80-82
6	C+	77-79
5	C	73-76

4	C-	70-72
3	D+	67-69
2	D	63-66
1	D-	60-62
0	F	0-59

~~CLASS OF 2027 AND BEYOND -~~ Students who academically complete their high school careers may be recognized at graduation with distinctions of Summa Cum Laude or Magna Cum Laude. These distinctions will be solely based upon the student's cumulative grade point average at the completion of eight semesters of high school. The above table will still be used to determine class rank. The following table will be used to determine these distinctions.

Distinction	**Grade Point Average**
Summa Cum Laude	4.0
Magna Cum Laude	3.70-3.99

HONOR ROLL

The semester honor roll will be published in the Sabetha Herald. Grades are reported to families regularly through PowerSchool and progress reports and officially, at semester with the distribution of report cards. All subject grades will be used in computing honor rolls~~roll~~. Two honor rolls will be computed. The Superior honor roll will represent all "A" grades and the Bluejay honor roll will represent all grades computing to
3.5 or above. A full schedule of approved classes through SHS must be carried to be eligible for either honor roll. Students who will be recognized for academic achievement at Academic Programs will have a 3.5 GPA. Seniors recognized as receiving the President's Award for Educational Excellence will have received a minimum of 25 composite score on the ACT (latest test date: February of senior year) and will have at least a 3.5 cumulative GPA. ~~Seniors who have a 3.7 cumulative GPA will be classified as "Graduating with Academic Honors" at graduation.~~

SPECIAL STUDENTS

Students who have attained the age of 16 years may apply to the Principal's office to be recognized as a "special student." After considering the circumstances and after being approved by the parent or guardian and the Superintendent, the student may attend classes of his/her choice at the U.S.D. 113 school so long as the credits earned are accumulating toward the high school diploma. The student shall participate in no student activities and will receive no student privileges; however, during the hours that the student is in school, the student shall abide by all student rules. Such status or classification may be removed at any time that a student fails to cooperate with school officials. Regular attendance at school during the enrolled classes will be required. Students will have two opportunities during the school year to have applications submitted and to begin "special student" status. The first will occur early in ~~on the first day of the month of~~ October. The second will begin with the first day of the second semester of the school calendar year. Students who are "Special Students" will not be eligible for Summa Cum Laude/Magna Cum Laude~~Valedictorian/Salutatorian~~ honors.

GRADUATION

Students are eligible for graduation upon the completion of twenty-five (25) units of credit, 16 (class of ~~2025~~ 2027 – 17 for class of 2028 and beyond) credits of which are from required courses. Students are

required to attend at least eight semesters of school before graduation unless, due to emergency or unusual circumstances, the requirement is waived. The permission to waive the eight-semester requirement must be secured from the superintendent and the principal of the school. In order to participate in graduation exercises, students must have completed all graduation requirements as approved by the Board of Education and the administration and be in good standing which includes completing the checkout form and all obligations. Students will be given specific instructions regarding the graduation ceremony prior to graduation. A dress code will be required.
Participation in the graduation ceremony is considered a privilege and may be revoked for disciplinary purposes; including, but not limited to failure to abide by graduation guidelines such as dress code, conduct, etc. Recognition items worn at graduation will be determined by the Principal.

EARLY GRADUATION
Students who have met the graduation requirements at the end of 7 semesters of coursework may apply for "early graduation." Students may still participate at prom and are encouraged to participate in commencement exercises if they qualify for "early graduation." Students who graduate early will not be eligible for Summa Cum Laude/Magna Cum Laude~~Valedictorian/Salutatorian~~ honors.

SUMMER SCHOOL
Eligibility- Students must have attended a USD 113 High School during~~ both semesters of~~ the previous school year. Students who have not passed one semester of a core or required course. Students who need .5 credits to graduate Students must have the appropriate paperwork on file at Sabetha High School by the established deadline.
Cost- Families of students choosing to take a course will pay the district the established amount to help defray the cost. ~~This amount is refundable upon successful completion of all courses attempted.~~ It will be non-refundable if a student is asked to discontinue the program because of attendance or disciplinary issues.
Guidelines- Students must use technology at SHS and meet at the designated times for coursework.
Student attendance- Students are to be in attendance unless there is an emergency. Exceptions may be made if there is a delay caused outside of the student's control. Students not completing the course in the allotted time will not be allowed additional time. Students completing the coursework to the satisfaction of the teacher will not be required to attend any additional days.

Discipline- Disciplinary problems will likely result in the student losing the opportunity to earn credits. Students are to use the school's technology only for coursework.

DRIVERS' EDUCATION
Drivers' education class will be offered as a service to the students enrolled in grades 8-12 and families of our district if qualified instructors are available. **This is not a required class**, but it is an elective and will appear on the transcript.
Enrollment- The following guidelines will be used to determine eligibility:
• Students must be 14 by the first day of the Drivers' Education class and entering 9th grade in the fall. • Students must live in USD 113 or attend our schools (or be pre-registered to attend).
Grades/Transcript/Credit
• As this is a class, the grade will appear on the student's transcript. Students who have already completed grade 9 will receive .5 credit for successfully passing the class. Although students who are entering 9th grade may take the class, no credit is earned, although the grade will still appear on the transcript. • Any student wishing to withdraw from the class (and not have the class or a grade listed on the transcript) must do so by the assigned deadline.

TEACHER AIDE
Students wishing to be a "Teacher Aide" must meet the following requirements:
Be classified as a Junior or Senior. Not be, nor have been, in violation of Compulsory Attendance Laws.

Have a Cumulative GPA of 3.0. Complete all appropriate paperwork. Grading will be on a Pass/Fail basis. The grade earned will not influence a student's grade point average unless a failing grade is earned. Students are not allowed to aid for an immediate family member.

SCHEDULING CLASSES/CHANGES TO SCHEDULES

It is nearly impossible to accommodate all requests because of the diverse nature of student desires. Seniors will be given priority, then juniors, sophomores, and freshmen. Once a general schedule is developed, a policy of "first come, first served" will be implemented with the remaining seats per class. Students will accomplish this by going through the appropriate drop/add procedures. All semester 1 schedule changes should be completed by the end of the fourth school day of the semester; all semester 2 schedule changes should be completed within the designated days at the end of Semester 1. Students wishing to change classes should meet with the counselor to determine appropriate placement. Paperwork may then be obtained. Permission for the change must be given by the teacher of the new class to be taken, as well as a parent/guardian and the administration.

WITHDRAWAL FROM SCHOOL

It is required for any student who plans to withdraw from school to report his/her intentions to the office. It is important that the student's record may be marked to that effect and all properties belonging to the school be checked in. Plans can also be made to send transcripts. Students who are "dropping out" must comply with state law regarding compulsory attendance.

Expectations & Policies

BULLYING

USD 113 board of education prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle, or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members, students, and appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

"Bullying" means:
(A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that 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:

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

(B) "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites
(C) any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e)of K.S.A. 72-8205, and amendments thereto.
(D) activities that occur off-campus but cause a substantial disruption in school will be subject to school discipline.

RACIAL HARASSMENT

Sabetha High School is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of race, color, or national origin. Racial harassment of individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which: Affords a student different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school, is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile academic environment; or is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities, or programs of the school. Racial harassment may result from verbal or physical conduct or written or graphic material.

Sabetha High School encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. SHS will promptly investigate all complaints of racial

harassment and take prompt corrective action to end the harassment. Any student who believes that he or she has been subject to racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the complainant in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined previously. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence.

Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement, or SRS authorities. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with Sabetha High School's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the individual's status or grades.

Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

SEXUAL HARASSMENT

Sabetha High School is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment of individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment includes: unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student, when made by a student to a staff member, or when made by a student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive environment.

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

Sabetha High School encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. SHS will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment. -Any student who believes that he or she has been subject to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the complainant in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined previously. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence.

Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement, or SRS authorities. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with Sabetha High School's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited.

Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

HAZING

Hazing (persecuting or harassing with humiliating tasks, words, or actions) of any kind will result in disciplinary action. Hazing will not be a part of any school function, organization, or activity.

LEAVING THE GROUNDS

When it becomes necessary for a student to leave the school premises, it will be required that he/she report to the office. In case of sickness, the student must obtain permission by phone to leave. The parent or guardian must make acknowledgment of the call with the principal, assistant principal, office secretary, or counselor who will sign the permit for permission to leave. Students leaving the school without permission will be subject to disciplinary action (see discipline code). Students who do not report to class, but are still on the premises, will be subject to the same consequences as those who are away without leave.

ALCOHOL/DRUG/TOBACCO/VAPING POLICY

Students are prohibited from possessing, using, and selling any mood-altering chemicals in school, on school property, or at any school-related activity whether at home or away. Possession of actual or look alike alcohol, tobacco, e-cigarettes, vape, or any nicotine delivery systems, drug, including, but not limited to: Alcoholic beverages, Marijuana, hashish, or any similar cannabis derivative, Methamphetamines, Steroids or paraphernalia will be subject to disciplinary action. Any violation of this policy will be subject to disciplinary action that may include law enforcement.

Sabetha High School restrooms are monitored by vape detectors in order to protect our students from illegal substance use in our building. This monitoring, in conjunction with surveillance cameras and administrator investigation can result in disciplinary action being taken if a violation of policy or law is determined to have taken place.

Drug dogs may be used in the building or on school grounds. This is an effort to deter the presence of drugs on school property.

1. Trained dog searches of school property, to include lockers, locker rooms, hallways, and parking lots shall be conducted randomly at the request of administration without notice and without student consent.
2. The trainer and dog will be permitted to come into the school building accompanied by a school administrator, normally while students are in classrooms.
3. The trained dog will not search students or student book bags unless school administration has independently determined that there is reasonable cause to do so.
4. If the trained dog alerts on a locker or vehicle, the student will be called out of class to witness the search, if possible, and the student's parent notified immediately after the search is concluded, regardless of whether or not contraband is found.
5. In the event the search after an alert reveals contraband in the locker or vehicle, law enforcement officers will take custody of the contraband, the student's parent notified, and the student removed to the building principal's office for further processing.

SCHOOL SOCIAL EVENTS

All school dances and other social events shall be held on school premises, using school facilities. The date for holding the function MUST be entered on the school calendar a minimum of two weeks before the school function. Exceptions that may be made must be made from the principal's office. Students may bring approved guests to dances. Guests must be at least a freshman and may not be over the age of 20 unless prior approval is received due to special circumstances. Students must submit a completed guest form to the office on Thursday prior to the scheduled dance. Identification will be required of all guests attending the dance. The student signing up the out of school guest is responsible for the behavior of the guest. Upon arrival, students and guests must remain at the function. Students will not be permitted to leave the function (building doors) and return. Only students categorized as in "Good Standing" will be allowed to participate (this includes, but is not limited to prom, homecoming, etc.). Students not meeting the minimum academic requirement outlined in the eligibility policy (passing 5 classes the previous semester) will not be allowed to attend social functions, unless the student has passing grades for all classes as listed on the school's student management system (PowerSchool) at 12:00 p.m. on the date of the event. Because of the rush of activities leading up to the end of school, no class or organizational function will be permitted after a predetermined date set by the office.

Breathalyzer:

In an effort to maintain an alcohol-free environment at school dances, all students and guests of students in attendance will be required to take a breathalyzer test upon entry. Students will enter at one entry point for the dance or activity so the breathalyzer test may be administered. If the breathalyzer registers that a student has been drinking alcohol, a second test will be administered after a 10-minute interval. Students will not be allowed to leave by themselves after a positive test. If the student's test comes up positive again, the student will be questioned and his/her parents will be contacted to come pick up the student. Students who receive two positive test results will be subject to discipline up to and including suspension and expulsion. Any student, or guest of a student, refusing to take the breathalyzer test will not be allowed to attend the dance.

PUBLIC DISPLAYS OF AFFECTION

Intimate contact and other public displays of affection (hugging, embraces and/or kissing) are inappropriate for a workplace and disrupt the educational environment. Holding hands at the side is permissible. Students are to refrain from public displays of affection on school grounds including the school building, parking lot, and athletic/extracurricular events. Repeated violations will be considered defiance and students will be subject to disciplinary action.

ANIMALS IN SCHOOL (Refer to Board Policy ING and ING-R)

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Under no circumstances are animals to be transported on school buses. The rule also lists responsibilities of teachers regarding animals and students coming into contact with animals in school.

BACKPACKS/BAGS

Students will only be allowed to have backpacks as they enter and exit the building. Backpacks will be stored in lockers and will not be allowed in classrooms, hallways, on top of lockers, the gym, etc. This privilege may be revoked if at any time a backpack is used in a way that causes a disruption to the educational process or is used in a manner that is not congruent with acceptable school policy. Individual teachers are at liberty to ban all bags from classrooms. Bags that are considered to be used in place of a backpack are also not allowed in classrooms. Backpacks are not recognized by the school as personal possessions but are defined as an item used to transport, or store, school-owned materials. There is to be no expectation of privacy by students – searches may occur.

ACADEMIC DISHONESTY

Cheating in any form is strongly discouraged at Sabetha High School. Any cheating will be dealt with in a severe manner. An immediate zero will be given for an assignment or test where a student is caught cheating. The Teacher's testimony will be adequate proof to subject a student to the consequences of cheating. Disciplinary action may also be taken. Plagiarism (to steal or present as one's own - the ideas, words, or work of another) is considered cheating.

Artificial Intelligence Use - The use of AI technologies for academic dishonesty, such as plagiarism or unauthorized assistance, is strictly prohibited in the classroom. Students are expected to uphold academic integrity by utilizing AI tools responsibly and ethically, seeking appropriate permissions and adhering to academic guidelines.

CLASSROOM ATMOSPHERE

An atmosphere and attitude of purposeful educational activity is to prevail in classrooms at all times. Students are to take their respective seats as soon as they enter the classroom and are to be quiet. Students are not to sit on desks. Students may check out of the classroom only by asking the supervisor for permission to do so. The supervisor may let a student check out for the library, office or any other legitimate reason. Students will be released to see other instructors only upon presentation of a pass from and signed by that teacher. Students who are tardy the first period of the day will need to report to the office and obtain an admit slip.

FACILITY CARE

Please respect our facilities, our staff, and our custodians by taking good care of the facilities with which we have been blessed. A good rule of thumb is to leave an area in better condition than how you found it.

Posters, banners, etc. are not to be stapled, taped, or otherwise attached to the walls of either gym or commons areas without specific permission obtained from the administration.

HALLWAY

Any student, who is out in the hall for any reason whatsoever, must carry a properly authorized pass or have reason for being in the hall. Those who ignore this policy will be subject to disciplinary action.

PARKING LOT PROCEDURE

A parking lot is available for students' convenience to the south of the senior high complex. Vehicles are not to be parked in the spaces that are marked reserved and should be parked in the angle spaces so as not to block the flow of traffic. No student is to park in the north parking lot. This is a loading and unloading area for projects and supplies. No student is to park in the teacher zone, the first three rows just directly south and east of the school. These few parking spaces are reserved for staff and visitors only. Students parking in the area designated as "Teacher Parking" will be asked to move their vehicle. Repeat offenders will be subject to disciplinary action.

STUDENT DRIVEN VEHICLES

All traffic regulations set forth by the state, county, city, and school district will be observed.
No student will be allowed to drive any vehicle at any time during the school hours without permission from the principal's office. No student will be allowed to ride with anyone other than parents during the school day unless permission has been secured in advance from school authorities. The parking lot is marked with yellow lines to designate parking areas. Students will be expected to park within the confines of these lines (exception: when the lines are covered with snow and are not visible). Students who consistently ignore or violate parking lines, or other parking procedures, may be denied the privilege of driving and/or parking on the school grounds. Students who drive recklessly or carelessly on the school grounds may have their keys confiscated on the spot by a faculty member and lose driving and parking privileges on the school grounds. Vehicles should not be left overnight in the school parking lot. This provides an opportunity for vandalism and those who choose to leave their vehicles overnight must assume the responsibility for vandalism if it should occur. No student will be allowed to go to the parking lot during school hours unless he/she is a special student. It is expected that students driving in the parking lot will observe the safety of pedestrians and remember that pedestrians have the right of way. Violation of the above rules or other rules will result in the loss of parking privileges and cause the individuals to come under school disciplinary action as well as be subject to local law enforcement officers.

LUNCH/BREAKFAST PROCEDURES

Students may eat at the high school only. Serving for breakfast will end at the 7:55 bell.
Breakfast and Lunch are to be eaten in the Commons Area. The lunch hour is closed, and students are not allowed to leave the building, to eat lunch elsewhere, or to have food (other than a traditional sack lunch) brought in to them. Lunch cards are provided through the office. However, a student may obtain a meal by purchasing a single lunch. Students are not allowed to have access to their phones per Kansas law~~allowed to use their phones appropriately during the lunch period, but may not take their phones to the restroom under any circumstances~~. Students may not use the restroom without permission from the lunch supervisor.

- **BEFORE LUNCH**: Students should walk in an orderly manner to the lunchroom. Places in the lunch line or lunchroom cannot be reserved for a student by other students.
- **DURING LUNCH**: Since the lunch period is a time for relaxation, everyone should keep his/her voice down. If a student does not like the lunches, he/she should bring his own sack lunch. No food shall be brought in for lunch by students, parents, or anyone except for regular "sack" lunches. Restaurant brand name food items, unless provided by Nutrition Services in combination with the regular school meal meeting the USDA's standards, will not be allowed in the elementary, middle, or high school cafeterias during meal time. This includes but is not limited to

fast food, commercial pizza, and restaurant to-go meals. Sack lunches from home are permitted as long as they do not contain restaurant brand name food items in their original packaging as described above.

- **AFTER LUNCH**: Students should return trays in an appropriate manner. Garbage should be placed in the receptacles available. After completing lunch, students should attend to other matters such as getting a drink, stretching, and then return to their chairs and the tables to be seated or other designated areas. Loitering in the restroom, halls, or stairs after lunch will not be permitted. Students should not return to their classroom and are not allowed upstairs until the bell rings. Students should return as a group in a quiet, orderly manner. Other classes are in session and should be given proper consideration. Students are not allowed in the gym after eating lunch except on special occasions. Since monetary change is always available in the office, students and faculty should have the correct change to purchase extra milk or single lunches. The school is under no obligation to make change for students in the lunch line.

Students who abuse lunchroom rules will be subject to disciplinary action. Students are not allowed to overcharge in excess of the amount equal to 5 lunches and students will not be allowed to charge for A La Carte. Students are allowed to leave only with special permission obtained from the administration. This includes, but is not limited to, when permission is given by parents to eat elsewhere with adults.

ACCOUNT CHARGES

Total charges to each student account will be limited to the cost of 5 days of meals. Charges will only be allowed for full Main Menu meals. The charging of A La Carte items will not be allowed under any circumstances. A reminder is given to the student when their account is $5.30 at the elementary level and
$5.70 at the middle and high school level. A notice will be sent to the parents/guardian when the account reaches $0.00. In order to conduct the end of the school year account closing, four weeks prior to the end of the school year parents and/or students will be notified that no charges of any kind will be allowed during the last two weeks of school.
NOTE – Students in grades K-12 will never be allowed to be without some kind of food. An alternative food source will be given to these students if this form of action is required (i.e. PB&J, Cheese Sandwich, Fruit & milk).

LOANING, EXCHANGING, BORROWING OR MISUSED MEAL TICKETS

In order to protect the confidentiality of all students, exchanging and/or borrowing meal tickets is prohibited by federal guidelines. To prevent the possible reuse or misuse of meal tickets it is the responsibility of the secretary to ensure that all tickets are clearly identified when issued and used. It is also the responsibility of the secretary to ensure that only the individual that has been issued the ticket actually used the ticket.

REFUNDS

Refunds are only to be given if a student is leaving the school district or at the end of the school year.

SCHOOL TRIPS

Students should plan in advance of their absence when they are aware that they will be missing schoolwork. They should confer with each teacher relative to their absences. However, realizing that it is impossible to make up some school work in advance, the student should realize that this requires extra effort on the part of the teacher and should cooperate with the teacher in advance planning as much as possible. Students who miss school from sickness will be allowed two days to make up the work for each day of sickness. Where students make no effort to make up work, they will be given a failing grade for the work they have missed.

SCHOOL TRIPS - TRANSPORTATION

It is the policy of the School District to designate and assign transportation for all students who participate in school activities away from home. When provided, students will wear a safety belt. When buses or other school vehicles are used, any student who participates in the activity will ride an assigned bus or school vehicle and will return home on that bus or school vehicle. If the bus fails to return, substitute transportation will be provided and assigned. When cars other than school vehicles are used, the car or vehicle shall be owned and driven by an adult. Such car shall also have no less than legal minimum liability insurance. The above regulations will be observed with the following exceptions:

A. In case of emergency the superintendent or principal may set aside the above rules when he feels that it is necessary.When an administrator is not available, the sponsoring staff member may set aside the rules when he/she feels that it is necessary, provided the parent or guardian makes a written request to pick up the student.

B. In no case shall a student be released to anyone except a parent or guardian.

C. In cases of extreme necessity, a parent or guardian may address a formal letter to the superintendent or principal well in advance (48 hours) of the trip requesting that the student be released to a well-identified adult. No release will be made until a written reply from the superintendent or principal has been filed and copies given to the sponsor. Any “senior trip” will be made after the closing of school, and the group will be responsible for furnishing its own sponsors and transportation and will not be considered an event sponsored by the school.

Discipline

STUDENT DISCIPLINE

The penalty for improper conduct may vary from minor reprimand to the most severe penalty of being expelled from school. Students attending school-related events outside of the regular school day will be subject to the same disciplinary action as the regular school day. Students may be suspended from participating in extracurricular activities. Student officers should be an example for other students to follow. A detention period may be assigned from 3:25 to 4:15 p.m. or from 7:00 a.m. to 7:55 a.m. Students are expected to attend when this has been assigned. One-day notices may be observed for bus riders or some other instances. Law enforcement may be contacted for conduct that is in violation of the law.

CODE OF STUDENT CONDUCT

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. Understanding the purposes of discipline in school facilitates the formation of positive attitudes and assists the student in doing his part to make himself a better person and the school a better place. So that Sabetha High School can maintain the best learning environment possible, the administration and faculty have expectations of the students. These expectations are:

1. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior demonstrates respect for the personal and property rights of other students, faculty, and staff.
2. Arrival at school and to class on time.
3. Daily school and class attendance.
4. Appropriate use and care of the buildings and facilities of the school.
5. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
6. Adherence to acceptable standards of courtesy, decency, and morality, and compliance with provisions of civil law.

INAPPROPRIATE LANGUAGE/GESTURES

Inappropriate language and/or gesturing, has no place in or around an educational institution, or during a school sponsored activity. The teacher or sponsor in charge of the activity will discipline students in violation of this policy. Continued usage will result in suspension.

FIGHTING AND PHYSICAL AGGRESSION

Fighting or physical aggression is considered to be a type of conduct, which substantially disrupts, impedes or interferes with the operation of school and impinges upon or invades the rights of others. This type of behavior will not be tolerated. Students caught in violation of this policy will be subject to suspension and/or expulsion.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this policy.

VANDALISM

Damage or destruction of school property

A student shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school.

Damage or destruction of private property
A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage or theft involving private property of small value also shall be a basis for long-term suspension or expulsion from school.

STUDENTS AND PARENTS ARE REMINDED THAT THE STATE LAW PROVIDES FOR EXPULSION OF STUDENTS FROM SCHOOL.
The following is quoted from Article 89, Section 72-8901, Kansas Statutes. Grounds for suspension or expulsion: who may suspend or expel, or by regulation authorize any certified employees 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; (b) conduct which substantially disrupts, impedes or interferes with the operation
of any public school; (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; (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; (e) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or (f) disobedience of an order of a teacher, peace officer, 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. Students who are considered to be "excessive" in violation of attendance or tardy policies may face long-term suspension or expulsion. (This is a guideline. The administration may take into consideration situational factors for each offense.) The excessive compilation of discipline code violations of the may be used to determine a long-term suspension or expulsion.

STUDENT DRESS
Personal Appearance
The basic responsibility for the student's appearance remains with the student and parents. Dress for both boys and girls is expected to be clean, neat, modest, and conform to standards of appropriateness. Any clothing that is revealing, suggestive, or distracts from the learning environment is inappropriate. The school board delegates the building principals and administrators the authority to correct a situation which may be interfering with the learning process. Students identified as wearing inappropriate clothing, will be required to change to appropriate dress. Discipline procedures may be incorporated if the students fail to comply with the request to change to appropriate clothing as per building discipline policies.

The following standards are in place at Sabetha High School:

- Shirts: students may not wear see-through shirts, shirts with cut off or torn sleeves, halter tops, low-cut shirts (shirts/dresses should not expose cleavage), shirts with spaghetti or narrow straps, shirts with large, gaping armholes, shirts which expose any part of the midsection, shirts promoting alcohol, tobacco, or sexually suggestive messages, and shirts which have wording that indicates violence or profanity.
- Pants: Saggy pants that expose boxers or briefs cannot be worn. Pants, jeans, and shorts with excessive holes or holes which expose undergarments are not allowed. Low-cut jeans which are below the waistline and expose the mid-section cannot be worn.
- Shorts, Skirts, and Dresses: The length is expected to be in good taste (mid-thigh length is recommended for shorts.)

- Accessories: Students are not to wear sunglasses, hats, caps, or any other type of head covering inside the school building during school hours unless otherwise approved by administration. Wallet chains, collars or bracelets with spikes, and thick chains around the neck or other parts of the body are not allowed for safety reasons.
- Undergarments and pajamas: Pajamas or boxer shorts worn as outerwear are not allowed unless otherwise approved by administration. Undergarments (bra straps, underwear, etc.) should not be visible at any time.

If there is a dress code violation, the student will be asked to change to an appropriate look. This request could~~will~~ include turning a shirt inside out, changing to a T-shirt, wearing a jacket over a shirt, changing to a pair of appropriate shorts, removing a hat, chain or collar, etc. If the student in question fails to comply with the request, they may be subject to disciplinary action.

The administration and/or his/her designee is authorized to interpret these rules and regulations and to make such adjustments and/or revisions as he/she deems appropriate when special circumstances arise. Any special circumstances that arise during the school year may call for adjustments in the dress code. If any student(s) would like a special consideration on dress, please check with the administration at least two days in advance. Because of the subjective nature of this area, students are encouraged to use conservative judgment with their clothing.

NEW OR REVISED POLICY TO COME

~~CELL PHONES/ELECTRONIC DEVICES~~

~~STUDENT USE POLICY~~

~~Use of Non-District Issued or Personal Electronic Devices during the School Day:~~

~~Any non-school issued or personal electronic device (i.e. cell phones, Smartwatch, headphones, air pods, iPods, etc.) use by students during school is prohibited, except before school, during passing periods, and during lunch. Except during the times outlined above, non-school issued or personal electronic devices must be kept in students' lockers during class time and should be turned off or set to silent mode to avoid disruption.~~

~~Use of District-Issued Electronic Devices during Class Time:~~

~~Students may use district-issued electronic devices during class only when explicitly directed or permitted by the teacher for academic activities such as research, assignments, or interactive learning tools. Teachers may allow students to use such devices for collaborative work, note-taking, or other educational tasks based on the lesson plan. Unless wired audio devices are provided by families as requested on the school supply lists, wired earbuds will be provided by the district for academic use on an individual basis.~~

~~Prohibited Use of Electronic Devices:~~

~~The use of cell phones or other electronic devices in locker rooms, bathrooms, or other places where privacy is expected is strictly prohibited. Audio and video recording of classroom activities, without explicit consent from the teacher, staff, or students, is also prohibited.~~

~~Emergency Use:~~

~~In the event of an emergency, students may use their electronic devices to contact a parent, guardian, or emergency services. Parents or guardians may contact the school in case of an emergency, and the school will facilitate communication with students as needed.~~

~~Responsibility for Devices:~~

~~Students are solely responsible for their electronic devices. The district is not responsible for any loss,~~

~~**theft, or damage to personal devices brought to school.**~~

~~**Electronic devices are only permitted in the classroom at the discretion of the teacher, on a "special occasion" basis, not as a general rule. Student use of the electronic device is permissible only as specifically instructed by the teacher.**~~

~~**Violations of the electronic device policy are subject to the following disciplinary action:**~~

1. ~~**First offense – phone is turned into the office for the remainder of the day and returned to the student after school, student is issued a detention**~~
2. ~~**Second offense – phone is turned into the office, parents are contacted, student is issued detention, student checks phone into the office for one week**~~
3. ~~**Third offense or subsequent offense(s) – phone is turned into the office, parents are contacted, student is issued detention, student checks phone into the office for the remainder of the semester.**~~

~~**Repeated offenses after the third offense shall warrant a conference with parents to resolve problem.**~~

~~**Students, who become habitual offenders, as determined by the Principal, will be subject to suspension. In the event of extenuating circumstances, such as a family medical emergency, students may request of the principal, the right to carry a phone during the school day. Students are not to be excused from classes or activities to make or receive telephone calls. Messages will be taken in the office and delivered to students before or after classes.**~~

USE OF SCHOOL TECHNOLOGY

Students wishing to use school technology will provide the school with a signed consent form (student & parent) stating an understanding of appropriate use. Students choosing not to follow the guidelines provided will be subject to disciplinary action. Internet Safety Policy Compliant with the Children's Internet Protection Act, U.S.D. 113 has an Internet filter. The purpose of this software is to block or filter access to visual depictions that are A. Obscene, B. Pornographic, or C. Harmful to minors. The district will be monitoring the online activities of minors. Students who attempt to access a site and are denied access with a message from the filtering software are to contact their teacher immediately to explain the situation. Students not complying will be subject to disciplinary action. If students and/or parents are aware of inappropriate sites, they are to contact the high school principal with this information. Use of District Computers/Privacy Rights Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy. Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes supervised by a teacher. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Unified School District 113 – Sabetha Consequences of Violation of Technology Policies.

All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to

minimize the burden of administering the networks; so more time can be spent enhancing services. Use of the computers for programs, software, email, and to access telecommunications resources is a privilege, not a right.

Violations of the policies and procedures of USD 113 concerning use of computers and networks will result in disciplinary action and legal prosecution when applicable. Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation. Examples of possible violations: Deliberately accessing a pornographic site/material. Altering any system software or another's personal work, either locally or remotely. Using the network maliciously, as with hate mail, harassment, profanity, vulgar statements, or discriminatory remarks. Allowing anyone to use an account other than the account holder.

- Level 1: Violation: Student would lose computer privileges/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.
- Level 2: Pattern of abuse, repeated abuse or flagrant violations: Student who, after a Level 1 violation, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.
- Level 3: Expellable offense: Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by the state of the school year or school years.

School-issued technology requires an appropriate level of care for the device. Lost or damaged devices can result in appropriate pay for repairs or replacement.

WEAPONS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). As used in this policy, the term "firearm" means any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive devices, or any facsimile of such a device.

SURVEILLANCE CAMERAS

USD 113 and Sabetha High School utilize surveillance cameras in an effort to protect our students and the learning environment. The district may use surveillance cameras to monitor student activity. Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility. Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information. Both audio and video may be captured through district surveillance cameras.

Infractions of SHS Student Code of Conduct	**Warning**	**30 minute detention**	**Double time**	**1-3 Days ISS**	**3-5 Days ISS**	**OSS**	**LTS**	**Expulsion**
Cell Phone/Electronic Device Misuse		1	2 (loss of device for 1 week)	3 (loss of device for remainder of semester)				
Public Display of Affection	1	2	3					
Tardies	1-2	3+						
Unruly Conduct That Disrupts School	Determined by principal							
Cheating/Academic Dishonesty			1	2	3			
Obscene or profane language		1	2	3				
Unexcused absence	Make up time & follow truancy policy							
Dress code	Determined by principal							
Insubordination			1	2	3			
Forgery			1	2	3			
Missed Detention			1	2	3			
Leaving without permission				1	2	3		
Intimidation, threats to students, staff, Harassment				1	2	3		
Fighting				1	2	3		
Stealing					1	2	3	
Vandalism					1	2	3	
Possession,use,under the influence, peddling of tobacco, alcohol,controlled substances.						1	2	3
Fireworks, bombs, fire alarms, false alarms							1	2
Weapons, possession or use of								1
Other acts deemed inappropriate	Determined by principal							

	Bathroom & Locker Room	**Bus**	**Cafeteria**	**Classroom & Instructional Areas**	**Events**	**Hallway & Common Areas**	**Parking Lot**
Be Positive	Use only when needed. Use appropriate language.	Be on time. Be polite and friendly to bus driver and passengers.	Greet cafeteria workers. Say please and thank you. Patiently wait in line.	Encourage others. Participate positively. Be supportive in group work.	Act courteously to everyone including guests. Follow KSHSAA sportsmanship expectations. Represent your school in a positive manner at home and away.	Greet others in a positive manner. Use appropriate language and voice level. Engage in positive conversations & share words of encouragement.	Offer assistance when needed. Greet other drivers and pedestrians. Pick up and place trash in appropriate receptacles.
Be Respectful	Keep clean and free of graffiti. Flush toilet and wash hands. Respect the privacy of others. Technology is not permitted. Use supplies appropriately.	Respect others' belongings and space. Help keep the bus clean. Use appropriate language and volume.	Talk quietly and use appropriate language and table manners. Respect others' space. Follow directions of lunch supervisors. Remain in designated cafeteria area.	Respect others' space and property. Use appropriate language and voice level. Take care of materials and equipment. Follow teachers' instructions and school wide expectations	Respect others space and property. Be a good digital citizen. Keep your area clean of trash.	Walk quietly. Respect others' space and property. Keep hallways and common areas clean. Used assigned locker for personal items. Keep flow of traffic moving. Follow PDA expectations.	Park in designated student parking area. Park completely /fully in space. Drive cautiously and appropriately for weather conditions. Respect others' space and property.
Be a Learner	Choose appropriate time to use the restroom. Return to class quickly and quietly.	Follow bus driver's instructions and bus rules. Remain seated. Collect belongings before getting off.	Make healthy choices by following the wellness policy. Bring lunch card. Try new foods.	Be on time. Come prepared. Complete all assignments on time with honesty and integrity. Actively participate in the learning activity. Apply your best effort daily to achieve academic success.	Follow directions (appropriate dress) Represent your school in a positive manner. Actively participate.	Keep locker area neat and organized. Be aware of time and utilize effectively. Treat hallway as a part of the learning environment.	Be aware of pedestrians and vehicles. Report problems or incidents to office. Bring all materials from car before school

Athletic/Activity Eligibility

ACTIVITIES PROGRAM (ORGANIZATIONS & SPORTS INCLUDING DRUG & ALCOHOL POLICIES)

PHILOSOPHY: Extra-curricular activities shall be an essential part of the curriculum within the secondary school. It will provide community exposure, outside exposure, and personal contact with other students. It will develop learning outcomes in the areas of discipline, knowledge of activity, skill dedication, hard work, and a good positive attitude which will contribute to the development of better citizens.

OBJECTIVES:

- To provide an opportunity for students to participate on teams in competition with other schools.
- To assist in the development of higher levels of strength, endurance, and vitality.
- To teach a work ethic and sportsmanship.
- To help develop skills that have carry-over value of worthy use of leisure time.
- To create an atmosphere of unity; to foster a school spirit growing out of the school's activities endeavor, a spirit that will make the education process more effective.

ACTIVITIES DRESS CODE (CAMPS - COMPETITION – PRACTICE)

~~1.~~ Each activity will have its own requirements for practice attire. Requirements should fall within the guidelines of school handbook policy on appropriate dress.~~Unless issued by the Athletic Department for uniforms, students may wear spandex shorts for CLOSED practices with the approval of the coach.~~

~~a.~~1. ~~A scrimmage is not a closed practice.~~

2. Boys and Girls will have shirts on at all times, unless in the locker room.
    a. includes after competitions – football games – wrestling matches, etc. b. Undergarments (i.e. sports bras, boxer shorts) must be covered
3. The dress code as indicated by the student handbook will be followed unless there is an exception granted by the administration, ~~3~~ examples include: volleyball shorts, track shorts, wrestling singlet, and cheerleader skirt: Anything that makes reference to drugs, alcohol, tobacco or related areas are not permitted. Anything that makes reference to sexual activities or profanity is not permitted. Anything that is considered to be "revealing." This includes tank tops, low cut tops, clothing that bares the midriff area, shorts that are too short or too tight. Clothing that is considered an “undergarment” will not be visible.

STUDENT IN GOOD STANDING

Participation in school activities/social events/attendance as a spectator is permitted only if a student is in good standing.

DEFINITION OF “GOOD STANDING”:

- Completing student academic responsibilities including:
    - KSHSAA eligibility requiring passing 5 new classes the previous semester.
    - SHS eligibility requiring no more than one failing grade in classes in which you are currently enrolled to be able to participate in extra-curricular activities (athletics, pep sections, clubs, dances).
    - Grade reports will be run 1 week prior to progress reports being issued. Students with more than one failing grade will be placed on “probation” for 1 week.
    - Should grades not improve during that week, students will be ruled “ineligible” for the week following the issuing of progress reports.
    - Students on “probation” may continue to practice and participate in contests.

- Students who are ruled "ineligible" may continue to practice, but may not participate in contests
- Eligibility is re-established when the teacher of the failing class(es) has had time to grade and enter scores and the grade is no longer failing.
- It is the responsibility of the student to provide proof of passing status to administration.

- Adhering to the Sabetha High School attendance and tardiness policies
- Not owing any detention time
- Not suspended from school
- Not placed on notice by the Principal.

PARTICIPATING IN DUAL SPORTS

Coaches will decide before the beginning of the season if they will allow team members to participate in more than one sport (dual). If both coaches allow dual, the following will apply: A meeting will be held with the AD, parent, athlete, and the coaches of both sports prior to the beginning of the sport season. The meeting discussion will include, but not be limited to, the following items:

- Academic issues and completion of class work and homework.
- Practice Schedules
- The coaches will develop a calendar showing what sport the athlete will be participating in each day.
- Primary sport will be chosen to handle days where both activities are scheduled (Regular Season). On days where regionals and sub-state may conflict, an athlete and coach must decide in advance if they are going to try and participate in both events that day.
- Transportation to practices in each sport if needed.
- Playing time in each sport.
- If a student chooses to dual, prior to that season, they must pick which sport they will use for the Senior Boy/Girl Athlete point system
- Prior to agreeing to participate, the parents and the student-athlete must agree that at any time either coach, AD, or principal determines that the arrangement to participate in dual sports is not desirable, it may be terminated immediately.

At the conclusion of the meeting, the parent, student, and coaches should understand the parameters under which the student will be allowed to participate in two sports.

EXPECTATIONS FOR BEHAVIOR AT ATHLETIC CONTESTS:

- Be courteous to all—participants, coaches, officials, staff and fans.
- Know the rules, abide by and respect the official's decisions.
- Win with character and lose with dignity.
- Exercise self-control that reflects positively upon yourself, team, and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- Sit in the section reserved for students or sit with your parents.
- Stay in the stadium or high school building during activities. If the Principal or designated staff member determines that any student is not being seated or watching the event, is creating a distraction at the event, or is creating a disruption of the event, that student may be asked to leave. Based upon the severity of the disruption, the Principal shall have the option of refusing admission at future events. Any student, which the Principal determines has left the event without good reason, can be refused re-admittance.
- Students are not allowed to bring in beverages from outside the building.
- Only students categorized as in "Good Standing" will be allowed to attend (this includes, but is not limited to athletics, plays, musicals, concerts, etc.). Students not meeting the minimal academic requirement outlined in the eligibility policy (passing 5 classes the previous semester)

will not be allowed to attend activity functions unless the student has passing grades for all classes as listed on the school's student management system (PowerSchool) at 12:00 p.m. on the date of the event.

YOU ARE ELIGIBLE IF:

- You are a bona fide undergraduate student in good standing.
- Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or the school.
- You are not 19 years of age (16, 15, 14, for junior high or middle school students) on or before September 1 of the school year in which you compete.
- You have met the following semester requirements: A student shall not have more than eight semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or i n senior high. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during the period shall be counted toward the total number of semesters possible.
- You passed five new subjects (those not previously passed) of unit weight in your last semester of attendance. (If you are a first semester junior or senior high school student, you must have passed five new subjects [those not previously passed] of unit weight in your last semester of attendance.) As indicated by the Kansas State High School Activities Association, grades will be used to determine eligibility as posted on Sabetha High School's student management program at 8:00 a.m., the first day of school of the following semester, for second semester of the academic year.
- You are enrolled and attending five new subjects (those not previously passed) of unit weight and are considered a full-time student by the principal.
- You are a Non-public school student residing in USD 113 who has completed all KSHSAA and local public-school requirements including, but not limited to:
  - Completed Pre-Participation Physical exam prior to the first practice with such exam completed annually after May 1 (KSHSAA Handbook Rule 7-1-(1-7)).
  - Concussion Education.
  - Heat acclimatization (fall activities only).
  - Parent/Guardian participation in parent/guardian team meeting.
  - Submission of immunization records consistent with KSA 72-6262.
  - Participation fees (if charged for all students by the public school).
  - Submission of grade progress every 4.5 weeks to maintain eligibility per SHS requirements.
- Other requirements as determined by the local public school Board of Education (if required for all students – i.e., required enrollment in a class to participate). You have not been in more than four seasons in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.
- You do not engage in outside athletic competition in the same sport while you are a member of a school squad. Consult your coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.
- You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardians. (The completed form must be in the hands of your principal prior to your first practice.)
- You are regularly enrolled and in attendance no later than Monday of the fourth week of the semester in which you participate.
- You are a transfer student and have met the requirements of the Transfer Rule as explained on your Physical Examination form. Contact the principal concerning this regulation.
- You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
- You have not competed under a false name.

- You have not competed for money or merchandise or intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.
- You have complied with the Undue Influence Rule, which states: "The enrollment in a school, the transfer from one school to another, or the failure to transfer from one school to another because of undue influence by anyone connected, directly or indirectly (including alumni associations, booster groups and similar organizations) with a member school, shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conduct shall also jeopardize the school's standing in the Association and shall result in such other actions as the Executive Board deems appropriate."
- You have not violated the Anti-Tryout and Private Instruction Rule, which states: "Students are eligible if they have not participated in training sessions ortryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team."
- You have completed all requirements as set forth by USD 113 and Sabetha High School, i.e. participation fee.

GENERAL TRAINING AND PARTICIPATION RULES FOR ALL ACTIVITIES

The purpose of the following policy is to maintain compliance with the previously stated KSHSAA Rules 1 and 2. This policy governs all extra- curricular activities that are provided at Unified School District
113. This includes athletics, organizations, and any group that has performances, competitions, and activities outside of school time.

- **LEVEL 1**: Students shall refrain from the possession/use of alcohol/drugs and tobacco products while a member of an extra-curricular activity. (Member – Any student, who has attended a meeting, performed in an activity or practice, signed-up, or as determined by the KSHSAA seasons, including statisticians and managers.) Any member of a school sponsored activity that is cited for possession/use of alcohol/drugs or tobacco products will be subject to first level suspensions of each activity as determined by the administration. The student will then be notified and the suspension will begin with the first activity after the violation has been determined that is expected to directly affect the student. Graded activities are included in this suspension and the individual sponsor/coach will provide an additional grading opportunity for the missed activity. The student may also be required to complete an acceptable course in alcohol/drug and tobacco abuse. Determination of the student violation will be based on "substantial information" and investigation by the activities director, or administration. "Substantial information" will include witnessing specific behavior, or evidence of such behavior, by a teacher/coach or administrator, reporting by that individual's parents, self-admission by a student, or citation issued by a law enforcement officer. Students are encouraged to avoid any situation that involves consumption of drugs/alcohol/tobacco by minors. Students are encouraged to continue to practice with the group or team during their suspension from performance or competition.
- **LEVEL 2**: A second violation will result in dismissal of all extra-curricular activities for the remainder of the school year. However, if the student-athlete/activity participant seeks and receives counseling as deemed appropriate by the administration, coach and parent/guardian, he/she may rejoin the team after a suspension of three calendar weeks, beginning at the onset of the intervention program. Eligibility will be reinstated with written proof of attendance and successfully following the recommendations from counseling.

PROCEDURE GUIDELINES FOR ADMINISTRATION OF POLICY

The policy is not intended to usurp the authority of teachers/coaches, sponsors, and/or parents, but rather to serve as an umbrella under which activity guidelines may exist.

ORGANIZATIONS

All fundraising conducted by organizations must have approval of the sponsor AND administration well in advance of the planned activity.

- BAND: The band consists of marching band, pep band, and concert band. The marching band attends various parades and entertains at football games. The concert band gives various public concerts and performs at several music festivals throughout the year. Membership in the marching band and concert band is made up of anyone of high school age who has taken lessons on an instrument and has the required ability. Students who choose to be members of the band do so with the understanding that time outside of the classroom is required.
- FCCLA: Family, Career and Community Leaders of America is a career and technical student organization that functions as an integral part of the Family and Consumer Sciences education curriculum and operates within the school system, and it provides opportunities for active student participation at local, state, and national levels.
- FFA: The FFA is an intercurricular student organization for those interested in the field of Agriculture and wishing to develop professional leadership skills. Our program gives students opportunities to compete in many different ways. Including judging contests, Speech, Sales teams, and much more. Students get the opportunity to travel to events all over the state as well as the opportunity to travel to National FFA Convention. To hear from International business and industry leaders. If you have an interest in increasing your leadership skills, Judging Skills or wish to have new experiences please allow this organization to help shape your future.
- FORENSICS: The forensics club which involves students who are in class or like to compete in communication and acting events. A student can compete in the following categories: Prose, poetry, informative speaking, original oration, extemporaneous speaking, humorous, dramatic, solo acting, duet acting and improvised duet acting. The competition usually starts in late winter and continues through the spring. Students who choose to be members of the Forensics Club do so with the understanding that time outside of the classroom is required.
- KAY Club: The KAY Club is designed to provide training in youth leadership that will develop the essential and basic elements of good citizenship for each high school girl or boy. Through this organization the students learn to work and play together in harmony. It is the purpose of the KAY Club to help students realize potential and responsibility as citizens in a democracy, the satisfaction that comes from participation in wholesome social recreation, and the joy of broadening and deepening their interests through service to their school, their community, and their world. Membership is available to all students.
- NATIONAL HONOR SOCIETY: Membership in the National Honor society is based on scholarship, service, leadership, and character. Some of the purposes of the organization are to stimulate high scholarship, constructive leadership, purposeful service, and worthy character. Students must have at least a 3.6 cumulative grade point average to be considered. Students who meet the eligibility criteria of a minimum 3.6 G.P.A. will receive notification and an invitation to apply for membership in the National Honor Society. Students must be members of the sophomore, junior, or senior classes to be eligible. The final determination of membership will be made by the Faculty Advisory Committee. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection procedure shall be determined by the Faculty Council, and it is strongly recommended that the application be typed and as professional as possible in order to shed the best light upon the candidate for consideration. Each member is required to maintain the minimum standards required for membership throughout his/her tenure in NHS. Above all, each member must maintain the minimum 3.6 cumulative grade point average (GPA). If an individual does not, he/she has one semester, specifically the semester immediately following the semester that the cumulative GPA dropped below 3.6, to restore it.
- STUDENT COUNCIL: The purpose of this organization shall be to create a better feeling of cooperation between the students of the school and the faculty, to develop the ideas of self- government, and to give the students an opportunity to express their opinions in matters relating to the general welfare of the school. The membership of the Student Council consists of the presidents of all organizations and the president and the student council representatives from all classes. All members shall have and maintain through their tenure, at least a "C" semester average. Term of office is for one school calendar year.

Axtell Public School

2026-2027 Student Handbook

Revision Summary

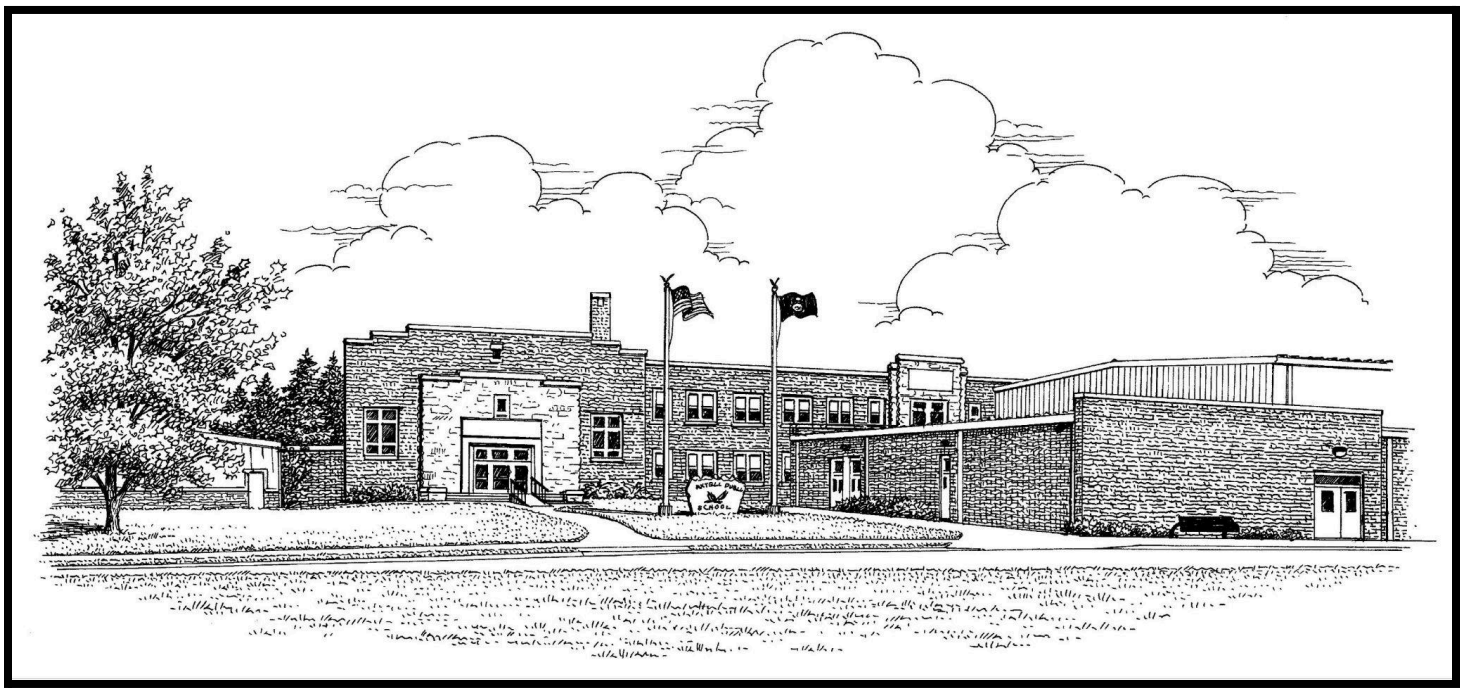
The 2026-2027 Axtell Public School Student Handbook has undergone a comprehensive revision and should be considered a complete rewrite rather than a series of minor updates to the previous edition. While policies and expectations remain aligned with Board policy and district practices, the handbook has been reorganized, reformatted, and updated throughout to improve clarity, consistency, accessibility, and usability for students, families, and staff.

Major revisions include:

- Reorganization of handbook sections to create a more logical flow and improve ease of reference.
- Review and revision of existing language to improve readability, consistency, and alignment with current district practices and Board policies.
- Updates to school-specific procedures, expectations, and operational information to accurately reflect current practices at Axtell Public School.
- Addition of new sections and clarification of existing procedures where additional guidance was needed.
- Removal of outdated, duplicate, or obsolete information contained in previous editions.
- Updates to student expectations, attendance procedures, technology guidelines, transportation procedures, activities participation expectations, and other operational areas as necessary.
- Standardization of terminology and formatting throughout the handbook.

Because of the scope of these revisions, individual changes are not identified within the document. The 2026-2027 handbook should be reviewed as a new handbook intended to provide a clear and comprehensive guide for students, parents, and staff.

Axtell Public School



2026-2027 Student Handbook

Axtell Public School
504 Pine St.
Axtell, KS 66403

Whitney McGinnis, Principal

Approved by Prairie Hills Board of Education - TBD

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Axtell Public Schools

2026-2027 School Year

USD 113 Prairie Hills Core Beliefs

At USD 113 we believe in:

- Maintaining high expectations for all staff and students.
- Modeling positive interactions, communication and lifelong learning for students.
- Having a student-centered focus meeting the needs of all students through the teaching process.
- Promoting creativity and innovation in teaching and learning with a focus on teaching students to think critically, analyze information, and solve problems.
- Utilizing community resources to support the learning process and prepare students for the future.
- Educating the whole child by incorporating social, emotional, and character development into the curriculum.
- Data based decision making using a balanced assessment approach with an emphasis on assessment for student learning.

Philosophy

Realizing that individuals live in a complex society, the Board of Education is hopeful that each student, in addition to the more academic preparation provided by the public schools, will have the opportunity for basic training in desirable moral and ethical values. This is in preparation for assuming a useful role in society. It is understood that all students will not learn all things equally well, but all should have an equal opportunity in the pursuit of educational acquisition. The board accepts the premise that the student is the center of the school curriculum and that the instructional program should be tailored to fit a child-centered program of education. The Board of Education views the educational process as a comprehensive program, which must be undertaken in cooperation with other institutions of our society. It seeks to establish and maintain strong ties with parents and community programs.

School Wide Expectations

The following is a list of behavior expectations for the students of USD 113 Axtell Public School:

Be prompt and be prepared
- Come to class on time
- Come to class with needed materials
- Come to class with assignments complete

Respect authority
- Listen to authority
- Follow directions promptly
- Accept responsibility for behavior

Display a concern for learning
- Remain on task
- Allow others to remain on task

Respect rights of others
- Use appropriate voice and language
- Listen to speaker
- Respect opinions and points of others
- Refrain from harassment

Display appropriate character
- Display positive character
- Display productive character

Respect property
- Respect property of others
- Respect own property

Display appropriate social skills
- Interact with others appropriately
- Display courtesy and tact

The Prairie Hills Unified School District #113, 1619 Old Hwy 75, Sabetha, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact: Rob McKim, 1619 Old Hwy 75, Sabetha, Kansas, (785-284-2175).

School Personnel

2026-2027 School Year

Whitney McGinnis	Principal	mcginniw@usd113.org
Katie Sandmann	Pre-School / 6th Grade ELA & Social Studies	sandmank@usd113.org
Risa Gilbert	Kindergarten	gilbertr@usd113.org
Briana Uphaus	1st Grade	uphausb@usd113.org
Julia Fischer	2nd Grade	fischerj@usd113.org
Amy Mathewson	3rd Grade	mathewsa@usd113.org
Ali Bruna	4th Grade	brunaa@usd113.org
Angel Stallbaumer	5th Grade	stallbaua@usd113.org
Kayla Heinen	6th Math/Science/Computers 7th Science/Computers	heinenk@usd113.org
Julie Lane	7th-11th English	lanej@usd113.org
Keyanna Kocher	8th-12th Science	kocherk@usd113.org
Rose Kuckelman	7th-12th Math	kuckelmr@usd113.org
Linda Hopp	8th-12th Business/Computers	hoppl@usd113.org
Kristin Strathman	6th-12th Ag Education	strathmkr@usd113.org
Lisa Broxterman	7th-12th Social Studies 12th English	broxterl@usd113.org
Lisa Othmer	K-12th Music	othmerl@usd113.org
Jayson Tynon	K-12th Physical Education Athletic Director	tynonj@usd113.org
Paige Meyer	I.R.C. Teacher	meyerp@usd113.org
Erika Buessing	Speech-Language Pathologist	buessine@usd113.org
Deb Ronnebaum	Career/Academic Advisor	ronnebad@usd113.org

Tammy Porting	Nurse	portingt@usd113.org
Michelle Kohake	Secretary	kohakem@usd113.org
Deb Cyrus	Head Cook	cyrusd@usd113.org
Carol Holthaus	Assistant Cook	holthauc@usd113.org
Cindy Kaster	Librarian/Para	kasterc@usd113.org
Leigha Papa	ISS Para	papal@usd113.org
Alisha Lindeen	ISS Para	lindeena@usd113.org
Drea Rottinghaus	ISS Para	
	ISS Para	
Jonathan Grieg	IRC Para	griegj@usd113.org
	IRC Para	
Daniel Sines	Head Custodian	sinesd@usd113.org
Jennifer Hungington	Custodian	huntingtj@usd113.org
Butch Renz	Bus Driver	renzb@usd113.org
Richard Holthaus	Bus Driver	
Bruce Koelzer	Substitute Bus Driver	
Norma Stallbaumer	Substitute Bus Driver	
Jesse Hasenkamp	Substitute Bus Driver	

Rob McKim	Superintendent	mckimr@usd113.org
Curtis Hamilton	Director of Student Learning	hamiltoc@usd113.org

USD #113 Fee Schedule for Axtell Public Schools

2026-2027 School Year

Textbook Fees		
Pre-School, Grade K-5, Grades 6-12		$30.00
Instructional Fees		
Pre-School, Grade K-5, Grades 6-12		$20.00
Laptop Technology Fee		
Grades 6-12		$40.00
Class/Building Fee		
Grades 6-12	Activity Pass Card (optional)	$20.00
Meal Costs		
Pre-School Snack		$150.00/year
Grades K-5	Breakfast	$2.10
Grades K-5	Lunch	$3.30
Grades 6-12	Breakfast	$2.30
Grades 6-12	Lunch	$3.60
Adult	Breakfast	$2.70
Adult	Lunch	$4.40
Extra Milk		$.45
Activity Participation Fee		
Grades 6-12	For any KSHSAA sponsored activity not associated with a grade; excluding cheerleading	$50.00
Summer Weights		
Grades 6-12		$30.00
Athletic Gate		
Middle School Activities	Per OTL and TVL policy and subject to change	$5.00/student $5.00/adult
High School Activities		$5.00/student $5.00/adult

Driver's Education		
Non-Free/Reduced Lunch Student		$175.00
Free/Reduced Lunch Student		$87.50
Yearbook		
Per Copy	Additional cost for personalized names may apply	$60.00
Photocopies		
Public	Per Side	$.20
Student Projects		
Students will reimburse the school for materials used in their major individual projects (woods, agriculture, sewing, exceptional printing/copying, etc.)		

Axtell Public School Information

(Applicable to all students in Grades PK-12)

Enrollment/Withdrawal from School

Attendance

The Board of Education encourages regular school attendance for all students. Consistent attendance supports academic success and helps students develop responsibility and habits that contribute to future success.

Attendance records will be maintained for all students. Classroom teachers are responsible for recording attendance under the supervision of the building principal and in accordance with procedures established by the superintendent. The superintendent will provide attendance reports to the Board of Education as part of the annual report and may report attendance concerns to the board as needed.

Admission Requirements

All resident students who have not been expelled shall be eligible to attend school in the district.

A resident student is defined as a child of eligible school age who resides with a parent or person acting as a parent within the district.

Students enrolling in the district for the first time must provide required proof of identity. Students enrolling in kindergarten or first grade must provide a certified birth certificate or other documentation approved by the district. Students enrolling in grades 2–12 must provide a certified transcript or similar school records. All students enrolling in the district must provide copies of immunization records, in accordance with Kansas statue.

Enrollment records must include the student's legal name as shown on a birth certificate or court order, along with the name, address, and telephone number of the lawful custodian. Acceptable proof of identity may include a birth certificate, court custody documentation, certified transcript, baptismal certificate, or other documentation approved by the district.

Enrollment

Enrollment records must include the student's legal name as shown on a birth certificate or court order, along with the name, address, and telephone number of the lawful custodian. Acceptable proof of identity may include a certified birth certificate, court custody documentation, certified transcript, baptismal certificate, or other documentation approved by the district. If proper proof of identity is not provided within 30 days of enrollment, the superintendent shall notify local law enforcement as required by law and shall not notify any person claiming custody of the child.

To assist with planning for the upcoming school year, the district will conduct a pre-enrollment period each spring. Registration dates for returning resident students will be scheduled by the superintendent prior to the start of the school year.

New Resident Students

New resident students are urged to contact the superintendent's office as soon as possible after establishing residence in the school district.

Identification of Students

All students enrolling in the district for the first time must provide proof of identity. Students enrolling in kindergarten or first grade must provide a certified birth certificate or other approved documentation. Students enrolling in grades 2–12 must provide a certified transcript or similar school records.

Non-Resident Students

Non-resident students are those who do not meet the definition of a resident student. Admission of non-resident students is subject to the availability of staff, facilities, equipment, and supplies.

Students who are under suspension or expulsion from another school district, or who have voluntarily withdrawn from another district due to poor academic performance, will not be admitted without prior approval from the Board of Education.

Any non-resident student seeking admission to the district must submit an application to the superintendent. The superintendent will present the application and recommendation to the Board of Education at the next scheduled meeting. The decision of the board shall be final.

Special Students / Part-Time Enrollment

Special Students

Students who are at least 16 years of age may apply to the principal to be classified as a "special student." Approval from the parent/guardian and superintendent is required prior to approval. Special students may attend classes at Axtell High School or Sabetha High School as long as credits earned apply toward high school graduation requirements. Special students are not eligible to participate in student activities or receive student privileges. While attending school, students must follow all school rules and expectations. Special student status may be revoked at any time if the student fails to comply with school policies or cooperate with school officials.

Part-Time Enrollment

Part-time students may enroll with approval from the board and/or administration, provided all required paperwork is completed on time and the student begins attendance by the date established by the district. Admission of part-time students is subject to the availability of staff, facilities, equipment, and supplies.

Assignment to School/Classes

Students wishing to attend a school outside of their assigned attendance area may do so only with prior written approval from the superintendent.

Student grade-level and class assignments will be determined by the building principal based on the educational needs and abilities of the student. Parents/guardians who disagree with the placement may appeal the decision to the superintendent. If concerns remain unresolved, a written appeal may be submitted to the Board of Education.

Students Records

Records maintained by building principals may include, but are not limited to, activity fund records, student records, and personnel records.

Student records are confidential and maintained primarily for school use, except as otherwise permitted by law. Parents/guardians are entitled to review records pertaining to their child. Requests for access to student records will be processed within a reasonable amount of time and no later than 45 days after the request is made.

Parents/guardians have the right to request a hearing to challenge the accuracy or appropriateness of information contained in their child's records. If information is found to be inaccurate, misleading, or otherwise inappropriate, parents/guardians may request correction or removal of the information and may submit a written explanation to be included in the student's record.

Directory Information

In accordance with the Family Educational Rights and Privacy Act (FERPA), USD #113 has designated certain student information as "directory information," which may be released without prior consent unless otherwise requested by a parent/guardian.

Directory information may include a student's name, address, telephone number, email address, date and place of birth, participation in school activities and sports, height and weight of athletic team members, dates of attendance, honors and awards received, most recent school attended, grade level, enrollment status, major field of study, and photographs.

Parents/guardians have the right to refuse the release of directory information. Written notification must be submitted to the building principal's office on or before the beginning of the third week of school. If written refusal is not received, the district will assume permission has been granted to release directory information as designated above.

Pictures

Student photographs may be taken throughout the school year for use in district publications and activities, including but not limited to weekly newsletters, the yearbook, classroom projects, and the district website. Purchasing photographs is optional.

Graduating seniors at USD #113 - Axtell High School are required to submit a color wallet-sized photo to the yearbook coordinator by February 1 for inclusion in the senior class composite.

Withdrawal from School

Students planning to withdraw from school must notify the office prior to withdrawal. This allows the district to update student records, collect school property, and arrange for the transfer of transcripts when needed. Students withdrawing from school must comply with all state compulsory attendance laws.

Academics

Report Cards

Report cards will be issued to students at the end of each grading period for all courses taken. Progress reports identifying failing or near-failing grades will be sent to parents/guardians at the midpoint of each grading period.

Parent/Student/Teacher Conferences

Student Conferences

Teachers will be available to meet with students regarding academic progress and achievement at mutually agreed-upon times.

Parent Conferences

Elementary and middle school principals will establish a schedule for parent-teacher conferences, which will be held at least once each school year. Parents/guardians are encouraged to request additional conferences whenever needed. Parents/guardians may request conferences with high school teachers at mutually convenient times.

For students in pre-kindergarten through eighth grade, the superintendent will designate two school days each year for parent-teacher conferences.

Academic Dishonesty

Academic dishonesty is prohibited. Cheating, including copying another student's work and presenting it as one's own, and plagiarism, including the use of another person's ideas or work without proper credit, are unacceptable practices. This policy also applies to materials obtained from electronic or online sources.

Students found engaging in academic dishonesty may receive loss of credit for the assignment or assessment involved, in addition to other disciplinary consequences.

Attendance

Compulsory Attendance Requirements

Kansas law requires students to attend school until the age of 18. Students who are 16 or 17 years old may be exempt from compulsory attendance requirements if one of the following conditions is met:

- The student has earned a high school diploma or GED;
- The student is enrolled in an alternative education program approved by the Board of Education;
- A court grants an exemption; or
- A parent/guardian provides written consent for the exemption, and both the parent/guardian and student participate in a final counseling session with the school and sign the required disclaimer.

Absences

Excused Absence

A signed statement from a parent/guardian requesting a student's absence will be accepted as a valid excuse for up to five absences per semester.

In accordance with the Kansas Child Care Code, the accumulation of five unexcused absences may be reported to the appropriate authorities.

Attendance will be calculated using combined half-day and full-day absences. An absence of more than half of the scheduled school day will be considered a full-day absence. Building principals are responsible for determining whether an attendance issue is classified as an absence or tardy. Students returning from an absence must provide verification from a parent/guardian or physician, or the absence will be considered unexcused.

Subject to the following conditions, illness, medical or dental appointments, court-related appearances, illness in the immediate family, funeral attendance, religious observances, or planned school activities will be considered a valid excuse for absence from school. For the first five absences per semester, a signed statement from a parent, guardian or physician requesting that the student be excused for such an absence (with the reason listed above stated by the parent) that will constitute a valid excuse for such absences. If a parent, guardian or physician does not provide a signed statement, the absence shall be "unexcused." All absences in excess of five per semester will be "unexcused" unless the student presents a physician's statement explaining the absence or a parent or guardian arranges a personal conference with the building principal to satisfactorily explain the absence.

Students are responsible for obtaining assignments and completing work missed during an absence. Students will be allowed two school days, plus evenings, for each day absent to make up missed work.

Medically related excuses

Medically related absences will not count toward the five excused absences per semester if the student provides written documentation from a physician, dentist, optometrist, psychiatrist, or certified counselor. Documentation must be signed by the provider and submitted to the school office within two school days of the absence in order to be considered valid.

Consequences for Excessive Excused Absences

Students who exceed the allowed number of excused absences will have ten school days to make up the missed time. If the required time is not completed within ten school days of notification by the administrator, the student will be considered "not in good standing" until the time has been made up in full. Students not in good standing are subject to all applicable school policy restrictions.

Definition of Unexcused Absences

Absences for which a parent/guardian note or documentation is not received within two school days will be considered unexcused absences. Students will be allowed one school day for each day missed to make up assignments resulting from an unexcused absence.

Consequences for Unexcused Absences

Time that is missed from the classroom because of "unexcused absences" will be made up according to a schedule determined by the administration. If time is not made up by a student within five school days of being notified by the administrator, that student will be considered a "student not in good standing" until said time has been made up in full. The student is subject to all school policy restrictions placed on a "student not in good standing."

Truancy

The building principal or assistant principal will report students with unexcused absences to the appropriate authorities as required by law.

Truancy is defined as:

- Three consecutive unexcused absences;
- Five unexcused absences in a semester; or
- Seven unexcused absences in a school year, whichever occurs first.

A school year is defined as July 1 through June 30. Students absent without a valid excuse for a significant portion of the school day may also be considered truant.

Prior to reporting a student to the Kansas Department for Children and Families (DCF) or the county or district attorney, the parent/guardian will be notified in writing that continued unexcused absences may result in a truancy report.

The superintendent may include truancy information in reports to the Board of Education and is authorized to work with juvenile authorities and report truancy concerns as permitted by law.

Definition of Significant Part of the School Day
A significant part of the school day is defined as not attending one-half of the school day.

Involvement of Law Enforcement
Law enforcement officers may return truant students to the school in which they are enrolled, to their parent/guardian, or to another location designated by the Board of Education for truancy intervention purposes.

Reporting to Parents
If a truant student is returned to school by a law enforcement officer, the principal will notify the student's parent/guardian. The building principal will report students with unexcused absences to the appropriate authorities as required by law. Students age 13 and under may be reported to the Kansas Department for Children and Families (DCF), while students over age 13 may be reported to the county or district attorney.

Waiver of Compulsory Attendance Requirements

Students who are 16 or 17 years of age may be exempt from compulsory attendance requirements if the parent/guardian attends the counseling session required by law and signs the appropriate consent and waiver forms, if the student earns a GED, or if a court grants an exemption.

District staff will make every reasonable effort to encourage students to continue their education through high school graduation. If a student withdraws from school, the school counselor will attempt to determine whether the student intends to return and will follow up if the student does not re-enroll.

The school counselor and other staff members working with drop-out prevention efforts may provide reports to the Board of Education regarding student withdrawal trends and recommendations for improving programs and reducing future dropouts.

Tardies

A student is considered tardy if they are not present at the beginning of a class period. Excessive tardiness may be considered an unexcused absence. Parents/guardians may provide an excuse for tardiness at the start of the school day, subject to administrative approval. Teachers will record tardies through the school attendance system.

Upon receiving a third tardy in the same class during a semester, a student will be assigned 30 minutes of detention. Detention may be assigned for up to three tardy violations. Beginning with the sixth tardy in a class during a semester, students may be assigned one day of In-School Suspension (ISS) for each additional tardy. Administrators may assign additional disciplinary consequences, including Out-of-School Suspension (OSS), when deemed appropriate.

Absences/tardies will be excused for medical, parental request or funeral excuses.

a. Parent written request is subject to approval by the administration. After five such absences per semester, a written medical statement may be required from medical personnel.
b. A student who has unexcused absences for three consecutive school days or five or more school days throughout a semester will be considered truant.

Sign In/Sign Out

Students must sign out in the office before leaving school premises during the school day.

Release of Student During School Hours

Students may only be released during the school day upon a written or verbal request from a parent/guardian or person acting as a parent. The building principal or designee will verify the identity of the individual requesting the student's release and may deny release if satisfactory identification cannot be confirmed.

Students are not permitted to leave school grounds during the school day except for approved school-sponsored activities. Prior to leaving campus, the office must receive a note or phone call from the student's lawful custodian. Students leaving during the school day must check out through the office before leaving and check back in upon returning. Failure to properly check out and check in may result in an unexcused absence for the remainder of the day.

Student Conduct/Discipline

Behavior/Conduct

The following is a list of behavior expectations for the students of USD 113 Axtell Public School:

Be prompt and be prepared
- Come to class on time
- Come to class with needed materials
- Come to class with assignments complete

Respect authority
- Listen to authority
- Follow directions promptly
- Accept responsibility for behavior

Display a concern for learning
- Remain on task
- Allow others to remain on task

Respect rights of others
- Use appropriate voice and language
- Listen to speaker
- Respect opinions and points of others
- Refrain from harassment

Display appropriate character
- Display positive character
- Display productive character

Respect property
- Respect property of others
- Respect own property

Display appropriate social skills
- Interact with others appropriately
- Display courtesy and tact

Weapons

Students shall not knowingly possess, handle, or transmit any weapon or object that could reasonably be considered a weapon while on school property or at any school-sponsored activity or event.

This prohibition includes firearms, explosives, knives, destructive devices, look-alike weapons, or any item used in a manner that could cause harm or threaten others. Normal school supplies, such as pencils or compasses, are not considered weapons unless used in a dangerous or threatening manner.

Possession of a Firearm-Federal Law

Possession of a firearm on school property or at a school-sponsored activity shall result in expulsion from school for a period of one calendar year, unless the superintendent recommends a modification of the expulsion on a case-by-case basis, as permitted by law. Expulsion hearings may be conducted by the superintendent, another certified employee of the school, a committee of certified employees, or a hearing officer appointed by the Board of Education

Vandalism

Damage or destruction of school property

Students shall not intentionally damage, attempt to damage, steal, or attempt to steal school property. Significant damage or theft of school property may result in long-term suspension or expulsion. Repeated acts involving damage to or theft of school property, regardless of value, may also result in long-term suspension or expulsion.

Damage or destruction of private property

Students shall not intentionally damage, attempt to damage, steal, or attempt to steal private property while on school grounds or at any school-sponsored activity, function, or event. Significant damage or theft of private property may result in long-term suspension or expulsion. Repeated acts involving damage to or theft of private property, regardless of value, may also result in long-term suspension or expulsion.

Bullying

The Board of Education prohibits bullying in any form on school property, in school vehicles, or at any school-sponsored activity or event. Students who engage in bullying may be subject to disciplinary action, including suspension or expulsion. When appropriate, violations may also be reported to local law enforcement.

Bullying is unwanted, aggressive, and repeated behavior that involves a real or perceived imbalance of power. It is characterized by the intent to cause harm, fear, or distress to another person, and typically occurs multiple times or has a strong likelihood of being repeated.

To be classified as bullying, an incident generally involves three key factors:

- Imbalance of Power: The person exhibiting the behavior uses power—such as physical strength, popularity, or access to sensitive information—to control or harm others.
- Intent to Cause Harm: The actions are deliberate and meant to emotionally, socially, or physically hurt the target.
- Repetition: The behavior happens more than once or has a high probability of happening again.

Sexual Harassment

Sexual harassment is prohibited in USD #113. Sexual harassment of students or employees by board members, administrators, staff members, students, vendors, or any individual associated with the district will not be tolerated.

It is a violation of district policy for an employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage the reporting of sexual harassment or fail to investigate or report a complaint.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, written, electronic, or physical conduct of a sexual nature when such conduct:

- Affects a student's educational opportunities or environment;
- Is used as a basis for academic decisions; or
- Creates an intimidating, hostile, or offensive educational environment.

Examples of sexual harassment may include, but are not limited to:

- Verbal harassment or abuse of a sexual nature;
- Unwelcome touching;
- Pressure for sexual activity;
- Repeated sexual comments, jokes, or remarks; or
- Threats or implications affecting grades, activities, or school participation.

Any student who believes they have been subjected to sexual harassment should report the incident to the principal, counselor, or another certified staff member. Complaints may also be filed through the district's discrimination complaint procedures. Information on the complaint procedures can be found on the Prairie Hills USD #113 website (www.usd113.org)

Students who report sexual harassment or participate in an investigation will not face retaliation or adverse academic consequences. Confidentiality will be maintained to the extent possible throughout the investigation process.

Dress Code

The primary responsibility for student dress and appearance rests with the student and parent/guardian. Clothing or attire that is revealing, suggestive, disruptive, or interferes with the learning environment is considered inappropriate. Building principals and administrators are authorized to address dress code concerns that interfere with the educational process. Students wearing inappropriate attire may be required to change into appropriate clothing. Failure to comply may result in disciplinary action in accordance with building discipline policies.

USD #113 Axtell Public School prohibits clothing or accessories that:

- Imply gang membership or affiliation;
- Create a safety concern for students or staff;
- Display vulgar, offensive, discriminatory, sexually suggestive, or inappropriate language or images;

- Advertise alcohol, tobacco, drugs, or other prohibited substances; or
- Harass, intimidate, or demean others.

Head coverings, including hats, hoods, headbands, and sunglasses, may not be worn inside school buildings during the instructional day unless approved for special activities, events, or administrative purposes. Students representing USD #113 at school activities or academic events are expected to follow dress expectations when visiting other schools. Examples of inappropriate attire include, but are not limited to:

- Clothing that is excessively revealing;
- Shirts with inappropriate language, images, or references to alcohol, tobacco, or drugs;
- Tube tops, halter tops, spaghetti straps, athletic bras worn as outerwear, or clothing exposing excessive cleavage or midriff;
- Shorts, skirts, or dresses shorter than fingertip length or with less than a 5-inch inseam;
- Pants or shorts with holes exposing the upper leg area;
- Chains, spiked accessories, bulldog collars, or similar items; and
- Dirty, excessively torn, or unsafe clothing.

Shoes must be worn at all times. Students in violation of the dress code may be required to change clothing, cover the item, remove the accessory, or otherwise correct the issue. Failure to comply may result in disciplinary action in accordance with school discipline policies.

Alcohol/Drugs/Tobacco

Students are prohibited from possessing, using, distributing, or selling mood-altering chemicals while at school, on school property, or at any school-sponsored activity, whether on or off campus. Prohibited items include alcohol, tobacco products, e-cigarettes/vapes, marijuana, cannabis derivatives, methamphetamines, steroids, drug paraphernalia, and look-alike substances. Violations will result in disciplinary action.

To help maintain a safe and drug-free environment, trained drug-detection dogs may be used in school buildings and on school grounds.

- Trained dog searches of school property, to include lockers, locker rooms, hallways, and parking lots shall be conducted randomly at the request of administration without notice and without student consent.
- The trainer and dog will be permitted to come into the school building accompanied by a school administrator, normally while students are in classrooms.
- The trained dog will not search students or student book bags unless school administration has independently determined that there is reasonable cause to do so.
- If the trained dog alerts on a locker or vehicle, the student will be called out of class to witness the search, if possible, and the student's parent notified immediately after the search is concluded, regardless of whether or not contraband is found.
- In the event the search after an alert reveals contraband in the locker or vehicle, law enforcement officers will take custody of the contraband, the student's parent notified, and the student removed to the building principal's office for further processing.

To help maintain an alcohol-free environment at school dances and similar activities, all students and guests may be required to submit to a breathalyzer test upon entry. Students and guests must enter through the designated entrance so testing may be conducted.

If a student or guest registers a positive result, a second test will be administered after a 10-minute waiting period. Students who receive a second positive result will not be permitted to leave unattended, and parents/guardians will be contacted to provide transportation. Students receiving two positive test results may face disciplinary action, up to and including suspension or expulsion. Any student or guest who refuses to submit to a breathalyzer test will not be permitted to attend the event.

Hazing/Initiations

Initiations, hazing, intimidation, or related activities that may cause bodily injury, physical harm, humiliation, mental harm, or negatively impact another student's attendance or participation in school are prohibited.

Foul Language

Profanity, vulgar language, and inappropriate speech are not permitted at school or during any school-sponsored activity. Students who violate this policy will be subject to disciplinary action by the supervising staff member or sponsor. Continued violations may result in suspension or additional disciplinary consequences.

Gambling

Gambling in any form is prohibited in or around an educational institution.

Excessive Emotional Display

Students are expected to conduct themselves appropriately in the school environment. Excessive public displays of affection are not appropriate at school or during school-sponsored activities.
Disciplinary consequences may include:

1. Teacher warning or conference;
2. Detention; and
3. Additional disciplinary action and parent/guardian notification by the principal for repeated violations.

Fighting and Physical Assault

Fighting and physical aggression are considered behaviors that substantially disrupt the school environment and interfere with the safety and rights of others. Such behavior will not be tolerated. Students involved in fighting may be subject to suspension, expulsion, or other disciplinary action. Reasonable acts of self-defense or actions taken to protect another individual may be considered when determining disciplinary consequences.

Classroom Conduct

Classrooms are intended to provide a productive learning environment. Behaviors that disrupt instruction or interfere with the learning of others are not acceptable. Students are expected to cooperate with teachers and classmates to support a positive educational experience.

Social Network Websites

Accessing social media through the district's computer network or school-issued devices is prohibited at all times unless approved by school personnel for instructional use.

Backpack/Bags

Students may carry backpacks into the building upon arrival and out of the building at dismissal. During the school day, backpacks must be stored in student lockers and are not permitted in classrooms, hallways, gyms, or other school areas unless authorized by school personnel. Backpack privileges may be revoked if backpacks are used in a disruptive manner or in violation of school policies. Individual teachers may prohibit bags or similar items from their classrooms. Backpacks and similar storage items brought onto school property are subject to search by school officials when reasonable suspicion exists or as otherwise permitted by law. Students should not expect privacy for items used to transport or store school materials.

Surveillance Cameras

USD #113 and Axtell Public School utilize surveillance cameras to help maintain a safe learning environment and protect students, staff, and school property. Surveillance cameras may be used to monitor student activity on school grounds, in district facilities, and in district vehicles. Audio and video recordings may be captured through district surveillance systems. Surveillance footage involving identifiable students and documenting possible violations of school policy or law may be considered part of a student record and handled in accordance with applicable student privacy laws and district policies. Recorded footage will be stored securely and retained until it is erased or overwritten in accordance with district procedures.

Discipline Measures

Detention

Detention begins five minutes after the end of the school day (3:30 p.m.) and will last a minimum of 30 minutes. Students may be assigned detention for disciplinary or academic reasons, including making up time lost due to unexcused absences.

Suspension/Explusion

Probation may be used as a disciplinary option when it is determined to be in the best interest of the student and school environment. A disciplinary consequence, suspension, or expulsion may be suspended by the individual authorized to impose the discipline, and the student may be placed on probation for a specified period of time. The original consequence will remain suspended as long as the student complies with all terms of probation. Students placed on probation will receive a written list of probation terms and conditions. The student must sign documentation acknowledging that the conditions have been explained, are understood, and will be followed. Failure to comply with the conditions of probation may result in reinstatement of the original disciplinary consequence at the discretion of the administrator granting the probation.

Suspension and Expulsion Procedures

Except as otherwise provided by Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act (IDEA), students may be suspended or expelled for reasons permitted under Kansas law. Any student suspended for more than 10 days or expelled will be provided with a copy of the applicable suspension and expulsion laws and district policies. Suspension and expulsion hearings may be conducted by the superintendent or designee, another certified employee, a committee of certified employees, or a hearing officer appointed by the Board of Education.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for reasons including, but not limited to:

- Violation of published student conduct policies or regulations;
- Conduct that substantially disrupts or interferes with school operations;
- Conduct that endangers the safety or rights of others;
- Conduct involving the commission of a felony or misdemeanor;
- Refusal to comply with directions from school personnel when such refusal causes disruption or disorder; or
- Possession of a weapon at school, on school property, or at a school-sponsored activity or event.

Short-term Suspension Procedures

Except in emergency situations, a short-term suspension of 10 school days or fewer must be preceded by oral or written notice of the charges and an informal hearing with the student. If a hearing cannot be held before the suspension begins, an informal hearing will be provided within 72 hours of the suspension. Written notice of the suspension will be provided to the student's parent/guardian within 24 hours after the suspension is imposed. Short-term suspension hearings may be conducted by any administrator or staff member authorized by district policy.

During the informal hearing, the student has the right to:

- Be informed of the charges and the basis of the accusation; and
- Respond to the allegations and provide information in their defense.

Long-Term Suspension or Expulsion

Before a student may be placed on long-term suspension (up to 90 school days) or expelled (up to 186 school days), a formal hearing will be conducted by a hearing officer authorized by the Board of Education. The superintendent or principal will designate the hearing officer in accordance with Kansas law.

Formal hearings will follow all procedures required by Kansas law, including:

- Written notice to the student and parent/guardian of the date, time, and location of the hearing;
- Provision of applicable suspension and expulsion laws, board policies, regulations, and handbook provisions;
- The opportunity for the hearing to be conducted by an authorized certified employee, committee of certified employees, administrator, or board-appointed hearing officer;
- Compliance with all legal requirements related to weapon-related expulsion hearings;
- Preparation of required findings by the hearing officer or committee;
- Availability of a hearing record to the student and parent/guardian as provided by law; and
- Written notification of the hearing decision to the student and parent/guardian within 24 hours of the determination.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled
Failure of the student or parent/guardian to attend a suspension or expulsion hearing shall constitute a waiver of the opportunity for the hearing. Students suspended for more than 10 school days or expelled from school will be provided information regarding available public or private support services intended to assist with behavior and educational needs. Students will also be notified of the date they are eligible to return to school.

For suspensions or expulsions not related to a weapons violation, the principal may establish conditions for the student's return and may place the student on probation. In cases involving weapons violations, the superintendent may establish return conditions and probation requirements if the student is permitted to return. Days during which a student is suspended or expelled are not subject to compulsory attendance requirements. During a suspension or expulsion, the student may not:

- Be on school property or in school buildings without permission from the principal; or
- Attend or participate in school-sponsored activities or events in any capacity.

A student age 18 or older, or the parent/guardian of a student suspended for more than 10 days or expelled, may appeal the decision to the Board of Education within 10 calendar days of receiving written notice of the hearing results. If a suspension is imposed during the school day, the student will not be released from school until a parent/guardian has been notified. If notification cannot be made during the school day, the student will remain at school until regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing
During a suspension or expulsion hearing, the student has the right to:

- Be represented by counsel of their choice;
- Have a parent/guardian present;
- Review or hear the testimony and evidence presented;
- Question witnesses who appear at the hearing;
- Present witnesses and evidence on their own behalf;
- Testify and explain their actions;
- Receive an orderly hearing; and
- Receive a fair and impartial decision based on substantial evidence.

Appeal to the Board
If a student age 18 or older, or the parent/guardian of a student, files a written appeal of a suspension or expulsion, the following procedures shall apply:

- Written notice of the appeal must be filed with the district clerk within 10 calendar days of the hearing decision;
- The Board of Education or a board-appointed hearing officer will schedule the appeal hearing within 20 calendar days;
- Written notice of the date, time, and location of the appeal hearing will be provided at least 5 calendar days in advance;
- The appeal hearing will be conducted as a formal hearing in accordance with the procedures governing expulsion hearings; and
- The Board of Education will maintain a record of the hearing.

The Board of Education will issue a final decision no later than the next regularly scheduled board meeting following the conclusion of the appeal hearing.

Probationary Status

A disciplinary consequence, suspension, or expulsion may be deferred by the principal or other authorized administrator. In such cases, the student may be placed on probation for a specified period of time. (See "Suspension/Expulsion.") The deferred consequence will remain inactive as long as the student complies with all probation terms and conditions. Written notification of the probation will be provided to the student's parent/guardian. Students placed on probation will receive a written list of expectations and conditions. The student must sign documentation acknowledging that the conditions have been explained, are understood, and will be followed. Failure to comply with probation conditions may result in reinstatement of the original disciplinary consequence. The superintendent will oversee probation arrangements related to violations of the district's weapons policy. (See "Weapons.")

Interrogations and Searches

Questioning of students by law enforcement officials or individuals other than school personnel shall be conducted in a manner that minimizes disruption to the educational environment. Whenever possible, such questioning should occur outside of school hours and off school property. If a student is questioned on school property during the school day, reasonable efforts will be made to notify the student's parent/guardian prior to the questioning.

Searches

Any individual other than the building principal who wishes to search a student locker must first report to the building principal. A locker search may not be conducted without the principal's permission unless the individual possesses a valid search warrant authorizing the search.

Search of the Person

If the building principal has reasonable suspicion to believe a student is in possession of an item that may jeopardize the health, safety, or welfare of others, the student may be directed to report to the principal's office for further investigation.

Reporting Crimes to Law Enforcement

Whenever a student engages in conduct at school, on school property, or at a school-sponsored activity that may constitute a misdemeanor or felony, the principal or superintendent may report the incident to the appropriate law enforcement agency. Incidents subject to reporting may include, but are not limited to:

- Possession of a weapon;
- Possession of a controlled substance or illegal drug; or
- Behavior that resulted in, or was likely to result in, serious bodily injury to another person.

Electronic Devices - Cell Phones, Smartwatches, Headphones, AirPods, iPods, etc.

Use of Non-District Issued or Personal Electronic Devices during the School Day

Policy will be added when approved by USD 113 Board of Education

Consequences for Electronic Device Violations

Violations of the electronic device policy are subject to the following disciplinary action:

1. First offense – phone is turned into the office for the remainder of the day and returned to the student after school, student is issued a 30-minute detention
2. Second offense – phone is turned into the office, parents are contacted, student is issued a 60-minute detention, student checks phone into the office for one week
3. Third offense or subsequent offense(s) – phone is turned into the office, parents are contacted, student is issued two (2) 60-minute detentions, student checks phone into the office for the remainder of the semester.

Repeated offenses after the third offense shall warrant a conference with parents to resolve the problem. Students, who become habitual offenders, as determined by the Principal, will be subject to suspension.

Use of District-Issued Electronic Devices during Class Time

Policy will be added when approved by USD 113 Board of Education

Prohibited Use of Electronic Devices

Policy will be added when approved by USD 113 Board of Education

Emergency Use

Policy will be added when approved by USD 113 Board of Education

Responsibility for Devices

Policy will be added when approved by USD 113 Board of Education

General Information

Complaints About Rules

Any student or parent/guardian may file a written complaint with the principal regarding a school rule or regulation that directly affects the student. Complaints must be submitted within 20 days of the application of the rule or regulation and must clearly state the basis of the concern. The principal will investigate the complaint and provide a response or resolution within 10 days of receiving the complaint.

Complaints to The Board

Concerns or complaints should first be addressed through the appropriate school administration channels. Individuals are encouraged to work directly with the teacher, principal, or superintendent in an effort to resolve issues at the lowest appropriate level. Neither the Board of Education nor individual board members will consider complaints or communications from students, parents/guardians, staff, or patrons until the matter has first been addressed with the principal and/or superintendent. If a satisfactory resolution cannot be reached through the administrative process, the matter may be referred to the Board of Education. After reviewing information provided by the administration, the board may, if appropriate, grant a hearing to the parties involved during a regular or special board meeting.

Gifts

Student Organization Gifts to the School

Student organizations may donate funds or gifts to the district with prior approval from the organization sponsor, building principal, and Board of Education. Any donation accepted by the board shall become property of the district.

Personal Property

The district is not responsible for loss, theft, or damage to students' personal property and does not provide insurance coverage for personal items. Repair or replacement of personal property is the responsibility of the student and parent/guardian. Lost items should be reported to the principal's office as soon as possible. Found items should be turned in to the office.

Posters

All posters, signs, and displayed materials must receive approval from the school office prior to being posted in the building. Student organizations are responsible for removing outdated materials in a timely manner. Advertising or promotion of non-school-sponsored activities is not permitted on school property without prior approval from the building principal.

Healthy Snacks & Water Machines

Vending machines may be used during the school day in accordance with the Kansas School Wellness Policy. Students are expected to use vending areas responsibly and arrive to class on time. Vending privileges may be restricted if use results in excessive tardiness. Water is permitted in approved containers only.

Telephone Calls

District telephones are intended for school-related business. Student use of school phones for personal calls should be limited to emergencies. Social calls are not permitted. Long-distance calls may not be made on district phones without prior approval from the principal or designee. Students will not be called out of class to answer phone calls except in emergency situations or with approval from the principal's office. Messages will be relayed to students at an appropriate time when they are not in class.

Use of Gym

Activities in the gymnasium must be approved by school staff and conducted in a safe manner that does not damage the facility or gym floor. Students using the gym before school, during lunch, or after school for non-school-sponsored activities must remove street shoes or wear appropriate gym footwear to help protect the gym floor.

Hallways
Students in the hallway during class time must have a properly authorized pass or a valid reason for being out of class. Students who fail to follow this expectation may be subject to disciplinary action.

Use of Personal Vehicle
Students who drive personal vehicles to school are expected to do so in a safe, legal, and courteous manner. The superintendent or designee will establish procedures governing the operation, parking, and use of student vehicles on or near school property. Failure to follow school driving and parking regulations may result in disciplinary action and/or loss of driving privileges. Students must park only in designated parking areas and may not return to their vehicles during the school day without permission from the principal or designee.

School vehicle regulations approved by the Board of Education include, but are not limited to, the following:

- Reckless driving on or near school property may be reported by any district employee to the principal;
- Following a first offense, the student will receive a warning and parents/guardians may be notified;
- Continued violations may be referred to local law enforcement; and
- Repeated or serious violations may result in additional disciplinary action in accordance with the student discipline code.

Visitors
Parents/guardians and community members are encouraged to visit district facilities. All visits should be scheduled in advance through the building principal's office. To help maintain school safety and security, all visitors must check in at the office before entering other areas of the building or school grounds. Students may not bring visitors or guests to school for classroom visits without prior approval from the principal.

Animals in the School
Animals may be brought to school for educational purposes only with prior approval from the supervising teacher and building principal. This includes vertebrates, invertebrates, and plants used as part of classroom instruction. Animals are not permitted on school buses under any circumstances.

Child Abuse
Any school employee who has reasonable cause to suspect that a child has been abused or neglected, or who observes circumstances that could reasonably result in abuse or neglect, is required by law to immediately report the concern to the appropriate authorities, including the Kansas Department for Children and Families (DCF) or the district court.

School employees are not responsible for investigating or proving abuse or neglect and should not contact the child's family or others to determine the cause of the suspected situation.

School Property

Appropriate Use of Equipment and Supplies
School equipment and supplies are to be used only for approved educational purposes and assignments. Personal use of district equipment or supplies is prohibited unless prior permission is granted by the teacher or administrator. Students are expected to handle all school property responsibly and with care. Students may be held responsible for damage caused to school equipment or supplies.

Email Use
Students should have no expectation of privacy when using district computers, devices, networks, or email systems. District technology resources are to be used for approved educational purposes only. Students are expected to use appropriate language and follow all guidelines established by teachers and administrators.

The district reserves the right to monitor, review, copy, and store any files, communications, or activity conducted on district technology systems. Students who violate technology use expectations or classroom computer rules may be subject to disciplinary action, up to and including suspension from school.

Computer Use

District computer systems and technology resources are provided for educational and professional purposes only. All information created, stored, or transmitted using district technology systems is considered district property and may be monitored by district administrators at any time. Access to district computers, networks, and software is limited to authorized students and employees. Use of district technology must be related to approved school assignments or activities. Personal use of district computers or software by students is prohibited unless prior permission is granted by a teacher or administrator. Violations of district technology policies may result in disciplinary action, up to and including suspension, expulsion, or other consequences as permitted by district policy.

Network Guidelines

Computer Network Use Guidelines

All users of district computers and networks are expected to follow accepted standards of digital citizenship and network etiquette ("netiquette"). Expectations for appropriate technology use include, but are not limited to, the following:

- Be respectful and courteous in all online communication;
- Use appropriate language and avoid profanity, vulgarity, or offensive content;
- Do not share personal information, including addresses, phone numbers, or passwords;
- Understand that email and electronic communications may not be private and may be monitored by authorized personnel;
- Respect copyright laws and intellectual property rights;
- Do not create, access, or distribute unlawful or inappropriate material;
- Use district networks responsibly and avoid actions that disrupt network performance or access for others; and
- Keep passwords and access credentials secure and confidential.

Failure to follow these expectations may result in disciplinary action and/or loss of technology privileges.

Consequences of Violation of Technology Policies

District computer and network policies are intended to support safe, responsible, and effective use of technology for educational purposes. Use of district technology resources, including computers, software, email, internet access, and telecommunications systems, is a privilege and not a right. Violations of district technology policies may result in disciplinary action.

Examples of technology violations may include, but are not limited to:

- Accessing inappropriate or pornographic material;
- Altering system software or another person's work;
- Using technology to harass, threaten, discriminate, or send inappropriate messages; and
- Allowing another person to use an individual account or password.

Disciplinary consequences for technology misuse may include the following levels:

Level 1 – Violation

The student may lose computer and internet privileges until a parent/guardian conference is held. Additional consequences may be assigned by the administration.

Level 2 – Repeated or Serious Violations

Students who continue to violate technology policies after a Level 1 consequence may lose computer and internet privileges for the remainder of the school year or longer and may be recommended for suspension.

Level 3 – Expellable Offense

Students who engage in conduct involving criminal misuse of technology, as defined by state or federal law, may be recommended for expulsion. Students expelled for technology misuse will also lose district technology privileges for the duration of the expulsion period.

Children's Internet Protection Act (CIPA)

The district will comply with the Children's Internet Protection Act (CIPA) and implement procedures to promote safe and appropriate use of electronic media and district technology resources. The superintendent or designee will establish guidelines addressing:

- Appropriate use of the internet, email, and district technology resources;
- Teacher supervision of student technology use;
- Student online safety and digital citizenship;
- Privacy and administrative access to electronic files and communications; and
- Prohibited or illegal online activities, including hacking, spreading malicious software, or damaging programs or data.

Students will receive instruction regarding appropriate online behavior, including:

- Safe interaction on social networking sites and in chat rooms;
- Cyberbullying awareness and response; and
- Responsible digital communication.

Internet safety measures will be implemented to:

- Limit student access to inappropriate or harmful material;
- Promote the safety and security of students using electronic communication tools;
- Prevent unauthorized access or unlawful online activity;
- Protect personal information of students; and
- Enforce appropriate technology use expectations.

Technology use expectations and consequences for violations are outlined in the district's acceptable use and student discipline policies.

Textbooks

Textbooks and workbooks are provided to students on a rental basis. Students may be charged fines for books or materials that are lost or damaged beyond normal wear and tear. Additional fees established by the Board of Education may be assessed for courses that use consumable materials. Instructors may also assign additional course-related costs for specific materials or supplies used in class.

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Student Services

Student Privacy Rights

District employees may have access to confidential information and records as part of their job responsibilities. Such information may include, but is not limited to, student records, background check information, Social Security numbers, driver or vehicle records, and information protected by law or district policy. Employees are prohibited from disclosing confidential information except to authorized individuals who require access as part of their official duties or as otherwise permitted by law, district policy, or court order. If an employee receives a request for confidential information that appears inappropriate or unauthorized, the employee must deny the request and immediately notify their supervisor unless disclosure is required by law. Employees who improperly release confidential information or use such information for personal gain or unauthorized purposes may be subject to disciplinary action, up to and including termination of employment.

Library

Library services are available to all students. Students are encouraged to use the library before school, after school, and at other times approved by staff. Students are expected to follow all library rules and procedures. Failure to do so may result in the loss or restriction of library privileges.

Food Service

Students are expected to remain on campus during meal periods unless otherwise approved by school administration. Lunches may be purchased through the school meal program or brought from home. Milk may be purchased to

accompany home-packed lunches. The district provides students with access to school breakfast and lunch programs in accordance with state and federal guidelines. Free and reduced-price meals are available for students who qualify. Information regarding eligibility and application procedures will be provided by the district. Meal periods will be scheduled by each building principal, and students are expected to eat in designated areas. Emergency exceptions to meal period procedures may be granted only through administrative approval. Meal prices are established annually by the Board of Education and may be adjusted during the school year if necessary. The district's food service program is supervised by the food service director and building administration.

Purchasing Meals
Total charges to each student account will be limited to the cost of 5 days of meals. Charges will only be allowed for full Main Menu meals. The student is reminded when their account is $6.40 at the elementary level and $6.90 at the middle and high school levels. A notice will be sent to the parents/guardian when the account reaches $0.00.

NOTE – Students in grades K-12 will never be allowed to be without some kind of food. An alternative food source will be given to these students if this form of action is required. (i.e. PB&J, Cheese Sandwich, Fruit & milk)

Refunds
Refunds are only to be given if a student is leaving the school district or at the end of the school year.

Transportation To and From School

Bus transportation may be provided to eligible students to and from school. The district may also provide transportation for school-sponsored activities. Students are not permitted to drive personal vehicles to district-sponsored activities held during the school day unless approved by administration. Students riding school transportation are under the authority of the bus driver and are expected to follow all district behavior expectations while on the bus. Failure to follow transportation rules may result in disciplinary action or loss of transportation privileges. Transportation expectations include, but are not limited to:

- Following directions from the bus driver or sponsor promptly and respectfully;
- Using appropriate language and behavior at all times;
- Remaining seated and facing forward while the bus is in motion;
- Keeping all body parts and objects inside the bus;
- Using the emergency exit only in an actual emergency;
- Keeping the bus clean and free of litter;
- Waiting for the bus to stop and receive driver permission before boarding or crossing the roadway; and
- Maintaining appropriate noise levels, especially at railroad crossings and major intersections.

Students must receive prior approval before bringing non-school-related items onto the bus.

Students will have the opportunity to discuss incidents of inappropriate behavior with an administrator before transportation privileges are suspended or revoked. Bus drivers will report violations to school administration, and disciplinary action will be handled in accordance with district policy and the student behavior code.

Exceptional Students

Exceptional Child Due Process Procedures
Before a student may be excluded, reassigned, transferred, or denied placement in special education services due to exceptionality, the district will follow all procedures required by state and federal law.

Parents/guardians will receive written notice of any proposed action regarding special education placement or services. The notice will explain the proposed action, the reasons for the decision, the right to request a hearing, and information regarding available free or low-cost legal services. Notices will be provided in the primary language used in the home whenever required by law.

No change in placement or services will occur during the period allowed for requesting a hearing unless written consent is provided by the parent/guardian. Parents/guardians have the right to revoke consent and request a hearing at any time.

When it is determined that a student requires services beyond those offered by the district and the student is officially admitted to an appropriate state institution or specialized program, the district may no longer be required to provide those services directly, as permitted by law.

Procedural Due Process Hearing
Hearings related to special education placement or services will be conducted at a time and location reasonably convenient for the student's parent/guardian. Hearings will be closed unless the parent/guardian requests an open hearing.

Upon receiving a request for a hearing, the hearing officer will schedule the hearing within the timelines required by law. During the hearing, both parties have the right to:

- Be represented by legal counsel or another advisor of their choice;
- Review and respond to evidence and testimony presented;
- Present witnesses, including expert testimony;
- Cross-examine witnesses;
- Present evidence and testimony on the student's behalf; and
- Receive a fair and impartial hearing based on substantial evidence.

Both parties may prohibit the introduction of evidence not shared at least five days prior to the hearing. A record of the hearing will be created through recording or by an official court reporter. Parents/guardians and their representatives will have access to relevant records, evaluations, reports, and testing information prior to the hearing. Written notice of the hearing decision will be provided to the student, parent/guardian, or legal representative within 24 hours of the decision. Hearing officers appointed by the Board of Education must be impartial and may not be individuals directly involved in the recommendation or employed in a conflicting role. Hearing officers may administer oaths and will provide a written report of the hearing and decision. Decisions are subject to appeal as provided by law.

The district will be responsible for the costs associated with the hearing process.

Appeal Provision
Both parties have the right of appealing such a decision to the state board of education according to law.

Physically Handicapped Students

Students with temporary or permanent physical disabilities or injuries are encouraged to attend school whenever possible. If a student is unable to attend school due to injury or medical condition, it is the responsibility of the student or parent/guardian to obtain assignments and classwork from teachers. Students with injuries or medical conditions affecting mobility may request accommodations, including permission to arrive late to class, through the building principal. Temporary accommodations may require periodic renewal as determined by the school. Students unable to participate in physical education or other activities due to injury or medical condition must provide a physician's statement outlining the restriction upon returning to school. The district will work with staff to provide reasonable accommodations and support for students with documented physical disabilities or medical needs to ensure access to the educational program and school activities.

Axtell Elementary School Information

(Applicable to students in Grades PK-5)

Classrooms

Invitations

Students are to distribute party invitations at school only with the permission of the teacher.

Holiday/Class Parties

Classroom teachers will notify parents of any holiday parties the class/school will celebrate. If a student does not want to participate in a holiday party because of his/her beliefs, the building principal should be contacted to excuse the student(s) from the party.

Room Parents

Parents are encouraged to be a working partner with the teacher. If you wish to help the teacher in the classroom, please notify the teacher.

Lockers

Students Lockers

Students in grades 3–5 will be assigned a locker at the beginning of the school year. Students are expected to keep lockers clean and orderly. Locker decorations must be appropriate and may be subject to administrative approval. Lockers remain the property of the school district and are subject to joint control by the school and the student. Students should not expect privacy regarding locker contents, and lockers may be searched in accordance with district policy and applicable law.

Academics

Grading/Grade Classification

Axtell Public School uses different grading practices at the elementary level based on students' developmental needs.

Students in Preschool through 3rd Grade are graded using a standards-based grading system. Rather than receiving traditional letter grades, students are evaluated on their progress toward mastering specific grade-level skills and learning standards. This provides families with a clear picture of what students know and are able to do.

Students in 4th and 5th Grade receive traditional letter grades as indicated below. This grading system helps prepare students for middle school while continuing to communicate academic progress and achievement.

Both grading systems are designed to support student learning and provide meaningful feedback to students and families.

A	4.00	90-100 Percent
B	3.00	80-89 Percent
C	2.00	70-79 Percent
D	1.00	60-69 Percent
F	0.00	00-59 Percent

Incompletes

Incomplete grades must be resolved within five school days following the end of the grading period or the incomplete will convert to a failing grade. Additional time may be granted with approval from the principal.

School Issued Devices

Kindergarten-5th Grade

Students in Kindergarten through 5th Grade utilize school-issued iPads as instructional tools to support learning in the classroom. These devices are assigned for school use and remain at school unless otherwise approved by administration.

Students are expected to use their devices responsibly and take reasonable care of all equipment, including the iPad, case, charger, and any related accessories. Damage resulting from normal wear and tear will be addressed by the school. However, any damage, loss, or destruction resulting from misuse, negligence, or intentional actions may result in repair or replacement costs being charged to the student and/or parent/guardian.

The goal of our device program is to provide students with access to technology while teaching responsible digital citizenship and care of school property.

Axtell Middle School Information

(Applicable to students in Grades 6-8)

Enrollment/Withdrawal from School

Transferring Credit

In middle school and high school, credit earned at accredited schools will generally be accepted and applied toward graduation requirements unless the principal determines there is a valid reason for denying credit transfer.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal after consultation with the student's parent/guardian and appropriate school personnel. Final grade and course placement will be based on the student's prior educational records, academic history, and any assessments used to determine appropriate placement.

Academics

Grading/Grade Classification

The evaluation of student progress and determination of GPA and honor roll will be based on a 4-point system (per semester):

A	4.00	90-100 Percent
B	3.00	80-89 Percent
C	2.00	70-79 Percent
D	1.00	60-69 Percent
F	0.00	00-59 Percent

Honor Roll

At the end of each semester, honor rolls will be published to recognize academic achievement for students in grades 6–12. Honor roll classifications are as follows:

- Superintendent's Honor Roll: 4.0 GPA
- Principal's Honor Roll: 3.50–3.99 GPA
- Honor Mention Roll: 3.00–3.49 GPA

The following guidelines apply:

- All credit-bearing classes will be included in GPA calculations;
- All classes will carry equal weight unless otherwise approved by administration; and
- Adjusted grading scales may be used for selected students with administrative approval.

Incompletes

Incomplete grades must be resolved within five school days following the end of the grading period or the incomplete will convert to a failing grade. Additional time may be granted with approval from the principal.

School Issued Devices

6th Grade

Student devices will be stored in a designated location during the school day and used during class only as directed by the teacher. Students will not carry devices from class to class or take devices home unless approved by a teacher or administrator.

7th Grade

Student devices will be stored in a designated location during the school day and used during class only as directed by the teacher. Students will not carry devices from class to class or take devices home unless approved by a teacher or administrator.

8th Grade

During the first semester and the beginning of the second semester, student devices will be stored in a designated location during the school day and used during class only as directed by the teacher. Students will not carry devices from class to class or take devices home unless approved by a teacher or administrator.

At a time determined by the administration during the second semester, 8th grade students may be permitted to carry their devices throughout the school day. At a later point in the second semester, students may also be allowed to take devices home.

This gradual release process is intended to help students build responsibility, accountability, and appropriate device-use habits while allowing staff time to establish and reinforce expectations.

Associated Costs

Students are expected to exercise reasonable care when using school-issued devices, chargers, carrying cases, and related accessories. The student and parent/guardian assume responsibility for the condition and proper use of all equipment assigned to the student.

Students and families may be held financially responsible for repair or replacement costs resulting from loss, negligence, misuse, intentional damage, or failure to properly care for school-issued equipment. Examples include, but are not limited to, cracked or broken screens, damaged keyboards or keys, dented or bent device frames, lost or damaged chargers, damaged carrying cases or computer bags, liquid damage, and other preventable damage requiring repair or replacement.

The district reserves the right to assess repair or replacement fees based on the nature and extent of the damage. Failure to pay assessed fees may result in the withholding of school-issued devices, participation in certain school activities, transcripts, diplomas, or other privileges as permitted by district policy.

Lockers

Students Lockers

Each student will be assigned a locker at the beginning of the school year. Students are expected to keep lockers clean and orderly. Locker decorations must be appropriate and are subject to administrative approval. Lockers remain under the joint control of the school and the student. Students should not expect privacy regarding locker contents, and lockers may be searched in accordance with district policy and applicable law. Students who need additional storage space may request an extra locker through the school administration.

Athletic/Activities

Philosophy

Extracurricular activities are an important part of the educational experience at Axtell High School. Participation provides students with opportunities to develop leadership, responsibility, teamwork, discipline, and school pride while building relationships within the school and community. These activities encourage personal growth and help students develop the skills, work ethic, and positive attitudes necessary for success as productive citizens.

Objectives

The goals of extracurricular activities are to:

- Provide opportunities for students to participate in competitive and cooperative activities with other schools;
- Promote the development of physical fitness, strength, endurance, and overall well-being;

- Foster responsibility, sportsmanship, teamwork, and a strong work ethic;
- Develop skills and interests that encourage positive and productive use of leisure time; and
- Build school pride, unity, and a positive school culture that supports student growth and enhances the educational experience.

Activities Dress Code (Camps - Competition - Practice)

- Spandex shorts may be worn during closed practices with coach approval unless issued as part of an official athletic uniform. Scrimmages are not considered closed practices.
- Students must wear shirts at all times outside of the locker room, including before and after practices, competitions, games, and matches. Undergarments, including sports bras and boxer shorts, must remain covered.
- Students participating in extracurricular activities are expected to follow the district dress code unless an exception is approved by administration or is required as part of an approved activity uniform (e.g., volleyball shorts, wrestling singlets, cheer uniforms).

Clothing or accessories that:

- Reference or promote drugs, alcohol, tobacco, or similar substances;
- Contain profanity, inappropriate language, or sexual references; or
- Are excessively revealing, including exposed undergarments, bare midriffs, excessively low-cut tops, or overly short or tight clothing;

are not permitted during school-sponsored activities.

Student In Good Standing

Participation in school activities/social events/attendance as a spectator is permitted only if a student is in good standing.

Definition of "Good Standing":

To participate in extracurricular activities, athletics, clubs, dances, and other school-sponsored events, students must:

- Meet all KSHSAA eligibility requirements, including passing at least five new classes during the previous semester;
- Have no more than one failing grade in currently enrolled classes;
- Comply with school attendance and tardy policies;
- Have no outstanding detention obligations;
- Not be suspended from school; and
- Not be placed on notice or restriction by the principal.

Expectations for Behavior at Athletic Contests

Students attending school-sponsored activities are expected to demonstrate good sportsmanship and represent the school in a positive manner by:

- Treating participants, coaches, officials, staff, and spectators with courtesy and respect;
- Following event rules and respecting the decisions of officials;
- Displaying self-control and appropriate behavior at all times;
- Winning with humility and losing with dignity; and
- Supporting teams and activities in a positive, sportsmanlike manner.

Students are expected to remain in designated spectator areas and stay within the event facility unless granted permission to leave. Students may not bring outside beverages into school-sponsored events.

Students who create disruptions, fail to attend the event appropriately, or violate school expectations may be required to leave and may lose the privilege of attending future activities.

Attendance at extracurricular activities is a privilege. Students must be in good standing and meet all eligibility requirements established by the district. Students who do not meet the minimum academic eligibility requirements may be restricted from attending school-sponsored activities until academic standing is restored.

Eligibility

Students participating in extracurricular activities must meet all eligibility requirements established by the Kansas State High School Athletic Association (KSHSAA). KSHSAA requires students to have passed at least five unit-weight courses during the previous semester of attendance.

In addition to KSHSAA requirements, Axtell High School students must meet the following standards to participate in extracurricular activities and school-sponsored social events:

- Students must maintain a grade of 67% or higher in at least six unit-weight courses. Students with a grade of 66% or lower in two or more classes will be considered ineligible.
- Eligibility will be determined weekly based on cumulative grades.
- A two-week grace period will be provided at the beginning of each semester before eligibility checks begin.
- Periods of ineligibility will run from Monday through Sunday.
- Teachers are expected to update grades regularly.
- Students may regain eligibility before the end of the week by providing written verification from teachers confirming they are back in good standing. It is the student's responsibility to provide this documentation to the activities director and coach/sponsor.
- Students enrolled in co-curricular classes may participate in required after-school performances or activities connected to those courses.
- Students who miss school-day co-curricular activities due to ineligibility may be required to complete an alternate assignment assigned by the instructor.
- Ineligible students may still attend practices with coach approval.
- Ineligible students may not travel with teams or groups to away events or activities.

Axtell High School Information
(Applicable to students in Grades 9-12)

Enrollment/Withdrawal from School

Foreign Exchange Students
USD #113 Axtell Schools may cooperate with approved foreign exchange programs and may serve as a host school in accordance with guidelines established by the Kansas State High School Athletic Association and other applicable organizations. Foreign exchange students will only be accepted if they are sponsored through a program recognized by the National Association of Secondary School Principals and included on the current approved advisory list of international exchange programs.

Foreign exchange students may receive a Certificate of Attendance for successful completion of an approved course of study and faithful attendance. A foreign exchange student may be eligible to receive a high school diploma upon recommendation of the high school principal, verification that all Kansas graduation requirements have been met, and approval by the Board of Education.

Transferring Credit
In middle school and high school, credit earned at accredited schools will generally be accepted and applied toward graduation requirements unless the principal determines there is a valid reason for denying credit transfer.

Transfers from Non-Accredited Schools
Students transferring from non-accredited schools will be placed by the principal after consultation with the student's parent/guardian and appropriate school personnel. Final grade and course placement will be based on the student's prior educational records, academic history, and any assessments used to determine appropriate placement.

Academics

Graduation Requirements

	Axtell High School Class of 2028 and beyond **25 Credits**	Axtell High School Class of 2027 **25 Credits**	Kansas Regents Honor Scholars **16 credits**	NCAA **16 Credits**
English Language Arts	3.5 Credits	4 Credits	4 Credits (1 credit of English per year REQUIRED)	4 Credits
Communications	.5 Credit		.5 Credit	.5 Credit
Mathematics	3 Credits	3 Credits	4 Credits (at or above the level of Algebra 1)	3 Credits (at or above the level of Algebra 1)
Science	3 Credits	3 Credits	3 Credits (Biology, Chemistry, Physics)	2 Credits
STEM Elective	1 Credit	1 Credit		
Social Studies	3 Credits	3 Credits (World History, American History, American Government)	3 Credits	3 Credits
Financial Literacy	1 Credit	1 Credit		
Fine Arts	1 Credit	1 Credit		

Physical Education	.5 Credit	.5 Credit		
Health	.5 Credit	.5 Credit		
Foreign Language			2 Credits (must be 2 years of the same language)	
Electives	8 Credits	9 Credits		
Miscellaneous				1 Credit (Additional English, Math or Science course) 4 Credits Additional Core courses from any area listed above or from a foreign language)

Teacher's Assistant (TA)

Juniors and seniors in good standing may serve as a teacher assistant (TA) for one class period with approval from the supervising staff member and school administration. TA assignments are limited to approved placements only. Credit earned for serving as a TA will be recorded on the student transcript on a pass/fail basis.

Graduation Exercises

Students who have successfully completed all graduation requirements may participate in graduation ceremonies unless participation is denied for disciplinary or other appropriate reasons. All graduation activities and ceremonies are under the direction and supervision of the building principal.

Early Graduation

Students will not be permitted to graduate in fewer than four years unless written approval is granted by the superintendent no later than the December Board of Education meeting. Approval for early graduation will be considered only when the principal and superintendent determine, after consultation with the student, parents/guardians, and appropriate staff members, that early graduation is in the student's best interest. Students approved for early graduation may participate in graduation ceremonies. Following early graduation, students will no longer be eligible to participate in school-sponsored activities, including the Junior-Senior Prom and senior trip, except as an approved guest where permitted.

Vocational Internship

Students may participate in a vocational internship only through an approved career pathway recognized by the Kansas State Department of Education and supervised by the designated pathway instructor. The purpose of vocational internships is to provide students with meaningful experiences in high-skill, high-demand career fields.
The following guidelines apply to all internship placements:

- Students may not be self-employed;
- Students may not intern for a parent, immediate family member, or district employee;
- Participation requires a signed partnership agreement between the school, employer, student, and parent/guardian outlining responsibilities and expectations;
- Students leaving or returning during the school day for internship purposes must sign out and/or sign in through the school office;
- Student time sheets and attendance records must be regularly monitored (monthly) and approved by the supervising instructor; and
- Internship experiences must comply with all KSDE pathway competency and documentation requirements.

The district will maintain records required for program monitoring and audit purposes, including:

- Attendance and work schedules;
- Employer evaluations and verification of work experience;
- Documentation of instructor site visits;

- Student competency records; and
- Employer contact information.

Each internship program will also include orientation and evaluation opportunities for students, staff, and employers to support successful participation and continuous program improvement.

Work Study Programs

Participation in the work-study (Professional Learning Experience) or on-the-job training (OJT) program will be considered on an individual basis and approved by the principal or designee. Students participating in the program remain under the supervision and authority of the school district and must comply with all district policies related to enrollment, attendance, conduct, and academic standing.

To be eligible for participation, students must:

- Be at least 16 years old by the start of the school year;
- Be classified as a junior or senior;
- Maintain full-time student status;
- Begin participation only at the start of a semester; and
- Work during the designated school-time period assigned for work-study credit.

Additional program requirements include:

- Students may not be self-employed or work for parents/guardians, district employees, or school staff;
- The school district does not secure employment placements but must approve all job sites;
- Students must obtain employer agreement to participate in evaluations and program requirements;
- Credit earned is based on satisfactory job performance and completion of program expectations;
- Work-study credit will be recorded on a pass/fail basis; and
- A maximum of four total credits may be earned through the program.

In accordance with Kansas State Department of Education guidelines:

- A signed training agreement is required between the employer, student, parent/guardian (if under 18), and supervising teacher;
- Classroom instruction and work experience must align with approved educational objectives and pathway competencies;
- Student time sheets and attendance records, evaluations, work schedules, and site visit records must be maintained; and
- Employers, students, and staff will participate in orientation and evaluation activities to support program quality and compliance.

The program/school shall maintain a record of employers, employer addresses, and employer phone numbers and make these available along with other listed documents for audit purposes. (Source: http://www.ksde.org/Default.aspx?tabid=113)

Promotion and Retention

The district's goal is to support each student's academic, social, and emotional growth through continuous educational progress. Decisions regarding acceleration, promotion, or retention will be made based on the best interests of the student. When determining promotion or retention, input from teachers, administrators, counselors, and parents/guardians will be considered as part of the decision-making process. High school student classification for grades 9–12 will be determined during summer enrollment based on the number of credits earned and other applicable district requirements.

Grade 9	0 Credits
Grade 10	5 Credits
Grade 11	11 Credits
Grade 12	19 Credits

Students will not be allowed to change grade levels during the school year.

Grading/Grade Classification

The evaluation of student progress and determination of GPA, honor roll, class rank, and the designation of valedictorian and salutatorian will be based on a 4-point system (per semester):

A	4.00	90-100 Percent
B	3.00	80-89 Percent
C	2.00	70-79 Percent
D	1.00	60-69 Percent
F	0.00	00-59 Percent

Honor Roll

At the end of each semester, honor rolls will be published to recognize academic achievement for students in grades 6–12. Honor roll classifications are as follows:

- Superintendent's Honor Roll: 4.0 GPA
- Principal's Honor Roll: 3.50–3.99 GPA
- Honor Mention Roll: 3.00–3.49 GPA

The following guidelines apply:

- All credit-bearing classes will be included in GPA calculations;
- All classes will carry equal weight unless otherwise approved by administration; and
- Adjusted grading scales may be used for selected students with administrative approval.

Valedictorian and Salutatorian

Valedictorian and Salutatorian honors will be awarded to the seniors with the two highest cumulative grade point averages in the graduating class. Students receiving these honors will be recognized with a medal. If two or more students share the highest cumulative GPA, all qualifying students will be named Valedictorians, and no Salutatorian honor will be awarded. Class rank for these honors will be determined using all eight semesters of high school grades.

Incompletes

Incomplete grades must be resolved within five school days following the end of the grading period or the incomplete will convert to a failing grade. Additional time may be granted with approval from the principal.

Summer School

Students participating in the credit recovery or summer school program must meet district eligibility requirements and comply with all program expectations. Eligibility requirements may include:

- Attendance at a USD #113 high school during both semesters of the previous school year;
- Failure of one semester of a required or core course; or
- Needing up to 0.5 credits for graduation.

Students must submit all required paperwork to the high school office by the established deadline. Families participating in the program will pay the district an established fee to help offset program costs.

Students are expected to:

- Attend all required sessions unless excused for an emergency;
- Use school technology appropriately and only for coursework;
- Meet designated deadlines and attendance expectations; and
- Complete coursework within the assigned program timeline.

Students who successfully complete coursework before the end of the scheduled session may not be required to attend additional days. Students are expected to follow all school rules and technology expectations while participating in the program. Disciplinary issues may result in removal from the program and loss of the opportunity to earn credit.

Scheduling Classes/Changes to Schedules

Due to scheduling limitations and varying student requests, it may not be possible to accommodate all course preferences. Priority for class placement will generally be given in the following order: seniors, juniors, sophomores, and freshmen. After the master schedule is established, remaining class openings will be filled on a first-come, first-served basis through the approved add/drop process. Schedule change deadlines are as follows:

- Semester 1 schedule changes must be completed by the end of the fourth school day of the semester;
- Semester 2 schedule changes must be completed during the designated schedule adjustment period at the end of Semester 1.

Students requesting a schedule change must first meet with the school counselor to discuss appropriate placement. Required approval paperwork must then be completed and signed by the parent/guardian, the teacher of the requested course, and school administration before the change is finalized.

Transportation

Students Driving/Riding in Personal Automobiles

Whenever possible, U.S.D. #113 will provide transportation to and from school events and practices. In certain situations, district transportation may not be available or students may need to use personal vehicles for school-related responsibilities such as setting up concession stands, transporting supplies or equipment, moving product, or completing other approved tasks related to school activities.

Students may be permitted to drive personal vehicles to school-sponsored events or activities only with prior approval from school administration and supervising USD #113 personnel. A completed driver approval form signed by a parent/guardian must be on file in the office before a student may drive themselves or transport other students for any school-related activity.

Students are expected to follow all school rules, safety expectations, and transportation guidelines while operating a personal vehicle for school purposes. Any student found in violation of this policy may lose the privilege of driving for future school-related events or activities where use of a personal automobile is required or permitted.

Lockers

Students Lockers

Each student will be assigned a locker at the beginning of the school year. Students are expected to keep lockers clean and orderly. Locker decorations must be appropriate and are subject to administrative approval. Lockers remain under the joint control of the school and the student. Students should not expect privacy regarding locker contents, and lockers may be searched in accordance with district policy and applicable law. Students who need additional storage space may request an extra locker through the school administration.

School Issued Devices

Associated Costs

Students are expected to exercise reasonable care when using school-issued devices, chargers, carrying cases, and related accessories. The student and parent/guardian assume responsibility for the condition and proper use of all equipment assigned to the student.

Students and families may be held financially responsible for repair or replacement costs resulting from loss, negligence, misuse, intentional damage, or failure to properly care for school-issued equipment. Examples include, but are not limited to, cracked or broken screens, damaged keyboards or keys, dented or bent device frames, lost or damaged chargers, damaged carrying cases or computer bags, liquid damage, and other preventable damage requiring repair or replacement.

The district reserves the right to assess repair or replacement fees based on the nature and extent of the damage. Failure to pay assessed fees may result in the withholding of school-issued devices, participation in certain school activities, transcripts, diplomas, or other privileges as permitted by district policy.

Athletic/Activities

Philosophy

Extracurricular activities are an important part of the educational experience at Axtell High School. Participation provides students with opportunities to develop leadership, responsibility, teamwork, discipline, and school pride while building relationships within the school and community. These activities encourage personal growth and help students develop the skills, work ethic, and positive attitudes necessary for success as productive citizens.

Objectives

The goals of extracurricular activities are to:

- Provide opportunities for students to participate in competitive and cooperative activities with other schools;
- Promote the development of physical fitness, strength, endurance, and overall well-being;
- Foster responsibility, sportsmanship, teamwork, and a strong work ethic;
- Develop skills and interests that encourage positive and productive use of leisure time; and
- Build school pride, unity, and a positive school culture that supports student growth and enhances the educational experience.

Activities Dress Code (Camps - Competition - Practice)

- Spandex shorts may be worn during closed practices with coach approval unless issued as part of an official athletic uniform. Scrimmages are not considered closed practices.
- Students must wear shirts at all times outside of the locker room, including before and after practices, competitions, games, and matches. Undergarments, including sports bras and boxer shorts, must remain covered.
- Students participating in extracurricular activities are expected to follow the district dress code unless an exception is approved by administration or is required as part of an approved activity uniform (e.g., volleyball shorts, wrestling singlets, cheer uniforms).

Clothing or accessories that:

- Reference or promote drugs, alcohol, tobacco, or similar substances;
- Contain profanity, inappropriate language, or sexual references; or
- Are excessively revealing, including exposed undergarments, bare midriffs, excessively low-cut tops, or overly short or tight clothing;

are not permitted during school-sponsored activities.

Student In Good Standing

Participation in school activities/social events/attendance as a spectator is permitted only if a student is in good standing.

Definition of "Good Standing":

To participate in extracurricular activities, athletics, clubs, dances, and other school-sponsored events, students must:

- Meet all KSHSAA eligibility requirements, including passing at least five new classes during the previous semester;
- Have no more than one failing grade in currently enrolled classes;
- Comply with school attendance and tardy policies;
- Have no outstanding detention obligations;
- Not be suspended from school; and
- Not be placed on notice or restriction by the principal.

Participating in Dual Sports

Coaches will determine prior to each season whether athletes will be permitted to participate in more than one sport simultaneously. If both coaches approve dual participation, a meeting will be held with the athletic director, coaches, parent/guardian, and student-athlete before the season begins.

Topics discussed will include:

- Academic expectations and completion of schoolwork;
- Practice and competition schedules;
- A participation calendar identifying which sport the athlete will attend each day;
- Selection of a primary sport for resolving regular-season scheduling conflicts;
- Plans for potential postseason conflicts;
- Transportation arrangements;
- Playing time expectations; and

Before participating in dual sports, the student-athlete and parent/guardian must acknowledge that the arrangement may be modified or terminated at any time if either coach, the athletic director, or the principal determines it is no longer in the best interest of the student or the programs involved.

The purpose of the meeting is to ensure all parties clearly understand the expectations and participation plan before the season begins.

Expectations for Behavior at Athletic Contests

Students attending school-sponsored activities are expected to demonstrate good sportsmanship and represent the school in a positive manner by:

- Treating participants, coaches, officials, staff, and spectators with courtesy and respect;
- Following event rules and respecting the decisions of officials;
- Displaying self-control and appropriate behavior at all times;
- Winning with humility and losing with dignity; and
- Supporting teams and activities in a positive, sportsmanlike manner.

Students are expected to remain in designated spectator areas and stay within the event facility unless granted permission to leave. Students may not bring outside beverages into school-sponsored events.

Students who create disruptions, fail to attend the event appropriately, or violate school expectations may be required to leave and may lose the privilege of attending future activities.

Attendance at extracurricular activities is a privilege. Students must be in good standing and meet all eligibility requirements established by the district. Students who do not meet the minimum academic eligibility requirements may be restricted from attending school-sponsored activities until academic standing is restored.

Eligibility

Students participating in extracurricular activities must meet all eligibility requirements established by the Kansas State High School Athletic Association (KSHSAA). KSHSAA requires students to have passed at least five unit-weight courses during the previous semester of attendance.

In addition to KSHSAA requirements, Axtell High School students must meet the following standards to participate in extracurricular activities and school-sponsored social events:

- Students must maintain a grade of 67% or higher in at least six unit-weight courses. Students with a grade of 66% or lower in two or more classes will be considered ineligible.
- Eligibility will be determined weekly based on cumulative grades.
- A two-week grace period will be provided at the beginning of each semester before eligibility checks begin.
- Periods of ineligibility will run from Monday through Sunday.
- Teachers are expected to update grades regularly.
- Students may regain eligibility before the end of the week by providing written verification from teachers confirming they are back in good standing. It is the student's responsibility to provide this documentation to the activities director and coach/sponsor.
- Students enrolled in co-curricular classes may participate in required after-school performances or activities connected to those courses.

- Students who miss school-day co-curricular activities due to ineligibility may be required to complete an alternate assignment assigned by the instructor.
- Ineligible students may still attend practices with coach approval.
- Ineligible students may not travel with teams or groups to away events or activities.

Behavior/Consequence Matrix
Axtell Public School (PK-12)

Infractions of APS Student Code of Conduct	Warning	30 Minute Detention	60 Minute Detention	1-3 Days In School Suspension (ISS)	3-5 Days In School Suspension (ISS)	Out of School Suspension (OSS)	Long Term Suspension (LTS)	Expulsion
Cell Phone/ Electronic Device Misuse		1	2					
Public Display of Affection	1	2	3					
Tardies	4	5+		10+				
Unruly Conduct that Disrupts School	Determined by Principal							
Cheating/ Academic Dishonesty			1	2	3			
Obscene or Profane Language		1	2	3				
Unexcused Absence	Make up time and follow truancy policy							
Dress Code	Determined by Principal							
Insubordination			1	2	3			
Forgery			1	2	3			
Missed Detention			1	2	3			
Leaving Without Permission				1	2	3		
Intimidation, threats to students, staff Harassment				1	2	3		
Fighting				1	2	3		
Stealing					1	2	3	
Vandalism					1	2	3	
Possession, use, under the influence, peddling of tobacco, alcohol, controlled substances						1	2	3
Fireworks, bombs, fire alarms, false alarms							1	2
Weapons, possession or use of								1
Other acts deemed inappropriate	Determined by Principal							

USD #113
CLASSIFIED HANDBOOK
2026-27

Preparing Kids, Shaping the Future

Approved _06/08/2026_____

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INTRODUCTION

This employee handbook for classified personnel has been prepared to help answer any questions you may have concerning employment with Unified School District No. 113. You will want to keep this handbook in order that you may refer to it when you have questions or problems.

The policies and procedures herein are those currently in effect in Prairie Hills Unified School District No.113. They are subject to change through appropriate administrative or Board of Education action. The Board of Education retains its legal obligation to make decisions that establish policies for Prairie Hills Unified School District No.113. Official policies of Unified School District No. 113 take precedence over practices and procedures should any conflict arise.

The Board of Education, the administration and certified staff are proud to have you as part of the classified staff of Prairie Hills Unified School District No. 113. You have been selected for the position you hold because your qualifications indicate that you are the best person to fill the position.

Classified Personnel - all employees who are not required to hold a Kansas State Educational Certificate. Included in the group are custodial, food service, office, instructional support staff, nurses, and transportation personnel.

The classified employee is very important to the district and plays a major role in providing a safe, orderly, and healthy environment for students and staff. Never underestimate the importance of your position. Classified personnel are an important part of **"**Effective Schools**"**.

USD 113 MISSION STATEMENT

Preparing Kids, Shaping the Future

EQUAL OPPORTUNITY EMPLOYER

Unified School District No.113 hires and promotes employees on the basis of their qualifications, without regard to race, religion, color, sex, age, national origin, or a disability unrelated to the job in question.

Hiring Procedure

In order to be considered for employment at USD 113, each prospective employee must:

1. Receive and fill out and have on file an application. Applications may be obtained at the Board of Education office at 1619 S Old HWY 75, Sabetha, KS 66534

2. Once the candidate's qualifications are determined to be appropriate for the position, an appointment will be made for the candidate to be interviewed.

3. Candidate passes a background check.

4. After the interview process, a prospective employee's name is submitted to the Board of Education for final approval of employment.

Upon employment and before beginning to work for the school district, all persons must provide:

- I-9, Employment Eligibility Verification
- TB test
- Oath of Allegiance
- Race/Ethnicity form
- Employee withholding certificates (W-4 & K-4 forms)
- Kansas Public Employee Retirement System enrollment and beneficiary forms, when applicable
- Bloodborne Pathogens Certification
- Health physical
- Direct Deposit form
- Advance Life Insurance form
- Sick bank form, if participating

Necessary forms are to be given to district office personnelbefore an employee begins his/her first day at work. Paychecks will be held at the Board Office until all required paperwork is complete and submitted to the Board Office.

Health Certification

Certification of health shall be required of classified personnel upon their employment. The certification must include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils and that freedom from tuberculosis has been established by chest X-ray or negative tuberculin skin test. The employee may obtain the health examination and TB test from a doctor of his/her choice. The entire cost of the physical examination must be paid by the employee. A certification of health and Tb no older than 1 year is acceptable.

If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of students, the school board may require a new certification of health. Employee's certificate of health must be signed by a licensed physician, or a designated representative of the physician, on a form prescribed by the Kansas State Department of Health.

Employee Records

It is important that your employment records are kept up-to-date. Be sure to notify the Board of Education office if there are changes in any of the following:

1. Your name;
2. Your mailing address;
3. Your home telephone or cell phone number;
4. The phone number where you can be reached in case of emergency;
5. Correction to your social security number;
6. Marital status or dependent status which may change your W-4, K-4, health insurance coverage, or KPERS beneficiary
7. Direct Deposit banking change

Personal Appearance Policy for Food Service Employees

1. Employees must dress neatly and in clothing designed for the tasks at hand. Clothes should not have holes or be stained. Sleeveless tops may be worn, but the straps must be at least a credit card-width, so as to cover straps from undergarments. Jeans with no holes are acceptable. Clean, unwrinkled medical "scrub" tops and bottoms are acceptable. Capris may be worn, as well as knee-length shorts.
2. Hair and beard restraints must be worn ***at all times*** in the food production areas. ***All*** hair should be covered, including bangs, per Kansas Food Code 2012: 2-402.11.
3. Wear clean, sturdy, close toed shoes. Non-skid bottoms are not required, but highly recommended. Open mesh tennis shoes ***may not*** be worn.
4. Fingernails should be clean, trim and smooth, unpolished, and natural. No artificial nails, nail polish, gels, or wraps ***of any kind*** are allowed, per Kansas Food Code 2012: 2-302.11.
5. "Except for a plain ring ***with a level surface***, such as a wedding band, while preparing food, food employees may not wear jewelry ***including medical information jewelry*** on their arms or hands." Kansas Food Code 2012:2-303.11. A simple medical information *necklace* is allowed.

6. One pair of simple post earrings and one simple necklace may be worn in the food production area. ***No*** facial piercings (tongue, nose, lip, brow, etc.), multiple ear piercings, "French hook" earrings, or multiple necklaces may be worn.
7. An apron, disposable or cloth, must be worn over clothing while in food production areas. If the apron becomes soiled, the apron must be changed prior to service time.

8. Visible tattoos are allowed, as long as they are deemed inoffensive by school officials and management. If a tattoo is freshly inked, it would fall under the "open wound" guidelines of the Food Code and would need to be completely covered at all times until fully healed.

Gratis Meals

Classified personnel, whose job description is vital to the preparation, service, etc. of reimbursable meals will receive gratis meals. Employees that would receive gratis meals include: Food Service Employees, individuals responsible for point of sale, and any personnel responsible for transporting meals. This includes breakfast and/or lunch if their on-duty time is during the service of these meals. The negotiated agreement should be consulted for gratis meals for licensed personnel.

Mileage

Classified personnel, whose job description requires in-district travel from one community to another community, will be given a mileage allowance for the number of miles traveled between locations. Mileage will be paid only when district transportation is not available. The rate paid per mile is determined annually by the Board of Education. Mileage reimbursement forms need to be received at the Board of Education office by the 25th of the month to be paid at the next regular Board of Education meeting.

Letters of Employment

Letters of Employment for 10-month employees are for school days, plus extra days for in-service or training as determined by the Principal or Supervisor. School head secretaries also work during Enrollment, Parent Teacher conferences, Teacher Inservice days, and (no more than) one day per week during the summer as needed to check mail and pay invoices.

Attendance and Lateness

U.S.D. 113 expects each employee to report to work on time and to continue to work until the end of the workday. An unsatisfactory attendance report, frequent lateness, and long lunch breaks may be cause for probation. Should these unsatisfactory conditions continue, your attendance record could be reason for dismissal.

How to Report Absences

If you know you will be absent in advance, please contact your supervisor or the supervisor's designated representative. If this isn't possible, please telephone your supervisor or the supervisor's designated representative as early as possible on the first day of your absence. After that, call your supervisor or the supervisor's designated representative daily until you are able to report for work again.

Unavoidable Lateness

If you must be late for work, or need extra time for lunch, please clear this matter with your supervisor. Lateness sometimes cannot be avoided. Please report directly to your supervisor to explain when you arrive late. If your supervisor is not available, report to the building principal.

Payroll Procedures

Each classified employee must keep an accurate record of their time electronically. These time sheets must be submitted to the immediate supervisor. The time cards will then be verified and signed by the supervisor and submitted to the payroll clerk.

Regular working hours vary from one department to another. The hours of your employment will be discussed with you by your immediate supervisor. Employees may not check in or out of their regularly scheduled working hours without prior approval from the immediate supervisor. Employees will be paid for hours worked each month on the payday following the end of the month.

Payroll Checks

Payroll will be distributed on or before the eighth day of each month. If a 10-month employee wishes to save a portion of each month's pay for summer pay, they can open a second checking or savings account and provide the District Payroll Office with a new ACH form with the amounts or percentage that they want deposited into each account.

Benefits Enrollment

Employees working 630 hours per year or more qualify for KPERS and other benefits.

Benefits open enrollment is in August each year for Benefit Year beginning October 1. All staff must go on-line to either enroll or waive coverage during the Open Enrollment period. Some benefit elections, such as health insurance or medical reimbursement can only be changed during Open Enrollment unless there is a qualifying event as determined by the IRS rules.

KPERS

An employee working 630 hours or more per year will automatically be a member of KPERS. The employee's contribution to KPERS is 6%, which is deducted from each paycheck. In addition to retirement, KPERS provides Life Insurance equal to 150% of your salary, and

Disability Coverage. KPERS also offers optional life insurance if you desire additional coverage through KPERS.

Insurance Benefit

A health insurance benefit is granted to qualifying employees. A maximum of $547.45 per month is granted to employees working 630 or more hours per school year. This benefit may only be used to purchase the district's health insurance. The employee's health insurance benefit goes into effect on the first of the month following the 1st day of employment.

When a classified employee resigns the health insurance benefit ends at the end of the month of their last day of work.

Cafeteria IRS 125 Plan

The cafeteria plan allows the employee to reduce his/her salary for the purpose of purchasing benefits without payment of tax on these items. An employee working 630 or more hours per school year is eligible. USD No. 113's cafeteria plan provides for the following:

1. Health Insurance
2. Disability Insurance
3. Cancer Insurance
4. Critical Illness
5. Life Insurance
6. *Child Care Reimbursement
7. *Medical Reimbursement
8. Dental
9. Vision
10. Accident Insurance
11. Short term disability
12. Medical Transportation Insurance

*The limit for the medical and child care reimbursement will be a maximum set by the Section 125 Plan.

403(B) Employee Matching Contribution

As part of employment with the School District, classified employees working over 630 hours are eligible to participate in the employer matching 403(b) retirement plan. The Board of Education will match a classified staff member's contribution up to $25.00/month. The benefit will not exceed $300 per school year. The BOE retains the right to adopt the 403(b) employer matching program on a year to year basis.

Vesting Schedule - Employee contributions are 100% vested. This means the value of your contributions and earnings are yours when you leave the District, regardless of years of service. Employer matching contributions are vested according to the following schedule:

Years of Service (completed)	Vesting percentage
0-5 years	0%
6-7 years	25%
8-9 years	50%
After 10 years	100%

Employees will be given years of service credit in the vesting schedule for years of service to USD 113 prior to the inception of this program in August of 2019.

Sick Leave

Classified employees working a minimum of 630 hours per year will be credited with 10 days of paid sick leave equal to their regularly scheduled work day on the first day of the fiscal year. Unused leave will be accumulated to a maximum of 60 days. The maximum number of days available in any fiscal year is 70 days.

An employee may use one (1) day per year from their sick leave for any bereavement.

Sick leave is available for the personal illness of the employee or the critical illness (not to include care for a child that gave birth with a normal pregnancy) or death in his or her immediate family. The immediate family is defined as father, mother, sisters, brothers, husband, wife, sons, daughters, grandparents, grandchildren, mother and father-in-law, brother and sister-in-law, daughter and son-in-law or other relatives whose regular residence is the home of the employee.

Employees found to be abusing sick leave will be considered to have been absent excessively and, therefore, may be liable for probation and possible dismissal.

If at the termination of employment, the employee has accumulated a minimum of 15 days sick leave, he/she shall receive termination pay at the rate of $15.00 per day for all accumulated leave. If the accumulated leave is 45 days or more, the rate shall be $15.00 per day for 45 days. Those terminating their employment because of poor health will be considered under the sick leave policy. Resignation letters need to be turned in 10 days before their last day of employment for termination pay.

Sick Leave Bank

The purpose of the sick leave bank is to enable the participating employees of the district to extend their number of sick leave days when necessary by using additional leave days made possible by voluntary contribution to the sick leave bank. The bank will be available to all classified staff members who voluntarily contributed to the bank.

1. Administration of the Sick Leave Bank

   The Clerk of the Board will administer the sick leave bank and the Payroll Clerk will process the application from the employee requesting sick leave extension. Applications will be obtained from and submitted to the building principal.

2. Allocation to the Sick Leave Bank

All participants will have to make available to the bank their days of leave prior to September 1 of the year first employed. Cost of participation will be two days of sick leave initially and one day or more of sick leave each time the bank account falls below two hundred and forty (240) hours.

3. Eligibility and Participation

All classified employees will be eligible to participate upon the depletion of their accumulated leave provided that he/she contributes initially two days of leave to the bank and continues to make available any other days or leave to the bank as are required to keep the sick leave bank operational.

a) The sick days may be used for employee's illness and/or illness of the employee's immediate family.
b) Sick leave bank days shall not be used to extend normal delivery and/or recovery from delivery (6 weeks).
c) All Paid Time Off and sick leave days must be exhausted before the sick bank can be utilized.
d) A three-member committee must approve the leave of an employee. The committee will consist of the superintendent, board clerk, and one classified staff member appointed by the superintendent.
e) An employee may request days from the bank after 3 days of consecutive illness, but never more than he/she had accumulated on the first day of the present year.

Paid Time Off

Classified personnel working a minimum of 630 hours per year with a 10-month letter of employment will receive three days of paid time off (PTO). Unused PTO will be paid out in the June paycheck.

Classified personnel with a letter of employment for a minimum of 35 hours per week, 52 weeks per year, are eligible for 16 days of paid time off (PTO). This is a combination of 10 days vacation, three floating holidays (President's Day, Good Friday, and 1 day for Spring Break) and 3 personal days. Following completion of ten (35 hours per week, 52 weeks per year) years of employment, the employee is eligible for 21 days of PTO.

For employees with less than 10 years of employment, PTO balances up to 5 days will be carried over into the next year and must be used by December 31 or they will be forfeited. Employees with more than 10 years of employment may carry over up to 7.5 days, which must be used by December 31 or they will be forfeited. Once balances are rolled over to the following year, up to 3 days of remaining PTO will be paid out to the employee, and the rest is forfeited.

Paid Holidays

Fifty-two (52)-week-per-year, minimum of 35 hours-per-week, classified personnel shall have the following paid holidays, (providing such holidays are designated as holidays on the school calendar when students are not in attendance). Cooks, Instructional Support Staff, and Building Secretaries shall have 4 paid holidays as shown in the table below. Additional time off must be approved by your immediate supervisor and the time will be taken from PTO (Paid time off).

Holiday	No. of Days for 12 month employees (BOE, Custodial, Transportation Supervisor)	No. of Days for Cooks, ISS staff, and Building Secretaries
Labor Day	1	1
Thanksgiving	3	1
Christmas	2	2
New Years	1	1
Memorial Day	1	
Independence Day	1	

Other paid holidays may be designated at the discretion of the Superintendent. The number of hours of holiday pay will be equal to their regularly scheduled hourly day.

Employee Leave

Long-Term Leaves of Absence -A long-term leave of absence consists of more than three consecutive working days when the employee cannot be at work for reasons other than illness. To apply for such a leave, fill out an application and submit it to your supervisor. Please make sure you are aware of the specific regulations concerning the type of leave you will be taking.

Guidelines for Family & Medical Leave Act of 1993 – USD 113 is a covered employer under the Family and Medical Leave Act of 1993 (FMLA). Therefore, all eligible employees are guaranteed up to 12 weeks of unpaid, job-protected leave for any of the following reasons:

a) for the care of the employee's child (birth, or placement for adoption or foster care);
b) for the care of the employee's spouse, son or daughter, or parent, who has a serious health condition; or
c) for a serious health condition that makes the employee unable to perform his job.

In reference to item a) above, upon written request, an employee will be granted 6 weeks of paid parental leave if adequate sick leave has been accumulated. During the six-week period the sick leave policy will be used to determine the pay for the employee. An additional 6 weeks of unpaid parental leave may be taken upon written request. The total number of weeks of parental leave will not exceed 12 weeks. Parental leave begins the date of the birth of the child or the

adoption of a child and ends a maximum of 12 weeks later depending upon the length of the leave requested. An "eligible employee" is an employee of a covered employer who:

1) Has been employed by the employer for at least 12 months, and
2) Has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave, and
3) Is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite (*See 825.105(b)* regarding employees who work outside the U.S.)

The definition of a year for the FMLA for USD 113 is the fiscal year – from July 1 of a designated year through June 30 of the following year.

Whenever possible, thirty days advance notification must be given to the clerk of the board. It is the employee's responsibility to document in writing the beginning date and reason for the covered leave. Forms will be available at the various school sites.

Legal Leave – Leave with full pay shall be granted in the following cases: jury duty in city, county, state or federal courts, for witness in a case if subpoenaed, or for the giving of a deposition as long as the case does not involve the employee's own case as a plaintiff or defendant.

Voting Time--You may take time off with pay to vote in a federal, state or local election only if you would be unable to reach the polls otherwise. Please advise your supervisor in advance that it is necessary for you to take this time off. You are asked not to miss more than one hour of work in order to vote.

Inclement Weather – Each non-salaried employee will receive 2 (student) days/year paid to use when school is canceled due to weather.

School Closings - A classified staff member may use PTO (Paid time off) for school closingsdue to weather, sporting events, or other circumstances causing school closings.

Political Activities – Employees may seek elections and may hold political offices which do not interfere with the performance of their responsibilities to the school system. However, before deciding to seek office which would interfere with the performance of the duties of the employee for the position which they are under the agreement of a letter of employment to perform, they must reach an agreement with the school board on matters of salary, time to be away from duty, and all other matters relating to interference with performance of regular duties. Each such matter will be considered by the board on an individual basis.

Workers Compensation – USD 113 is subject to the Kansas Workers Compensation Law which provides compensation for job-related injuries.

Other District Benefits

Passes for School District Activities – All employees of U.S.D. #113 along with their spouse and elementary age children shall be admitted free of charge to all home athletic activities at which an admission charge is made. (Admission must be paid, however, at tournaments).

District Procedures

Code of Conduct – U.S.D. #113 prides itself on a clean, orderly, safe, and healthy environment. To continue this tradition, your cooperation is needed. Please read and follow these rules of conduct. Appropriate disciplinary action will be taken for violating these rules of conduct.

Fighting; abuse or destruction of property; possession of drugs, alcohol, weapons on the premises; falsification of school district records; illegal, immoral, or indecent conduct or language; and removal of school district property from the premises without permission is not permitted. Permission must be received from your supervisor before any notices are posted.

All employees are asked not to conduct personal business on company time or with company equipment and resources.

Respect each other's rights and privacy.

Use of alcohol, or illegal drugs is not permitted in the buildings or on the grounds of U.S.D. #113.

Use of tobacco products is not permitted within the buildings or on the grounds of U.S.D. #113.

Limit personal phone calls to emergencies or important matters.

Dress appropriately for an educational environment.

Use of Cell Phones. Employees must ensure that any use of a cell phone does not interfere with their job duties, distract from their attention to the job, or extend beyond a reasonable time, as determined by their immediate supervisor.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students, driving a school vehicle, or while on duty. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems must be used by all occupants.

Safety Regulations

Please follow the basic rules of safety which are appropriate to large work areas for the health and protection of yourself, your fellow workers, the students, and visitors to the buildings. A few policies to follow are:

1. Do not try to lift or carry anything heavy by yourself.

2. Report any injury – large or small – to your supervisor. Should you have an injury or feel ill while at work, contact your supervisor immediately.

3. Should you notice something that appears to be a safety hazard, please report it to your supervisor.

An intensive effort to control injuries on the job is of utmost importance to school district personnel. The district is covered by a Workman's Compensation plan. From time to time, representatives from the sponsoring company will be checking upon the safety measures being taken by our personnel in an effort to reduce Workman's Compensation costs.

Ordering Supplies

All ordering of supplies must be approved by your supervisor prior to purchase. Skyward Purchase Orders are required for purchases over $50. Building Secretary or designated staff will enter a Purchase Order in Skyward and submit it for approval. An employee making unauthorized purchases will not be reimbursed for his/her purchases.

Handling a Problem or Filing a Complaint

Employees are encouraged to talk things over when they have problems or complaints about job conditions or colleagues. Bring these matters to your supervisor's attention first.

1. Make a written statement of the grievance.

2. Discuss the grievance with your immediate supervisor.

3. Discuss the grievance with the superintendent.

4. Have a hearing before a committee composed of a board member, neutral administrator, and a peer.

5. Have a hearing before the Board of Education.

Evaluations

The job performance of each employee is formally evaluated once a year. Your immediate supervisor will complete the evaluation form and discuss your strengths and possible areas of improvement. Both the supervisor and the classified employee will sign the evaluation form and the employee will receive a copy of the form. A copy of the evaluation form is kept with the employee's file.

Terminations

If an employee's job performance is not satisfactory, he/she will be evaluated more frequently and be given the opportunity to improve his/her job skills. If satisfactory improvement is not made during a reasonable period of time, a ten day (10) notice of termination of employment will be given in writing to the employee. Any classified (at will employee) could be terminated because of budget reductions with ten day (10) notice in writing to the employee.

Resignations

Resignations must be given in writing to the supervisor ten (10) days in advance of the effective date of resignation. These ten (10) days are requested as a courtesy to the district in order that an appropriate replacement may be obtained. When a resignation is received, an exit interview will be scheduled with the employee in order to make sure all required documents are completed before leaving our employment.

Termination Pay

If a classified employee resigns with 10 day notice, PTO (Paid Time Off) will be prorated and paid to them. If they have used more time than accumulated in that time period the adjustment will be made in the final paycheck.

Employee's Files

A master file of all materials relating to an employee shall exist at the district school board office. All materials placed in the employee's file and originating with the school district shall be available to the employee at his or her request for inspection in the presence of the person(s) responsible for keeping the files. All questions relating to classified personnel should be directed either to the immediate supervisor or the superintendent.

Extra Duty Assignments

Classified Employees and USD 113 substitute teachers working extra duty assignments (taking tickets, running the score clock, etc.) including Power Hour and Axtell After School, will be paid an hourly rate of $12.00 per hour with a two-hour paid minimum, beginning at the conclusion of the regular work day. Extra-duty assignments are open to all classified staff members.

Supplemental Assignments

Non-teacher licensed employees, hired to fulfill supplemental duties for USD 113, (a.k.a. Rule 10 employees) will be required to complete a monthly timecard. They will be compensated whichever amount is greater: Supplemental pay as identified in the USD #113 Negotiated Agreement, or hours logged on the timecard at the established U.S. minimum wage rate. Parameters on hours worked are to be clarified by administration.

Sexual Harassment

No district employee shall be sexually harassed by an employee or non-employee or permit sexual harassment of an employee or a student by an employee or non-employee. Violation of this policy shall result in disciplinary action, including termination, against any employee. Violation of this policy also includes any supervisor's failure to follow the policy or to investigate complaints.

If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Definition

It shall be a violation of district policy to harass another employee sexually, or to permit the sexual harassment of an employee by an employee or a non-employee. Sexual harassment may include, but not be limited to:

Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;

Subtle pressure or request for sexual activity;

Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;

Creating a hostile work environment, including the use of innuendoes or overt or implied threats;

Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;

Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment;

Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment; or

Sexual assault or battery as defined by current law.

Any person who believes he or she has been subjected to sexual harassment should discuss the problem with his/her immediate supervisor. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation or work assignment. The initiation of a complaint shall not adversely affect the job security or status of an employee. If a finding of fact determines that the employee acted improperly, appropriate action shall be taken. Strict confidentiality shall be maintained throughout the complaint procedure.

BUS DRIVER PAY

Salary Schedule for Regular Routes

Regular Route Drivers - $37.25 per route for 336 routes, 1.5 hours minimum ($/hour) – paid in 12 equal installments (each check is for 28 routes).

The Superintendent may approve additional compensation if a route is longer than 1.5 hours.

Non-Salary Route Pay (per route pay)

Sabetha Pre-School routes - $ 28.00 per route
Axtell Pre-School Routes - $22.50 per route
Sabetha Western Center Routes - $78 per route
Axtell Western Center Routes - $22.50 per route

Substitute Drivers will be paid the route rate for the route they drive. Non salaried drivers will receive two days of inclement weather pay.

Extra Pay Routes/Trips/Hourly Pay

Student Activity trips - $14.50 per hour

- Salaried drivers missing a regular route to drive an activity will receive pay for the missed route.
- Activity routes on weekends or non-school days will receive $14.50 per hour plus one regular route pay ($37.25)

$14.50 per hour for bus garage help, in-service, drug testing, training, CPR training, in-service, and required safety meetings.

$14 not to exceed once per two weeks (and time recorded on time card) for drivers washing buses away from district property. Drivers plugging in engine block heaters at home will be paid $2.00 per plug-in.

District will pay for the initial CDL license or renewal once every four years (over and above the cost of regular driver licenses) and any required endorsements to drive a school bus.

Upon proof of denial from the employee's insurance company (Explanation of Benefits) or proof of payment from driver to provider the district will reimburse the driver the out of pocket cost for a required CDL physical exam.

Overtime is paid for hours worked above 40 hours weekly based on all driving rates and hours.

For overnight trips, drivers receive hourly pay ($14.50) until check in at motel/room. Hourly pay begins again upon need for transportation and extends through return to home or motel/room. Student activity trip compensation for regular routes or non-school days applies.

Time Cards and Mileage Records

Drivers are responsible to the Transportation Supervisor to report their actual work time and mileage timely and accurately. If a sub driver is used, enter the sub's name instead of times.

Substitute Teachers

Licensed substitute teachers are paid for 50% of a day or a whole day. The compensation rate will be $140 per day. For substitutes working as "long-term" subs, compensation will be $160 per day following 10 consecutive days at the same assignment.

INSTRUCTIONAL SUPPORT STAFF SCHEDULE

STEP	LEVEL 1	LEVEL 2	LEVEL 3
1	14.35	15.1	16.75
2	14.5	15.25	16.9
3	14.65	15.4	17.05
4	14.8	15.55	17.2
5	14.95	15.7	17.35
6	15.1	15.85	17.5
7	15.25	16	17.65
8	15.4	16.15	17.8
9	15.55	16.3	17.95
10	15.7	16.45	18.1
11	15.85	16.6	18.25
12	16	16.75	18.4
13	16.15	16.9	18.55
14	16.3	17.05	18.7
15	16.45	17.2	18.85
16	16.6	17.35	19
17	16.75	17.5	19.15
18	16.9	17.65	19.3
19	17.05	17.8	19.45
20	17.2	17.95	19.6
21	17.35	18.1	19.75
22	17.5	18.25	19.9
23	17.65	18.4	20.05
24	17.8	18.55	20.2
25	17.95	18.7	20.35
26	18.1	18.85	20.5
27	18.25	19	20.65
28	18.4	19.15	20.8
29	18.55	19.3	20.95
30	18.7	19.45	21.1
31	18.85	19.6	21.25

Level 1 – Library Aide, Para (High School Diploma required)
Level 2 – Para with 30+ semester hours of college
Level 3 – Para with a KS Teacher Certification and/or current KS Sub License
(Sub pay only available when leave is taken.)

Salary advancement in no case is automatic, but contingent upon favorable evaluations and available resources (Federal and State allocations). These positions are renewed on a year to year basis determined by Federal and State allocations. This schedule is intended to serve as a guide and in no way is intended to bind the board. New employees, based on their previous experience, education, certification, projected duties, etc…, may be placed on the salary schedule at any point as determined by the board.

CUSTODIAL SCHEDULE

STEP	LEVEL 1	LEVEL 2	LEVEL 3
1	14.45	17.45	19.05
2	14.60	17.60	19.20
3	14.75	17.75	19.35
4	14.90	17.90	19.50
5	15.05	18.05	19.65
6	15.20	18.20	19.80
7	15.35	18.35	19.95
8	15.50	18.50	20.10
9	15.65	18.65	20.25
10	15.80	18.80	20.40
11	15.95	18.95	20.55
12	16.10	19.10	20.70
13	16.25	19.25	20.85
14	16.40	19.40	21.00
15	16.55	19.55	21.15
16	16.70	19.70	21.30
17	16.85	19.85	21.45
18	17.00	20.00	21.60
19	17.15	20.15	21.75
20	17.30	20.30	21.90
21	17.45	20.45	22.05
22	17.60	20.60	22.20
23	17.75	20.75	22.35
24	17.90	20.90	22.50
25	18.05	21.05	22.65
26	18.20	21.20	22.80
27	18.35	21.35	22.95
28	18.50	21.50	23.10
29	18.65	21.65	23.25
30	18.80	21.80	23.40
31	18.95	21.95	23.55
32	19.10	22.10	23.70

Level 1 – General housekeeping
Level 2 – Building level custodial work
Level 3 – Building level custodial work and major maintenance

Salary advancement in no case is automatic, but contingent upon favorable evaluations and available resources. This schedule is intended to serve as a guide and in no way is intended to bind the board. New employees, based on their previous experience, education, certification, projected duties, etc…, may be placed on the salary schedule at any point as determined by the board.

SECRETARIAL SCHEDULE

STEP	LEVEL 1	LEVEL 2	LEVEL 3
1	16.55	17.05	19.80
2	16.70	17.20	19.95
3	16.85	17.35	20.10
4	17.00	17.50	20.25
5	17.15	17.65	20.40
6	17.30	17.80	20.55
7	17.45	17.95	20.70
8	17.60	18.10	20.85
9	17.75	18.25	21.00
10	17.90	18.40	21.15
11	18.05	18.55	21.30
12	18.20	18.70	21.45
13	18.35	18.85	21.60
14	18.50	19.00	21.75
15	18.65	19.15	21.90
16	18.80	19.30	22.05
17	18.95	19.45	22.20
18	19.10	19.60	22.35
19	19.25	19.75	22.50
20	19.40	19.90	22.65
21	19.55	20.05	22.80
22	19.70	20.20	22.95
23	19.85	20.35	23.10
24	20.00	20.50	23.25
25	20.15	20.65	23.40
26	20.30	20.80	23.55
27	20.45	20.95	23.70
28	20.60	21.10	23.85
29	20.75	21.25	24.00
30	20.90	21.40	24.15

Level 1 – Building Secretary
Level 2 – Bldg. Level Accounting/Bookkeeping,
Level 3 – District: Accounting Supervisor, Accounts Payable & Secretary

Salary advancement in no case is automatic, but contingent upon favorable evaluations and available resources. This schedule is intended to serve as a guide and in no way is intended to bind the board. New employees, based on their previous experience, education, certification, projected duties, etc., may be placed on the salary schedule at any point as determined by the board.

FOOD SERVICE SCHEDULE

STEP	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
1	14.35	14.85	15.35	20.80
2	14.50	15.00	15.50	20.95
3	14.65	15.15	15.65	21.10
4	14.80	15.30	15.80	21.25
5	14.95	15.45	15.95	21.40
6	15.10	15.60	16.10	21.55
7	15.25	15.75	16.25	21.70
8	15.40	15.90	16.40	21.85
9	15.55	16.05	16.55	22.00
10	15.70	16.20	16.70	22.15
11	15.85	16.35	16.85	22.30
12	16.00	16.50	17.00	22.45
13	16.15	16.65	17.15	22.60
14	16.30	16.80	17.30	22.75
15	16.45	16.95	17.45	22.90
16	16.60	17.10	17.60	23.05
17	16.75	17.25	17.75	23.20
18	16.90	17.40	17.90	23.35
19	17.05	17.55	18.05	23.50
20	17.20	17.70	18.20	23.65
21	17.35	17.85	18.35	23.80
22	17.50	18.00	18.50	23.95
23	17.65	18.15	18.65	24.10
24	17.80	18.30	18.80	24.25
25	17.95	18.45	18.95	24.40
26	18.10	18.60	19.10	24.55
27	18.25	18.75	19.25	24.70
28	18.40	18.90	19.40	24.85
29	18.55	19.05	19.55	25.00
30	18.70	19.20	19.70	25.15
31	18.85	19.35	19.85	25.30

Level 1 –Building Cook, Dishwasher, Server (certification required)
Level 2 –Main Dish, Bake Cook (certification required)
Level 3 – Building Site Manager (certification required)
Level 4 – Assistant District Food Service Supervisor

Salary advancement in no case is automatic, but contingent upon favorable evaluations and available resources. This schedule is intended to serve as a guide and in no way is intended to bind the board. New employees, based on their previous experience, education, certification, projected duties, etc…, may be placed on the salary schedule at any point as determined by the board.

NURSE SCHEDULE

STEP	LEVEL 1	LEVEL 2
1	22.90	25.75
2	23.05	25.90
3	23.20	26.05
4	23.35	26.20
5	23.50	26.35
6	23.65	26.50
7	23.80	26.65
8	23.95	26.80
9	24.10	26.95
10	24.25	27.10
11	24.40	27.25
12	24.55	27.40
13	24.70	27.55
14	24.85	27.70
15	25.00	27.85
16	25.15	28.00
17	25.30	28.15
18	25.45	28.30
19	25.60	28.45
20	25.75	28.60
21	25.90	28.75
22	26.05	28.90
23	26.20	29.05
24	26.35	29.20
25	26.50	29.35
26	26.65	29.50
27	26.80	29.65
28	26.95	29.80
29	27.10	29.95
30	27.25	30.10

Level 1 – Part-Time Nurse
Level 2 – Full Time Nurse

Salary advancement in no case is automatic, but contingent upon favorable evaluations and available resources. This schedule is intended to serve as a guide and in no way is intended to bind the board. New employees, based on their previous experience, education, certification, projected duties, etc…, may be placed on the salary schedule at any point as determined by the board.

JUNE 2026 UPDATED KASB POLICIES

The KASB June 2026 Policy Updates are now available. The following policy recommendations have been made by the KASB Legal/Policy Services staff. The table below explains the changes in recommended policies. Please review and compare these updates with what you have adopted to ensure you have the most up-to-date KASB recommended policies.

If you have any questions concerning these policy updates, please direct them to Leslie Garner, KASB's Policy Specialist/Legal Coordinator, at lgarner@kasb.org or call 1-800-432-2471.

	RATIONALE FOR RECOMMENDED REVISION, ADDITION, OR DELETION	RECOMMENDED ACTION
DFE Investment of Funds (revised)	This policy on school district investment of funds was updated to reflect changes in law caused by the passage of HB 2152 in the 2025 Kansas Legislative Session and related training from the Kansas State Department of Education ("KSDE") and the Kansas State Treasurer's Office. It has been further updated to incorporate changes to the same laws passed during this legislative session in SB 435.	Review and adopt based on changes in law caused by HB 2152 (L. 2025) and SB 435 (L. 2026) effecting K.S.A. 9-1401 and K.S.A. 12-1675.
EBBE Emergency Drills (revised)	HB 2534 made several changes to law regarding school district crisis management. While present law already required districts to perform three crisis drills per year, this legislation defines "crisis drills" to include intruder response drills, lockdown drills, and active shooter drills but excludes active shooter simulations. The bill tasked KSDE with developing guidelines for conducting an active shooter drill in school, which they must produce by October 1, 2026, and mandates districts follow those guidelines in conducting such drills.	Review and adopt based on HB 2534 (L. 2026).
EE Food Services Management (revised)	This bill was revised to better align with Federal school meal requirements. This was an item noted for correction by KSDE.	Review and adopt to avoid corrective action from KSDE.
GAAC ~~Sexual Harassment~~ Sex-Based Discrimination (revised-name change)	This policy regarding staff member conduct was revised to better align with Federal law and regulations. Since August of 2020, the Title IX regulations have required a complex grievance procedure for the investigations, determinations of responsibility, and appeals of alleged sexual harassment as defined therein. In addition to clarifying the sexual harassment grievance process, this revision carves out the sexual harassment procedures for use in those cases but allows sex discrimination not including sexual harassment to be	Review and adopt, if preferred.

	handled using a simpler process. We believe this will reduce the time and resources needed to deal with complaints of sex discrimination not involving sexual harassment.	
IDAD Title I Programs Policy (revised)	This policy was revised to better align with Federal law and U.S. Department of Education guidance on Parent and Family Engagement required for districts and individual schools receiving Title I funds. This will require active steps to engage parents and families in addition to changing policy.	Review and adopt.
IDAD Title I Programs Regulation (revised)	This regulation document will provide a framework for your team to work through, plan, and document District-Wide Parent Engagement actions. Once the plan has been developed, your board will need to adopt it for implementation.	Review and adopt once the plan is developed.
IHF Graduation Requirements (revised)	This policy was revised to reflect the updated graduation requirements that high school students must complete two accomplishments that demonstrate the student will be a successful high school graduate.	Review and adopt based upon KSDE's K.A.R. 91-31-35.
IIBGC Staff Online Activities (revised)	This policy on staff online activities was further revised since the April 2026 KASB Policy Updates to ensure the language fully supports all the legal options available for use in district and staff online communication tools since the passage of Sub. for Sub. for HB 2299. We also made some updates to the disciplinary actions section to make it more responsive to district needs.	Review and adopt, if preferred to April 2026 version, based upon Sub. For Sub. For HB 2299 (L. 2026).
JB Attendance Records (revised)	As there was an education budget proviso that requires the Kansas State Board of Education to develop a complaint process and fine districts experiencing student walkouts as defined therein, we made changes to current policy to clearly reflect the expectations of students and staff regarding attendance. This is the first of a few policy updates that make it clear that unexcused absences will be subject to disciplinary and/or truancy reporting, as appropriate. Under this proviso, a penalty equating to the district's superintendent's base salary would be assessed against a district if the Kansas State Board of Education determines that all the following events have occurred: • The district experiences a student walkout and fails to obtain written parental consent for each absent student to leave the school building;	Review and adopt, based upon HB 2513 (L. 2026) at Section 88, Subsection (m), Pages 154-155.

	• It fails to enforce school attendance laws and policies with associated disciplinary actions for such absent students; **<u>and</u>** • It has staff encourage, facilitate or enable such student walkout. In addition, any day that a district is found by the Kansas State Board of Education to have experienced a student walkout would not count as an instructional school day for purposes of meeting the mandatory school term requirements of Kansas law. For the purposes of this proviso, "student walkout" means an organized effort for students to willfully violate school attendance requirements.	
JBC Enrollment (revised)	This policy was revised to address legislative change regarding foster student enrollment and attendance. Per the new law, any student of school age shall be permitted to enroll in and attend school in any school district or remain enrolled in and continue attending school in the student's school of origin. If a court or the Department for Children and Families ("DCF") changes the placement of a student across a school boundary within the school district, the student shall be permitted to: • enroll in and attend the school where the student is placed; or • remain enrolled in and continue attending the student's school of origin. DCF ultimately determines the child's enrollment and attendance based on the best interests of the child. Districts cannot deny or delay enrollment and attendance of any foster student whose placement has changed on the basis that the district or school is not in possession of the student's educational records.	Review and adopt, based upon HB 2320 (L. 2026) and SB 382 (L. 2026).
JBCB Foster Care Students Policy (revised)	As legislation impacted several facets of foster student educational services this year, we decided to address the changes in the specific subject matter's policy instead of putting all the changes in this one. We made references in this policy to direct you to where the specific changes were made.	Review and adopt, based upon HB 2320 (L. 2026).

JBCB Foster Care Students Regulation (revised)	We added language to this regulation regarding Foster Care Student educational services (first recommended after passage of the Every Student Succeeds Act at the Federal level) to include language on required considerations for foster student transportation brought about by HB 2320.	Review and adopt if preferred, based upon HB 2320 (L. 2026).
JBCC Enrollment of Nonresident Students (revised)	This policy was revised to address changes in law regarding foster and foreign exchange students. Any foster care student of school age must now be permitted to enroll in and attend any school in any school district of the state or remain enrolled in and continue attending school in the student's school of origin without application and acceptance through this policy. Also, any foreign exchange student who resides, or will reside, with a host family in the district may be permitted to enroll in and attend school in the district as if the student were a resident and shall not be subject to the open-seat lottery for enrollment and attendance purposes.	Review and adopt, based upon HB 2320 (L. 2026) and SB 382 (L. 2026).
JBD Absences and Excuses (revised)	This is another policy we revised to address student absences due to student walkouts, ensuring that unexcused absences would subject a student to appropriate disciplinary action.	Review and adopt, based upon HB 2513 (L. 2026).
JCDC Student Personal Electronic Communications Devices	This policy was <u>not</u> revised, and the version issued in the April 2026 KASB Policy Updates is still current, but we are sharing it with you again in case you missed it. This policy was created in response to the new legal requirements to securely store students' personal electronic communications devices during the school day.	Review and adopt, based upon HB 2299 (L. 2026).
JGEC ~~Sexual Harassment~~ Sex-Based Discrimination (revised-name change)	This policy regarding student conduct was revised to better align with Federal law and regulations. Since August of 2020, the Title IX regulations have required a complex grievance procedure only for the investigations, determinations of responsibility, and appeals of alleged sexual harassment as defined therein. In addition to clarifying the sexual harassment grievance process, this revision carves out the sexual harassment procedures for use in those cases but allows sex discrimination not including sexual harassment to be handled using a simpler process.	Review and adopt, if preferred.

JGFGA Administration of Emergency Opioid Antagonists (revised)	State law will now require each school in the school district to have stock supplies of Naloxone (an emergency opioid antagonist). This change also extends the length of time you can keep Naloxone on hand past its expiration date (10 years), although your school nurses' licensure requirements won't allow them to prescribe, dispense, distribute or furnish an expired emergency opioid antagonist, so you will need to work around that limitation. Please note, there are resources to get free access to these Naloxone products. DCCCA, Inc. has capacity to provide schools with naloxone and has provided kits to 205 school districts through the Kansas Naloxone Program. They are happy to provide Naloxone to any district through the Kansas Naloxone Program - https://www.dccca.org/program/kansas-naloxone-program/. They can also provide training on Naloxone administration to school staff as needed. KSDE, the Kansas Attorney General's Office, DCCCA, and KASB have been discussing how best to support schools with this effort, and we will be sure to provide more information on this topic as it becomes available.	Review and adopt, based upon HB 2534 and Sub. For HB 2250 (L. 2026).
JGFGAA Stock Supply of Emergency Medication (revised)	Minor changes to this policy on stock supply of epinephrine and/or albuterol were made due to legislative action. This is a simple change in terminology.	Review and adopt, based upon Sub. For HB 2250 (L. 2026).
JGFGBA Student Self-Administration of Medication (revised)	Minor revisions to this policy on student self-administration of medicine were made due to legislative action concerning epinephrine and/or albuterol.	Review and adopt, based upon Sub. For HB 2250 (L. 2026).
JQKA Foreign Exchange Student (revised)	Legislation this year ensures that any foreign exchange student admitted into the district in accordance with this policy who resides, or will reside, with a host family residing therein may be permitted to enroll in and attend school in the district as if the student were a resident of the school district. Note this is not a requirement that all districts must take all foreign exchange students. It is still acceptable for the district to only work through district approved organizations to accept foreign exchange students, to consider other foreign exchange students' visas in securing funding for the student's attendance, etc.	Review and adopt, based upon SB 382 (L. 2026).

JRB Release of Student Records (revised)	This policy was revised to address changes in law regarding swifter student record transfer for special education and foster students that move from school to school within the same or different districts. Note that the law now requires the records of certain special education students and foster students experiencing a change in placement due to governmental agency action to be forwarded within two business days. The law does allow some flexibility in timing for days the administrative offices are not open.	Review and adopt, based upon HB 2320 (L. 2026).
TOTALS	Policies Revised = 18 Regulations Revised = 2 Policy Reintroduced from the April Updates = 1 Table of Contents = D, E, G, I, and J	

DFE - Investment of Funds

The board shall designate the banks, savings and loan associations, and savings banks that shall serve as depositories of the district's funds and the officer(s) and employee(s) that shall serve as depositories of the board's funds on behalf of the district. Any changes in such designations shall be ratified by board action and recorded in board minutes. The depositories designated by the board shall be responsible for investment of school district monies, and no individual authorized to have custody of board and district funds shall deposit such funds other than at banks, savings and loan associations, and savings banks designated by the board.~~The investment of school district monies shall be the responsibility of the superintendent, business manager, and/or the district treasurer.~~

Any monies not immediately required for the purposes for which the monies were collected or received may be invested as provided by current statute. Investment objectives are to protect the investment principal, provide liquidity, and maximize investment return.

All offerings of monies for investment shall state the type of investment, the amount to be invested, and the maturity date of each investment. All responses shall be directed to the superintendent, or one of the board's designated depositories as designated by the superintendent, and shall be specified on the basis of simple interest.

Posting Securities

All investments of district monies ~~shall~~ not covered by the Federal Deposit Insurance Corporation (F.D.I.C.) coverage shall be secured to 102~~0~~% of the amount of district monies by ~~F.D.I.C. coverage,~~ a pledge of direct federal obligations, or direct guaranteed federal agency deposits in accordance with requirements of state law or by the public moneys pooled method. Any investments in savings deposits, demand deposits, time deposits, open accounts, certificates of deposit~~s~~, or time certificates of deposit in excess of the amount insured or guaranteed by the F.D.I.C. shall be secured by the Pool Money Investment Board with the Kansas State Treasurer. All investments acquired by repurchase agreements shall be perfected in the name of the district and shall be delivered to a third-party custodian, which may be the Kansas State Treasurer. Exceptions to the required posting of securities shall be only as provided by law and with approval of the board. ~~All offerings of monies for investment shall state the amount to be invested and the maturity date of each investment.~~

Savings Investments

All banks, ~~and~~ savings and loan associations, and savings banks (hereafter "financial institution(s)") with main or branch offices located within the district and the county or counties in which part of the district is located shall be given an opportunity to respond to requests for proposals on monies offered for investment. The depository institution shall have two business days to respond to the request

for proposals. Proposals for savings type accounts will be for with respect to savings deposits, demand deposits, time deposit, open accounts, certificates of deposit or time certificates of deposit with maturities of not more than two years. All responses shall be directed to the superintendent and shall be specified on the basis of simple interest.If one or more financial institutions will pay an interest rate equal to or greater than the investment rate, the district shall select one or more of the eligible financial institutions.

Repurchase Investments

The district may also make requests for proposals to invest in repurchase agreements for direct obligations of, or obligations that are insured as the principal and interest by, the United States government or any agency thereof with financial institutions located in the district. If there is no financial institution in the district, or the in-district institutions are not willing to pay an interest rate equal to or greater than the investment rate, then the district may use financial institutions in the county or counties in which the district is located. If no financial institution listed above is willing to enter into an agreement at an interest rate equal to or greater than the investment rate, then the district may enter into agreements with financial institutions located within Kansas.

Selection of Proposals

Distribution of monies for investment shall be as follows:

AThe district treasurer or other persondepository designated by the board shall inform each eligible financial institution of the total amount of money to be invested on a specified date, and the maturity date of the investment, and the type of investment. Each financial institution responding shall submit a single proposal for the type of investment and of the rate of interest it would pay on each type of investment for all or part of the funds to be invested.

Monies shall be invested with the financial institution offering the highest interest rate in such amount as the financial institution will accept, and any remaining amounts shall be invested with the financial institution(s) offering the next highest interest rates in such amounts as it will accept until all funds offered for investment are invested. No financial institution shall be eligible to receive any funds in the same offering at a rate lower than its proposal rate on each type of investment.

No proposal less than the most recently determined investment rate as defined in K.S.A. 12-1675a shall be accepted unless otherwise authorized by K.S.A. 12-1675.

Any monies not otherwise invested in eligible financial institutions located in the district due to their inability, for whatever reason, to accept the funds, shall be invested in secured deposits in financial institutions which have offices located in counties in which a part of the school district is located.

Any monies not invested in financial institutions in the district or located in counties in which a part of the school district is located may be invested as authorized by Kansas law.

Monies available for reinvestment as a result of maturities may be reinvested with the financial institution holding such monies provided the financial institution agrees to pay the same or higher rate as that offered by the highest proposal at the time the requests for proposals were accepted.

In the event of identical high proposals, the allocation of monies to be invested between the financial institutions offering the high proposals shall be at the discretion of the depository designated by the board~~superintendent~~.

The district treasurer shall record the following information:~~-~~ the date of each request for proposal; the name of each financial institution notified; the name of the officer notified; the proposal for each type of investment; the amount of monies the financial institution is willing to accept at the rate proposed.

To be eligible to receive invested funds or deposits from the district, any otherwise eligible financial institution shall have on file in the office of the district treasurer a letter requesting its inclusion in any request for proposal and providing proper assurance of compliance with requirements of applicable laws and board policy relating to maintenance of proper security and assurance of its membership in good standing consistent with current federal regulations. The superintendent shall report monthly to the board on the district's investments.

Approved:

KASB recommendation 6/06; 4/07; 6/18; 12/19; 6/20; 6/25; 6/26

EBBE - Emergency Drills

Building principals shall be responsible for scheduling and conducting emergency and safety drills as required by law and for ensuring students are instructed in the procedures to follow during the drills and in an actual emergency.

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Although plans for evacuation are essential, the state fire marshal may grant exemptions to the number or manner of drills required by law with regard to students receiving special education or related services, upon request.

Each principal shall conduct briefings with the staff concerning the emergency plan.

Each teacher shall explain relevant portions of the plan to students under their jurisdiction prior to a date established by the principal. Within one week thereafter, the building principal shall conduct a surprise drill. Other drills shall be held at times determined by the building principal.

The four fire drills and three crisis drills required by law may be scheduled at any time during the school year. "Crisis drills" includes intruder response drills, lockdown drills, and active shooter drills but does not include active shooter simulations. T~~However, t~~he two tornado drills required shall be conducted in September and March. All these drills must be conducted by each school during school hours and cannot be made part of regular dismissal at the close of the school day.

Each emergency and safety drill plan shall be reviewed by the superintendent and filed with the clerk.

Active Shooter Drills

For the purposes of this policy, terms have the following meanings.

"Active shooter drill" means an emergency preparedness drill designed to inform and instruct students, teachers, school personnel and other school staff on how to respond in the event that an armed intruder is on the school campus or an armed assailant is in the immediate vicinity of the school. "Active shooter drill" includes:

- For grades kindergarten through five, instruction through tabletop exercises and identification of appropriate places for students to locate during an emergency; and
- for grades six through 12, the information described earlier in this definition and the practice of active shooter drills.

"Active shooter drill" does not include any sensory components, activities or elements that mimic a real-life shooting. "Active shooter drill" is not an active shooter simulation.

"Active shooter simulation" means an emergency exercise, including full-scale or functional exercises, designed to inform and instruct adult teachers, school personnel and other school staff on how to respond in the event of an armed intruder on the school campus or an armed assailant in the immediate vicinity of the school. "Active shooter simulation" includes activities or elements mimicking a real-life shooting, including, but not limited to, simulation of tactical response by law enforcement. "Active shooter simulation" does not include active shooter drills.

"School" means any elementary or secondary public school maintained and operated by a school district and any accredited nonpublic school that provides any of the grades kindergarten through 12.

"Tabletop exercise" means an exercise designed to help students better understand their individual or group roles and responsibilities. "Tabletop exercises" may include constructive problem-solving as it relates to an armed intruder on the school property or an armed assailant in the immediate vicinity of the school and may incorporate age-appropriate written or video scenarios for students to follow.

The district shall conduct active shooter drills that are consistent with the guidelines published by the Kansas State Department of Education.

Once per year, the board shall review the efficacy and effect of active shooter drills and any impacts of such drills on the safety and mental health of students, teachers, and other school personnel and staff.

The principal in any district school where an active shooter drill, active shooter simulation, or tactical training exercise is to take place shall ensure a school employee notifies each parent or person acting as parent at least 24 hours prior to an active shooter drill, active shooter simulation, or tactical training exercise. The notice shall provide that the parent or person acting as parent may opt their student out of participation in such drill or simulation. Any student who is opted out of an active shooter drill or simulation shall have the opportunity to participate in alternative safety education and shall not receive any negative or punitive treatment for not participating in such drill or simulation. If notice cannot be provided at least 24 hours prior to an active shooter drill or simulation, notice shall be provided within 24 hours of the conclusion of the active shooter drill or simulation.

Nothing in this section shall be deemed to supersede or limit the ability of a parent or person acting as parent to opt their student out of participation in an active shooter drill or simulation; or require any school to conduct active shooter drills in a manner that conflicts with the guidelines published by the Kansas State Department of Education.

Except as otherwise provided in this policy regarding tactical training exercises with law enforcement, no school shall conduct, sponsor, or permit any active shooter simulation on school property where students in grades kindergarten through eight regularly attend school.

The board of education or governing body of a school may conduct, sponsor, or permit active shooter simulations on school property, if only students in grades 9 through 12 regularly attend school on such school property.

Nothing in this section shall prohibit law enforcement agencies and adult school personnel from conducting or participating in tactical training exercises on school property if:

- The exercises do not occur during regular school hours or any time when students are present or expected to be present;
- no student participates in such exercises; and
- the board has provided prior written authorization for the use of school property for such exercises.

Approved:

KASB Recommendation–7/96; 4/07; 12/18; 6/19; 6/26

EE - Food Services Management

(See EBBD)

A supervisor may be hired by the board to oversee the district's food service program.

Sanitation Inspections

The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records

The supervisor shall be responsible for keeping food service records required by state and federal laws and regulations.

The supervisor shall be under the direct supervision of the superintendent and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

Meal Prices

Meal prices shall be determined by the board.

Free or Reduced Price Meals

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year. Access to this policy will be provided to parents or guardians when they receive information regarding eligibility and applying for free or reduced price meals.

Unpaid Meal Charges

The district's meal charging requirements are as follows.

Option 1:

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than $___ in the elementary grades, $___ in the middle or junior high grades, and $___ in the high school grades for the purchase of meals to this account without triggering the district's delinquent debt proceedings as outlined in this policy and board policy DP. Charging of a la carte or extra items to this account will not be permitted.

When the charge levels identified in this policy have been met, a student's meal account becomes delinquent. The student will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have delinquent accounts and cannot pay out of pocket for a meal will be provided a regular, reimbursable meal from the cafeteria menu, which shall be charged to the student's account while the district proceeds with attempts to resolve the delinquent debt with the student's parent

or guardian. If attempts to receive payment for charged meals do not result in full payment of the debt in the timelines provided herein, debt collection proceedings will begin in accordance with board policy DP.

At least one verbal and one written warning shall be provided to a student and the student's parent or guardian prior to reaching the delinquent debt threshold outlined herein. Access to this policy will be provided to the student's parent or guardian with the written warning. If payment of the negative balance is not received within 5 working days of the delinquent debt threshold being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Bad debt must be written off as an operating loss and restored using non-Federal funds, even if it has been turned over for collection through other legal means.

Payments for school meals may be made at the school or district office, at the point of service of school meals, or online at _____. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy, a copy of the policy will be posted in district meal service facilities, and the policy will be made available on the district's website and social media accounts. Records of how and when it is communicated to households and staff will be retained.

Option 2:

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than $___ in the elementary grades, $___ in the middle or junior high grades, and $___ in the high school grades for the purchase of meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep a charge account solvent as required by this policy shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, nut butter alternative, or deli meat sandwich, fruit, vegetable, and milk. Care will be taken by staff members requesting and distributing any alternate meals per this policy to do so discretely, while protecting the privacy of the student and the student's parent or guardian regarding negative account balances. When providing an alternate meal, district staff will provide reasonable accommodations to students with disabilities with special dietary needs.

At least one verbal and one written warning shall be provided to a student and the student's parent or guardian prior to denying meals for exceeding the district's charge limit. Access to this policy will be provided to the student's parent or guardian with the written warning. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Bad debt must be written off as an operating loss and restored using non-Federal funds, even if it has been turned over for collection through other legal means.

Payments for school meals may be made at the school or district office, at the point of service of school meals, or online at _____. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy, a copy of the policy will be posted in district meal service facilities, and the policy will be made available on the district's website and social media accounts. Records of how and when it is communicated to households and staff will be retained.

Approved:

KASB Recommendation - 4/07; 12/16; 6/21; 12/23; 6/24; 6/26

GAAC – Sex-Based Discrimination~~ual Harassment~~

(See GAF and JGEC)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates~~ and is prohibited by Title IX from engaging in such discrimination~~. Discrimination on the basis of sex, including sexual harassment, ~~will not be tolerated in the school district. Discrimination on the basis of sex~~ of employees or students of the district in any district education program or activity will not be tolerated in the school district and is strictly prohibited.

Sex-based discrimination, including ~~S~~sexual harassment, is unlawful discrimination~~ on the basis of sex~~ under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

~~It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.~~

~~Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.~~

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

~~The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.~~

(Position or name, address, email address, and phone number of the Title IX Coordinator and Title VII or other compliance coordinator, if different than the Title IX Coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education

Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the designated compliance coordinator identified herein~~Title IX Coordinator~~. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at ~~the~~ OCR@ed.gov; or both.

~~Response to Harassment Complaints~~

~~The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.~~

Definitions

For the purposes of this policy, ~~T~~the following definitions apply. ~~to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.~~

"Appeal decision-maker" reviews the appeal along with written statements in support of, or challenging, the outcome of the written determination regarding responsibility, and other relevant documentation collected during the formal grievance process. The appeal decision-maker shall not be the Title IX Coordinator, investigator, decision-maker, or informal resolution facilitator.

~~The~~ "~~complainant~~Complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

~~The~~ "~~decision~~Decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator, ~~or~~ investigator, or informal resolution facilitator.

"Domestic violence" includes felony or misdemeanor crimes~~ of violence~~ committed by a ~~person who is a~~ current or former spouse or intimate~~,~~ partner~~, person with whom~~ of the victim ~~shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim~~ under the family or domestic violence laws of Kansas~~ or applicable federal law, or by any other person against an adult or youth victim having protection from such person's acts by Kansas or applicable federal law~~.

~~A~~ "~~formal~~ Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

"Informal resolution facilitator" is a neutral person, designated by the Title IX Coordinator, who has been trained to assist the parties through the voluntary informal resolution process. The informal resolution facilitator shall not be the Title IX Coordinator, investigator, decision-maker, or appeal-decision maker.

~~The~~ "~~i~~Investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report. The investigator shall not be the Title IX Coordinator, decision-maker, appeal decision-maker, or informal resolution facilitator.

~~A~~ "~~respondent~~Respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sex-based discrimination" means any unfair treatment, unequal opportunity, or harassment on the basis of sex in the district's programs or activities.

"Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"Sexual harassment" means conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

"Supportive measures" mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent regardless of whether a formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school, and other similar measures. The supportive measures provided to the complainant or respondent by the district must remain confidential to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

~~The~~ "Title IX Coordinator" is the individual designated at the district level who has the responsibility to coordinate compliance with Title IX of the Education Amendments of 1972~~, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination~~. The Title IX Coordinator's responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

Reporting of Sex-Based Discrimination, including Sexual Harassment

The district takes all reports of sex-based discrimination, including sexual harassment, seriously and will respond meaningfully to every such report of which the district has actual knowledge.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Any act of retaliation or discrimination against any person who has opposed discrimination; filed a complaint; or testified, assisted, or participated in any investigation, proceeding, or appeal involving sex-based discrimination, including sexual harassment, is prohibited. The district will take appropriate available action to address retaliation, which may include student or employee discipline procedures.

It shall be a violation to discourage a student or an employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy shall result in appropriate disciplinary action.

False or malicious complaints of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the complainant.

False statements made in the course of an investigation of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the individual.

Complaint Process for Sex-Based Discrimination (Not Sexual Harassment)

Complaints of sex-based discrimination that do not allege sexual harassment will be investigated through the complaint procedure outlined in policy KN to determine whether, under the totality of the circumstances, the alleged behavior constitutes a violation of this policy. Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in appropriate discipline.

Grievance Process for Sexual Harassment

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the Title IX Coordinator, the employee's supervisor, or other designated district official. Employees who fail to appropriately report complaints or incidents of sexual harassment to the Title IX Coordinator, the employee's supervisor, or other designated district official may face disciplinary action.

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.

The Title IX Coordinator, any investigator, decision-maker, appeal decision-maker, or any ~~person who facilitates an~~ informal resolution facilitator ~~process~~ shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias.

Investigators shall receive training on issues of relevance of questions and evidence in order to create investigative reports that fairly summarize relevant evidence.

Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its reoccurrence.

Within 10 business days of any reports of sexual harassment, Tthe Title IX Coordinator shall, promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment, of which the district has actual knowledge as follows:

- Ccontact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint,: and consider the complainant's wishes as to supportive measures; and

Iinform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

- process.

Informal Resolution Process for Sexual Harassment Complaints

At any time during the formal complaint process regarding alleged sexual harassment and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process requires:

- The informal resolution facilitator is to be a trained educational professional, consultant, or other individual selected by the Title IX Coordinator who has received training on their role;
- the parties to be provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- at any time prior to agreeing to a resolution, any party to have the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and to be informed of any consequences resulting from participating in the informal resolution process;
- that the parties voluntarily consent, in writing, to the informal resolution process; and
- that the informal resolution process is not ~~be~~ used to resolve allegations that an employee has sexually harassed~~s~~ a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the agreement, provide a copy of the agreement to both parties, and forward it to the Title IX Coordinator. If the matter is not resolved, the informal resolution facilitator will notify the Title IX Coordinator, who will resume the formal complaint process.

Formal Grievance Process for Sexual Harassment Complaints

No formal investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

The procedures for filing a formal complaint are as follows.

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- 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. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.

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

Upon receipt of a formal complaint, the Title IX Coordinator shall either dismiss the formal complaint or initiate the formal grievance process by providing notice to the parties of the complaint.

Dismissal of a Formal Complaint of Sexual Harassment

The Title IX Coordinator must dismiss the complaint if it is determined that:

- Even if all the facts alleged are true, the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein;
- the conduct did not occur in the recipient's education program or activity; or
- the conduct did not occur against a person in the United States.

During the course of the formal grievance process, the Title IX Coordinator may dismiss the complaint if:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- the respondent is no longer enrolled or employed by the district; or
- specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal of a complaint, the Title IX Coordinator must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

Dismissal of a formal complaint does not preclude an investigation or disciplinary action under another district policy.

~~Supportive Measures~~

~~The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in~~

~~work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.~~

~~The Formal Complaint~~

~~No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.~~

~~A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:~~

- ~~At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.~~
- ~~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. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.~~
- ~~A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.~~
- ~~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 a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.~~

Initiation of Formal Grievance Process for Sexual Harassment Complaints ~~Notice Requirements~~

Upon filing of a formal complaint of sexual harassment, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
  - the identities of the parties involved, if known;
  - the conduct allegedly constituting sexual harassment; and

- the date and location of the alleged incident, if known.

- ~~An explanation of the~~The district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, the Title IX Coordinator shall provide notice of the additional allegations ~~shall be provided~~ to known parties.

Formal Complaint Investigations ~~Procedures~~Regarding Sexual Harassment

To ensure a complete and thorough investigation of any sexual harassment complaint and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied ~~with~~ by an advisor of ~~the party's~~their choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party or witness is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint of sexual harassment, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;

- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

~~Formal Complaint Investigation Report~~

The investigator shall prepare an initial investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors ~~for review and response~~simultaneously.

~~Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow t~~The parties shall have 10 days to submit a written response to the initial report for the investigator's consideration.

Following the opportunity for the parties and their advisors to review and respond to the initial report, the investigator shall submit a final report to the parties and the Title IX Coordinator simultaneously. Upon receipt, the Title IX Coordinator shall provide a copy of the final report and supporting documentation to the decision-maker.

Decision-Maker's Determination Regarding Sexual Harassment Complaints

Upon receiving the investigator's final report, but prior to reaching a determination regarding responsibility, the decision-maker must ~~make a determination regarding responsibility and~~ afford each party the opportunity to submit written, relevant questions that ~~the~~ a ~~parties~~ party wants asked of any party or witness, provide each party with ~~the~~ any answers provided, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- ~~Describe~~ describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- ~~Include~~ include the findings of fact supporting the determination;
- ~~Address~~ address any district policies and/or conduct rules which apply to the facts;
- ~~A~~ a statement of, and rational for, the result as to each allegation, including a determination regarding responsibility; and
- ~~The~~ the procedures and permissible bases for the complainant and/or respondent to appeal the determination.

The written determination may, but is not required to, recommend that, based on respondent's action, respondent be subject to disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in disciplinary action~~discipline~~.

A copy of the written determination shall be provided to both parties~~-~~ and~~t~~ the Title IX Coordinator simultaneously.

~~The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined inboard policy and state law governing student suspension and expulsion will be followed.~~

~~If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.~~

~~Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.~~

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed~~;~~, or on the date the opportunity for an appeal expires.

If the formal grievance process determines the actions constituted sexual harassment in violation of this policy, the respondent shall be subject to disciplinary action, up to and including termination for employees or expulsion for students. If the formal grievance process determines the actions were in violation of other policies but do not constitute sexual harassment, the respondent may be subject discipline under those policies.

If it is determined that sexual harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Appeals Regarding Sexual Harassment Complaints

The complainant or respondent may appeal the decision-maker's determination regarding responsibility of a sexual harassment complaint or a dismissal of a formal complaint, on ~~the~~ any of the following~~ bases~~:

- Procedural irregularity that affected the outcomes;
- ~~New~~ new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the complaint was made that could affect the outcome; and/or

- ~~The~~ the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the ~~Investigator~~investigator, ~~or~~ the decision-maker, or informal resolution facilitator that participated in any level of the grievance process that led to ~~from~~ the original determination.

The Title IX Coordinator shall notify the parties in writing of the filing of an appeal and implement appeal procedures equally for both parties.

The appeal decision-maker shall give the parties an equal opportunity to submit a written statement in support of, or challenging, the outcome of determination of responsibility. ~~will issue a written decision w~~Within 30 days after the appeal is filed,~~.~~ ~~The~~ the appeal decision-maker shall issue a written decision, including ~~will describe the result of the appeal and~~ the rationale for the ~~result~~decision, and ~~.~~

~~The appeal decision-maker shall:~~

- ~~Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;~~
- ~~Notify both parties in writing of the filing of an appeal and give an opportunity to submit further evidence in writing;~~
- ~~Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;~~
- ~~Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;~~
- ~~Describe the result of the appeal and the rationale for the result in the decision; and~~
- ~~P~~provide the written decision simultaneously to both parties and to the Title IX Coordinator.

~~Informal Resolution Process~~Recordkeeping

Records relating to sexual harassment complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

~~Dissemination of Policy~~

~~At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.~~

~~The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:~~

- ~~The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;~~
- ~~At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;~~
- ~~The parties voluntarily and in writing consent to the informal resolution process; and~~
- ~~The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.~~

~~If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.~~

~~If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.~~

~~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.~~

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

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

Dissemination of Policy

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be ~~posted~~ published ~~in each~~ in district ~~facility shall be published in student~~ handbooks~~,~~ and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices in district or school publications, publishing in local newspapers, ~~publishing in newspapers and magazines operated by the school~~, or distributing memoranda or other written communications to students and employees.

In addition, the district is required to include a statement of ~~nondiscriminatory policy~~nondiscrimination in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved:

KASB Recommendation – 7/96; 8/98; 7/03; 4/07; 6/13; 6/15; 12/18; 6/20; 7/20; 6/21; 6/26

IDAD - Title I Programs

The board shall ensure the district's Title I programs operate in accordance with federal laws and conditions, including implementing the following:

- The district will establish and operate programs, activities, and procedures for the involvement of parents in all Title I schools that are planned and operated with meaningful consultation with parents of participating children.
- The district will work with its schools to ensure that required school-level parent and family engagement policies are developed and that each school has a school-parent compact outlining shared responsibilities for improving student academic achievement.
- The district will incorporate this Parent and Family Engagement Policy into its overall Title I plan.
- To the extent practicable, the district will provide opportunities for informed participation of parents and family members, including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- Parents will be informed of their right to request additional meetings and to provide input if the Title I plan is not satisfactory.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the statutory definition of "parent and family engagement," and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
    - Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
        - that parents play an integral role in assisting their child's learning;

- that parents are encouraged to be actively involved in their child's education at school;
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- the carrying out of other activities.~~.~~

- The school district will inform parents and parental organizations of the purpose and existence of the Kansas Parent Information Resource Center (KPIRC).

The board shall strongly encourage parental involvement in the district's Title I program. The superintendent is responsible for administering the district's Title I program. ~~; assessing the educational needs of all students, particularly the needs of educationally disadvantaged children; developing appropriate communication channels between all parties; to the extent practicable, providing full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under federal law in a format and language such parents/guardians can understand; developing in-service training for parents and staff; and developing appropriate evaluation procedures.~~

Implementation of District-Wide Parent-Family Engagement Policy

The district will adopt and implement a plan to accomplish the required components of this policy.

Annual Parent Meeting

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings. The board shall designate at least one meeting date each school year to provide parents of Title I students with an opportunity to meet with school personnel in order to participate in the design and implementation of the Title I program.

Annual Evaluation

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of this policy and the accompanying plan. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy and accompanying plan.

Approved:

KASB Recommendation – 6/00; 7/03; 6/04; 4/07; 12/13; 6/26

IDAD - TITLE I PROGRAMS

~~**IDAD-Regulation-Title I Programs**~~

Regulation – Title I
District-Wide Parent and Family Engagement Plan

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.

~~**Regulation – Title I**~~
~~**District-Wide Parent and Family Engagement Plan**~~

1. The district will take the following actions to involve parents in the joint development of its district-wide parent and family engagement plan:

   (List actions.)

2. The district will take the following actions to involve parents and family members in developing the local educational agency plan, and support and improvement plans:

   (List actions.)

3. The district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:

   (List activities.)

4. The district will coordinate and integrate parent and family engagement strategies in Part A with parent and family engagement strategies of the following other relevant Federal, State, and local programs: [Insert program name[s]].

   (List activities.)

5. The district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions.

   The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design evidence-based strategies for more effective parent and family engagement and to revise, if necessary (and with the involvement of parents), its parent and family engagement policies.

(List actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play)

6. The district will build the schools' and parent's capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

   a. The district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –
      - the State's challenging State academic standards,
      - the State and local academic assessments including alternate assessments,
      - the requirements of Title I, Part A,
      - how to monitor their child's progress, and
      - how to work with educators:

      (List activities, such as workshops, conferences, classes, both in-State and out-of-State, including any equipment or other materials that may be necessary to ensure success.)

   b. The district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parent and family engagement, by:

      (List activities.)

   c. The district will, with the assistance of its schools and parents, educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

      (List activities.)

   d. The district will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other relevant Federal, State, and local programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

      (List activities.)

   e. The district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

      (List actions.)

OPTIONAL –

NOTE: The District-Wide Parent and Family Engagement Plan may include additional paragraphs listing and describing other discretionary activities that the district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parent and family engagement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children and parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parent and family engagement;
- establishing a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities; and
- providing other reasonable support for parent and family engagement activities as parents may request.

~~Parental Involvement Encouraged~~
~~Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.~~

~~The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:~~
~~Assistance in understanding.~~
~~State academic content and achievement standards;~~
~~How to monitor their child's progress; and~~
~~Title I regulations.~~
~~Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.~~
~~Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:~~
~~Keeping families informed of opportunities for involvement and encouraging participation in various programs.~~
~~Providing access to educational resources for parents/families to use together with their children.~~
~~Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.~~

~~Allowing parents reasonable access to staff who work with their children.~~
~~Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.~~
~~Promoting activities, which emphasize the importance of parent-school communication.~~

~~Activities to Enable Parental Participation~~
~~The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:~~

- ~~Provide input into district policies that affect Title I programs and their children.~~
- ~~Understand and participate in school improvement efforts.~~
- ~~Volunteer time within classrooms and school programs.~~
- ~~Perform regular evaluations of parent involvement at each school and at the district level.~~
- ~~Provide access, upon request, to any instructional material used as part of the educational curriculum.~~
- ~~Provide information in a language understandable to parents, if practical.~~

~~Scheduling for Parents' Convenience~~
~~The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students and provide information in a format and language the parents understand.~~

~~Annual Evaluation~~
~~The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.~~

Approved:

KASB Recommended Regulation – 7/03; 1/04; 6/25

Title I Parent Involvement: Policy Development Meetings

USD ____, _____ County, KS

Date of meeting/s (fill out sheet for each meeting): _____

Parents present (list names, address, phone, child's name):

Name	**Address**	**Phone**	**Child's Name**

Major topics discussed:

Proposed changes (if any) made to policy IDAD:

Administrators and other school employees present:

Name	**Title/Position**	**Building**

Copies to: Clerk of the Board; Superintendent of Schools; School Principal

Approved by Board of Education as Policy/Regulation: _____date

IHF - Graduation Requirements

(See JFCA)

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, students must earn ____ academic credits and complete two accomplishments that demonstrate the student will be a successful high school graduate that meet~~ing~~ state and district requirements. This credit requirement shall apply beginning with those students who will enter the ninth grade in the school year following the effective date of the additional requirement.

Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case-by-case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

Other situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances:

- If such student is an adult learner whose four-year cohorts have graduated; or
- if such student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, or other hardship conditions.

Approved:

KASB Recommendation 9/97; 6/04; 4/07; 6/15; 12/25; 6/26

IIBGC - Staff Online Activities

(See GAF, GBU, IIBG, IIBGA, and KGA)

Employees are encouraged to use district electronic mail and other district technology and resources to promote student learning and to communicate with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools utilized by employees with students shall be used in accordance with law and appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are used.

District employees, including, but not limited to, administrators, classroom teachers, and extracurricular and co-curricular activity coaches and sponsors, may set up social media accounts using district technological resources, ~~and~~ following district policy and procedures to promote and enhance communications with students, parents, and the community concerning school-related programs and activities as well as for the purpose of supplementing classroom instruction. Social media sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities, as allowed by law and this policy.

Definitions

For purposes of this policy, a "social media platform" is any online website or application that permits a person to become a registered user, create an account or profile for the primary purpose of creating, sharing, or interacting with user-generated content that is publicly viewable. "Social media platform" includes, but is not limited to, Facebook, Instagram, Snapchat, TikTok, X (Twitter). "Social media platform" does not include:

- Any online website or application whose primary purpose is educational;
- Any platform approved by the board if such platform:
  - Is owned, licensed, or contractually controlled by the school district;
  - allows for required user accounts;
  - allows communications to be monitored, archived, retained, or audited in compliance with policy or law;
  - is accessible to parents or guardians; and
  - used by employees in accordance with policy;
- email;

- direct messaging services that only share messages between a sender and a named recipient and does not display or post messages publicly or to users not identified as recipients by the sender of the message; and
- any online product or service that does not have school-specific features or identifiers and the predominant purpose is to post educational materials, news, resources and user comments, or other interactive functionality that is incidental to such predominant purpose.

For purposes of this policy, "official school purposes" means the broadcasting or posting of public, one-way communications that pertain to school functions, activities, or events. "Official school purposes" does not include private communications, direct communications, or two-way communications with any student.

Use of Social Media for District Purposes

In order for district employees to utilize a social media platform for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

1. They shall request permission from the superintendent or the superintendent's designee(s) prior to ~~setting up or~~ using any social media platform for district purposes.
2. If permission is granted, staff members will set up the ~~platform up~~ page or account following ~~any~~ all district policy, administrative procedures, and directives. This shall include, but may not be limited to, limiting the employee to using only board approved social media platforms for official school purposes and giving administrative access and editing rights to designated district or school officials.
3. If the expenditure of district funds is required to complete the set~~-~~up or maintenance of the ~~platform~~page or account, the requesting staff member shall present an itemized summary of such costs to the superintendent for appropriate approval.
4. Once the ~~platform~~ page or account is in use, the sponsoring staff member is responsible for the following:
   a. Monitoring and managing the ~~platform~~ page or account to promote safe and acceptable use and compliance with district policies, administrative guidelines, ~~and~~ directives, and applicable law; and
   b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

Prohibitions Regarding Social Media Platforms

No employee of the district shall privately or directly communicate with any student through a social media platform, except as expressly permitted under this policy. This prohibition applies regardless of whether communication occurs during or outside the school day.

No employee shall require a student to use a social media platform for any assignment or extracurricular activity.

The provisions of this policy ~~regulating social media platform use that are not made for official school purposes and that require the use of only board approved social media platforms with limited student communications~~ do not apply to any virtual school, as defined by Kansas law.

~~Definitions~~

~~For purposes of this policy, a "social media platform" is any online website or application that permits a person to become a registered user, create an account or profile for the primary purpose of creating, sharing, or interacting with user-generated content that is publicly viewable. "Social media platform" includes, but is not limited to, Facebook, Instagram, Snapchat, TikTok, X (Twitter). "Social media platform" does not include:~~

- ~~Any online website or application whose primary purpose is educational;~~
- ~~Any platform approved by the board if such platform:~~
  - ~~Is owned, licensed, or contractually controlled by the school district;~~
  - ~~allows for required user accounts;~~
  - ~~allows communications to be monitored, archived, retained, or audited in compliance with policy or law;~~
  - ~~is accessible to parents or guardians; and~~
  - ~~used by employees in accordance with policy;~~
- ~~email;~~
- ~~direct messaging services that only share messages between a sender and a named recipient and does not display or post messages publicly or to users not identified as recipients by the sender of the message; and~~
- ~~any online product or service that does not have school-specific features or identifiers and the predominant purpose is to post educational materials, news, resources and user comments, or other interactive functionality that is incidental to such predominant purpose.~~

~~For purposes of this policy, "official school purposes" means the broadcasting or posting of public, one-way communications that pertain to school functions, activities, or events. "Official school purposes"~~

~~does not include private communications, direct communications, or two-way communications with any student.~~

Uses of Social Media Platforms for Official School Purposes

The board may approve specific social media platforms for employee use for official school purposes, and employees are expected to utilize only board approved social media platforms in the performance of any district related work responsibilities, including the posting of information on behalf of district programs, clubs, and activities.

Board-approved social media platforms may be used by employees only for the following purposes:

- Posting or broadcasting one-way, public communications; and
- ~~Sharing~~ sharing general information related to school programs, activities, or events.

Employees shall not use social media platforms for any form of two-way interaction with students, including but not limited to:

- Private or direct messaging;
- comment-based conversations; or
- other two-way exchange of individualized messages with a student.

Other Online Platforms

Employees may communicate with students through ~~district approved~~ platforms that are not classified as social media platforms, provided such use complies with board policy and applicable law. These platforms may include:

- District email accounts;
- district learning management systems; ~~and~~
- board approved messaging, notification, or collaboration platforms~~.~~; and
- direct messaging applications.

~~All board approved platforms must allow for appropriate administrative supervision, monitoring, and record retention.~~

Training and Compliance

The superintendent or designee shall provide training to employees regarding acceptable social media platform communication practices as necessary for implementation of new requirements and then periodically thereafter.

Disciplinary Actions

~~While not in direct violation of applicable law or this policy, S~~staff members are strongly discouraged from creating personal social media accounts with which they connect with current or future students. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology, social media, or online resources violates board policy, ~~or~~ administrative regulations and/or procedures, or supervisory directives; Kansas law regarding social media platform use by school employees; statutory or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting.

District staff shall ~~endeavor to~~ protect the health, safety, and emotional well-being of students and confidentiality of student ~~record~~ information both in the school setting and in their offsite, online actions. Conduct in violation of this policy, including, but not limited to, ~~conduct~~ acts relating to the use of technology, any social media platform, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Approved:

KASB Recommendation – 6/13; 4/26; 6/26

JB - Attendance Records

(See JBC, JBD, ~~and~~ JBE, and JRB)

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall also be maintained.

The superintendent shall include attendance data in an annual report to the board. Attendance problems shall result in disciplinary action and/or truancy reporting, as appropriate, and shall be reported to the board as necessary.

Approved:

KASB Recommendation–7/96; 4/07; 12/15; 6/26

JBC - Enrollment

(See IIBGB, JBCA, JBCB, JBCC, and JQKA)

Resident Students

A "resident student" is any ~~child~~ student who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. ~~Children who are "homeless" as defined by Kansas law and who are located in the district will be admitted as resident students.~~ For purposes of this policy, "parent" means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, "person acting as a parent" means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Homeless Students

Any student who has attained the age of eligibility for school attendance may attend school in the district where the student resides or is staying if the student is homeless as defined by law. Details concerning the education of homeless students may be found in board policy JBCA.

Foster Students

Any student in the custody of the Secretary of the Department for Children and Families ("DCF") who has attained the age of eligibility for school attendance shall be permitted to enroll in and attend school in any school district of the state or remain enrolled in and continue attending school in the student's school of origin.

If a court or DCF changes the placement of a student across a school boundary within the school district, the student shall be permitted to:

- enroll in and attend the school where the student is placed; or
- remain enrolled in and continue attending the student's school of origin.

DCF shall determine the child's enrollment and attendance based on the best interests of the child.

The district shall not deny or delay enrollment and attendance of any foster student whose placement has changed on the basis that the school district or school is not in possession of the student's educational records.

Details concerning the education of foster students may be found in board policy JBCB.

Nonresident Students

Details concerning the enrollment and continued enrollment process for nonresident students may be found in board policy JBCC.

Military Students

Details concerning the enrollment and attendance of military students, as defined in state law, may be found in board policy JBCD.

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public.

Part-Time Students

The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:

- Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- requests to enroll part-time in the school district; and
- meets the age of eligibility requirements for school attendance.

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations but shall not be required to make adjustments to accommodate every such request.

Part-time students, other than those specified previously in this policy may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than _____. (Insert date) Such part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of ~~the Secretary of the Department for Children and Families~~ DCF, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with ~~the Department for Children and Families~~DCF, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Assignment to a School Building, Grade Level, or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

~~If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area.~~

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In {middle school/junior high} and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

KASB Recommendation – 6/01; 4/07; 6/13; 12/14; 6/15; 12/15; 12/16; 6/19; 6/22; 6/23; 6/25; 6/26

JBCB – FOSTER CARE STUDENT REGULATIONS

Foster Care Student Regulations

To Aid ~~I~~in Implementation of Federal Law

NOTE: -This document MUST be approved by board action to become policy. File with clerk, distribute to principals, and duplicate as necessary in district newsletters and other documents.

The Every Student Succeeds Act ("ESSA") addresses additional protections for students in foster care and establishes a system of joint responsibility for school districts, the Kansas State Department of Education ("KSDE"), and the Kansas Department for Children and Families ("DCF") to ensure the educational stability of students in foster care.

For the purposes of these regulations, "foster care" means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child-care institutions, and pre-adoptive homes.

Transportation of Students in Foster Care (See sample transportation procedure below)
ESSA requires each Kansas school district to collaborate with child welfare agencies, such as DCF and tribal child welfare agencies, to develop and implement clear, written procedures for how transportation to maintain a student in foster care in his or her school of origin (when in the student's best interest) will be provided, arranged, and funded. The procedures must ensure that the transportation will be provided promptly, in a cost-effective manner, and in accordance with federal law. Also, they must address how additional costs will be absorbed. Therefore, if there are any additional costs incurred to maintain a foster care student in his or her school of origin, the district will provide the transportation if:

1. DCF agrees to reimburse the district for the additional costs;
2. The district agrees to pay the additional costs; or
3. DCF and the district split the additional costs.

Upon request, the district will provide an assurance to KSDE that the district has transportation procedures meeting the above requirements.

Additional Costs
"Additional costs" reflect the difference between what the district would spend to transport a student to the assigned school and the cost of transporting a student in foster care to his or her school of origin. Title I, Part A funds may be used to pay for additional transportation costs in Title I districts.

School of Origin
The "school of origin" is the school in which a student is enrolled at the time of placement in foster care or of a change in placement. A student in foster care is entitled to remain enrolled in his or her school of origin unless it is determined not to be in the student's best interest to stay at that school.

Best-Interest Determination
DCF will make the final decision regarding whether it is in a student's best interest to remain in the school of origin. District staff may be asked to provide information on the "educational best interest" of the student to support educational decision-making based on what is best for the student academically. For students receiving special education and related services under the Individual with Disabilities Education Act or for students on Section 504 accommodation plans, it is recommended that relevant team

members should be consulted in the best interest determination process, as the district will still be required to ensure compliance with Least Restrictive Environment requirements.

The United States Department of Education has provided a list of factors that may be considered in determining the student's educational best interest, which include appropriateness of the current setting, proximity of placement to school attendance centers, the child's preference, the parents' preference, the child's attachment to the school of origin, where siblings will be placed, and the availability of needed services. The "best-interest determination" may not be made based on transportation costs or funding.

District Foster Care Liaison

The "district foster care liaison" is a district employee who facilitates the enrollment in or transfer to a public school of a student in the district who is a ward of the state. The district's foster care liaison is considered the designated point of contact for collaboration with DCF on transportation procedures.

The District has designated the following staff person as the District foster care liaison:

Name:
Position:
E-mail:
Address:
Telephone:

Child Welfare Agency

In Kansas, DCF is the regular child welfare agency for collaboration on transportation procedures. The Child Protective Services ("CPS") division of DCF will typically be the division that works with the district on issues related to students in foster care, however, tribal child welfare agencies may also be involved with this process. Therefore, whenever DCF is used in these regulations, it may be deemed to apply to any child welfare agency based on the circumstances.

Child Welfare Contact

The district, if receiving Title I, Part A funds, must collaborate on transportation procedures with the DCF-designated contact if DCF notifies the district in writing that DCF has designated an employee to serve as a point of contact for the district.

Approved:

KASB Recommended Regulations – 12/16; 5/26

General Transportation Procedures ~~(OPTIONAL)~~

To ensure that transportation is provided promptly when it is determined to be in the best interest of a student in foster care to remain in the school of origin, the district has developed the following transportation procedures. These procedures will guide the development of an individual transportation plan for a student needing transportation to his or her school of origin.

If the secretary of DCF changes the placement of a child from one school district to another school district or across a school boundary within the same district, and determines that it is in the best interests of the child to remain enrolled in and attending the school of origin, the affected school district and the secretary shall coordinate to develop a transportation plan to get the child to and from such school of origin.

Such plan shall address the availability and cost of such transportation, including how such costs shall be reimbursed by the secretary, paid by the school district, or shared between both parties. When developing such transportation plan, consideration shall be given to the:

(A) Age, maturity and behavioral capacity of the child;
(B) type of transportation available;
(C) flexibility in the school schedule;
(D) the effect of extracurricular activities on transportation options;
(E) traffic routes and patterns; and
(F) individualized needs of the child.

Funding Strategies

The district and DCF have identified the following funding options that may be implemented if additional costs to transport a student in foster care to the school of origin are determined:
(Adjust the items below to include those agreed upon by the district and DCF. Consider any cost-sharing strategies that the district has used successfully with neighboring districts in transporting students who are homeless to and from their school of origin or any other programs where transportation costs are shared.)

1. Cost sharing between the district and DCF through use of a specific transportation strategy in which each party is responsible for a segment of the transportation;
2. Offset of costs by DCF, such as using Title IV-E funds paid to a foster parent or caregiver for transportation;
3. Cost sharing between the school district of attendance and the school district where the student is living;
4. Use of the district's Title I funds;
5. Use of Medicaid reimbursements if the IEP for a student receiving special education services will include transportation as a related service;
6. Use of any available grant funds; and
7. [Other].

Transportation Strategies

The following transportation strategies may be considered in achieving transportation to a student's school of origin:

(Adjust the items below to include those agreed upon by the district and DCF. Consider any strategies that have been used successfully to transport students who are homeless to and from their school of origin and effective practices currently used to share transportation costs with neighboring districts, community partners, or others.)

1. Arranging transportation by the foster parent or caregiver to the school of origin or to a bus stop on a route to the school of origin, such as when the foster parent lives within a certain distance from the school of origin;
2. Arranging transportation by a relative or another adult approved by DCF with whom the student has a relationship and whose existing commute aligns with the student's transportation need to the school of origin or a bus stop on a route to the school of origin;
3. Maximizing the existing district transportation system by exploring ways the student can be transported to an existing bus stop that serves the school of origin (options to transport the student to an existing bus stop could occur through use of public transportation with a bus pass or transportation voucher, or transportation by the foster parent or caregiver, a relative, or another adult with whom the student has a relationship);
4. Using existing intradistrict transportation options that allow students to be transported within the district, such as routes for students who are homeless, students attending magnet programs, or students receiving special education services (this option may require the addition of a bus stop on an existing route or that an existing route be rerouted to accommodate the transportation needs);
5. Coordinating with the district in which the student is living to provide transportation to the district boundaries or an existing bus stop within the district;
6. Evaluating whether an IEP for a student receiving special education services will include transportation to the student's special education program at the school of origin as a related service;
7. Contracting with a private transportation company, such as a taxi service, for the student's transportation needs;
8. Using public transportation with a bus pass or transportation voucher;
9. Adding a district transportation route; or
10. [Other].

Individual Transportation Plan

When DCF determines that the best interest of a student in foster care is to remain in the school of origin, the district foster care liaison will take steps to promptly collaborate with relevant DCF staff on how transportation to the school of origin will be provided, arranged, and funded.

When possible, and to allow for adequate consideration of the student's needs, individual transportation planning will begin in advance of placement changes and will occur in coordination with the consultation on the student's educational best interest.

The district foster care liaison will convene a meeting to establish an individualized transportation plan for the student. The liaison will attempt to include the student's DCF education decision-maker and others who may be involved in education decision-making for the student, such as the student's caseworker, foster parent or caregiver, and the court-appointed special advocate (CASA) liaison. The District foster care liaison may also involve other district staff, as appropriate. The liaison will involve the district transportation director if the individual transportation plan will involve adjustments to existing bus routes.

If necessary, the district foster care liaison will identify a short-term transportation strategy that may be used until the final transportation plan is completed so that the student can remain at the school of origin without interruption.

In evaluating transportation options to the school of origin, participants will prioritize student safety, cost effectiveness, reliability, and time and distance of the commute.

Determining Additional Costs

To identify whether additional costs will be incurred in an individual transportation plan to transport the student to the school of origin, the foster care liaison will consult with the district transportation director to calculate the cost of transporting the student to the school that the student would otherwise attend, which will be used as a comparison. In accordance with the federal Non-Regulatory Guidance, if the district is able to provide transportation through an established bus route, there are no additional costs. If the district will reroute buses or provide transportation through a private vehicle or transportation company, the district may consider as additional costs the cost of rerouting buses or the difference between the special transportation costs and the usual transportation costs.

Administrative costs, such as additional staff time to coordinate transportation, will also be considered in determining whether there are additional costs to transport the student in foster care to the school of origin.

Plan Elements

The individual transportation plan may include:

1. A daily transportation strategy;
2. One or more backup transportation strategies;
3. Transportation strategies to allow participation in after-school and extracurricular activities;
4. A description of the funding strategy that will be used if additional costs to transport the student to the school of origin are identified;
5. Identification of who is responsible for each aspect of the transportation strategy;
6. Designation of an adult to accompany younger students, if necessary, such as when public transportation is used;
7. For transportation strategies with multiple segments, sign off procedures to ensure that the student safely and successfully completes each segment;
8. A communication protocol between the District and DCF when transportation for a student is no longer needed; and
9. A regular review process for adjusting transportation strategies when circumstances change.

The final individual transportation plan will require a signature by the foster care liaison and a district official who has authority to approve any additional expenditure. The DCF education decision-maker and the foster parent or caregiver, if different from the education decision-maker, will also be asked to sign the plan.

Approved:

KASB ~~Optional~~ Procedures – 12/16; 6/26

JBCB - Foster Care Students

(See EDAA, JBC, ~~and~~ JBCA, and JRB)

The district, in accordance with state and federal law and the Kansas state plan, will ensure students placed in foster care within the school district have access to a public education in a stable educational environment. For the purposes of this policy and its applicable regulations, "foster care" means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties.

Point of Contact

The board shall designate an employee to serve as a point of contact for child welfare agencies on behalf of the district.

Mobile Crisis Helpline

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families Mobile Crisis Helpline, 1-833-441-2240, including:

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Enrollment and Attendance in School

Foster students will be enrolled in and attend school as outlined in policy JBC.

Transfer of Records

The expedited transfer of student records for students experiencing a change in placement within the foster care system is covered in policy JRB.

Approved:

KASB Recommendation – 12/16; 12/21; 6/26

Note: The reader is encouraged to review regulations and forms for related information.

JBCC - Enrollment of Nonresident Students

(See JBC, JBCA, JBCB, and JQKA)

Kansas law requires the board to allow nonresident students to enroll in and attend the schools of the district if the board's capacity determination finds there are open seats for such students. In order to determine the district's capacity to accept nonresident students at each grade level in each district school, the board has adopted this policy.

Details concerning the nonresident enrollment and continued enrollment processes for nonresident students may be found in this policy, while general processes on enrollment documentation, assignment to buildings and classes, etc., may be found in board policy JBC.

This policy does not apply to any virtual school, as defined by Kansas law, or to any school located on a military installation.

Any child who is experiencing homelessness shall be permitted to enroll in and attend the school district of origin or the school district of residence without application and acceptance through this policy.

Any student in custody of the Department for Children and Families who has attained the age of eligibility for school attendance shall be permitted to enroll in and attend any school in any school district of the state or remain enrolled in and continue attending school in the student's school of origin without application and acceptance through this policy.

Any foreign exchange student who resides, or will reside, with a host family in the district may be permitted to enroll in and attend school in the district as if the student were a resident and shall not be subject to the open-seat lottery for enrollment and attendance purposes.

Definitions

For the purposes of this policy, the following definitions apply.

"Homeless child" means a child who lacks a fixed, regular and adequate nighttime residence and whose primary nighttime residence is:

A. A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters and transitional housing for the mentally ill;

B. an institution that provides a temporary residence for individuals intended to be institutionalized; or

C. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

Except as otherwise provided in this policy, "n~~N~~onresident student" means a child of school age, pursuant to Kansas law, who resides in Kansas and is enrolled and in attendance at or seeking to enroll and attend a school located in a district where such student is not a resident.

"Parent" means and includes natural parents, adoptive parents, stepparents, and foster parents.

"Person acting as parent" means:

A. A guardian or conservator; or

B. a person, other than a parent, who:

   i. Is liable by law to maintain, care for or support the child;

   ii. has actual care and control of the child and is contributing the major portion of the cost of support of the child;

   iii. has actual care and control of the child with the written consent of a person who has legal custody of the child; or

   iv. has been granted custody of the child by a court of competent jurisdiction.

"Receiving school district" means a school district of nonresidence of a student who attends school in such school district.

"Sibling" means a brother or sister of the whole or half blood, adoptive brother or sister, a stepbrother or stepsister or a foster brother or foster sister.

Determining Capacity for Nonresident Enrollment

The superintendent or designee has the responsibility for studying capacity in each school of the school district and at each grade level within each school and for making recommendations to the board regarding the district's capacity to accept nonresident students. To make recommendations to the board to assist with determining capacity, the superintendent or the superintendent's designee(s) shall do the following.

The superintendent or designee shall develop recommendations on capacity and classroom student-to-teacher ratios in each grade level in each school serving kindergarten students and students in grades one through eight. Such recommendations may be based on, but not be limited to, the following factors:

- Present classroom student-teacher ratios in each grade level in each school;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends; and

- maximum capacity of the classroom and associated learning, activity, and common area spaces.

The superintendent or designee shall develop recommendations on capacity and student-to-teacher ratios for each school building or program serving students in grades nine through twelve. Such recommendations may be based on, but not be limited to, the following factors:

- Present building or program student-teacher ratios;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends;
- anticipated demand for particular courses or programming; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

On or before May 1st of each year, the superintendent shall present the recommendations concerning capacity and student-to-teacher ratios to the board for adoption or modification, and the board shall determine, for each grade level in each school building of the school district for the next succeeding school year, the following:

- Capacity based on the study conducted by the superintendent or the superintendent's designee;
- the number of students expected to attend school in the school district; and
- the number of open seats available to nonresidents at each grade, building, or program level.

On or before June 1st of each year, the district shall publish the number of open seats available to nonresident students in each grade level for each school building of the district for the next succeeding school year on the school district's website.

From January 1st through June 15th, district administration shall accept applications from nonresident students seeking to enroll in and attend the district in the next school year.

If the number of applications for a grade level in a school building is ~~less~~ fewer than the number of available seats for that grade level in the school building, the nonresident students shall be accepted for enrollment and attendance at the school district, unless the nonresident student is deemed not in good standing.

If the number of applications for a grade level in a school building is greater than the number of available seats for the grade level in the school building, district administration shall randomly select nonresident students deemed in good standing using a confidential, open-seat lottery process. This process shall be completed on or before July 15th of each year.

The district shall provide to the parent or person acting as a parent of a nonresident student who was not accepted for or denied enrollment at such school district the reason for the nonacceptance or denial and an explanation of the nonresident student selection process on or before July 30th of each year.

Priority in Filling Open Seats

Regardless of capacity determinations, any nonresident student whose ~~has a~~ parent or person acting as parent is employed by the district ~~the following categories of students~~ shall be allowed to enroll as if a resident student ~~s~~while the parent or person acting as a parent remains employed by the district, ~~if~~ and the~~y~~ ~~are~~ student is deemed to be in good standing by district administration.~~:~~

- ~~any child who is in the custody of the Department for Children and Families and who is living in the home of a nonresident student who transfers to the district; or~~
- ~~any nonresident student who has a parent or person acting as parent employed by the district, while the parent or person acting as a parent remains employed by the district.~~

~~Further, a foreign exchange student who is admitted to the district in accordance with Policy JGKA and who resides, or will reside, with a host family may be permitted to enroll in and attend the host family's resident school district as if the student were a resident of the school district.~~

Subject to having capacity to enroll nonresident students, the district shall give priority in enrollment to the following nonresident students deemed in good standing to enroll. These students shall receive open seats without necessity of being selected through any open-seat lottery:

- Any sibling of a nonresident student who is enrolled in and attending school in the district or who is accepted to enroll in and attend school in the district, with priority given when the nonresident student is first accepted and, if necessary, at any other time the district considers transfer applications; and
- any nonresident student who is a military student as defined in K.S.A. 72-5139, with priority given when the student is first accepted and, if necessary, at any other time the district considers transfer applications.

If one of these exceptions no longer applies to the student, the student's enrollment status would be subject to review based upon the considerations for determining good standing in this policy.

Prohibitions Regarding Open Enrollment Provisions of this Policy

The district shall not:

- Charge tuition or fees to any nonresident student who transfers to the district pursuant to this policy, except fees that are otherwise charged to every student enrolled in and attending school in the district; or

- accept or deny a nonresident student transfer based on ethnicity; national origin; gender; income level; disabling condition; proficiency in the English language; or measure of achievement, aptitude, or athletic ability.

Except for a child in the custody of the Department for Children and Families or a child who is experiencing homelessness, a nonresident student shall not transfer more than once per school year to one or more receiving school districts pursuant to the provisions of this policy or authorizing Kansas law.

Transportation of Students

Neither a resident school district nor a receiving school district shall be required to provide transportation to nonresident students unless otherwise required by applicable law. If space is available on district transportation vehicles, the district may assign nonresident students an in-district bus stop to and from which transportation may be provided by the district for nonresident students. The receiving district may provide transportation from the student's residence by notifying the sending district of the receiving district's intent to provide transportation. The district shall ensure that transportation for nonresident homeless students is provided comparably to that of housed students.

KSHSAA Eligibility

Nothing in this policy or state law shall exempt a nonresident student who transfers into the district from the requirements of the Kansas State High School Activities Association ("KSHSAA") regarding eligibility to participate in KSHSAA activities.

Information Share with the Kansas State Department of Education

The superintendent shall annually submit, or have submitted, to the Kansas State Department of Education this policy, the number of nonresident student transfers approved and denied in each grade level, and whether the denials were based on capacity or in accordance with the policy's terms.

Nonresident Student Continued Enrollment

A nonresident student who has been accepted for enrollment and attendance at a district school shall be permitted to continue enrollment and attendance in the district until such student graduates from high school, reaches the age of 21 (if the student is a student with an exceptionality, not solely eligible for gifted services under an individualized education program), or receives a G.E.D., unless such student is no longer deemed by district administration to be in good standing.

Except as otherwise specified herein, nonresident students who were enrolled in and attending the district during school year 2023-2024, who were attending the district as a resident student in 2023-2024 but have since moved out of the district, or who have been accepted for enrollment by the school district on or after June 1, 2024, will be allowed to continue enrollment in the district as specified above. The

district will not require parents of such students or adult or emancipated students to resubmit a new application each school year.

Determining Good Standing

Regardless of capacity to accept nonresident students at a nonresident student's grade level or in the student's designated school or program, an individual student may be denied enrollment or continued enrollment for not being in good standing. Nonresident student applicants for enrollment and nonresident students already enrolled in and attending school in the district shall be evaluated by district administration to determine standing for enrollment or continued enrollment.

Students may be denied enrollment or continued enrollment for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Similarly, administration shall consider the adverse impact of homelessness on a student's attendance and any resulting suspensions or expulsions before making a determination on the enrollment or continued enrollment of a student who is homeless. As part of this reflection, administration shall consider the obstacles a homeless student faces to arrive at school on time or each day due to housing instability, lack of transportation, or lack of other basic resources that can hinder consistent attendance.

A student meeting one or more of the following criteria shall automatically be deemed not in good standing and may be denied enrollment or continued enrollment based solely thereon.

- The nonresident student failed to maintain a 90% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language;
- the nonresident student or the student's parent or person acting as a parent provided false or fraudulent information in the application process;
- the nonresident student is not a Kansas resident;
- the student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun.
- the student has had three or more out-of-school suspensions in the current school year, excluding suspensions determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan; or
- the student has been given a long-term suspension or expulsion by a school district in the current school year.

Parents shall be informed of any administrative decision not to enroll or to discontinue enrollment of a nonresident student.

If district administration denies the enrollment application of a nonresident student due to the school district deeming the nonresident student as not in good standing, the parent or person acting as a parent of such student may appeal the decision to the board. A current nonresident student who is determined not to be in good standing shall not be entitled to the appeal process outlined herein.

Any student who has been denied enrollment or continued enrollment due to being deemed not in good standing may reapply for nonresident enrollment in subsequent school years.

Appeal Process

If a nonresident student's application for enrollment is denied because the student is determined not to be in good standing, the parent or person acting as a parent may appeal the administrative decision to the board.

If a parent or person acting as a parent wishes to appeal this decision, a written request for an appeal must be submitted to the clerk of the board within 10 days of receiving notice the student's application has been denied for lack of good standing. Such request shall include the individual's reasons for disagreeing with the administration's decision.

The board shall consider any appeal of these decisions and any supplemental documentation provided therewith at the next regularly scheduled board meeting following receipt of the request for appeal, and the board's designee shall notify the requestor of the result of the appeal in writing within 10 days of the board's decision thereon.

Enrollment of Out-of-State Students

If capacity for nonresident student enrollment remains after the aforementioned application, enrollment, and the disenrollment process has concluded, district administration may consider applications for enrollment submitted by students who are not Kansas residents. However, priority in enrollment shall be given to Kansas residents.

If a student who is an out-of-state resident is in good standing and has a parent or a person acting as a parent who is employed by the district, district administration may allow the student to enroll in and attend school in the district as if they were a resident of the district.

Approved:

KASB Recommendation – 6/23; 10/23; 5/24; 12/25; 6/26

JBD - Absences and Excuses

(See AEB, IHEA, JB, JBE, JBH, and JDD)

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal; and
- Students of ~~active duty~~active-duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence and would subject a student to appropriate disciplinary action. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Significant Part of a School Day

An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day.

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Approved:

KASB Recommendation – 7/96; 9/97; 4/07; 12/14; 6/15; 6/26

JCDC - Student Personal Electronic Communications Devices

(See BDA, JBD, and JDD)

Students are prohibited from using or accessing personal electronic communication devices during the school day while on district owned or operated property, except as expressly permitted by this policy or by law.

This policy does not apply to any virtual school, as defined by Kansas law.

When personal electronic communication device use is not permitted, students are allowed reasonable access to a school-provided telephone or communication device during the school day to contact a parent or person acting as a parent.

Device Storage

All student personal electronic communication devices shall be powered off and securely stored away from the student's person in an inaccessible location during the school day, unless an exception applies to this requirement as specified in this policy.

Students may choose not to bring personal electronic communication devices to school by leaving such devices at home or in a vehicle, including a vehicle located on school premises. As students will not have the ability to access or use such devices during the school day, students are encouraged to leave any personal electronic communication devices not necessary for the implementation of their Individualized Education Program (hereafter "IEP") or Section 504 accommodation plan (hereafter "504 plan"), communication during their commute to or from school, for work, or learning experience that is not located on the school premises at home. If students elect to leave such devices in their vehicle, students are encouraged to lock their vehicles to protect against theft of or damage to the devices.

Kansas law provides that the board, school district employees, and/or any agents thereof shall not be liable for any damage to personal electronic communication devices or for storage of such devices that are brought to school.

The superintendent or superintendent's designee(s) shall develop procedures to ensure all personal electronic communication devices are turned off and securely stored away from the student's person in an inaccessible location during the school day. Such procedures shall be included in student handbooks as adopted by the board and communicated to students and parents/guardians as deemed appropriate by district administration.

Definitions

For purposes of this policy, the following definitions apply:

- "Personal electronic communication device" is any wireless electronic communication device that both provides for voice, text, or video communication between two or more parties, including, but not limited to, a mobile or cellular phone, tablet, computer, watch, wireless

headphones or earbuds, text messaging device, or personal digital assistant; and is not owned or issued to students by the school district.

- "School day" is the time from the start of school until dismissal at the end of the day on the school premises, including, but not limited to, the time in any classroom, structured or unstructured learning setting, recess, lunch or passing period. The term "school day" excludes any time associated with a student's travel to or from a learning experience that is not located on the school premises, including any postsecondary educational course, career technical education course, work-based learning program, or other alternative educational opportunity.

Permitted Exception

A student may be permitted to use a personal electronic communication device during the school day under the following circumstances.

- Any student may use a personal electronic communication device during the school day if it is the intervention of last resort such that there is no other reasonable alternative option available for such student, and the use is either:
    - Required for the implementation of a student's IEP or 504 plan; or
    - Approved by a licensed physician as a medical necessity to support the health or well-being of the student.

Use During School-Sponsored Activities Before and After the School Day

Students [*may/shall not*] use or access personal electronic communication devices during school-sponsored activities, programs, or events occurring before and after the regular school day, subject to district-approved procedures, event-specific rules, and staff direction.

Enforcement and Disciplinary Action

Violations of this policy [*may/shall*] result in disciplinary action in accordance with the district's student code of conduct. Disciplinary measures may include, but are not limited to, confiscation of the device through the end of the school day, referral to administration for determination of appropriate consequence, parental notification, or other appropriate disciplinary response, up to and including suspension and/or expulsion from school.

Discipline shall be applied in a nondiscriminatory manner and shall not interfere with rights provided under an IEP, 504 plan, or applicable law.

Administrative Procedures and Directives

The superintendent or designee(s) may develop administrative procedures and provide directives necessary to ensure consistent implementation of this policy and any board approved regulations and

handbooks across district buildings, so long as such procedures and directives are not in conflict with board approved policy, regulation, or handbook language.

Approved:

KASB Recommendation - 4/26

JGEC – Sex-Based Discrimination~~ual Harassment~~

(See GAAC, GAAD, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive ~~learning and~~ working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates~~ and is prohibited by Title IX from engaging in such discrimination~~. Discrimination on the basis of sex, including sexual harassment, ~~will not be tolerated in the school district. Discrimination on the basis of sex~~ of employees or students of the district in any district education program or activity will not be tolerated in the school district and is strictly prohibited.

Sex-based discrimination, including ~~S~~sexual harassment, is unlawful discrimination~~ on the basis of sex~~ under Title IX of the Education Amendments of 1972~~, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination~~. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

~~It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.~~

~~Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.~~

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

~~The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.~~

(Position or name, address, email address, and phone number of the Title IX Coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972~~, Title VII of the Civil Rights Act of 1964 regarding discrimination on~~

the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of thisese Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481;, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

Definitions

For the purposes of this policy, Tthe following definitions apply. to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

"Appeal decision-maker" reviews the appeal along with written statements in support of, or challenging, the outcome of the written determination regarding responsibility, and other relevant documentation collected during the formal grievance process. The appeal decision-maker shall not be the Title IX Coordinator, investigator, decision-maker, or formal resolution facilitator.

The "complainantComplainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The "decisionDecision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator, or investigator, appeal decision-maker, or formal resolution facilitator.

"Domestic violence" includes felony or misdemeanor crimes~~ of violence~~ committed by a ~~person who is a~~ current or former spouse or intimate~~,~~ partner~~, person with whom~~ of the victim ~~shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim~~ under the family or domestic violence laws of Kansas~~ or applicable federal law, or by any other person against an adult or youth victim having protection from such person's acts by Kansas or applicable federal law~~.

~~A~~ "~~formal~~ Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

"Informal resolution facilitator" is a neutral person, designated by the Title IX Coordinator, who has been trained to assist the parties through the voluntary informal resolution process. The informal resolution facilitator shall not be the Title IX Coordinator, investigator, decision-maker, or appeal-decision maker.

~~The~~ "~~i~~Investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report. The investigator shall not be the Title IX Coordinator, decision-maker, appeal decision-maker, or informal resolution facilitator.

~~A~~ "~~respondent~~Respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sex-based discrimination" means any unfair treatment, unequal opportunity, or harassment on the basis of sex in the district's programs or activities.

"Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"Sexual harassment" means conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

"Supportive measures" mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent regardless of whether a formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school, and other similar measures. The supportive measures provided to the complainant or respondent by the district must remain confidential to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

~~The~~ "Title IX Coordinator" is the individual designated at the district level who has the responsibility to coordinate compliance with Title IX of the Education Amendments of 1972~~, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination~~. The Title IX Coordinator's responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

Reporting of Sex-Based Discrimination, including Sexual Harassment—

The district takes all reports of sex-based discrimination, including sexual harassment, seriously and will respond meaningfully to every such report of which the district has actual knowledge.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Any act of retaliation or discrimination against any person who has opposed discrimination; filed a complaint; or testified, assisted, or participated in any investigation, proceeding, or appeal involving sex-based discrimination, including sexual harassment, is prohibited. The district will take appropriate available action to address retaliation, which may include student or employee discipline procedures.

It shall be a violation to discourage a student or an employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy shall result in appropriate disciplinary action.

False or malicious complaints of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the complainant.

False statements made in the course of an investigation of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the individual.

Complaint Process for Sex-Based Discrimination (Not Sexual Harassment)

Complaints of sex-based discrimination that do not allege sexual harassment will be investigated through the complaint procedure outlined in policy KN to determine whether, under the totality of the circumstances, the alleged behavior constitutes a violation of this policy.

Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in appropriate discipline.

Grievance Process for Sexual Harassment

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the Title IX Coordinator, the employee's supervisor, or other designated district official. Employees who fail to appropriately report complaints or incidents of sexual harassment to the Title IX Coordinator, their supervisor, or other designated district official may face disciplinary action.

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 Title IX Coordinator, any investigator, decision-maker, appeal decision-maker, or any ~~person who facilitates an~~ informal resolution facilitator ~~process~~ shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias.

Investigators shall receive training on issues of relevance of questions and evidence in order to create investigative reports that fairly summarize relevant evidence.

Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its reoccurrence.

Within 10 business days of any reports of sexual harassment, Tthe Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Ccontact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint,; and consider the complainant's wishes as to supportive measures; and
- Iinform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.
- process.

Informal Resolution Process for Sexual Harassment Complaints

At any time during the formal complaint process regarding alleged sexual harassment and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process requires:

- The informal resolution facilitator is to be a trained educational professional, consultant, or other individual selected by the Title IX Coordinator who has received training on their role;
- the parties to be provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- at any time prior to agreeing to a resolution, any party to have the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and to be informed of any consequences resulting from participating in the informal resolution process;
- that the parties voluntarily consent, in writing, to the informal resolution process; and
- that the informal resolution process is not used to resolve allegations that an employee has sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the agreement, provide a copy of the agreement to both parties, and forward it to the Title IX Coordinator. If the matter is not resolved, the informal resolution facilitator will notify the Title IX Coordinator, who will resume the formal complaint process.

Formal Grievance Process for Sexual Harassment Complaints

No formal investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

The procedures for filing a formal complaint are as follows.

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- 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. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

Upon receipt of a formal complaint, the Title IX Coordinator shall either dismiss the formal complaint or initiate the formal grievance process by providing notice to the parties of the complaint.

Dismissal of a Formal Complaint of Sexual Harassment

The Title IX Coordinator must dismiss the complaint if it is determined that:

- Even if all the facts alleged are true, the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein;
- the conduct did not occur in the recipient's education program or activity; or
- the conduct did not occur against a person in the United States.

During the course of the formal grievance process, the Title IX Coordinator may dismiss the complaint if:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- the respondent is no longer enrolled in or employed by the district; or
- specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal of a complaint, the Title IX Coordinator must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

Dismissal of a formal complaint does not preclude an investigation or disciplinary action under another district policy.

~~Supportive Measures~~

~~The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.~~

~~The Formal Complaint~~

~~No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.~~

~~A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:~~

- ~~At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.~~
- ~~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. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.~~
- ~~A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.~~
- ~~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 a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.~~

Initiation of Formal Grievance Process for Sexual Harassment Complaints ~~Notice Requirements~~

Upon filing of a formal complaint of sexual harassment, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
  - the identities of the parties involved, if known;
  - the conduct allegedly constituting sexual harassment; and
  - the date and location of the alleged incident, if known.

- ~~An explanation of the~~The district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, the Title IX Coordinator shall provide notice of the additional allegations ~~shall be provided~~ to known parties.

Formal Complaint Investigations ~~Procedures~~Regarding Sexual Harassment

To ensure a complete and thorough investigation of any sexual harassment complaint and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied by ~~with~~ an advisor of ~~the party's~~their choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party or witness is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint of sexual harassment, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;

- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

~~Formal Complaint Investigation Report~~

The investigator shall prepare an initial investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors ~~for review and response~~simultaneously.

~~Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow t~~The parties shall have 10 days to submit a written response to the initial report for the investigator's consideration.

Following the opportunity for the parties and their advisors to review and respond to the initial report, the investigator shall submit a final report to the parties and the Title IX Coordinator simultaneously. Upon receipt, the Title IX Coordinator shall provide a copy of the final report and supporting documentation to the decision-maker.

Decision-Maker's Determination Regarding Sexual Harassment Complaints

Upon receiving the investigator's final report, but prior to reaching a determination regarding responsibility, the decision-maker must ~~make a determination regarding responsibility and~~ afford each party the opportunity to submit written, relevant questions that ~~the~~ a ~~parties~~ party wants asked of any party or witness, provide each party with ~~the~~ any answers provided, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- ~~Describe~~ describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- ~~Include~~ include the findings of fact supporting the determination;
- ~~Address~~ address any district policies and/or conduct rules which apply to the facts;
- ~~A~~ a statement of, and rational for, the result as to each allegation, including a determination regarding responsibility; and
- ~~The~~ the procedures and permissible bases for the complainant and/or respondent to appeal the determination.

The written determination may, but is not required to, recommend that, based on respondent's action, respondent be subject to disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in disciplinary action.

A copy of the written determination shall be provided to both parties and the Title IX Coordinator simultaneously.

~~The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined inboard policy and state law governing student suspension and expulsion will be followed.~~

~~If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.~~

~~Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.~~

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed~~;~~, or on the date the opportunity for an appeal expires.

If the formal grievance process determines the actions constituted sexual harassment in violation of this policy, the respondent shall be subject to disciplinary action, up to and including termination for employees or expulsion for students. If the formal grievance process determines the actions were in violation of other policies but do not constitute sexual harassment, the respondent may be subject to discipline under those policies.

If it is determined that sexual harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Appeals Regarding Sexual Harassment Complaints

The complainant or respondent may appeal the decision-maker's determination regarding responsibility of a sexual harassment complaint or a dismissal of a formal complaint, on ~~the~~ any of the following ~~bases~~:

- Procedural irregularity that affected the outcomes;
- ~~New~~ new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the complaint was made that could affect the outcome; and/or

- ~~The~~ the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the ~~Investigator~~investigator, ~~or~~ the decision-maker, or informal resolution facilitator that participated in any level of the grievance process that led~~from~~ to the original determination.

The Title IX Coordinator shall notify the parties in writing of the filing of an appeal and implement appeal procedures equally for both parties.

The appeal decision-maker shall give the parties an equal opportunity to submit a written statement in support of, or challenging, the outcome of the determination regarding responsibility. ~~will issue a written decision w~~Within 30 days after the appeal is filed,~~.~~ ~~The~~ the appeal decision-maker shall issue a written decision, including ~~will describe the result of the appeal and~~ the rationale for the ~~result~~decision, and ~~.~~

~~The appeal decision-maker shall:~~

- ~~Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;~~
- ~~Notify both parties in writing of the filing of an appeal and give an opportunity to submit further evidence in writing;~~
- ~~Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;~~
- ~~Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;~~
- ~~Describe the result of the appeal and the rationale for the result in the decision; and~~
- ~~P~~provide the written decision simultaneously to both parties and to the Title IX Coordinator.

~~Informal Resolution Process~~Recordkeeping

Records relating to sexual harassment complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

~~At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility. At any time during the formal complaint process and prior to reaching a determination regarding~~

~~responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.~~

~~The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:~~

- ~~The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;~~
- ~~At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;~~
- ~~The parties voluntarily and in writing consent to the informal resolution process; and~~
- ~~The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.~~

~~If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.~~

~~If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.~~

~~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.~~

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

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

Dissemination of Policy

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be ~~posted~~ published ~~in each~~ in district ~~facility shall be published in student~~ handbooks~~,~~ and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices in district or school publications, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees.

In addition, the district is required to include a statement of ~~nondiscriminatory policy~~nondiscrimination in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved:

KASB Recommendation – 7/96; 8/98; 7/03; 4/07; 6/13; 6/15; 12/18; 6/20; 7/20; 6/21; 6/26

JGFGA - Administration of Emergency Opioid Antagonists

Kansas law creates standards governing the use and administration of emergency opioid antagonists approved by the U.S. Food and Drug Administration ("FDA") to inhibit the effects of opioids and for the treatment of an opioid overdose. Any first responder or school nurse is authorized to possess, store, distribute, and administer emergency opioid antagonists as clinically indicated, provided that all personnel with access to emergency opioid antagonists are trained in proper protocol.

Similarly, Kansas law allows a patient or bystander (meaning a family member, friend, caregiver, or other person in a position to assist a person who the bystander believes to be experiencing an opioid overdose) to acquire and utilize emergency opioid antagonists.

Therefore, to further prioritize student health and safety in its schools, programs, and activities, ~~the board authorizes~~ the district ~~to~~ shall obtain, store, and administer the emergency opioid antagonist ~~naloxone~~Naloxone, which is commonly known by the brand name Narcan, ~~and/or other opioid antagonists~~ for emergency use in its schools. A stock supply of Naloxone may consist of one or more standard-dose prepackaged nasal spray devices. The school nurse ~~or~~ and other properly trained and designated district staff members may administer such medication in emergency situations to an individual who displays the signs and symptoms of opioid overdose at school, on school property, or at a school-sponsored event if such school nurse or designated school staff member reasonably believes that an individual is exhibiting the signs and symptoms of an overdose. Opioid antagonists may be available during the regularly scheduled school day. They may be available at other times at the discretion of the superintendent.

The board establishes the following rules governing the utilization and administration of emergency opioid antagonists, such as, but not necessarily limited to, ~~n~~Naloxone ~~and Narcan~~, by members of district staff.

Training

If obtaining the emergency opioid antagonist through a pharmacy, the providing pharmacy of the emergency opioid antagonist (hereafter "the product") shall provide written education and training materials to the individual to whom the product is dispensed. First Aid for Opioid Overdose must be obtained by each school nurse and other staff members designated by the superintendent to respond to potential opioid overdose situations. In addition, all district staff members with access to emergency opioid antagonists shall be trained, at a minimum, on the following:

- Techniques to prevent opioid overdose, to recognize signs of such an ~~opioid~~ overdose and to effectively respond thereto;
- Standards and procedures to safely store the emergency opioid antagonist where readily accessible to the school nurse, if applicable, or other designated school staff members

responsible for distribution~~, distribute,~~ and ~~administer an~~administration of the emergency opioid antagonist;

- Spotting potential side effects or adverse events that may occur as a result of administering an emergency opioid antagonist;
- Emergency follow-up procedures, including the requirement to summon emergency ~~ambulance~~ medical services either immediately before or immediately after administering an emergency opioid antagonist to a patient; ~~and~~
- Inventory requirements, recordkeeping, and reporting any administration of an emergency opioid antagonist to the school nurse or another healthcare provider~~.~~; and
- Availability of drug treatment programs.

District staff members personally acquiring such products for use as a patient or bystander are encouraged to inform the school nurse or the superintendent's designee, so that they may be trained in proper protocol and included in the school or district's crisis response plan regarding potential opioid overdose.

Procurement of the Product

The school nurse or other staff member(s) designated by the superintendent will be responsible for the procurement of the product.

Storage

The following storage protocols shall be followed:

- The product will be clearly marked and stored in an accessible place at the discretion of the school nurse or the superintendent's designee.
- The product will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.
- Inspection of the product shall be conducted at least quarterly.
- The individual responsible for the product's safekeeping shall check, document, and track the expiration date found on the box. Pursuant to Kansas law, "emergency opioid antagonist" is defined to include an expired emergency opioid antagonist up to 10 years past the products expiration date. Therefore, the individual responsible for the product's safekeeping shall ~~and~~ replace the product ~~once it has expired~~ on or before the 10th anniversary of its expiration date.

Use of the Product

In case of a suspected opioid overdose, the school nurse, designee, or other individual shall follow the protocols outlined in the training or product instructions in administering the product.

Follow-up

- After administration of the product, the school nurse, or other designated staff, will report appropriate information to emergency services, parents (guardians), central office personnel, and if determined necessary, the patient will be transported to a hospital.
- The school nurse or other designated staff will complete the designated incident report and file the report with the school nurse or district office, whichever is applicable.

Limitations on School Nurses

While Kansas law supports the use of emergency opioid antagonists for up to 10 years after their expiration dates, school nurses are not to prescribe, dispense, distribute, or furnish expired emergency opioid antagonist, in order to protect their professional licenses.

Gifts, Grants, and Donations

The board is authorized by law to accept monetary gifts, grants, and donations to provide a stock supply of Naloxone for emergency use in its schools or may accept Naloxone nasal spray devices from manufacture or wholesalers.

Protection from Liability

Any patient, bystander, school nurse, a first responder, or technician operating under a first responder agency, who, in good faith and with reasonable care, receives and administers an emergency opioid antagonist pursuant to this policy to a person experiencing a suspected opioid overdose shall not, by an act or omission, be subject to civil liability or criminal prosecution, unless personal injury results from the gross negligence or willful or wanton misconduct in the administration of the emergency opioid antagonist.

Publish Policies and Procedures

The district shall publish information related to its Naloxone policies and procedures in student handbooks and any other locations, as determined by appropriate by the superintendent.

Approved:

KASB Recommendation – 6/23; 6/24; 6/26

JGFGAA - Stock Supply of Emergency Medication

Any school may maintain a stock supply of emergency medication, such as epinephrine and/or albuterol, upon obtaining a prescription from a physician, certified nurse-midwife, a licensed advanced practice registered nurse, or a licensed physician assistant.

A stock supply of epinephrine may consist of one or more standard-dose or pediatric-dose epinephrine ~~auto-injectors~~ delivery systems. A school nurse or designated school personnel may administer epinephrine in an emergency situation to any individual who displays the signs and symptoms of anaphylaxis at school, on school property or at a school-sponsored event if the staff member reasonably believes that an individual is exhibiting the signs and symptoms of an anaphylactic reaction.

A stock supply of albuterol may consist of one or more albuterol metered-dose inhalers, one or more doses of albuterol solution and one or more spacers or nebulizers. A school nurse or designated school personnel may administer albuterol in an emergency situation to any individual who displays the signs and symptoms of respiratory distress at school, on school property or at a school-sponsored event if the staff member reasonably believes that an individual is exhibiting the signs and symptoms of respiratory distress.

A school that maintains a stock supply of emergency medication shall adhere to the following requirements and establish procedures in accordance therewith:

- The emergency medication will be stored in a safe location that is readily accessible to the school nurse or designated school personnel in accordance with manufacturer temperature recommendations;
- The school nurse or designated school personnel shall periodically monitor the inventory and expiration dates of the emergency medication;
- Emergency medication shall only be administered by designated school personnel; and
- Training requirements for designated school personnel shall be conducted as outlined in this policy.

Information related to the school's emergency medication policies and procedures shall be published _____.

A school may accept monetary gifts, grants, and donations to carry out the provisions of this section or may accept epinephrine ~~auto-injectors~~ delivery system, albuterol metered-dose inhalers, albuterol solution, spacers, or nebulizers from a manufacturer or wholesaler.

Training

Training shall be conducted by a school nurse, physician, or mid-level practitioner at least annually for designated school personnel. Such training shall include, but may not be limited to, the following:

- Recognition of the symptoms of anaphylaxis and respiratory distress;
- Administration of emergency medication;
- Calling for emergency medical system responders;
- Monitoring the condition of an individual after emergency medication has been administered;
- Notification of the parent, guardian, or next of kin; and
- Safe disposal and sanitation of used equipment.

The school shall maintain records of the training provided to designated school personnel.

Use of Stock Medication

If epinephrine or albuterol is administered in an emergency situation, the school nurse, designee, or other individual shall follow the protocols outlined in the training or product instructions.

Follow-up

After administration of the emergency medication, the school nurse or other designated staff member will report appropriate information to emergency services, parents or guardians, central office personnel, and, if determined necessary, the patient will be transported to a hospital.

The school nurse or other designated staff member will complete an incident report and file the report with the school nurse or district office, whichever is applicable.

Protection from Liability

The practice of the healing arts shall not be construed to include any person administering epinephrine or albuterol in emergency situations to an individual if:

- The person administering the epinephrine reasonably believes that the individual is exhibiting the signs and symptoms of an anaphylactic reaction; or
- The person administering the albuterol reasonably believes that the individual is exhibiting the signs and symptoms of respiratory distress;
- A physician or mid-level practitioner, after reviewing the school's policies and procedures, has authorized, in writing, the school to maintain a stock supply of emergency medication; and
- The emergency medication is administered at school, on school property or at a school-sponsored event.

Any person who in good faith renders emergency care or treatment, without compensation, through the administration of emergency medication to an individual at school, on school property, or at a school-sponsored event, and any school that employs or contracts such person shall not be held liable for any civil damages as a result of such care or administration or as a result of any act or failure to act in providing or arranging further medical treatment when the person acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances.

Approved:

KASB Recommendation – 12/24; 6/26

JGFGBA - Student Self-Administration of Medications

(See JDDA, JDDAA, JGFGB)

Epinephrine and Inhalers

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or ~~auto-injectable~~ epinephrine delivery system. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a ~~health care~~ healthcare provider.

As used in this policy, "~~health care~~ healthcare provider" means a physician licensed by the state board of healing arts to practice medicine and surgery~~; an advanced registered nurse~~ or a mid-level practitioner as defined in state law~~, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician~~.

Student Eligibility

An eligible student shall meet all the following requirements:

- Have a written statement from the student's ~~health care~~ healthcare provider stating the name and purpose of any prescription medication~~/s~~;
- Know the prescribed or recommended dosage;
- Know the time the medication is to be regularly administered;
- Be able to articulate any additional special circumstances under which the medication is to be administered;
- Know the length of time for which the medication is prescribed; and
- The student shall also demonstrate to the ~~health care~~ healthcare provider or the provider's designee, as applicable, and the school nurse or the nurse's designee, as applicable, the skill level necessary to use the medication and any device that is necessary to administer the medication. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

With regard to prescription medications which are not administered on a regular schedule, the student's ~~health care~~ healthcare provider shall prepare a written treatment plan for managing the student's condition, such as asthma attacks or anaphylaxis episodes, and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written

documentation required by the school, including the treatment plan prepared by the student's ~~health care~~ healthcare provider. Permission forms shall be updated {during enrollment/or_____}.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees, and agents are not liable for damage, injury, or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents~~,~~ harmless from and against any claims relating to the self-administration of medication allowed by this policy.

Additional Requirements for Students Prone to Specified Emergencies

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that ~~all~~ necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision or the school district, its officers, employee, or agents; or
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

Over-the-Counter Medications

A student may self-administer specified over-the-counter medications with written parental authorization on file in the school office.

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or

indirectly from the self-administration of over-the-counter medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents harmless from and against any claims relating to the self-administration of medication allowed by this policy.

Misuse of Medications

Self-administration of any medication, including prescription and over-the-counter medication, at a dosage or rate exceeding product label instructions may result in denial of the privilege to self-administer any medication and/or disciplinary action as outlined in policy JDDAA.

Approved:

KASB Recommendation – 6/04; 6/05; 4/07; 12/16; 12/23; 12/24; 6/26

JQKA - Foreign Exchange Student

(See JBC and JBCC)

Foreign exchange students from approved organizations may be admitted to the district on a tuition-free basis to the extent staff, facilities, equipment, and supplies are available. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa shall pre-pay tuition equal to the current cost per pupil as calculated by the Kansas State Department of Education.

Any foreign exchange student admitted into the district in accordance with this policy who resides, or will reside, with a host family residing therein may be permitted to enroll in and attend school in the district as if the student were a resident of the school district.

Approved:

KASB Recommendation - 7/96; 9/97; 4/07; 12/15; 6/20; 6/26

JRB - Release of Student Records

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

Individual student files are not available for public inspection. Except as provided in IDAE with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in this policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning their rights with regard to student records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information and of the right of the parent or eligible student to opt-out of the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice and allowing a reasonable period of time for parents or eligible students to inform the district that any or all of the directory information should not be released without prior written consent, the custodian of records may make directory information available without parental or eligible student's consent.

The custodian of records shall make student recruiting information (including student name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students provide a written request to the district providing that the specified information not be released without prior written consent. Notice of the option to opt-out of the release of recruitment information shall be provided to parents and eligible students in the district's annual notice of rights under the Family Educational Rights and Privacy Act.

For the purposes of this policy, school official means teacher, administrator, other certified employee, or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student, or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or

guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs.

The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration.

Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

~~Forwarding~~ Prohibition on Withholding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Expedited Transfer of Exceptional Student Records

All records of an exceptional student, who is transferred to another district or across a school boundary within the district, shall be transferred at the same time that the student is transferred, or as soon thereafter as possible.

If an exceptional student's transfer is a result of the student's change in placement by the Department for Children and Families ("DCF"), the Kansas Department of Corrections, or the Office of Juvenile Justice and Delinquency Prevention, it shall be the duty of the respective secretary or commissioner to notify the affected school district or districts that the student's placement has changed and request that student's records be transferred.

It shall be the duty of the school district and school in possession of any records pertaining to the student to cooperate with the secretary or commissioner and transfer all such records to the school district or school where such student is transferred. Such records shall be transferred as soon as possible following receipt of such notice , but not later than two business days following the business day that such notice was received by the school district.

Records of Transferred Foster Care Students

The school district and school in possession of any records pertaining to a foster care student transferred due to a change in placement from one school district to another or across a school boundary within the district shall cooperate with DCF and transfer all school records of the student to the school district or school where the student is transferred. These records shall be transferred as soon as possible following receipt of notice of the student's change of placement, but not later than two business days following the business day that such notice was received by the school district.

As used in this policy, "business day" means any weekday from Monday through Friday in which the school district or school's administrative office is open. "Business day" does not include any federal or state holiday, any weekday that the school district or school's administrative office is closed, or any weekday in which the school day has been canceled due to inclement weather or any other unforeseen circumstance.

Approved:

KASB Recommendation – 7/96; 6/00; 7/02; 7/03; 4/07; 2/13; 6/14; 12/16; 6/26

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Coordinator

JBCB - Foster Care Students

Point of Contact

Mobile Crisis Helpline

Enrollment and Attendance in School

Transfer of Records

JBCC - Enrollment of Nonresident Students

Definitions

Determining Capacity for Nonresident Enrollment

Priority in filling Open Seats

Prohibitions Regarding Open Enrollment Provisions of this Policy

Transportation of ~~Nonresident~~ Students

KSHSAA Eligibility

Information Share with the Kansas State Department of Education

Nonresident Student Continued Enrollment

Determining Good Standing

Appeal Process

Enrollment of Out-of-State Students

JBCD - Enrollment of Military Students

Enrollment of Military Students in Grades K-12

Enrollment of Military Students in District Pre-K Programs

Special Education and Section 504 Services

JBD - Absences and Excuses

Excused/Unexcused Absences

Significant Part of a School Day

Make-Up Work

JBE - Truancy

Waiver of Compulsory Attendance Requirements

Involvement of Law Enforcement

Reporting to Parents

Dual Enrollment Students

JBH - Release of a Student During the School Day

JCAB - Searches of Property

Search of Lockers

Searches of Property

Use of Trained Dogs in Conducting Sweeps

JCABB - Searches of Students

JCAC - Interrogation and Investigations

Coordination with Law Enforcement

Notification of Investigations Conducted by Law Enforcement Officers

Child Abuse and Identity Investigations Conducted by Law Enforcement Officers

Law Enforcement Initiated Investigations at School

Taking Students Into Custody

Disturbance of School Environment

Definition

JCDA - Student Conduct

JCDAA - Tobacco-Free School Grounds for Students

JCDB - Dress Code

JCDBB - Weapons

Weapons and Destructive Devices

Penalties for Weapon Violations

JCDC – Student Personal Electronic Communications Devices

Device Storage

Definitions

Permitted Exception

Use During School-Sponsored Activities Before and After the School Day

Enforcement and Disciplinary Action

Administrative Procedures and Directives

JCE - Complaints of Discrimination

Complaints About Discrimination

Informal Procedures

Formal Complaint Procedures

Formal Complaint Appeal

JCEC - Demonstrations

JDA - Corporal Punishment

JDB - Detention

JDC - Probation

JDD - Suspension and Expulsion Procedures

Reasons for Suspension or Expulsion

Short-term Suspension

Long-Term Suspension or Expulsion

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

Student Rights During a Long-Term Suspension/Expulsion Hearing

Appeal to the Board

JDDA - Drug-Free Schools

Student Conduct

JDDAA - Student Misuse of Medication

JDDB - Reporting to Law Enforcement

JDDC - Bullying

JF - Academic Achievement

Reporting

Report Cards

JFA - Peer Grading of Assignments

Peer Grading Prohibited

Limited Peer Grading Allowed:

JFB - Promotion and Retention

JFC - Graduation Exercises

JFCA - Early Graduation

JGA - Student Insurance Program

JGC - Health Assessments and Physicals

JGCA - Local Health and Wellness

Health and Wellness Committee

Recordkeeping

JGCB - Inoculations

JGCBA - Automated External Defibrillators

JGCC - Communicable Diseases

JGCD - Health Screenings

Vision Screenings

Hearing Screening

Dental Screenings

Selected Screenings

JGD - Student Psychological Services

JGEC - ~~Sexual Harassment~~Sex-Based Discrimination

~~Response to Harassment Complaints~~

Definitions

Reporting of Sex-Based Discrimination, including Sexual Harassment

Complaint Process for Sex-Based Discrimination (Not Sexual Harassment)

Grievance Process for Sexual Harassment

Informal Resolution Process for Sexual Harassment Complaints

Formal Grievance Process for Sexual Harassment Complaints

Dismissal of a Formal Complaint of Sexual Harassment

~~Supportive Measures~~

~~The Formal Complaint~~

Initiation of Formal Grievance Process for Sexual Harassment Complaints~~ Notice Requirements~~

Formal Complaint Investigations ~~Procedures~~Regarding Sexual Harassment

~~Formal Complaint Investigation Report~~

Decision-Maker's Determination Regarding Sexual Harassment Complaints

Appeals Regarding Sexual Harassment Complaints

~~Informal Resolution Process~~Recordkeeping

Dissemination of Policy

JGECA - Racial and Disability Harassment: Students

JGFB - Supervision of Students

JGFF - Student Transportation

Use of Vehicles and Bicycles

Walkers

Notice

JGFG - Student Accidents and Health Emergencies

Emergency Care

Records

JGFGA - Administration of Emergency Opioid Antagonist

Training

Procurement of the Product

Storage

Use of the Product

Follow-up

Protection from Liability

JGFGB - Supervision of Medications

JGFGAA - Stock Supply of Emergency Medication

Training

Use of Stock Medication

Follow-up

Protection from Liability

JGFGBA - Student Self-Administration of Medications

Epinephrine and Inhalers

Student Eligibility

Authorization Required

Employee Immunity

Waiver of Liability

Additional Requirements for Students Prone to Specified Emergencies

Over-the-Counter Medications

Misuse of Medications

JGFGBB - Accommodating Students with Diabetes

Epinephrine and Inhalers

Student Eligibility

Autorization Required

Employee Immunity

Waiver of Liability

Additional Requirements for Students Prone to Specified Emergencies

Over-the-Counter Medications

Misuse of Medications

JGG - Transportation

JGGA - Use of Surveillance Cameras

JGH - School Food Service Programs

Free or Reduced Price Meals

Contracts With Other Agencies

JGHB - Vending Machines and Other Automated Play Machines

JH - Student Activities

Eligibility for Activities

Participation in Kansas State High School Activity Association Activities

Virtual School or Nonpublic Elementary or Secondary School Students

Kansas Academy of Mathematics and Science Students

Adding or Eliminating Activities

Activity Fund Management

JHC - Student Organizations

Student Clubs

Non-School Sponsored Student Clubs

Student Government

JHCA - Student Publications

School-Sponsored Student Publications

Non-School Sponsored Student Publications

Advertisements

JHCAA - Gang Intimidation

JI - Community Activities

JJ - Employment of Students

In-School Employment

Outside Employment

Vocational or Other Work Experience

JK - Solicitations

JL - Gifts

Student Gifts to Staff Members

Faculty Gifts to Students

Student Organization Gifts to the School

JM - Contests for Students

JN - Awards

JQ - Exceptional Students

Concurrent Enrollment

JQA - Temporarily Disabled Students

JQE - Alternative Arrangements for Nontraditional Students

JQI - Adult Students

JQKA - Foreign Exchange Student

JQL - Hearing Procedures for Exceptional Students

JQLA - Class-size/Caseload Limits for Exceptional Students

JR - Student Records

JRA - Types of Records

JRB - Release of Student Records

Directory Information

Forwarding Pupil Records

JRC - Disposition of Records

JRD - Hearing Request

JS - Student Fees and Charges

Credit Card Payments

Fee Schedules

Debt Collection

Forwarding Pupil Records

USD 113 Fee Schedule FY27

Item	SES	SMS	SHS	Axtell	Public
Textbook Fees					
PK-5th Grade	$30			$30	
Grades 6-12 Grade		$30	$30	$30	
Instructional Fees ***To cover part of materials costs, collection part of building budget.***					
	$20	$20	$20	$20	
Technology Fees					
Tech 6-12 Grade		$40	$40	$40	
School Agenda/Planne	4th-5th grade $5	$5			
PE Locker Rental		$1	$1		
Art	(K-5) $2.50	$2	$30		
Activity Card Fee (Grades 6-12)		$20	$20	$20	
Meal Costs	**SES**	**SMS**	**SHS**	**Axtell**	**Public**
Preschool Snack	~~$150 per year~~			~~$150 per year~~	
Kindergarten Milk as consumed	~~$0.45~~			~~$0.45~~	
Breakfast - Full	~~$2.10~~	~~$2.30~~	~~$2.30~~	~~(K-5) $2.10~~ ~~(6-12) $2.30~~	
Breakfast - Reduced	~~$0.30~~	~~$0.30~~	~~$0.30~~	~~$0.30~~	
Extra Milk	~~$0.45~~	~~$0.45~~	~~$0.45~~	~~$0.45~~	
Lunch - Full	~~$3.40~~	~~$3.65~~	~~$3.65~~	~~(K-5) $3.40~~ ~~(6-12) $3.65~~	
Lunch - Reduced	~~$0.40~~	~~$0.40~~	~~$0.40~~	~~$0.40~~	
Extra Milk	~~$0.45~~	~~$0.45~~	~~$0.45~~	~~$0.45~~	
Adult - Breakfast	~~$2.70~~	~~$2.70~~	~~$2.70~~	~~$2.70~~	
Adult - Lunch	~~$4.45~~	~~$4.45~~	~~$4.45~~	~~$4.45~~	
Extra Milk	~~$0.45~~	~~$0.45~~	~~$0.45~~	~~$0.45~~	
Optional Purchases					
Participation Fee - (KSHSAA Sponsored activities not associated with a grade) (exclude cheerleading)		$50	$50	MS and HS $50	
Summer Weights Fee (Grades 7-12)		$30*	$30*	~~20~~ 30*	
Athletic Gate - *Leagues recommend charges* Season Passes @SHS set annually based on number of home games			$5 student $5 adult (varsity)	$5 student $5 adult (varsity)	
Yearbook		$25	~~50~~ 60	~~50~~ 60	
Photocopies, per side	$ 0.20	$ 0.20	$ 0.20	$ 0.20	$0.20
Drivers Education (Reduced by 50% for students qualifying for free		$~~175~~ 185	$~~175~~ 185	$~~175~~ 185	
High School Credit Recovery Summer School ~~(Reimbursable upon successful com~~			$50	$50	

* Summer weights fees for SMS, SHS, and APS include $10 to go to equipment at SHS and APS.

* Families who qualify for "Free" lunches will have textbook, instructional and technology fees waived.