

**NESS CITY USD 303**  
**STUDENT-PARENT HANDBOOK**  
**2025-2026**



**HOME OF THE EAGLES**

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**Web Site: [www.nesscityschools.org](http://www.nesscityschools.org)**

Adopted by the USD 303 Board of Education: 7/14/2025

## **KANSAS SCHOOL SAFETY HOTLINE**

**1-877-626-8203**

The 1999 Kansas Legislature has appropriated funds to assist the State Department of Education, in cooperation with the Kansas Highway Patrol, in establishing a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to anonymously report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline would give students the opportunity to anonymously report any potential violence.

## **SCHOOL MISSION STATEMENT**

The goal at USD 303 is to enable all students to reach their maximum levels of achievement to become responsible, productive citizens.

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IMPORTANT INFORMATION  
for  
Pre-K through 12<sup>th</sup> Grades



## **FOREWORD**

The information contained in this handbook is presented to improve communication between the school system, parents, students and patrons. It is intended that this material be made available to every family interested in the education program of the Ness City Schools. If additional information is desired, please call the Administrative Office at 798-2210, Elementary School Office at 798-2222, or the High School Office at 798-3991.

## **STATEMENT of PURPOSE**

Our school's goal is to enable all students to reach their maximum levels of achievement and become responsible, productive citizens. Through efficient use of resources, Ness City Schools will provide all students with a positive educational environment. Students will abide by the USD 303 rules and procedures that are outlined in the Student-Parent Handbook. The handbook is handed out at registration.

## **ANNUAL ASBESTOS NOTIFICATION**

In accordance with EPA regulations, all school buildings listed below have been inspected for materials that contain asbestos and an Asbestos Management Plan has been developed and adopted. Please refer to the list to determine the type of asbestos-containing building materials (ACBM) found in all buildings, if any.

Also, please refer below to determine where copies of the Inspection/Management Plan (Part A and Part B) are on file. This document complies with the AHERA mandated requirements for asbestos materials in schools, including the results of inspections, the schedule for periodic surveillance every six months, the schedule for certified inspection every three years and the schedule of response actions and post-response actions if any friable asbestos containing material was found.

Friable (crumbled by hand pressure) asbestos containing materials (ACM) may cause health problems; therefore, it is very important to avoid disturbing friable ACM. With the adoption of the AHERA /Management Plan, the local educational agency is undertaking considerable efforts and expense to protect the public health and safety. Your cooperation in this effort is needed and appreciated.

For further information concerning inspections, re-inspections, periodic surveillance, response actions and post-response actions that are planned or in progress, refer to the Inspection/Management Plan or contact the Superintendent of Schools, Asbestos Program Manager, USD 303, 798-3991.

### **LIST OF BUILDINGS and OUTBUILDINGS**

Ness City High School, 200 North Fifth, Ness City, KS 67560 — Non-friable Assumed ACBM found in building.

Ness City Elementary School, 500 East Chestnut, Ness City, KS 67560 — Friable Confirmed ACBM Found in building.

Stadium Pressbox, Vo-Ag Building, Concessions/rest-rooms, Ness City, KS — Non-friable Confirmed ACBM found in building.

Copies of the Re-inspection/Management Plan are on file at the following offices: Administration Office, 414 East Chestnut; Office, desk or file of the Asbestos Program Manager (APM); Ness City High School, 200 North Fifth; and Ness City Elementary School, 500 East Chestnut, all of Ness City, KS 67560.

## **COMPLAINTS**

### **Complaints About Discrimination**

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

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any



student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Jason Ratliff, 15232 T Rd, Ness City, KS 67560, phone 785-798-2421 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans With Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student's complaint of discrimination shall be resolved under the district's discrimination complaint procedures in policy KN.

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 hearing.

#### **Complaints About School Rules**

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

#### **DISCIPLINE (Special Ed/504/IDEA)**

Any student eligible under IDEA must be afforded the following:

##### **General Provision**

Discipline, when legally appropriate, may be imposed but only to the same extent discipline would be imposed on a non-special education student.

Discipline is prohibited if the behavior for which discipline is being imposed is a manifestation of the student's disability.

If discipline is imposed, the student must be provided not only the special education and related services pursuant to the IEP, the student must also be provided free and appropriate public education (i.e., general education services).

Short term suspensions in the aggregate cannot exceed ten (10) days.

##### **Changing Placement**

School personnel can order a change in placement of a student to an appropriate interim alternative educational setting or suspension for not more than 10 days.

School personnel can place a student in an appropriate interim alternative educational setting for not more than 45 days if the student:

- Carries a weapon to school or to a school function;
- Knowingly possesses or uses illegal drugs at school or at a school function; or
- Sells or solicits the sale of a controlled substance at school or a school function.

"Weapon" under this law is defined as a "dangerous weapon" as:

- "Weapon, device, instrument, material, or substance, animate or inanimate, this is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length."

Student remains in the interim placement only for a period of 45 days and must be returned to the placement he or she was in prior to the interim placement if the 45 days have expired before the hearing and ensuing appeals are completed.

If the IEP team proposes a permanent change of placement following the interim placement, the student must be returned to the “current placement,” i.e., the placement immediately prior to placement in the interim alternative educational placement.

Before taking disciplinary action, or not later than ten (10) days after taking action, including short-term suspension or placement in an alternative setting for less than ten (10) days, the district must do one of the following:

- If the student has not had a functional behavior assessment and the district has not implemented a behavior intervention plan for the child, the district must convene the IEP team to develop an assessment plan to address the behavior that resulted in the suspension or placement in an interim setting.
- If the student has a behavior intervention plan, the IEP team must meet to review the plan and modify it, as necessary to address the behavior.

### **Hearing Officer Authority**

If the current placement of the student is substantially likely to result in injury to the student or others, the hearing officer can order a change in placement to an appropriate interim alternative educational setting for not more than 45 days if the hearing officer:

- determines that the school demonstrates that maintaining the current placement of the student is substantially likely to result in injury to the student or others;
- considers the appropriateness of the student’s current placement;
- considers whether the school has made reasonable efforts to minimize the risk of harm in the student’s current placement, including the use of supplementary aids and services; and
- determines that the interim setting will enable the student to continue to participate in the general education curriculum, although in another setting, and to continue to receive those services and modifications described in the student’s IEP, that will enable the student to meet the goals set out in the IEP, and includes services and modifications designed to address the behavior so that it does not recur.

The district must have made every effort to reduce the risk of the student causing injury to self or others before requesting a hearing officer to order an interim placement. The measures required include the training of teachers and other affected personnel, the use of behavior intervention strategies and the provision of appropriate special education and related services.

The district bears the burden of proof using a substantial evidence standard which is defined in the law as evidence beyond a preponderance of the evidence.

### **The Manifestation Determination**

The relationship between the student’s disability and the behavior for which discipline is proposed must be established.

The IEP team and other qualified personnel must meet and determine the relationship between the student’s disability and the behavior for which discipline is proposed as soon as possible but not later than ten (10) school days after the date on which the decision is made to take the action.

The IEP team can make a determination the behavior was not a manifestation of the disability only if:

1. The IEP team considers, in terms of the behavior subject to disciplinary action, all relevant information, including:
  - evaluation and diagnostic results, including such results or other relevant information supplied by the parents;
  - observations of the student; and
  - the student’s current IEP and placement.
2. After considering this information, the IEP team then determines that:
  - in relationship to the behavior subject to the disciplinary action, the student’s IEP and placement were appropriate and the special education services, supplementary aids and services, and behavior intervention strategies provided were consistent with the IEP and placement;

- the student's disability did not impair the ability of the student to understand the impact and consequences of the behavior subject to disciplinary action; and
- the student's disability did not impair the ability of the student to control the behavior subject to the disciplinary action.

Only if the IEP team makes these determinations can the student be subject to suspension in excess of ten (10) days or expulsion.

If the student's parent disagrees with the determination that the behavior was not a manifestation of the student's disability or any decision regarding placement, the parent may request a due process hearing.

The student remains in the interim alternative setting if the offense involved weapons or drugs or is so ordered by a hearing officer. If the 45 days expire before the due process proceeding is completed, the student must "stay put" in the placement the student was in prior to the interim alternative setting.

If the IEP team recommends a permanent change of placement, the student must "stay put" in the placement the student was in prior to the interim alternative setting.

### **Unidentified Children**

Students not yet identified as eligible for IDEA services may not seek IDEA protection after disciplinary proceedings are initiated providing the district had no knowledge that the student was one with a disability before the behavior that precipitated the disciplinary action occurred.

The district is deemed to have such knowledge if:

- the student's parent has expressed concern in writing to district personnel that the student is in need of special education and related services (the writing requirement is waived if the parent is illiterate or has a disability which would prevent compliance);
- the student's behavior or performance demonstrates the need for such services;
- the student's parent has requested an evaluation of the student; or
- the student's teacher or other district personnel expressed concern about the student's behavior or performance to the director of special education or other district personnel.

District may proceed with disciplinary action if the district had no knowledge that the student was in need of special education and related services.

If requested by the student's parent, an expedited evaluation must be conducted.

Pending results of the evaluation, the student remains in the educational placement determined by the district which may be out-of-school suspension or expulsion.

If the student is determined to be a student with a disability based upon the evaluation and review of information supplied by the parents, the district must provide special education and related services.

If the student is determined to be a student with a disability, a manifestation determination must be conducted to determine if the disciplinary action is appropriate.

### **Reporting Crime**

Nothing in IDEA prohibits the district from reporting a crime committed by a student with a disability to appropriate law enforcement authorities. The law does require that the district ensure that copies of these student's special education and disciplinary records be transmitted for consideration by the appropriate authorities to whom the crime is reported.

### **Section 504 Students**

The district must also determine whether the behavior is a manifestation of the disability prior to suspending or expelling the student for more than ten (10) days if the student is identified under Section 504 but is not eligible for services under IDEA.

If the behavior is a manifestation of the disability, under Section 504, the district cannot impose discipline for the behavior in question.

If the behavior is not a manifestation of the disability, the student may be suspended or expelled, and under Section 504, the district need not continue education services.

A student's Section 504 accommodation plan or IEP may specify disciplinary techniques. If so, it is essential all staff be informed of and trained to implement the alternate procedures.

Failure to notify all staff may result in a denial of a free and appropriate public education under IDEA or a violation of the student's rights under Section 504.

## **DRUG FREE SCHOOLS**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was: 1) Obtained directly from, or pursuant to a valid prescription or order issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances. 2) In the case of use of possession, approved and administered, if administered at all, in accordance with board policy JGFGFB and/or board policy JGFGBA and 3) Used, if at all, in accordance with label directions.

### **Student Conduct**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use and/or be under the influence of illicit drugs, controlled substances or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

1. First Offense. A first time violator shall be subject to the following sanctions:
  - A punishment up to and including long-term expulsion;
  - Suspension from all student activities for a period of not less than one month.
2. Second Offense. A second time violator shall be subject to the following sanctions:
  - A punishment up to an including long-term expulsion;
  - Suspension from all student activities for a period of not less than one semester or four months.
  - A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)
3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
  - A punishment up to and including expulsion from school for the remainder of the school year;
  - Suspension from participation and attendance at all school activities for the year.
  - A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for each program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

At the discretion of the administration, canine units may be used to search lockers.

## **EDUCATIONAL RECORDS**

Upon request, the district discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

## **EMERGENCY EVACUATIONS PROCEDURES**

Emergency evacuation procedures are in place in case an emergency situation arises. The district will also cooperate with the Ness County Emergency Preparedness Committee if a city/county-wide situation occurs. If you have any questions, please contact the superintendent's office.

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING**

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

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

## **KANSAS OPEN RECORDS ACT**

### **A Guide to The Rights of the Public & The Responsibilities of Public Educational Institutions**

Sunshine laws require governments to function in the open, subject to public scrutiny. Kansas has two sunshine laws: the Kansas Open Records Act (KORA) and the Kansas Open Meetings Act (KOMA). The Kansas Open Records Act requires most records that are made or kept by public schools or community colleges to be open to the public. Like its counterpart, the Kansas Open Meetings Law, KORA is designed to ensure public access to information that forms the basis for public decision-making.

Each of these laws make openness the rule, but recognize there are times when individual privacy interests or competing public interests override the public right to know.

Private individuals can bring an action in the district court to enforce their rights under the Kansas Open Records Act. Actions can also be brought by the county attorney, the district attorney, or the Kansas Attorney General. Although schools or community colleges can be fined for intentionally violating KORA, injunctions and other orders to enforce the purposes of KORA are the most common remedies.

KORA begins with the presumption all public records should be open to the public, but allows certain exemptions from this requirement. Exemptions are included in the law because the legislature has determined the public right to know is outweighed by another important interest. The following list provides examples of the types of records which may be exempt under KORA. Not all exempt records are included in this representative list.

- Records exempted by other laws;
- Records that are privileged under the rules of evidence;
- Medical and treatment records;
- Personnel records except for the name of the employee, position held, salary and length of service;
- The names of donors, if they have requested their name not be released;
- Some emergency or security procedures;
- Sealed bids until one is accepted or all are rejected;

- Correspondence with a private individual;
- Records containing information of a personal nature where disclosure would constitute an unwarranted invasion of privacy.

### **Your Right to Request Records**

KORA grants the public the following rights:

- The right to have our freedom of information officer respond to your questions about KORA.
- The right to inspect any public record that we have in our possession that is not exempt. We are not required to create a record for you if the record does not already exist.
- The right to have copies of public records, but we can charge a fee for making copies.
- The right to be informed of the procedures you must follow in requesting access to or copies of our records.
- The right to inspect or obtain copies of our records during our regular business hours.
- The right to have access to a record not later than three business days after you request it.
- The right to a written explanation of the reason we are denying you access to a record if we refuse to allow you access to a record.
- The right to bring an action against us in the district court if you believe we are denying you access to a record you have a right to see.
- The right to have your attorney's fees paid by us if the court determines we intentionally violated your rights under KORA and had no reasonable basis for denying your request.

### **Our Responsibilities**

Public schools and community colleges have several responsibilities under KORA. We must:

- Appoint a freedom of information officer who can answer your questions and settle disputes under KORA.
- Make facilities available to you for inspecting our records.
- Allow you to make abstracts or have copies of our records made.
- Adopt procedures for requesting access or obtaining copies of our records.
- Act upon requests for records as soon as possible, but no later than the end of the 3<sup>rd</sup> business day following the date of request or give you an explanation of the reason for the delay. If there will be a delay, we must tell you the earliest time and place at which the record you are seeking will be made available, within the three day window.
- Have a records custodian available during all regular business hours, and have procedures for allowing access on business days when regular office hours are not maintained.
- Redact exempt information and provide you with the remainder of the record if the record contains both exempt and nonexempt material.
- Provide you with a written statement, citing the specific provision of the law under which we are denying access, if we deny you access to a record and you ask for an explanation. The statement must be provided within three business days after you request it.

### **Procedures to Follow**

KORA requires schools and community colleges to adopt procedures for requesting access to or obtaining copies of public records.

A request for access to our records should be directed to the custodian of the record. The name of the custodian of the record you are seeking is available upon request.

In most cases, we will be able to retrieve the record and give it to you within a few minutes. If the record is not kept at this site, we will make every effort to direct you to the correct site or to retrieve the record so you can inspect it here.

You can access our records at any time during our regular business hours. Additionally, you can access our records on regular business days when we are closed if you give us advance notice.

You cannot remove a public record from our office. If you desire a copy of the record, please inform the custodian of the record. The custodian will inform you of any fees we charge for copying and arrange for the copying of the record.

To help us find the record you desire to see, we generally ask that you request the record in writing. We cannot require your request contain anything more than your name, address and a description of the record you desire. If the material you are seeking is exempt, we may also ask the reason you believe you have a right to access the record.

For more information about our fees or office hours, please talk with the custodian of the record or the freedom of information officer.

### **NON-DISCRIMINATION CLAUSE**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with USD 303 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to or access to, or treatment or employment in, its programs and activities. USD 303 has procedures regarding the referral, evaluation, and placement of individuals with disabilities who are eligible for services under federal law. Grievance and appeals procedures have been adopted by the Board of Education to provide for the expeditious resolution of complaints regarding individual civil rights. Any person having inquiries concerning USD 303 compliance with, or complaints under the regulations implementing Title VI, Title IX, Section 504 and the American with Disabilities Act is directed to contact Jason Ratliff, 15232 T Rd, Ness City, KS 67560 – 785-798-2421. He/she has been designed by USD 303 to coordinate the institution's efforts to comply with the above mentioned regulations. The coordinator may also be contacted for the existence and location of services, activities and facilities that are accessible to the disabled. Any person may also contact the Kansas Human Rights Commission 900 SW Jackson Suite 568-S Topeka KS 66612-1258, (785) 296-3206 or United States Department of Education Office for Civil Rights One Petticoat Lane 1010 Walnut Street Suite 320 Kansas City Missouri 64106 regarding the institution's compliance with regulations implementing Title IX, Title VI, Section 504 and the Americans with Disabilities Act.

### **NOTICE of PARENT and STUDENT RIGHTS UNDER SECTION 504 of the REHABILITATION ACT of 1973 and the AMERICANS with DISABILITIES ACT of 1990**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," and the Americans with Disabilities Act of 1990 known as ADA is a statute which prohibits discrimination and assures equal educational opportunities and benefits to disabled students equal to those provided to the non-disabled.

The following is a description of student and parent rights provided under Section 504. The intent of this notification is to keep you informed about decisions concerning your child and to inform you of your rights if you disagree with any of the decisions.

#### **YOU HAVE THE RIGHT TO:**

- Have your child take part in, and receive benefits from the public education program without discrimination based on a disability.
- Have the school district advise you as to your rights under federal law.
- Receive notice with respect to identification, evaluation, or placement of your child.
- Have your child receive a free appropriate public education. This includes the right to be educated with other students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school related activities.

If you have a question or believe your rights have been violated, call Jason Ratliff, 15232 T Rd, Ness City, KS 67560 – 785-798-2421

## **PUBLIC PARTICIPATION at BOARD MEETINGS**

To foster continued harmony between the Board of Education and patrons of the district, public participation at local board meetings will be granted under the following guidelines:

1. Patrons wishing to address the Board will need to sign the Request for Addressing the Board form in advance of the board meeting. The request form containing signatures will be given to the board president before the board meeting. The board president will allow the patrons to speak by naming them in consecutive order, beginning with the first signature.
2. A maximum of 15 minutes will be allowed each meeting for the public to express their concerns. No one individual may speak longer than three (3) minutes and will only be allowed to address the board one time per meeting.
3. If a group of patrons are coming with a common concern, please designate a spokesperson.
4. Patron's comments shall be limited to issues only and may not be referred to personnel. Personnel issues can only be addressed in executive session. A request for an executive session may be made seven (7) days in advance of the meeting and only after discussing the situation with the superintendent.
5. The intent of the Board to allow patrons to speak at board meetings is to listen to the patrons' concerns. No immediate decision(s) or comment(s) from board members should be expected.

## **RACIAL and DISABILITY HARASSMENT**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of ability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to so 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. Prohibited conduct under this policy includes racially or disability-motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color, national origin or disability, 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;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. 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 or disability harassment may result from verbal or physical conduct or written or graphic material.



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

Any student who believes he or she has been subjected to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability 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 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 students in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial disability 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. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

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

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

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

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

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability 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 racial or disability harassment may result in corrective or disciplinary action against the complainant.

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

## **SEXUAL HARASSMENT**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. 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 by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events within the United States. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass a 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 provision.

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.

The Title IX Coordinator will coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1967 and the Kansas Act Against Discrimination. Information concerning the provisions of these acts and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of the 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](mailto: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 certified staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX coordinator.

#### Definitions

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.

The "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-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.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom 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 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 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.

The “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.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“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.

“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.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, 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.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution 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 by avoiding prejudgment of the facts, conflicts of interest, and bias. 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.

The 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:

- Contact 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
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

#### 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.

### Formal Complaint Notice Requirements

Upon filing of a formal complaint, 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.
- 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, notice of the additional allegations shall be provided to known parties.

### Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation 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 an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party 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, 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 respondent;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

### Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response. Before completing the

investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration. The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

#### Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, 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 decisionmaker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including and any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;
- Address any district policies and/or conduct rules which apply to the facts;
- Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether the remedies are designed to preserve access to the educational program or activity will be provided by the district to the complainant; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

A copy of the written determination shall be provided to both parties 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 in board policy and state law governing student suspension and expulsion will be followed. If the investigation results in a recommendation that an employee be suspended 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.

#### Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following base:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- 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 20 days after the date of the written determination. Appeals shall be on the record and heard 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, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

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 them 10 days after the appeal is filed 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
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

#### Informal Resolution Process

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, 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 and 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 will 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.

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 in each district facility and 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, publishing in local newspapers, publishing in newspapers and magazine operated by the school, or distributing memoranda or other writing communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in an bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants or employees.

## **STUDENT PRIVACY RIGHTS**

District employees may have ongoing opportunities to access confidential information or records that are only available to the public o a limited basis. Much of the student information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reasons or private gain will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include severe penalties, up to, and including, termination.

## **ACADEMIC DISHONESTY**

Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures, up to and including suspension or expulsion.

Students participating in concurrent credit courses who are enrolled to receive college credit, may also be governed by policies published by the institution who will issue that credit. Information regarding these policies can be obtained from the participating institution.

## **ALCOHOLIC BEVERAGES AND OTHER DRUGS**

Students will not be allowed to attend school, classes, be on or in school property, or at school sponsored events while under the influence or in the possession of alcohol, illicit drugs, controlled substances, and/or with alcohol on their breath. The first violation will result in a five-day suspension from school. The second violation will result in a formal hearing, which could result in expelling the student from school.



Any student suspected of using alcohol, illicit drugs, and/or controlled substances will come under the immediate attention of the principal or his designee. Parents will be notified and, under most circumstances, will be asked to pick up their child.

## **Tobacco**

The use, possession or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program (all program expenses are the responsibility of the parent), referral to a cessation program (all program expenses are the responsibility of the parent) and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), a cigarettes, a cigars, pipe tobacco, chewing tobacco, snuff, or snus.

“Tobacco product” also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner.

“Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

## **Vaping Policy**

### **Student Caught with Possession**

1. Automatic 2 day in school suspension
  - a. Day 1: Student will complete online training
    - Aspire, NFHS, or any new informative risks of vaping training

Day 2: The student and their parents will complete informative training about cessation and develop a plan for cessation. The cessation tool that will be suggested is My Life My Quit - certificate of completion will be required at the end of the program.

- Failure to have parent attendance will result in the student not being in good standing and will be labeled ineligible for 2 extra-curricular school events.
- A follow up will occur after 2 weeks with a school nurse and any other support staff.
- Further follow ups will be up to the school/school nurse/support staff.

- Pending the assessment of the school nurse on the severity of the addiction the school will recommend a doctor's visit.
2. Repeat offenses will result in everything from item 1 plus law enforcement contact will occur.

#### Student Seeking Help

1. The student will stay in good standing for the school.
2. The parents of the student will be contacted and a parent meeting will be scheduled.
  - a. Cessation information will be presented to the student and parents.
  - b. A plan of action will be created and followed up on by the school.
  - c. Support staff in the school will be identified for the student.
    - Support staff will check in with the student per their plan of action.
  - d. The student will complete online training during school.
    - Aspire, NFHS, or any new informative risks of vaping training
    - Cessation information and support systems/program information will be provided to the student.
    - My Life My Quit - Certificate of Completion will be encouraged
3. Depending on the severity of the addiction the school will recommend a doctor's visit.

#### **ANIMALS and PLANTS in the SCHOOL**

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal.

Animals are not to be transported on school buses except where conditions exist which are regulated by Federal or State law (i.e., ADA, IDEA, 504). Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animal to school. Animals must be adequately housed and cared for in screened cages.

#### **ATTENDANCE**

Good attendance habits are essential to success. State law requires that all students between the ages of seven and eighteen must **continually** attend school while it is in regular session. In order to help students form good attendance habits, USD 303 will adhere to the following regulations and procedures:

1. Each time a student is absent, parents will contact the high school office (for grades 7-12) at 798-3991 or the elementary school office (for grades K-6) at 798-2222 to explain the reason for the absence. Calls will be initiated as necessary to verify absences.
2. The principal or his designee will determine if any absence is excused or unexcused. Generally, excused absences will fall in one of the following categories:
  - Personal illness (beginning with the 6<sup>th</sup> absence due to personal illness, a note from a medical provider must be presented to the school for the absence to be considered excused)
  - **An unforeseen or uncontrollable natural occurrence**
  - A death in the immediate family
  - **Family or personal** emergencies verified as such by the principal or his designee
  - Doctor or dental appointments that cannot be scheduled outside the school day
  - Participation in school-sponsored academic or extra-curricular functions
  - Religious activities verified by parents to the principal or his designee.
3. Students cutting classes will make up two hours for each hour missed. Generally, students well enough to meet job commitments will be expected to meet school commitments. Students and

parents who are in doubt whether an absence will be excused or unexcused are encouraged to contact the principal or his designee prior to planned absence. Cutting Class is defined as being absent from the entirety of a class period without permission from the classroom teacher or school administration, and the student's parent has not notified the school of the student's absence.

4. Students who are inexcusably absent from school for either three consecutive days, five or more days in any given semester, or seven in a school year shall be considered truant as defined by KSA 72-1113 and board policy.
5. Upon the accumulation of a 3rd unexcused absence in a semester as determined by building administration, a letter will be sent to the parent to inform them of the attendance policy, and consequences for continued unexcused absences. Upon the accumulation of a 6<sup>th</sup> unexcused absence in a semester as determined by building administration, the student and his/her parent/guardian will be required to attend the next regularly scheduled Board of Education meeting to request an attendance waiver. The Board of Education will layout the process each individual student must follow to obtain an attendance waiver for the school year. Failure of the student to obtain an attendance waiver will result in the loss of credit for class and/or retention in the current grade. All out of school suspensions will count as unexcused absences.
6. Students are considered chronically absent when they have missed 10% of the scheduled school days for any reason excused or unexcused. Once a student misses 5% of the scheduled school days, he/she will be required to have a face-to-face meeting with school administration and their parents to discuss attendance and ways to improve their attendance. Once a student misses 10% of the scheduled school days and is deemed chronically absent, the student and parent will be required meet with the USD 303 Board of Education to discuss his/her attendance. Failure of the student and parents to follow these guidelines will result in the student being deemed not in good standing resulting in possible loss of credit, retention in the current grade, and/or loss of other privileges.
7. Due to limited slot availability for USD 303 Regular Education Pre-School, Regular Education Pre-School Students that miss 10% of scheduled school days will lose their slot for the remainder of the school year. Pre-School staff will notify parents in writing when the student has missed 5% and 8% of scheduled school days. Once the student has missed 10% of the school days, Pre-School staff will notify parents in writing that their child can no longer attend USD 303 Pre-School for the remainder of that school year. Parents of students that lose their Pre-School slot due to attendance will be required to meet with Pre-School staff and school administration to discuss attendance prior to being allowed to re-enroll in USD 303 Pre-School the next school year.
8. **Students who are absent any portion of the school day due to illness shall be excluded from participation in all school-related activities on that day.** Exceptions may be granted at the discretion of the administration.
9. Absences for family vacations and other such non-school group activities must be arranged in advance if such absences are to be excused. Arrangements to complete work missed during planned absences must be made at least three days in advance of the absence. A Request to be Absent form will be completed and returned to the office indicating that arrangements have been made to complete work.

#### **Procedures for Re-Admittance**

Following an absence, the following procedures will apply:

1. Office personnel will verify contact with parents concerning absences.
2. Students in grades K-6 who have been absent will pick up an admit slip from the elementary office before reporting to class. All students must also have a pass from the office to leave the building.

3. Students will have a maximum of one day more than the total number of days missed to make up work. A zero will be recorded in each class where work is not made up within the allotted time. Example: A student is absent for two days (Wednesday and Thursday). He/she will have three days (Friday, Monday, and Tuesday) to complete the make-up work for all classes missed. This applies to all excused absences.
4. Students in attendance when tests are announced will be expected to take the test as scheduled or on the first date selected by the teacher.

### **ATTENDANCE REWARD SYSTEM**

Award attendance functions will be held to reward students' attendance at school. For students in grades PreK-6, the following requirement must be met: Must have missed no more than a total of two days; have been tardy less than five times; and maintained common courtesy and respect for the rights and property of others, along with self-control of actions, emotions and impulses.

### **ARRIVAL/DEPARTURE TIMES**

The USD 303 school day will begin at 8:05 a.m. and end at 3:30 p.m. Students participating in the breakfast program will have access to the high school building at 7:40 a.m. All other students will have access to the buildings at 8:00 a.m. and are expected to leave by 3:40 p.m. These times may be adjusted when students are working directly with a teacher, sponsor or coach. Please plan your arrival to correspond with these times. Grades 7 and 8 will have a designated location to report to before school and will remain in that location until 8:05 a.m. or until dismissed by the supervising teacher. Grades 9-12 students may congregate in the south hall until the 8:05 a.m. bell at which time they may proceed to their lockers.

### **BREATHALYZER GUIDELINES**

USD 303 reserves the right to use and administer a breathalyzer test at school and all school activities as deemed necessary by the administration. The test will be administered by a trained and qualified person.

1. School dances: all students attending a school dance will be given a breathalyzer test.
2. School activities/functions: any student attending a school activity or function who has given faculty or administration reasonable suspicion to suspect that the student has been drinking may be given a breathalyzer test.
3. School day: any student attending school during the normal school day who has given faculty or administration reasonable suspicion to suspect that the student has been drinking may be given a breathalyzer test.
4. Refusal of complying with the test will result in no admittance or removal from the activity.

If an individual tests positive he/she will be asked to take the test again 15 minutes afterwards to confirm a positive test. The USD 303 policy covering alcoholic beverages/tobacco/other drugs (page12) will be enforced for those testing positive. Parents as well as the local law enforcement will be notified at the time of the infraction.

### **BUS RULES and REGULATIONS REGARDING ROUTES, ACTIVITY TRIPS and FIELD TRIPS**

The following regulations apply to all passengers transported on a school bus whether a route bus or an activity bus:

1. Only regularly scheduled route bus students are permitted to ride the bus to and from school. Special exceptions may be made only by the principal of each school.
2. Students who come to school on the route bus must return home on the bus unless other arrangements are made in advance by the parent/guardian with the principal.

3. Students will be permitted to ride only the bus they are assigned. The parent/guardian is required to call the principal if a change to another bus is necessary.
4. Bus students are to go immediately to the bus loading area as soon as they are dismissed from school.
5. Students will board the bus or depart from the bus only at the specific designated area. If it is necessary to cross the road, students will wait until the bus driver signals them to cross.
6. It is the student's responsibility to be at the designated loading area at the scheduled time to board the bus. Be on time. When weather permits, be outside at the road waiting for the bus. At no time will a bus wait more than one minute. Remember, there are more students still to be picked up.
7. Disciplinary problems and infractions will be referred to the principal. In addition to specific school bus regulations, all other school rules/policies/procedures are in effect while students are riding the bus.
8. If a decision is made to cancel school or delay the starting time of school, the designated television and radio stations will be asked to make the announcements as early as possible. When there is any doubt about this decision, the inclination will be to NOT RUN the buses rather than endanger the safety of students.
9. Bus evacuation drills will be explained and conducted by the bus driver.
10. The bus driver shall be in charge of all passengers while they are riding, loading on or unloading from the bus. Sponsors for activity trips shall assist the bus driver in enforcing this rule.
11. The bus driver shall have the authority to assign a seat to each passenger.
12. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
13. Students shall not extend any part of their body out of bus windows.
14. Students shall not get on or off the bus or move about while the bus is in motion.
15. Smoking inside a bus is prohibited.
16. Intoxicating liquor or alcohol, or illegal drugs shall not be consumed or carried on the bus.
17. Animals shall not be transported in a bus except where conditions exist which are regulated by Federal or State law (i.e., ADA, IDEA, 504).
18. No weapons of any type, except side arms carried by a law enforcement officer, shall be transported in a bus.

In addition to the above stated regulations established by the Kansas State Department of Transportation, the following rules will also be enforced:

1. Students riding school transportation on field, activity, or athletic trips **MUST** have a parental consent form on file in the office. Students on field, activity, or athletic trips are governed by all the rules and regulations of USD 303.
2. Students desiring to ride a bus, other than their regular route bus, to or from school, must have written or verbal parental permission given to the office **PRIOR** to the bus' departure.
3. The bus driver is in charge.
4. An adult sponsor will accompany each group unless other arrangements have been approved by the principal or his designee.
5. When circumstances dictate, a parent/guardian may request that his/her child(ren) be permitted to travel to and/or from an activity by other means. In these circumstances, the parent/guardian shall sign a release form and assume complete responsibility for the student's transportation. Except in the case of unforeseen circumstances, this should be done at least 24 hours before the activity.
6. When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian. Such requests must be approved by the building principal.

7. Do not distract the bus driver — do not yell, shout, or do other disruptive activity;
8. Chewing gum, eating or drinking may be allowed if approved by the sponsor. Sunflower seeds are not allowed;
9. Any items, such as a musical instrument, shall be secured — equipment will not be stored in the aisle;
10. Clean up any trash or litter you may be responsible for;
11. Follow directions of the bus driver (and sponsor for activity trips);
12. **Complete silence** is required when the bus stops at railroad crossings;
13. Be courteous and practice good safety rules;
14. Do not mark, scratch, or deface the bus.
15. If a school owned vehicle has seat belts, all occupants of that vehicle are expected to properly wear a seat belt while the vehicle is in motion.

### **CAFETERIA REGULATIONS**

The Ness City School has a closed lunch hour for grades K - 8. Students in grades 9-12 may leave during the lunch period as long as a Parent Permission Form is on file in the high school office. Students in grades 9-12 may arrange to have lunch brought to the curb on the south side of the high school building.

Cafeteria guidelines are as follows:

1. Payment is expected when meals are provided. Payment can be made in either the elementary or high school offices. A statement of the student's account balance will be given to the student when the accounts falls below having available funds for two lunches. Students whose accounts reach a past due amount of \$5.00 will not be allowed to eat the posted school lunch until payment is made.
2. Food and/or drinks are not to be taken from the cafeteria unless prior arrangements have been made and approved by the administrator.
3. Students leaving the campus unaccompanied by a parent must be able to reach his/her destination and return without the aid of a motorized vehicle.
4. Parents need to notify the building office before picking up their child during the lunch hour.
5. Students are expected to adhere to normal classroom conduct while in the cafeteria.
6. Students are not allowed to share food.
7. Gum is not allowed in the cafeteria.

### **CELL PHONE/ELECTRONIC DEVICES**

To support a focused and distraction-free learning environment, our school follows a **Bell-to-Bell Cell Phone Policy**.

#### **Policy Overview:**

At the start of each school day, students are required to place their cell phones in a designated lock box located in the main office. Each student will have a personal, labeled compartment for secure storage. Phones must remain in the lock box from the first bell until the end of the school day.

Students are **not** allowed to carry or use their phones during class time, passing periods, or lunch. This policy supports uninterrupted learning and helps reduce distractions.

#### **Access During the Day:**

If a student needs to use their cell phone during the school day for a valid reason (e.g., health, family emergency), they may request supervised access to their phones through the office.

**End-of-Day Procedures:**

Students will collect their phones from the lock box at the end of the school day or when leaving early for school activities, appointments, or other approved reasons.

**Violations and Consequences:**

Violation of this policy will result in the following disciplinary actions:

- **1st Offense:** One-hour detention. Student(s) may pick up their phone after school.
- **2nd Offense:** Two hours of detention. Parent/guardian must pick up the phone.
- **3rd Offense:** One full day of In-School Suspension (ISS). Parent/guardian must pick up the phone.
- **4th Offense:** The violation will be treated as a “**defiance of authority/insubordination**” and will result in Out-of-School Suspension (OSS) with additional disciplinary consequences as warranted.

**Smart Watch Use:**

The use of a **smartwatch** to **circumvent this policy** (e.g., texting, calling, or accessing apps) will be considered a **violation of the cell phone policy**. A student who continues to violate the cell phone policy may also **lose the privilege of bringing a smartwatch to school**.

**Additional Considerations:**

- Students may use their phones before or after school-related activities (e.g., practices, travel, games). However, **Cell Phones are expressly prohibited from being used in restrooms and locker rooms at school-related activities.**
- In emergencies or special circumstances, accommodations will be made.
- Parents may contact the main office during the school day to get a message to their child. Students are permitted to use the school phone when necessary.

We recognize that phones and smart devices are important communication tools, but during school hours, our priority is student learning. We appreciate your support in helping us maintain an environment that is safe, respectful, and focused on academic success.

**Electronic Devices:**

- a. USD 303 and NCJHS/NCHS assumes no responsibility for lost or stolen personal electronic devices at school or school activities.
- b. Cameras and any other item capable of making pictures are banned from restrooms and locker rooms. The use of any electronic device to create and/or disseminate any information involving school staff, students, or events without the express permission of those individuals and USD 303 is strictly prohibited, and will result in the loss of privilege of the individual having any personal electronic devices on school property (this includes cell phones)
- c. Electronic items such as MP3 players and iPods may be confiscated by teachers that prohibit usage in their classrooms. These items will be returned at the end of the day.
- d. Headphones are not to be worn at school unless given specific permission by a teacher for a specific project.
- e. The use of any electronic device to illegally obtain any information is strictly prohibited. Individuals that illegally download copywritten materials on school devices and/or while on school provided Internet will be charged \$100, and turned over to local authorities.

Students serving time for a staff member will be subject to the above rules no matter the time of day. Items that need returned to the parent/guardian will be at the convenience of the administrator.

## **CLASS PARTIES**

While maintaining a high level of academic on-task time, the school believes that structured social events are beneficial. Students in grades K-6 will have the following class parties: Halloween, Christmas, and Valentines. Birthday parties must have prior approval by the classroom teacher. Other parties during the school day may not take place without prior administrative approval.

## **COMPUTER USE**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages or other messaging applications shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. **Harassment or illegal use of computer systems may be reported to local, State, or Federal authorities.**

Any e-mail 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.

### **Web Site Usage**

**Unauthorized Usage — Any student attempting to gain unauthorized access to the USD 303 web site may also be subject to prosecution.**

**Student Privacy Rights** — Identifiable student images shall not be posted on the district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

**Copyrighted Material Posted on Websites** — Any original materials created by students are owned by those students. Original materials will not be posted on district or school websites without prior written permission of the student who created the work. The administrator or his designee shall be in charge of monitoring permission to post copyrighted materials.

**Downloading Copyrighted Materials** — Students shall not download copyrighted materials without prior written permission being obtained from the author or creator of the materials. "Fair use exceptions" may allow for limited use of copyrighted materials. See Board Policy ECH for further clarification.

**Children's Internet Protection Act** — The district has implemented and enforces an internet safety plan meeting the requirements of both the federal and the Kansas the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. Such plan shall include technology protection measures and such other measures as deemed appropriate to address the following issues:

1. Access to minors to inappropriate matter on the Internet and World Wide Web,
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
3. Unauthorized access, including so-called "hacking" and other unlawful activities by minor online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5. Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is under 18 years of age. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students, regardless of their age.

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene. This plan shall be on file with the board clerk and in each



school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing the Federal Communications Commission forms as required.

Children and their parents will be provided an opportunity to sign a waiver for the release of any information produced by the student and subject to request for publication via e-mail, websites, or other communication devices. The authority for the release of information produced by the student will be regulated by the parent of a student under age 18 years or by the student whose age is 18 or above.

**\*See additional iPad Policy and Computer Online Acceptable Use policy for detailed information.**

## **CORRIDOR PASSES**

Students shall normally not be permitted to leave their assigned classroom during class time. If under special circumstances a student leaves a class, he/she shall obtain a Hall Pass from the teacher in charge. Students needing to go to another classroom must obtain written permission in advance from the teacher concerned.

## **CURRICULUM DEVELOPMENT**

All instructional materials, including teacher's manuals, films, tapes or other supplementary instructional materials which will be used in connection with any research or experimentation program or project shall be available for inspection by the parents or guardians of the student engaged in such program or project. For the purpose of this policy, research, or experimentation program or project means any program or project in any applicable program designed to explore or develop new unproved teaching methods or techniques.

## **DESTRUCTION OF PROPERTY**

**KSA 21-1401** Defacing or injuring public buildings or property; Misdemeanor/felony. Any person who shall cut, carve, mark, etc., or engrave any character, figure, letter, or name upon any public building within this state, or who shall cut, mar, or injure any tree, shrub, plant, fence or any other public property in or around the grounds upon which such building is situated, shall be deemed guilty of a misdemeanor/felony, and upon conviction thereof shall be punished accord to the fullest extent of the law.

## **DETENTION**

1. Students may be detained before or after regular school hours by any certified staff member of USD 303. Teachers assigning detention time in their own classroom will be responsible for the supervision of the detained students.
2. Students may be assigned detention time in the detention center by the administration as a consequence for violating rules and regulations of USD 303, or for disturbing good order and decorum during the school day or at school activities.
3. Detentions will be served within one school day of being assigned unless other arrangements have been made with the building principal (participation in school sponsored activities is not considered an extenuating circumstance).
  - a. If detention is not served at this time, one hour will be added, and the student will be considered not in good standing and therefore ineligible for school sponsored activities.
  - b. If detention time is not served within two school days, two hours will be added and parents will be notified.
  - c. If a third detention session is missed before all detention time is served, the student will be assigned to Saturday School. Parents will be notified.
  - d. Once the accumulated detention time surpasses 6 hours, an alternate, more significant consequence, may be assigned.

4. The administrator assigning detention will complete and sign the detention form in triplicate. The original will be placed in the detention center notebook. One copy will be given to the student, and one copy will be mailed to parents.
5. The following regulations will govern the detention center:
  - a. Detention will be served from 3:35 to 4:35. Students serving detention will be seated by 3:30 and remain seated during the entire detention period.
  - b. Students shall bring school assignments or reading materials to the detention center. Students must study or read during the entire period.
  - c. Failure to maintain strict compliance with these regulations will void credit for the detention and an hour will be added. Voided detention will be made up beginning the next school day.
6. The detention center supervisor will maintain a record of detention required by the detention center notebook form. The notebook will be returned to the principal or his designee each morning, along with any communication concerning detention attendance and behavior.

## DIRECTORY INFORMATION

The general public does not have the right to inspect a student's personal record files.

The custodian of records may make certain directory information available without parental or eligible student's consent if public notice of the categories of information is designated. After such public notice has been given, the parents have the right to object to the release of the information without their consent. Directory information includes the following information about the student: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

Recruiting information: Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

## DISCIPLINE PROCEDURES

Discipline procedures range from detention, to in-school suspension, to out-of-school suspension, to expulsion. If the offense, in the judgment of the administration, is of a major nature, the offense could result in expulsion proceedings. The administrator shall determine the extent of discipline for each situation and this may vary depending on severity and previous referrals. Due process will always be afforded the student.

**The following will be a guide for Offenses and Actions of grades 7-12.**

**This list may not be all inclusive.**

1. **Drugs/alcohol**– being under the influence of and/or the use, possession of: 1) 5 days OSS; 2) Long-term OSS 3) Expulsion
2. **Drugs/Alcohol Distribution or Sale of:** 1) Administrations discretion to include but not limited to ISS, OSS, Expulsion, and/or referral to law enforcement.
3. **Tobacco** – As per district policy.
4. **Malicious destruction of school property, stealing, marking or defacing school property:** 1) 3 days ISS; 2) 3 days OSS; 3) Expulsion (Financial restitution in all three cases.)
5. **Open defiance, disrespect, or verbal assault toward member of school staff, Refusal to Obey school rules, or Failure to Comply with reasonable request.** Deliberate profane remarks and/or gestures to any school personnel or student. Minimum of: 1) 1 day ISS; 2) 1 day OSS; 3) 3 days OSS; 4) Expulsion

6. **Fighting** (both parties contribute to the situation.) **Fighting (provoking** – add one day.) 1) *Minimum 2 days ISS/2 days OSS; 2) 4 days OSS; 3) Expulsion*
7. **Cheating** – wrongly securing, and/or using information-r assisting another to do so (computers included); **Plagiarism** – copying the work of others and submitting as one’s own. 1) *Detention; 2) Parent Conference and ISS; 3) OSS; No credit will be given for the assignment in any case.*
8. **Arson/Threats** – Fire alarm, dialing 911, bomb threat, making written or oral threats toward staff/students. 1) *Minimum – OSS; 2) Maximum – Expulsion*
9. **Cafeteria Misconduct, Classroom Disturbance, Disorderly Conduct, Dress Code Violation:** 1) *Minimum – Parental conference; 2) Maximum – OSS*
10. **Ethnic/Racial Slurs:** 1) *Minimum – ISS; Maximum – OSS; 2) OSS; 3) Expulsion*
11. **Extortion:** 1) *1 day ISS; 2) 5 days OSS*
12. **Forgery** – writing the signature of another person. 1) *Minimum – Parental involvement and restitution; 2) Long-term suspension and restitution.*
13. **Gambling** – participating in games of chance for the purpose of exchanging money or goods. 1) *Parental involvement; 2) OSS*
14. **Lying** – making untrue statement with intent to deceive. 1) *Detention and Parental Conference; 2) ISS; 3) OSS*
15. **Physical Assault** – Includes physical attack on another person; recklessly causing any physical injury to another person; intentionally placing another person in reasonable fear of personal injury; Battery – Intentionally recklessly causing bodily harm or initiating physical contact with another person with intent to injure, insult, or provoke in a rude, insulting, or angry manner. 1) *OSS; 2) Expulsion*
16. **Pornography** – Possession, distribution, or sale of any pornographic materials (including cell phones.) 1) *Minimum ISS; Maximum OSS; 2) Expulsion*
17. **Sexual Misconduct** - Including but not limited to indecent exposure (“Mooning”, etc, “Depanting” or attempting to “Depants” or remove clothing from another person, inappropriate touching of others, etc. 1) *ISS; 2) OSS; 3) Expulsion*
18. **Sexual Harassment** – Includes unwelcome sexual advances, requests for sexual favors, and /or other verbal or physical conduct of a sexual nature when made to another student or staff member. *As per district Policy*
19. **Public Display of Affection** – PDA is not appropriate in the building or on schhol grounds and will not be permitted. Definition of PDA includes kissing or touching another person in a sexually aggressive way (i.e. buttocks, thighs, breasts). *Violations of the policy will result in a verbal warning on the first incident. Any further problems will result in a call to parents and detention.*
20. **Cell Phone Use** – Please refer to “Cell Phone/Electronic Devices” section of this manual
21. **Tardiness** – Unexcused late to class. 1) *As per attendance policy.*
22. **Theft** – taking property from another without permission. 1) *Minimum ISS-Maximum OSS with Restitution; 2) OSS (restitution); 3) Expulsion and restitution.*
23. **Weapons** – Prohibited instruments include but are not limited to guns or instruments that propel projectiles, knives. *As per district policy.*
24. **Look alike weapons** – Weapons which have the appearance or represent the real weapon, such as a paintball gun. *OSS*

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**Detention** – Detention will be served on the school day after the offense occurred. If more than one day of detention, days are consecutive.

**In School Suspension** – ISS begins the day of but no later than the following day after the offense. If more than one day of ISS, days are consecutive. If in ISS, student can not attend and/or participate in school functions. Student will be given assignments and will not receive any more time to complete than any other student in the class.

**Out of School Suspension** – OSS begins the day of but no later than the following day after the offense. If more than one day of OSS, days are consecutive. If in OSS, student can not attend and/or participate in

school functions. Student will be given assignments and will not receive any more time to complete than any other student in the class.

**Saturday School** – Saturday School will be held periodically throughout the school year from 8:00 a.m. to 12:00 p.m.

**Police will be notified as deemed necessary by parameters of the law.**

### **DISMISSAL PRECAUTIONS/INCLEMENT WEATHER**

School will not be dismissed because of storms that arise during the school day as long as it is feasible for students and teachers to remain at school in safety.

Parents are urged not to send their children to school when storm conditions exist or when road conditions are such as to create a definite hazard.

If the superintendent decides the weather to be of such a nature that the safety of students is threatened, he will have a school closing announcement broadcast via the automated announcement system and over the following media systems which could include, but not limited to: radio, TV, social media, district alert systems, and other means.

When schools are closed or dismissed early for emergency or other reasons, all school-sponsored activities and programs will be cancelled or postponed. This includes social events, club meetings, educational meetings, athletic events at home or away, and school-related practices.

Every student will be notified of these rules and regulations at the beginning of each school term. It is the student's (parent's) responsibility to review these rules.

In the event of a bomb scare or similar emergency, the principal will follow procedures outlined in the USD 303 Crisis and Emergency Response Manual.

If students are evacuated from the building and, if no threat to the safety of the students is found, and if there is sufficient time remaining in the school day to warrant continuation of classes, school may be resumed.

Emergency procedures will be formulated by the superintendent and administrative staff covering situations where the local building administrator or staff has been isolated or incapacitated by any group during an emergency situation. Such plans are to be held in strict confidence by each staff member having a direct responsibility in the implementation of the plan.

### **DRESS CODE (Students)**

The board advocates a dress code for all students attending USD 303 during the school day and while representing the district in an activity. The personal appearance of students is the responsibility of the parent/guardian. Therefore, it is the expectation of the board that certain standards of dress will be maintained at Ness City.

As the current trends in clothing changes, it is impossible to detail every variation of dress and what is considered appropriate or inappropriate in a written policy, therefore, the administration reserves the right to rule that clothing which it believes presents an adverse image of the school may not be worn. All teachers and staff are expected to assist administration to help enforce proper dress. The following are some examples of clothing that are not permitted (not all inclusive):

- Clothing that has obscenities, suggestive material, violence or represents drug, tobacco, or alcohol products will not be allowed.
- Hats and/or headwear including hoods are not to be worn during the school day while inside the buildings. No sunglasses are to be worn inside the buildings unless exempt for medical reasons.
- Shorts, skirts, dresses, and other garments must be at least mid-thigh in length (or must have at least a 3-inch inseam). The slits on a dress/skirt must also meet this length requirement. All undergarments must be covered.
- All tops, shirts, blouses, and other types of tops must cover all undergarments with no bare skin that exposes cleavage, abdominal areas (midriff) and areas under the arms that would be considered under the bra line. No Strapless tops are allowed during the school day. All tops must

have a strap for both shoulders at least 1 inch wide during the school day. This includes clothing that may be determined revealing for both males and females. All clothing must be factory hemmed and not be cut off or altered.

- All long pants, jeans, sweats, leggings, and tights, etc. are allowed to be worn as long as the material is non-transparent or see-through and all undergarments are covered by the pants.
- All students must wear shoes at all times during the school day while at school and/or school activity.

In the event that a student is deemed to be dressed inappropriately, students may be asked to return home to change when this will not interfere with their regularly scheduled learning. In other cases, students may be asked to wear school-provided alternative clothing.

School Uniforms are approved by the School Board at purchase time, and therefore meet school dress code requirements. School Uniforms must be worn as designed. Any alterations that add to or remove from a school purchased uniform are not permitted. Student athletes that fail to wear a school uniform as designed will be removed from competition by the coach/supervisor until the uniform is properly worn.

## **DRILLS**

**Fire** — Fire drills will be held each quarter according to State regulations. Students and staff will be notified of a fire drill through the setting off of the fire and smoke notification system in each district building. Students are to leave everything and proceed at once to their designated area. Due to the necessity of giving instructions, everyone should be absolutely quiet throughout the drill.

**Tornado** — Tornado drills will be conducted once during the fall and once during the spring. The signal for a tornado drill at the elementary school will be a continual pulsating bell tone. The signal for a tornado drill at the high school will be an electronic warble. Leave everything and proceed at once to your designated area. Due to the necessity of giving instructions, everyone should be absolutely quiet throughout the entire drill. Move orderly and quickly.

**Emergency** — Each building principal on a periodic basis will conduct the minimum emergency drills required by law to instruct students in the proper procedures to follow in contingencies such as a tornado alert, civil defense disaster, fire or any other such emergencies.

Since many parents may not be at home during an actual emergency period when there is less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. The staff will remain on duty with the students during such emergency periods. Parents may come to the designated premises to pick up their children if they so desire under procedures as outlined in the rules and regulations which pertain to this policy or to a specific publication designed to implement civil defense procedures pertaining to emergency situations.

## **ELIGIBILITY**

Students wishing to participate in extracurricular programs at Ness City must note the following: Students having one failing grade in their scheduled subjects will be considered “ineligible”. Once a student reaches the status of ineligible, he/she will have one warning week before being determined unable to participate in the activity program of the school. Once a student’s grade is passing, he/she will be immediately re-instated as eligible. A week is defined as regularly scheduled classes — Sunday through Saturday. A comprehensive average of each student’s grades will be recorded each Thursday. A new average will begin each semester. Eligibility regulations established by the KSHSAA will also be enforced. Students deemed not in good standing due to rule violations, outstanding detentions, continuous behavior issues, poor attendance, excess tardies, and excess incomplete work will be considered ineligible for school activities.

## **ENROLLMENT**

Enrollment will not be completed until fees are paid or arrangements have been made for payment. Students new to the district may have a minimum of one day admission delay after completing enrollment procedures.

## **EXPULSION**

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

1. A student and his/her parents, shall be notified in writing of the time, date, and place where the student will be afforded a hearing.
2. A student shall be given a copy of Kansas Statutes and Board of Education policy dealing with expulsion.

During any suspension or expulsion, a student has the right to make up his/her work for credit. The same time frames for absences will be used.

## **EXTENDED SCHOOL YEAR**

The board may extend the regular academic year. The superintendent shall be responsible for preparing a plan and presenting it to the board. The board may extend the regularly scheduled academic year because of the following types of circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reasons, or budgetary problems.

### **Extended Learning Opportunities for Students**

The board may require extended learning opportunities for students not meeting minimum academic requirements as defined by the board. Students may be assigned to extended academic sessions including, but not limited to: before- or after-school; Saturday school; or summer sessions.

Regulations necessary to govern extended academic sessions shall be recommended by the superintendent for board approval. Truancy laws, suspension and expulsion policies and laws, and all appropriate portions of the student behavior code shall apply during extended academic sessions.

## **EXTRA-CURRICULAR ETIQUETTE**

The following guidelines are to be followed during home basketball games:

- \* Students in grades K-8 who are not seated with a parent will be assigned to a reserved section in the high school gym. This section is the southeast section near the top of the bleachers.
- \* Students in grades K-8 are to be seated in this area or with a parent during the ball game time. Students may go visit the concession stand when there are time outs, at half times or between games.
- \* Students in grades K-8 will be allowed one reminder to go and take their seat. If a second reminder is necessary, the student may be asked to sit with their parents or sent home.
- \* Students in grades 9-12 are expected to remain seated as spectators at school events. Any student wandering the premises will be asked to sit or asked to go home.
- \* All students should refrain from using the east exits in the gymnasium while events are in progress. These are exits only. Students who wish to enter the gymnasium should use the south entrance (or any other regular entrance).
- \* Students may be excluded from attendance at future school events at the discretion of the principal.
- \* Students in grades K-6 are only allowed to attend with a parent/adult/guardian/sponsor.

## **FEES, FINES and CHARGES**

Building principals are authorized to collect fees, fines or charges authorized by the board for any school property lost, damaged, or destroyed by a student and any classroom projects requiring the

purchase of additional materials outside of enrollment fees, and shall be paid for by such student in accordance with rules and regulations prescribed by the board. **The student is responsible for any item(s) checked out to him/her.**

Classroom project fees must be collected before the student or parent/guardian may take possession of the project. All project fees must be paid by May 1 of the corresponding school year. All projects with outstanding fees after May 1 will be sold with all receipts being applied to the outstanding balance of the project. The building principal retains the discretion to allow individual students more time to pay for their projects if he/she has a reasonable expectation that the project will be paid before the beginning of the next school year.

Students or parents claiming an exemption from fees or charges should report to the office of the superintendent for additional information.

## **FIELD TRIPS**

Field trips are considered educational experiences and, therefore, teachers may request a field trip to enhance their curriculum. It is to be understood that class field trips do not have to be taken every year.

## **GRADE CARDS**

Grade cards will be issued by the end of the seventh working day following the end of a grading period. All obligations to the school, such as unpaid fees, unreturned books, etc., should be met prior to the issuing of report cards.

## **GRADE CLASSIFICATION**

To be classified as a full-time student, each freshman, sophomore, junior, and senior must be enrolled in at least eight hours of classes.

To be classified as a sophomore, students must have 6 units of credit at the start of the school year, junior 12 units of credit, and senior 20 units of credit. All students at Ness City High School are required to enroll in a minimum of eight (8) classes.

For grades 9-12, failure to pass a required course will result in repeating the course the following year. Or, by taking an online credit recovery course approved by the administration. Any fee for the online course will be the responsibility of the student and /or parents.

Grade classification would be at the discretion of the administration for 7<sup>th</sup> and 8<sup>th</sup> grade students who fail courses. Failure to pass a core course may result in the student repeating the failed course.

## **GRADING SCALE**

Kindergarten through 6<sup>th</sup> grade will utilize standards-based grading with the goal of showing mastery of the grade level standards. Each student will receive a rating each 9 week based on their mastery level of the individual standards taught and practiced in the classroom. These ratings will be as follows:

M	=	Mastered
P	=	Progressing
I	=	Improvement Needed
U	=	Unable to demonstrate understanding
-	=	Instruction in this standard has not yet occurred

The uniform grading system for grades 3-12 is as follows:

A	exceeding the requirements of the instructor	90-100%	4 grade points
B	definitely above average	80-89%	3 grade points
C	average	70-79%	2 grade points
D	definitely below average	60-69%	1 grade point
F	unsatisfactory	below 60%	0 grade points
I	incomplete	temporary grade	no credit

An incomplete grade reverts to an "F" if work is not completed for grading purposes.

Any student who receives an “incomplete” grade on an assignment will normally have one week beyond the end of that particular grading period to fulfill the requirements to change the “I” to a letter grade. Any other arrangements concerning this regulation must be approved, in advance of the deadline date, by both the teacher and the principal.

If a student fails to satisfy the requirements to change the “I” to a letter grade, and if no other arrangements have been made, the incomplete assignment will automatically revert to an “F” one calendar week after the end of that particular grading period.

## **GRADUATION/PROMOTION EXERCISES**

In order to participate in high school graduation exercises, the student must:

1. Complete minimum credit requirements, OR (b) Be within 1/2 unit of completing minimum credit requirements.
2. Have satisfied all financial obligations to USD 303.
3. Be in good standing with the school. (A student in good standing will be one who is not under suspension or expulsion from school.)

Certificates of Attendance will be awarded to Foreign Exchange students.

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

In order to participate in eighth grade promotion exercises, a student must:

1. Be within one semester of one class of passing all eighth grade classes.
2. Have met all financial obligations to the school.
3. Be in good standing with the school. (A student in good standing will be one who is not under suspension or expulsion from school.)

Students will receive an elementary promotion certificate only after they have passed all of their eighth grade classes.

## **GRADUATION REQUIREMENTS for USD 303**

Twenty-eight units of credit required for graduation. 4 units of English Language Arts (3 units must be in English), 3 units of Math, 3 units of Natural Science (includes 1 lab course), 1 unit of PE/Health, 3 units of Social Science, 1 unit of Fine Arts (Art or Music), .5 unit of Oral Communications, and 12.5 Electives.

## **GRADUATION REQUIREMENTS for KANSAS BOARD of REGENTS QUALIFIED ADMISSIONS CURRICULUM**

**English, 4 Units** At least one unit of English or language arts must be taken each year of high school. Beyond this requirement, students are encouraged to take courses in journalism, speech, drama/theater, and/or debate.

**Natural Science, 3 Unit** Students must take three units chosen from the following courses. At least one unit must be in chemistry or physics. Physical Science, Biology; Advanced Biology; Chemistry; Earth/Space Science; and/or, Physics. Students may take up to two units in *Applications in Biology*, *Applications in Chemistry and/or Principles of Technology I and II*, if these courses offered at your school have been approved by the Kansas Commissioner of Education. Check with your counselor for confirmation. Applied/technical courses may not be substituted for the requirement that one unit of natural science credit must be in chemistry or physics. Students are encouraged to take one additional unit of science chosen from the courses listed above.

**Math, 3 Units** Students must take one unit each of Algebra I, Algebra II, and Geometry AND meet the college readiness benchmark score on the math portion of the ACT **OR** take **4 Math Units** at Algebra I or higher. One class **MUST** be taken the Senior year.

**Social Science, 3 Units** Students must complete the following: One unit of HS history; One-half unit of US government; One unit selected from one or more courses in psychology, sociology, anthropology



and/or race and ethnic group relations; One-half unit selected from world history, world geography or international relations.

## **KANSAS BOARD of REGENTS RECOMMENDED CURRICULUM FOR SCHOLARSHIP CONSIDERATION**

As Kansas high school graduates, students may be eligible to be considered for one of three state-sponsored scholarship programs — State Scholarship Program, Minority Scholarship Program, and the Kansas Teachers Scholarship.

To be eligible to be considered for one of these scholarships, students must complete all the required courses for the Qualified Admissions Curriculum (listed above), plus an additional three units, as follows:

**Natural Science** — To be eligible for scholarship consideration, students must take all three of the following courses: Biology, chemistry and physics.

**Math** — In addition to algebra I, algebra II, and geometry, students are required to complete at least one unit of advanced mathematics selected from the following courses: Analytic geometry, trigonometry, advanced algebra, probability and statistics, functions, or calculus.

**Foreign Language** — Students must complete two high school units in one foreign language.

No additional units are required in English, Social Sciences and Computer Technology. For further information, please contact the school counselor.

## **GUIDANCE SERVICE**

In the program of educational guidance, the counselor will acquaint students with the educational system and its offerings. Students will be given assistance in selecting and enrolling in programs and courses. Career guidance will be available to assist students in career goals and objectives.

The counselor will also assist students by providing a multitude of services that include large group guidance small group counseling, individual counseling, as well as consultation with parents, teachers, and administrators. When the counselor feels a student's safety might be compromised, the appropriate people will be contacted.

## **HALL BEHAVIOR**

General guidelines:

1. Move quickly and courteously through the halls during passing periods.
2. Avoid excess noise.
3. The expression of affection shall be limited to the holding of hands.

Staff will use professional discretion to address physical contact between students that could be considered affectionate or inappropriate.

## **HONOR ROLL**

At the end of each grading period an Honor Roll will be published. Any student receiving a grade of D or F will not qualify for the Honor Roll. Qualifications for the Honor Roll are as follows:

<b>For Grades 7-12:</b>	Principal's Honor Roll	Straight A's
	Superior Honor Roll	3.7 and up
	Honor Roll	3.4-3.69

## **HUMAN SEXUALITY and STI EDUCATION**

Following appropriate review of the curriculum goals on file at the board of education office, a parent or guardian (or a student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and STI classes that are included in the district's required curriculum. Any parent or guardian (or student eighteen years of age or older) who does not want their student involved in all or some portion of the human sexuality and STI education classes of the

district shall be provided a written copy of the district goals and objectives for the appropriate human sexuality and STI class to which the student is assigned. This information may be provided to the parent or guardian upon request prior to the opening of school. Parents or guardians may complete the opt-out request by obtaining a copy of the appropriate form from the principal's office, completing the form and returning it to the principal's office. The signed form will be kept on file in the principal's office. No parent or guardian shall be allowed to make a written opt-out request prior to the opening day of class of the year the opt-out request applies. Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

### **INTERROGATIONS and INVESTIGATIONS CONDUCTED in SCHOOL**

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency as necessary and may request further investigation of the alleged violation.

School administrators shall/may meet periodically with local law enforcement officials to discuss the district's policy and rules regarding law enforcement contacts with the district.

### **INSURANCE**

The board recommends that all students be covered by some type of accident insurance. Such insurance may be provided by each student's parents through personal insurance coverage or parents may choose to make application in an optional student group insurance program available in the building office. Information on Health Wave is also available in the building office. Any medical expense not covered by the student's accident insurance or the district's catastrophic insurance is the responsibility of the parents.

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

Students will not normally be permitted to leave the school during the school day. Any student who may need to leave school during the regularly scheduled school day must have a note (email to school administration is acceptable) from a parent or guardian explaining the reason for the leave and the time that the student will be dismissed. These should be submitted prior to the leave or it may be considered unexcused. The building principal shall deem whether the leave is necessary during the regularly scheduled school hours. Students may leave during the school day to perform tasks related to class work with the approval of the principal. The teacher who is responsible may be asked to submit written verification and explanation of this leave. As a general rule, students will not be allowed to transport themselves in a vehicle unless written parental permission has been given on a case-by-case basis. Students who have medical or other appointments that they must attend during the school day should provide a written note from a parent explaining why they are leaving and where they are going if motorized transportation will be used by the student. The principal or designee will verify the note with a parent before the student is allowed to leave the school grounds. This applies to students leaving campus during school hours, between the time of dismissal for a school activity and the bus leaving for that activity.

### **LOCKERS**

Lockers remain the property of the school and jurisdiction over the lockers is maintained by the school. There should be no implied right to privacy with these lockers.

Each student will be assigned a locker and a combination at the beginning of the year. The principal or his designee may perform locker inspections periodically, or when there is cause to believe weapons, contraband or other dangerous items are being stored in lockers. School locks are issued for physical education, ag, athletics, etc. Students are responsible for replacement cost of any lost or damaged locks.

It is the student's responsibility to see that their locker remains in the locked position. Students are responsible for missing items from an insecure locker.

### **MARRIED STUDENTS**

Married students shall have access to the same educational opportunities, services and extracurricular activities that are provided other students enrolled in the district.

The administration is authorized, in terms of the statements above, to make special arrangements for attendance, promotion, graduation, etc., for married students who wish to continue and complete their education in the schools of the district.

### **NEW STUDENTS including KINDERGARTEN STUDENTS**

All students enrolling in the district for the first time shall provide required proof of identity, proof of proper immunization, current health assessment, certified copy of birth certificate, social security number, and custody papers, if applicable. This applies to every kindergarten student also.

### **OUT-of-DISTRICT STUDENTS**

Out-of-district students are those who do not meet the definition of a resident student. Resident students are those students who legally reside within the boundaries of USD 303. Out-of-district students may be admitted to the extent that staff, facilities, equipment and supplies are available. Criteria used to determine an out-of-district student eligible to attend USD 303 schools may include but is not limited to:

- The student meets the definition of chronically absent in their current district
- The student has been expelled and/or suspend (ISS or OSS) for any reason in the last 12 months
- The student has been long term expelled for drug possession/use on school property, violent acts against students or staff, and/or possession of a weapon on school property at any time during the student's education
- The student is not currently in good standing in his/her current school, and/or is not on course to graduate with his/her current cohort.

Nonresident students that unenroll from USD 303 of their own volition without a boni-fide move, may be denied reenrollment.

All out-of-district students must be approved by board action before they are allowed to attend classes in USD 303. At the request of administration, the USD 303 Board of Education reserves the right to end the enrollment of an out-of-district student. Reasons why an out of District student may lose enrollment status may include but is not limited to:

- 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 resident of Kansas
- The nonresident 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 nonresident student has had three or more out of school or in school suspensions in the current school year, excluding suspensions deemed 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
- The nonresident student has been given a long-term suspension or expulsion by the district in the current school year

- The nonresident student fails to meet adequate yearly progress to remain with his/her graduating cohort class
- The nonresident student fails to pay all incurred fees during the school year

Any student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

### **OVERNIGHT ACCOMODATIONS**

During school district sponsored travel that requires overnight stays by students, separate overnight accommodations will be provided for students of each biological sex. “Biological sex” means the biological indication of male and female in the context of reproductive potential or capacity, such as sex chromosomes, naturally occurring sex hormones, gonads, and non-ambiguous internal and external genitalia present at birth, without regard to an individual’s psychological, chose, or subjective experience of gender.

“School district sponsored travel” means any travel that is necessary for students to attend, participate, or compete in any event or activity that is sponsored or sanctioned by a school operated by the school district including, but not limited to, any travel that is organized: by any club or other organization recognized by the school; through any communication facilitated by the school, such as email; or through fundraising activities conducted, in whole or in part, by school district employees or on school district property.

### **PEER GRADING of ASSIGNMENTS**

No student shall be allowed to grade another student’s work. Teachers who assign work to students are expected to grade each assignment and to enter the grade or mark in the appropriate grade book.

### **PERSONAL ITEMS BROUGHT to SCHOOL**

Students should refrain from bringing items to school which could be lost, stolen, or damaged. The school cannot be responsible for personal items brought to school. The individual student will be responsible for securing the item. Any item brought to school which eventually causes a disruption in class will be taken from the student. The student will be notified of the return date.

Items that infringe upon the rights or have the potential of harming another child may not be brought to school. Such incidences will be dealt with according to district policy.

### **PHYSICALLY HANDICAPPED STUDENTS**

Physically handicapped students including those temporarily disabled by illness, operation or accident authenticated by a physician’s order will be eligible for homebound instruction; however, all programs will meet the criterion of the least restrictive environment.

Students who are temporarily handicapped are encouraged to attend school if able. If the student is unable to attend school and is ineligible for homebound instruction, it shall be the responsibility of the student or parents to secure lesson assignments from each of the student’s teachers in order to keep abreast of the student’s school work.

### **PLAYGROUND RULES**

1. No pushing or shoving.
2. No throwing of rocks or other objects.
3. Students are not allowed to push each other on the swings.
4. Do not walk in front of or behind swings.
5. Students may only swing in a forward/reverse motion. No twisting or side-to-side swinging.
6. Swings must come to a stop before dismounting.
7. One student at a time is allowed on the slipper slide.

8. Only one student is allowed on the slipper slide steps at a time.
9. Students must remain seated on the slide.
10. Students are to remain inside the play area unless permission to leave is granted by the supervisor.
11. Students must follow the individual rules of the supervisor.

### **PREGNANT STUDENTS**

A pregnant student shall have access to the same educational opportunities, services and extracurricular activities provided to other students. A pregnant student may be required to provide a health care provider's release to be allowed to participate in school activities which could pose a health or safety risk. If there is a delay in obtaining a health care provider's release, in the student's best interest, the administration may deny activity participation until the release is made available

### **RELIGION in the CURRICULUM or SCHOOL SPONSORED ACTIVITIES**

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern which prevent it.

#### **Teaching About Religion**

Teachers may teach about religion, religious literature and history but are prohibited from promoting, expounding, criticizing or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to promote a particular religious doctrine.

#### **Religion in the Curriculum and School Activities**

In compliance with these rules, religious themes may be presented in the curriculum and as part of school activities.

#### **Religious Symbols in the Classroom**

Temporary display of religious symbols is permitted as part of the curriculum.

#### **Religious Holidays**

Holidays which have a religious and a secular basis may be observed.

#### **Graduation and Other Ceremonies**

School ceremonies shall be secular in nature.

### **RELIGIOUS OBJECTIONS to ACTIVITIES**

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. The parent, guardian, or adult student must complete the district opt-out form for religious objections, stating the specific activity, the portion of the curriculum in which the activity exists, and the reasons for the request. The request may be granted, or denied, or partially granted and partially denied.

This policy shall not be interpreted to allow parents to prevent the dissemination of information which parents find religiously objectionable. Rather, this policy only extends to actual participation by their child in an **activity**, the performance of which is contrary to the child's religious teachings.

### **REPORTING CRIMES TO LAW ENFORCEMENT**

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- In possession of a weapon;
- In possession of a controlled substance or illegal drug; or
- To have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others;

the principal/superintendent shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

### **SATURDAY SCHOOL**

1. Students may be assigned to attend Saturday School by the principal or his designee.
2. Saturday School will be held periodically (approximately one per month) throughout the school year from 8:00 a.m. – 12:00 p.m.
3. Students may be assigned anywhere from one to four hours of time for Saturday School depending on the severity of the incident.
4. Students serving Saturday School will be seated by 8:00 a.m. and will remain seated for their duration of time. Bathroom breaks will be provided as needed for students serving multiple hours.
5. Students shall bring school assignments or reading materials to the classroom and read or study for the entire period of time.
6. Saturday School is to be served at the date assigned unless prior arrangements have been made with the building principal.
7. Failure to serve an assigned Saturday School will result in the student being assigned to in school suspension.

### **SCHEDULE CHANGES**

Generally speaking, class schedules will not be changed without the approval of the teacher, guidance counselor, parent, and the principal or his designee. Schedule changes will not be considered unless they meet the following criteria:

1. The student wishes to change his current class to a higher level course (example: change from P.E. to Chemistry).
2. The student is enrolled in a year-long course, has failed the class one semester, and will not benefit by taking the class the second semester.
3. At the request of the instructor and principal or his designee.
4. All schedule changes must be completed within 3 school days of the new term.

### **SCHOOL DANCES—HIGH SCHOOL**

Dances held at the school or sponsored by the school will be governed by the following guidelines:

1. Out-of-school dates must be signed up with dance sponsors before the dance. NCHS students will be held responsible for the behavior of their invited guests. Invited guests are to be of high school age or older.
2. Normal school policies regarding the use of tobacco, alcohol, or other drugs will be enforced.
3. Students leaving the dance will not be re-admitted, **no exceptions**.
4. All students and their dates must be at the dance within one hour after the dance starts.
5. Dances, with the exception of the prom, are held in the cafeteria. Entry is through the southeast classroom area doors.

### **SCHOOL DANCES—JUNIOR HIGH**

Seventh and eighth grade classes may submit a request for a dance to the principal.

### **SCHOOL NURSE**

The nurse works in close cooperation with the teachers, administration, school secretaries and your child's health care providers. Parents are urged to confer with the school nurse on any matter pertaining to the health of your child. The school nurse is normally available Monday through Friday during school hours.

### HEALTH ASSESSMENTS/PHYSICALS

Kansas Law and USD #303 Board Policy require each student under the age of 9 enrolling in a Kansas school for the first time, to provide a copy of a Child Health Assessment (Physical Exam) completed within 12 months of school entry. This should be completed prior to the first day of school and can be completed by your healthcare provider or the health department. Any student who continues to be non-compliant after 30 days from the first day of school will be excluded from school attendance until the student has complied with these requirements. The student may be subject to exclusion if not completed prior to the first day of school.

Any student in grades 6-12 desiring to participate in athletics or cheerleading is required by the Kansas State High School Activities Association to have undergone a physical prior to starting practice. It is recommended that all students in physical education classes (grades 7-12) have a physical.

### CONCUSSION GUIDELINES/MANAGEMENT AFTER HEALTH ASSESSMENTS/PHYSICALS

The school requires for each student athlete to complete a baseline concussion screen before the first day of practice. The school will follow all of KSHSAA's recommendations regarding students suspected of having a concussion and the necessary steps to complete prior to returning to practice and competition. If an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a health care professional has evaluated the athlete and provided a written authorization to return to practice and competition.

### HEALTH CONDITIONS

The school should be informed if a student has any known medical problem(s)/ chronic health condition(s), physical disability or allergy so that every measure or precaution may be taken to safely accommodate our students' medical and health care needs. Most of this information can be provided on the school enrollment forms, however additional information and form completion may be requested from the nurse. The priority goal of this is student safety. This information will remain confidential and only be shared on a need to know basis.

### ILLNESS/INURY DURING SCHOOL

If a student becomes ill during school hours, they will be assessed by the school nurse/office. The school nurse and/or secretary will determine if they can remain at school or if they will need to go home. Any student with a temperature greater than 100.0 degrees will be sent home. Students should **NOT** use their personal cell phones to inform their parents they are ill or injured. They need to go to the office so the nurse or secretary can assess the student and contact parents if needed. Once assessed, the school nurse or secretary will contact either a parent or an emergency contact to make arrangement for the student to be picked up when necessary. If in 7th-12th grade, the nurse may have the student notify the parent by cell phone after they have been assessed.

If your child becomes injured while at school, assessment and first aid treatment will be administered to your child as needed and to the best of our ability under the direction of or as delegated by the school nurse. Parent/guardian or emergency contact will be notified if necessary. If parent or guardian cannot be contacted in an extreme emergency, an ambulance will be called and your child will be taken to the Ness City Hospital, if warranted. Please be sure to update PowerSchool information regarding who is to be contacted in case of emergency or illness.

### EXCLUSION of STUDENTS with COMMUNICABLE DISEASES and ILLNESSES

**Fever:** The student may not come to school with a temperature greater than 100.0 degrees and are to be excluded until they have been fever-free without the use of fever-reducing medication for 24 hours.

**Diarrhea/Vomiting:** Students should stay home with vomiting or 2 or more episodes of diarrhea. Students should stay home until the illness is over and for 24 hours after the last episode (without medication).

**Chickenpox:** excluded from school until all lesions have formed scabs or crusts (usually 5-10 days after symptom onset).

**Pink Eye:** excluded from school until prescribed therapy is implemented, unless their behavior is such that close contact with other students cannot be avoided.

**Covid:** per current KDHE guidelines

**Influenza:** excluded until fever-free for 24 hours without the aid of fever-reducing medication AND overall symptoms are getting better.

**Head Lice:** excluded from school if infected with live lice until treatment with an antiparasitic drug is initiated. Nits must be combed out thoroughly after treatment. The student will be evaluated upon return to school by the school nurse. Student dismissal for nits will be based on the school nurse discretion.

**Strep:** excluded from school for 24 hours after initiation of appropriate treatment by a healthcare provider and fever free for 24 hours without the use of fever-reducing medication.

**Bad Cough/Cold Symptoms** – Students with a bad cough (frequent, uncontrolled and disrupting) or bad cold symptoms need to stay home and possibly see their healthcare provider. When the cough improves and the child feels better, they may return to school.

### IMMUNIZATIONS

Kansas Statute K.A.R. 28-1-20 defines the immunizations that are required for school attendance. Each school year, each student enrolling in USD 303, shall present certification from a physician, local health department, or transferring school district that the student has received at least one of each required immunization per age and grade as determined by KDHE. If immunizations are not complete, the student is deemed noncompliant with this statute and may be subject to exclusion K.S.A 72-6265 until they have complied with the requirements. Students may attend school while completing the immunization catch up schedule if the student has received the most recent vaccines in all required series. Any student who continues to be non-compliant after 30 days of the enrollment date will be excluded from school attendance until the student has complied with these immunization requirements.

For exempt students, an annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or immunizations would seriously endanger the life or health of the child, or a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or immunizations must be presented at enrollment. Forms are available upon request.

In the event an outbreak of vaccine preventable disease occurs, exempt students will be excluded from school. Length of exclusion period varies by disease and is determined by KDHE.

### MEDICATIONS

Students are not allowed to bring prescription or over-the-counter medications for their own use or that of others. Such medicines will be removed from the student and retained for return to the parents. Disciplinary action will be left to the discretion of the principal. Exceptions to this rule are students (6-12) with asthma and/or allergies that require emergency medications such as inhalers or an epi-pen. Students are allowed to self-carry and administer sunscreen as needed.

### ADMINISTERING MEDICINE AT SCHOOL

If there are circumstances that require a student to take medication during school hours, only the school nurse, principal, secretary or school nurse designee will administer the medication in compliance with the following regulations. All medication will be kept in a secured area. Staff will be trained by the school nurse before administration of medications.



## SUPERVISION OF MEDICATIONS

Any student that requires a medication must have a medication authorization form on file. Written permission from the parent/guardian must accompany all medication.

## PRESCRIPTION MEDICATIONS

Written permission from a licensed health care provider must be provided for all prescription medications to be administered. The form should include medication name, dose, orders/instructions, time to be given and reason why medication is being given. The medication must be sent to school by the parent or guardian in the original pharmacy container with the pharmacy label. The student's name, name of the medication, dosage, date, instructions, and physician's name must be clearly noted on the label. Any change in time or dosage of medication requires a new prescription from the physician. The first dose of medication must be given by the parent or guardian at home (exception to this would be an emergency medication that has never had to be used). The medication must have an expiration date and will not be given if expired.

## OVER-THE-COUNTER (OTC) MEDICATIONS

OTC medications must be sent to school by the parent or guardian in the original container, marked with the student's name. Only the instructions on the container will be followed (instructions on container must be readable) unless a physician provides alternative instructions. The medication must have an expiration date and will not be given if expired.

## SELF-ADMINISTERED MEDICATIONS

Self-managed administration of emergency medications (i.e., inhalers, epinephrine) must be evaluated individually by the health care provider and school nurse before the student will be able to carry/administer the medicine at school. Only 6<sup>th</sup>-12<sup>th</sup> graders that require these medications will be allowed to self-administer emergency medications. All other student emergency medications will be stored in the health office or student classroom, per school nurse discretion.

## RETURN OF MEDICATIONS

All medication must be picked up by the parent/guardian by the end of the school year. Special circumstances may allow for the medication to be sent home with the child, with parent authorization. Any medication not claimed will be discarded on the school nurse's last working day of the school year.

## SCREENINGS

Students will have vision, hearing and dental screenings (when possible) during the school year as indicated by state regulations. Students are also weighed and measured yearly to monitor growth. If you have any questions or concerns about a screening or would prefer that your child not be screened, you may notify the nurse. If there are immediate concerns at the time of screening, parents will be notified promptly; otherwise results from these screenings will be sent home with your child.

## **SCHOOL PARTIES**

Parties during the school day may not take place without prior administrative approval.

## **SEARCHES of STUDENTS and PROPERTY**

Searches of students and property shall be conducted in accordance with the rules approved by the board. Principals are authorized to search students and property if there is reasonable suspicion that district policies, rules or directives are being violated. No law enforcement officer may search any locker without a search warrant unless he has the consent of the building principal and is accompanied by the principal.

In order to protect the health, safety or welfare of students under school jurisdiction, building principals or his designee are authorized to search students. No strip searches shall be conducted by school authorities. All lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal or his designee shall be carried out in the presence of an adult witness.

The district may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms.

## **STUDENT CONDUCT**

Ness City Schools do not have a formal, itemized code of conduct. Responsible behavior is, however, expected of all students. Common courtesy and respect for the rights and property of others, along with self control of actions, emotions and impulses will make explicit rules unnecessary.

A school is known by the quality of the people involved with it—students, faculty, administration, supportive staff, and the board of education. A good measure of this quality lies in the goals set by and for the school by members of each of these groups. Likewise, a good measure of an individual lies in the personal goals set for oneself. Each student is encouraged to establish goals of achievement and conduct that will compile a school record needed for future education or employment. The record each student builds includes:

1. Scholarship: A student's permanent record of grades and test scores will be referred to repeatedly as he/she competes in the job market. Make the best record you can.
2. Attendance: In addition to requesting information about a student's scholastic performance, employers most often request a student's attendance record. Employers want people with proven dependability.
4. Behavior: The Ness City School does not have a formal, itemized code of conduct. Responsible behavior is, however, expected of all students. Common courtesy and respect for the rights and property of others, along with self-control of actions, emotions, and impulses, will make explicit rules unnecessary. Vulgar and obscene language, actions, etc. will not be tolerated. The best discipline is self-discipline.

**Hazing/Bullying** - Hazing and/or bullying in any form is prohibited by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purpose of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law. Such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school for student offenders or including suspension and/or termination for school personnel. The following is the State of Kansas' definition of Hazing and Bullying:

- (1) "Hazing" is recklessly coercing, demanding or encouraging another person to perform, as a condition of membership in a social, academic, athletic or other school-sponsored activity or group, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted.
- (2) "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 it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
    - (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 of harm to the student or staff member, or
  - (iv) 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.
- (3) "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Hazing and/or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Intentional written, verbal, graphic or physical acts, including electronically transmitted acts, by a student or group of students toward other students/school personnel performed with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate;
3. Extortion or damage of and/or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites, such as the following:
  - A. Posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. Sending abusive or threatening e-mails, website postings or comments and instant messages;
  - C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online; and
  - D. Using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

### **Reporting Procedures**

#### **1. Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected hazing or bullying. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

#### **2. Informal Complaints**

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be hazing and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint shall promptly document the complaint in writing, including the above

information. This written report by the school staff member and/or administrator will be promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing and/or bullying.

## **STUDENT VEHICLES**

Student vehicles are to be parked in an orderly manner in the lots provided. Student vehicles are not to be moved during the school day without permission of the principal or his designee. Student vehicles are not to be parked in front of the school, north parking lot without a parking permit, or use more than one parking place. Students are not to loiter in vehicles after entering school property. Students are not permitted in their cars or the parking lot any time during the school day without permission from the office.

## **SURVEILLANCE**

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 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.

## **SUSPENSION**

Suspension from a class for more than one hour shall be exercised by the principal or his designee. Suspensions may take the form of either out-of-school or in-school and is at the discretion of the administrator. The following guidelines shall affect a student's suspension:

1. Short-term suspension of one to ten days may be assigned with an informal hearing being afforded the student.
2. Parents shall be notified in writing of each suspension.
3. Students under suspension shall be barred from all school property and are ineligible to attend school activities.
4. Students returning to school following an out-of-school suspension, must be accompanied by a parent unless parent/administrator contact has been made. A conference will be held between the administration, the parent, and the student prior to readmission. The student and parent will report to the office for a conference before attending the first class following an out-of-school suspension.

## **TARDIES**

All K-12 students should be in his/her assigned area, prepared to learn with all materials needed for that day when the Tardy Bell completes its ring. Failure to do so should be recorded as a tardy. Unexcused tardies may result in make-up time being given by the classroom teacher.

Any grade 7-12 student tardy to first hour MUST be sent to the office. High school students tardy to sixth hour MUST also be sent to the office. Except for first hour and sixth hour for the high school, the teacher will determine excused or unexcused for each tardy.

All tardies between classes will be unexcused except when a student is held by the teacher of a previous class. In such cases, the holding teacher is obligated to give each student held a written excuse for tardiness to the next class. Tardies to the first class after lunch shall result in an automatic make-up time of one hour. Students must be in attendance for 30 minutes of a class to be considered present. Exceptions may be made at the principal's or designee's discretion. The consequences for unexcused tardies in each class period per semester are:

**K-6 Students:**

1. First unexcused tardy—warning.
2. Second unexcused tardy—30 minutes make-up time for that hour's teacher.
3. Third unexcused tardy— phone call home.
4. All additional tardies will result in a 15 minute detention after school.

**7-12 Students:**

1. First unexcused tardy—warning.
2. Second unexcused tardy—warning
3. Third and subsequent unexcused tardies— penalty will be determined by administrator with a minimum 15 minute detention after school
4. After the fifth unexcused tardy, parents will be notified and a conference arranged.
5. Continued excessive tardiness will result in the assigning of Saturday School and removal of open lunch privileges.

## **TELEPHONE**

Students are permitted to use the telephone upon request when an emergency exists. Students will not be called from their classroom to answer the phone except for emergencies. **General phone messages for students are discouraged.** Emergency messages only will be delivered to students at the end of the day. Long distance calls are NOT to be made on school phones.

## **TEST OUT POLICY**

The Board of Education of Unified School District 303 recognizes that some students may progress more rapidly than others and that some students may possess the knowledge taught or learned in some classes or grades. Therefore, the following policy sets forth the requirements a student must meet in order to receive credit for a class or grade by "testing out":

1. Any student identified as gifted according to policy and rules of the local board and rules of the State Board of Education may request to test out.
2. Any student enrolled in the schools of USD No. 303 may request to test out provided he/she has maintained a 3.0 GPA (on a 4.0 scale) or better in all prerequisite classes or grades or has shown outstanding academic achievement and development as determined by the course instructor or classroom teacher.
3. The course proposed for test out must be one which is offered in the current curriculum. The tests must assess the goals and objective of the course.
4. The student desiring to test out of a course, class or grade must notify the building principal in writing of his/her intent to "test out" and must do so forty-five (45) school days prior to the scheduled offering of the course, class or grade test. The request for "testing out" must be approved by the student's parents or guardian.
5. To "test out" a student shall:
  - Take a standardized test with national norms for the subject or grade level and must score at or above the 90th percentile; and
  - Take a prepared final test for the class, subject, or grade and must score at or above 90 percent on this test; and

- Demonstrate those laboratory skills or oral comprehension of the class, course, or grade required in the class, course, or grade he/she is “testing out; and
- Present a written report on a subject assigned for the class or grade level to demonstrate a knowledge of subject matter and writing skills on a par with the class or grade, and to indicate the logical reasoning and understanding on a standard with the age level for the class or grade.

It is recommended but not required that an independent neutral third party administer the tests. The student “testing out” must have the recommendation of a school team consisting of the counselor, classroom teacher in the content area, and building principal as to social maturity and readiness for the level of course work or grade level.

6. A student will be provided only one opportunity to test out of a grade or course offering.
7. Students who do not meet the minimum criteria for “testing out” credit as established by policy shall complete required or prerequisite course work through normal means.
8. A high school student will be limited to two course tests outs per semester and an elementary student will be limited to testing out of one grade level per year.
9. A student must attend a full semester in the local district before being allowed to “test out” of a course, class or grade.
10. A student may “test out “ of only one course or level per assessment.
11. Teachers will not be expected to tutor a student in preparation for the assessment.
12. Choosing to test out of a course may affect a student’s final GPA.

### **TEXTBOOK RENTAL**

Students will receive and are expected to use textbooks under the following conditions:

- \* To return the books to the school, when notified, in as good condition as when received, allowance being made for wear caused by careful use.
- \* If a book is lost or damaged by carelessness, he/she will replace it.
- \* Marking, tearing, or defacing a book will be considered as cause for replacement.

### **TRANSCRIPT FEES**

Transcripts will be issued in a timely manner upon receipt of a signed release. There will be a maximum of 10 transcripts issued free of charge. Each transcript issued thereafter will be subject to a \$2 fee paid prior to the issuance of transcripts.

### **TRANSFERS from NON ACCREDITED SCHOOLS**

Students transferring from non-accredited schools shall be tested to determine grade level placement. Placement will be made by the principal after consultation with the parents or guardians and guidance personnel. Criteria for final placement shall include past educational experience and successful performance and/or examination at the level of initial assignment.

### **TRUANCY**

The building principal or his designee 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 either DCF(if the student is under 13) or the county or district attorney (if the student is over 13 or more years of age but less than 18 years of age), a letter shall be sent to the student’s parent(s) or guardian(s) notifying them that the student’s failure to attend school without a valid excuse shall result in the student being reported truant.

## **VALEDICTORIAN/SALUTATORIAN CRITERIA**

The Valedictorian and Salutatorian award shall go to the students with the highest and second highest accumulative GPA respectively, and who have met the following additional criteria:

- Student must have met the Kansas Board of Regents Qualified Admissions Requirements.
- Student must be in enrolled and in attendance at Ness City High School for a minimum of three (3) semesters prior to graduation.
- Student cannot have had to obtain an attendance waiver due to excessive unexcused absences during his/her 4 years of high school
- Student must have taken three (3) of the following six (6) higher education courses: College Preparatory English, Trigonometry/College Algebra, Calculus, Chemistry, Physics, and
- Anatomy and Physiology.

The following criteria will be used to break ties:

1. The student that has taken the most classes from the following list will be considered the Valedictorian, and the student that has taken the second most classes from the following list will be considered the Salutatorian:  
College Comp 1, College Comp 2, Trigonometry, College Algebra, Calculus, Statistics, Chemistry, Physics, Anatomy and Physiology, College Public Speaking, College Psychology, EMT 2
2. If ties remain, the students highest Cumulative ACT Score will be used to determine the Valedictorian/Salutatorian. The highest Cumulative ACT Score will be considered the Valedictorian, and the second highest Cumulative ACT Score will be considered the Salutatorian.
3. If a tie remains for Valedictorian after considering Cumulative ACT Scores, the individuals will be considered Co-Valedictorians and no Salutatorian will be acknowledged that year.

## **VENDING MACHINES**

Vending machines are available for high school students' use before school, during lunch, and after school. Trash (wrappers, cores, peelings, etc.) is to be placed in proper containers, which are provided. Violation of these minimum regulations will result in deactivation or removal of the machines. Change for the vending machines will not be available in the office. Other students may have access to the vending machines after the school day. Vending machines will be turned off any time that a concessions stand is in operation.

## **VISITORS**

Visitors are welcome. All visitors in the high school are asked to register in the office and pick up a Visitor Pass. No person is to visit teachers, students, or other staff without first checking in through the office and being issued a Visitor Pass.

## **WEAPONS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

**Weapons and Destructive Devices:** As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;

- Any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter;
- Any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife or any knife having a blade that opens, falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

### **Penalties for Weapons Violations**

Possession of, a firearm or other weapon listed under “Weapons and Destructive Devices” heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to the Secretary for DCF or the Secretary of KDOC, as appropriate.

### **WEDNESDAY NIGHT ACTIVITIES**

In the Ness City community, Wednesday evenings and Sundays are set aside for many family and church activities. Except for special circumstances, school activities, events, and practices will not be scheduled at these times. Events over which the board has limited jurisdiction (e.g., KSHSAA activities) or events of community-wide interest (e.g., high school graduation) may be approved for scheduling. All events scheduled at these times will have the prior approval of the superintendent of schools.

### **WORK STUDY PROGRAM**

Participation by students in a work-study program will be handled by the superintendent on an individual basis. The superintendent shall develop guidelines for use in approving/rejecting applications from students or the business community for participation in a work-study program.

**Off-Campus Work Experience:** In addition to the approval/agreement, a written report will be required from each participant during each nine week period. Student will also present an oral presentation to students in either grade 9, 10, or 11. The student will notify the principal of the date and time of the presentation so that he may evaluate the presentation. It will be the student’s responsibility to make the arrangements with a teacher to present to their class. This course is open to seniors only. The student must have a minimum GPA of 3.0 to apply.

**Elementary Classroom Aide:** This credit allows a student to spend one period in the elementary school under the supervision of a classroom teacher. Students may be assigned a wide range of duties from listening to a child read to doing specific projects with a child or group of children. Students must remember that they are in a role in which they may have a great deal of influence over a child and must dress and behave appropriately. At least twice each nine weeks, the student will research, organize and

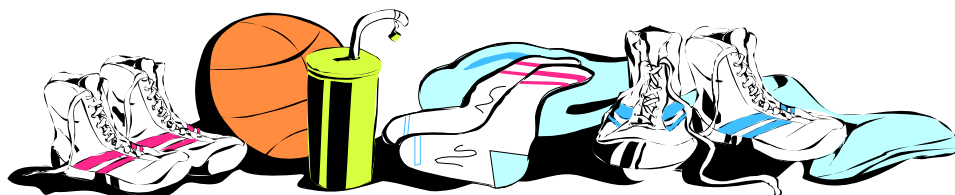


present, under the direction and with the approval of the classroom teacher, a lesson to the class, minimum 20 minutes. Students must also write a two page summary of their teaching experience and what they learned from the teaching experience and hand it in to the principal upon completion of the assignment. Student will also present an oral presentation to students in either grade 9, 10, or 11. The student will notify the principal of the date and time of the presentation so that he may evaluate the presentation. It will be the student's responsibility to make the arrangements with a teacher to present to their class. This course is open to juniors and seniors only. The student must have a minimum GPA of 3.0 to apply.

**Office Aide:** This credit allows a student to spend one period in the high school or elementary office under the supervision of the building secretary and principal. Students may be assigned a wide range of general office duties. Students will be expected to dress and behave appropriately for the office. Office Aides will submit a written report each semester. This course is open to juniors and seniors only. The student must have a minimum GPA of 3.0 to apply.

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# Athletics



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## **USD 303 NESS CITY GUIDELINES ON PARENT/COACH RELATIONSHIPS AND SPECTATOR EXPECTATION AT EVENTS**

Parents and coaches are two of the most important and significant roles in a student-athlete's life. The following guidelines need to be met to establish an understanding of the roles of parents and coaches in interscholastic activities. As parents, when your children become involved in our programs, you have a right to understand what expectations are placed on your child. Therefore, clear communication between these two individuals is essential.

### **Communication parents should expect from the coach**

- Philosophy of the coach and the program
- Expectations the coach has for your child as well as the team
- Team requirements (i.e. attendance, practice, lettering policy, etc.)
- Location and times of all practices and contests
- Discipline procedures should team rules be broken
- The procedure to follow should your student-athlete be injured during participation

### **Communication coaches should expect from parents**

- Appropriate feedback/concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Notification of any illnesses or injuries, or any other information that may affect your student-athlete from participating
- Promote positive attitudes towards teammates and coaches

### **Appropriate concerns to discuss with coaches**

- The treatment of your student-athlete, emotionally and physically
- Ways to help your student-athlete improve
- Concerns you may have regarding your student-athlete's behavior and/or attitude

It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals and make decisions based on what they believe to be best for all students and the team involved. As listed above, there are certain things that can and should be discussed with your child's coach. When visiting with a coach, only the highest level of respect from both parties will be acceptable. However, other issues, such as those listed below, must be left to the discretion of the coach and staff.

### **Issues not appropriate to discuss with coaches**

- Playing time
- Team strategy
- Play calling
- Other student-athletes

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When a conference is necessary, please follow the chain of command to help promote a resolution to the issue of concern: Before or after games on game day is not the suitable time to voice your concern about your student-athlete.

- Step 1: Coach-Athlete session. The student-athlete goes directly to his/her coach to discuss the issue. This should be encouraged by the parent.
- Step 2: Coach-Parent-Athlete session. If there is further need of discussion, the student-athlete's parent will contact the coach to set up an in-person appointment with the coach, parent, and student-athlete.
- Step 3: Principal/Ad-Coach-Parent-Athlete session. If, after meeting with the coach, the parent(s) and or player do not feel the issue was satisfactorily resolved, then they may proceed to the next step by meeting with the Principal/AD.

- Step 4: Superintendent-Principal-Coach-Parent-Athlete session. If after meeting with the principal and coach, the parent(s) and or player do not feel the issue was satisfactorily resolved, then they may proceed to the next step by meeting with Superintendent of Schools.

## **SPECTATOR GUIDELINES AT EVENTS**

The spectators are the adults at athletic events and should act as such. When a spectator gains admission to a contest, this does not give them the right to act inappropriately at the contest. Only the highest level of sportsmanship is expected and will be accepted at all home and away contests. School administrators have the right and are expected to have any spectators removed from the event who are acting inappropriately both at home and on the road. School administrators will notify any individuals whether or not they are allowed to attend any more events for the remainder of the school year.

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## **AWARDS**

1. No awards other than medals and cloth, felt or chenille athletic letters shall be made to players participating in interscholastic athletics, unless approved by the Executive Board of the Kansas State High School Activities Association.
2. All awards will be in accordance with the requirements set down by the coach of the sport in which the athlete participates and the guidelines set forth by this handbook.
3. First year varsity letter winners will receive the official letter "N." This letter will be awarded at the end of the school year. A certificate of participation, a metal symbol and a metal bar will also be received. A metal bar and certification will be given for each year of lettering after the first year.
4. All athletic awards will be presented at the spring awards banquet.
5. Managers and statisticians will receive appropriate awards.

## **ELIGIBILITY (Non-Academic)**

### **Conduct of Athletes During Season**

1. An athlete knowingly drinking alcoholic beverages or using tobacco or abusing drugs while out for a particular sport will be suspended for approximately 10% of regularly scheduled competition in that sport for the first offense. Any subsequent violation will result in automatic expulsion from the team, and such athlete shall not receive a letter, or any other award or recognition for that sport.
2. An athlete that receives an expulsion from one sport for violation of this article will not be given a first violation suspension in the next, but will receive immediate expulsion from that sport.
3. Expulsion from a sport will not be carried from one school year to the next.
4. The head coach of a sport is responsible for determining and announcing the official end to that sport season, but in no case will it go past the time lines that are set by the Kansas State High School Activities Association.
5. Conduct which results in a player being evicted from a game will normally be handled under the coach's team rules. Serious infractions will be reviewed by the administrator and head coach to determine if the case should be reviewed by the athletic council.
6. If an athlete has at any time during high school been expelled twice from sports, the athletic council shall meet at the time of the second expulsion to decide on the athlete's future eligibility.
7. Any uniform, warm-up gear, or athletic equipment checked out to student athletes will be the sole responsibility of said student. Any articles lost or damaged will be replaced or repaired at cost to the student at the discretion of the coach and/or administration.

### **Athletic Council**

1. The athletic council shall be composed of the principal and head coaches. The principal will be designated as the chairman and will vote only to break a tie.

2. Any coach, administrator, or athlete may submit an eligibility problem to the athletic council. Prior to submitting a problem to the council, it should be discussed by the principal and head coach of the athlete in question.
3. Each case shall be treated individually, and it shall be kept in mind that the school exists for the benefit of the student. Also, the student's "Right to Privacy" must be kept in mind at all times.

## **INSURANCE**

It is the responsibility of each athlete's family to provide insurance coverage.

## **LOCKER ROOM SAFETY RULES**

The locker room is like a second home as far as the athlete is concerned. It can be a pleasant place if all strive to keep it clean. There are certain rules pertaining to the locker and shower rooms that must be followed for safety and health reasons. Serious injuries can result when one becomes careless. Injuries not only bring harm, but also detract from the effectiveness of the overall athlete program.

1. There will be no "horseplay" of any kind. Such behavior can result in very serious injuries.
2. In case of injury, the coach must be notified and file an injury report with the principal's office.
3. Stealing shall result in loss of participation and eligibility. Stealing includes the use of other's property without permission.
4. Equipment must be washed regularly. All dirty equipment should be taken home and cleaned before use! Clothing should be cleaned on a weekly basis. Cleanliness is very important to one's health and continued participation.
5. Cooperation with the managers and custodians is essential. All equipment clothing must be picked up and locked in lockers.
6. Each athlete is responsible for assigned equipment and a locker. Any damage to equipment or lockers must be reported to the coach immediately.
7. Any unauthorized person in the locker room is to be reported to the coach. Students not participating in a sport, weight program, or PE class during the current season are to stay out of the locker room unless given permission by a coach or administrator.
8. Towels will be provided each athlete for their use. All towels are to remain at school and be placed in the appropriate laundry bag.
9. Cell phones are expressly prohibited from being out in restrooms and locker rooms and will result in the student losing the privilege of having a cell phone at school for the remainder of the school year.

## **PARTICIPATION FOREWARNING**

This is a warning to both parents and students to clearly understand the risks taken by any student-athlete who participates in any sport sponsored by USD 303. Further, this forewarning is to make parents and students aware of the seriousness of possible injuries that can occur to student-athletes. By participating in any sport, a student-athlete may sustain any of the following injuries and others not included herein:

- \* Head injuries — can result in brain damage, coma, and/or death.
- \* Spine injuries — can result in quadriplegia, paraplegia, and/or death.
- \* Strains — completely torn, partially torn and/or stretched ligaments
- \* Sprains — completely torn, partially torn and/or stretched ligaments.
- \* Fractures.
- \* Contusions.
- \* Lacerations, abrasions, blisters, and other flesh wounds — can result in infection.
- \* Internal organ damage such as rupture of the spleen or kidney.
- \* Cartilage damage in the joints of the body.
- \* Loss of a limb or vital organ body.

There are other injuries that could occur as a result of athletic program participation — this list is not all-inclusive. This forewarning and list of possible injuries is given to parents and students to make them aware of the inherent dangers and risks involved while participating in any sport.

**Any student athlete who sees a doctor for any injury/illness, MUST have a written release from the doctor before they will be allowed to participate again.**

USD 303 coaches and administrators will provide student-athletes an organized, educational, athletic environment which encourages and promotes high standards of safety; however, due to the nature of sports (examples: running, jumping, physical contact, twisting, turning, etc.), parents and students need to be advised of the risk involved while participating in the athletic program.

## **PARTICIPANTS**

### **Athletes**

- \* Any male or female student aged resident of USD 303 with remaining eligibility according to KSHSAA rules may indicate an interest in competing in any of the sports offered by the school district
- \* Any non-student participant in USD 303 athletics must meet the requirements for participation as outlined in Board Policy JH
- \* Any male or female student may try out for a sport if all requirements for that sport are met.

The following are athletic activities at Ness City High School:

#### Boys Teams

Boys Football

Boys Basketball

Boys Cross Country

Boys Track and Field

#### Girls Teams

Girls Volleyball

Girls Basketball

Girls Cross Country

Girls Track and Field

Softball

#### Mixed Teams

Golf

### **Managers**

- \* Coaches will make it known that managers for a particular sport are needed. Coaches will then select managers from those students desiring to serve as managers.
- \* The manager of a sport will be delegated duties by the coach of the team. It is the manager's responsibility to perform assigned duties to the satisfaction of the coach.
- \* The manager is expected to follow the same rules as the athlete.
- \* When requested by the coach, managers are expected to be at all practices and to travel with the team.

### **Statisticians**

- \* Statisticians should be persons willing to give a considerable amount of time, especially on weekends, to help coaches compile accurate information concerning athletic contests. Announcements will be made prior to the season concerning the need for statisticians. Interested students should notify the head coach. The head coach and assistants will then make the selections.
- \* Statisticians are not required to be at practice sessions.
- \* Statisticians are expected to follow the same training rules as athletes and are subject to the requirements contained in this handbook.
- \* Statisticians are required to travel on school transportation to games.
- \* Statisticians are required to be at all games and are responsible to see that statistics are kept accurately.



## **PHILOSOPHY of ATHLETIC PROGRAMS**

The development of sound mind and body is one of the basic reasons for school athletics. Character building, the knowledge of sports rules, good sportsmanship, team participation, proper training, self-discipline, the ability to win humbly and understand losing gracefully are given the highest priority in our athletic programs.

The student athlete is a role model in our school and community. They are expected to conduct themselves in a manner that would bring honor to themselves, their school, and community. Play hard, play fair, be a good sport.

It is recognized that the athletic coach, by virtue of a close association with the athletics, exercises considerable influence upon the students. This influence cannot be over-estimated as to its importance. It is to be expected that each coach will use discretion and good judgment in the role of helping students form acceptable attitudes and behavior patterns. Each coach is expected to know and enforce all of the rules of the school, the league, and state organizations regardless of personal beliefs as to the importance in fairness of such rules.

## **REPRESENTING the SCHOOL**

Members of the athletic teams are reminded that they represent Ness City USD 303 and have the responsibility for maintaining acceptable behavior that is a credit, not only to themselves, but also to USD 303. To other schools, the athlete is Ness City USD 303.

Athletes are to be well groomed and clothed in presentable attire when representing the school at athletic contests, banquets, dinners, or at any gathering where the entire team is represented.

Athletes should be well mannered, courteous, and considerate of others. Appropriate behavior can do much to sell the athletic program to others, and could lead this district to having the best athletic program in the state.

## **RESPONSIBILITIES**

1. All athletes should report the first day of practice, if possible (or notify the coaching staff).
2. When two seasons overlap, those involved in the first sport will be allowed to finish that sport before reporting for the next sport.
3. If an athlete has been in school on a scheduled practice day, permission to be excused from practice must be approved by the coach directly in charge of the group.
4. Insubordination will not be tolerated by coaches, and may result in loss of eligibility.
5. Profanity by athletes at any time, or in any situation, will not be tolerated.
6. Athletes who fail to control their actions, or any phase of the activity, will be disciplined.
7. Each participant shall meet the requirements of age, attendance, and scholastic eligibility as set forth by the Kansas State High School Activities Association regulations.
8. Athletes must treat this school's and other schools' property with respect. Athletes are not to steal equipment or uniforms from this or other schools. If students wear equipment or uniforms from other schools, they will be questioned. If proof of ownership cannot be established, the equipment will be confiscated until the matter can be investigated. If it is established that the property was stolen, the athlete will be disciplined. Repairs to damaged equipment or facilities will be paid by the individual responsible for said damage.
9. A student who wishes to participate in sports must have a signed parental consent form and a physical examination form on file in the principal's office before reporting for practice. The training room/first aid room located in locker rooms are to be monitored only by the coaches and/or assigned personnel. Athletes are not allowed inside this room without proper supervision.
10. An athlete is responsible for the care of assigned equipment. Loss or damage to equipment that belongs to the school means that the athlete will pay for the equipment. The amount to be paid will be determined by the athletic director and coach of the sport.

## **TRAINING and ATHLETIC POLICIES**

### **Training**

For the benefit of the individual athlete and team and so that health and conditioning practices will be of value, it is necessary that certain training rules be followed. The responsibility of abiding by these rules rests with each individual athlete.

- \* Consumption of alcoholic beverages is prohibited.
- \* Athletes are to abstain from using tobacco products or abusing drugs.
- \* Players should be home on nights at a time designated by the head coach of the sport in which the player is involved.
- \* Athletes out for a particular sport are to abide by rules established by the coaches of the sport.

### **Athletic Policies**

1. Any student may drop a sport if reasons are stated to the coach personally, all equipment is returned, and all financial responsibilities cleared with the school.
2. An athlete who quits or is expelled from a sport will not be allowed to take part in another sport until the termination of the former sport. Termination of a sport would include any playoff games.
3. If an athlete is suspended or expelled from a sport by action of a head coach or administrator because of ineligibility or the infraction of training or conduct rules, the policy pertaining to these violations would be in effect. During any school-sponsored activity, out-of-season athletes guilty of misconduct may face suspension from the next sport they enter.
4. Students must be in attendance a minimum of half of that school day and must have an excused absence for the missed portion of the day along with administrative approval. Exceptions may be granted at the discretion of the administration.
5. Students absent due to illness for any portion of the school day will not be permitted to participate in practice or competition that day.
6. As per KSHSAA Rule 22, outside competition, a student who is a member of a school athletic or scholar's bowl squad may not participate as a member of an outside team or as an independent competitor in the same sport or scholar's bowl (effective Tuesday following Labor Day through Friday preceding Memorial Day). Two Examples: A member of the NCHS track team may not participate in a Road Race, Fun Run, etc. during the track season. Or, a member of the NCHS basketball team cannot participate on an outside team (MAYB, AAU, etc.) during the basketball season.
7. A participant will not be allowed to quit one activity to join another activity within the same season after the first week of practice without the approval from the administration.

### **Dual Participation**

1. Students are allowed to participate in two extra-curricular activities during the same season. Students wishing to participate in two sports during the same season will need to obtain a consent form from the high school office and follow the guidelines set down by the board of education involving dual sport participation.
2. Students may participate in activities such as band, vocal music, FFA, FCCLA, scholars bowl, etc. during their sports seasons. From time to time, conflicts may arise where events are scheduled for both activities during the same time. Students are asked to look ahead at potential conflicts and let their sponsors/coaches know of these situations as early as possible.

### **Guidelines for Dual-Sport Participation**

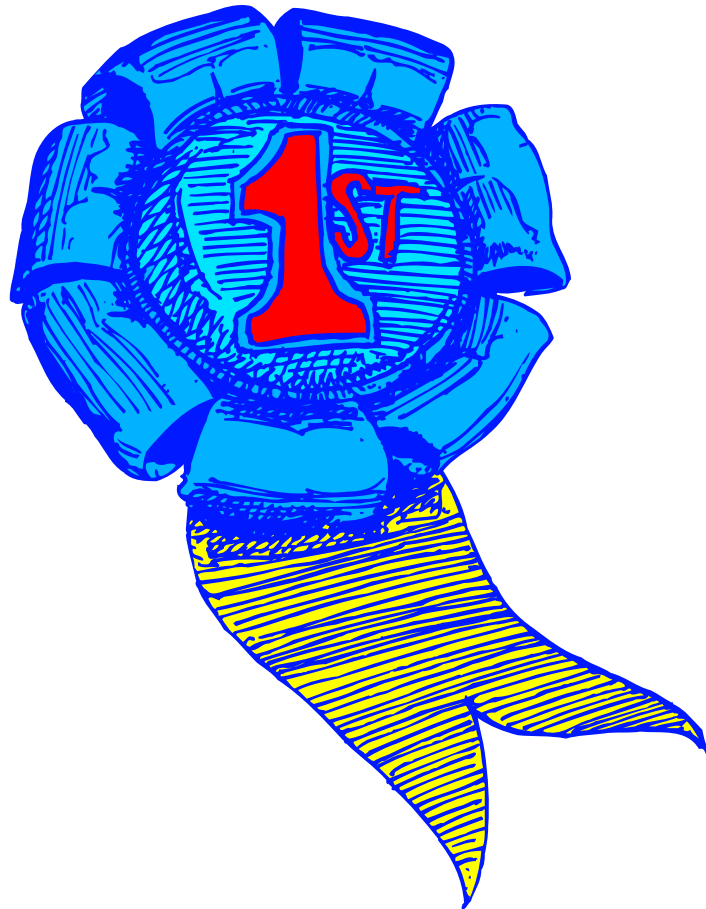
1. A student who wishes to participate in two sports during the same season must designate a priority sport before the beginning of the first appointed date of practice for the season of participation.
2. Once a priority sport is set it cannot be changed at any point during the season.
3. A priority sport is defined as the sport which takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the priority sport in the event of any and all conflicts of schedule.

4. If an athlete quits a priority sport before the end of the season then that athlete will not be allowed to participate in either sport during that same season. If it is determined that dual-sport participation is too much for the student, then the non-priority sport is the only sport they may drop and still maintain participation in the priority sport.
5. The student must practice in both sports but the amount of practice time and schedule of practice time between the two sports will be set and agreed upon by the head coaches of those sports involved with the approval of the administration.
6. Students wishing to participate in dual sport activities at Ness City must note the following: Students having any failing grades or having two or more D's in their scheduled subjects will not be eligible to participate in the activity programs of the school the following week of scheduled classes – Sunday through Saturday. The higher standard is to insure that those students participating in the dual-sport program maintain the utmost integrity, which is the priority.
7. The students and parents or legal guardians must sign a contract of dual-sport participation before the first practice session he/she attends.
8. In the event that a student is disciplined for any infraction in a specific sport, the consequence will also be applied to the second sport in the season of dual participation. For example, Student A is suspended for one week for drinking alcoholic beverages. That suspension is to be served for both the priority sport and non-priority sport.

The High School Athletic Director and High School principal will serve in the capacity of advisors and final judgments on matters concerning dual-sport participation.

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AWARDS,  
CLUBS,  
and  
ORGANIZATIONS



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**Please Note**  
**Complete constitutions and organization guidelines are on file with the sponsor**  
**and available to the public.**

## **STUDENT ORGANIZATIONS**

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interest and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

### **Student Conduct**

Responsible behavior is expected of all students. Common courtesy and respect for the rights and property of others, along with self-control of actions, emotions, and impulses will be expected of all students. Vulgar and obscene language, actions, etc. will not be tolerated. A student whose character or conduct brings discredit to the school or to the student, as determined by the administration, will not be allowed to participate in club activities. The best discipline is self-discipline. Students in school organizations are expected to maintain high ethical and moral standards.

A student knowingly drinking alcoholic beverages or using tobacco or abusing drugs while being a member of student clubs/organizations will be suspended for the next scheduled activity of each club/organization for the first offense. Any subsequent violation will result in automatic expulsion from the clubs/organizations, and such student shall not receive any award or recognition for those clubs/organizations. Expulsion from clubs/organizations will not be carried from one school year to the next.

### **Student Clubs**

The administrator shall establish regulation for the operation of school sponsored clubs, and for the use of school facilities by non-school sponsored clubs.

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school facilities then, during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

### **Non-School Sponsored Student Clubs**

Non-school sponsored clubs shall submit a request for use of school facilities prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meeting as a supervisor and may participate in the group's activities.

### **Student Government**

Student councils under the direct control of the building principal or designated faculty representative may be established. Student councils may exercise on the authority expressly delegated to them by the building principal.

## **CHEERLEADING**

The purpose of the cheerleaders is to promote school spirit, to encourage and uphold good sportsmanship at all times and to develop good crowd rapport. For lettering requirements, refer to the Coaching Handbook.

## **FUTURE FARMERS of AMERICA**

The FFA Chapter consists of members that are enrolled in the high school vocational agriculture program. All VoAg students are strongly encouraged to become FFA members. Six chapter officers and a STUCO representative are the yearly elected officers.

## **FAMILY CAREER and COMMUNITY LEADERS of AMERICA (FCCLA)**

Membership in this chapter shall be of two kinds — active and honorary (as defined by the national organization). Active members may hold offices, make motions, and vote. Yearly elections for offices are held.

## **KAY CLUB**

Membership in the Kansas Association for Youth is open to all students attending NCHS. This organization is sponsored by the Kansas State High School Activities Association. Officers are elected yearly and the president and vice president are to be upperclassmen.

## **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for scholarship and stimulate a desire to render service, promote leadership and develop character.

Students may not apply for membership in the National Honor Society; instead they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the faculty council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance.

In order to be considered for membership, students must have a cumulative GPA of 3.5 based upon a 4.0 scale. The student will have been enrolled in Ness City High School for at least one semester. Membership is open to qualified students at the end of the 3rd, 4th, 5th, 6th, 7th, and 8th semesters.

Students who have achieved a 3.5 GPA will be contacted by the National Honor Society advisor informing them that the first requirement has been met. The student will be asked to complete an information sheet providing addition information about his/her involvement in other prerequisites for membership. This will include activities and accomplishments, leadership positions (in both school and community) and community activities. Community verification is required by the adult sponsor of that activity.

The faculty council of the chapter selects students who demonstrate outstanding performance in all four criteria, including scholarship, leadership, service, and character. While the academic criterion is important and should be considered first, membership is not considered on the basis of grades alone. Those students selected by the faculty council will receive a formal invitation to membership, which can be either accepted or rejected. A formal induction ceremony will be announced at which time students who were nominated and who accepted the nomination to membership will receive the official insignia of the National Honor Society and become an active member of the local chapter.

Those students not selected for membership will be notified, and the process for selection will be reviewed with them. The counselor and/or advisor has the option to make recommendations that could enhance the possibility of being nominated for membership at a later time. No definite reasons need to be given; rather, general areas in which the student might have been found lacking should be addressed.

## **SCHOLARS BOWL**

Team selection is determined through individual academic achievement. Any non-student participant in USD 303 athletics must meet the requirements for participation as outlined in Board Policy JH.

Lettering guidelines are as follows:

1. Compete in over half of the meets as a varsity member.
2. Must finish the season in good standing.
3. A senior who has been out all four years.
4. At the discretion of the coach and building administrator



## **SCHOOL PLAYS**

Students are selected for school plays according to their ability, dedication, and character, as called for by the part.

## **SPEECH AND DRAMA**

Membership in the Speech and Drama (Forensics) team is open to all eligible students attending NCHS. This team is a sponsored activity by the Kansas State High School Activities Association. Any non-student participant in USD 303 athletics must meet the requirements for participation as outlined in Board Policy JH.

Lettering guidelines are as follows:

1. Must attend and compete in over half of the varsity meets.
2. Win a medal in varsity competition at a tournament.
3. Must finish the season in good standing.
4. A senior who has been out all four years
5. At the discretion of the coach and building administrator.

## **STUDENT COUNCIL**

The purpose of the student council is to develop higher attitudes and practices of citizenship by improving student-teacher relationships and by representing the best interests of the students to the public. Action taken by the student council must be in accordance with the regulation of the board of education. The Student Body President is elected by ballot of all members of the student body except the graduating seniors. This includes the incoming freshmen class.

## **STUDENT AWARDS**

The following awards are given on a year-to-year basis may include, but are not limited to:

**CRAIG HORCHEM COURAGE AWARD** — Established to encourage high school athletes to approach their athletic involvement with the same determination and commitment that Craig demonstrated by “showing the way.” The coaches nominate the students for the award with the principal making the final selection based on the nominations.

**JOHN PHILIP SOUSA AWARD** — Presented to the senior with the greatest number of points accumulated during a four year period.

**KANSAS BOARD of REGENTS CERTIFICATE OF RECOGNITION** — A certificate of recognition to high school seniors who complete the recommended curriculum essential for college-bound students. This curriculum consists of four units of English; four units of mathematics; three units of science; three units of social science; two units of foreign language and one unit of computer technology.

**KANSAS GOVERNOR’S SCHOLAR AWARD** — Awarded to top one percent of graduating senior class.

**KSHSAA CITIZENSHIP AWARD** — Given to a graduating senior boy and girl selected by the faculty.

**LYLE C. GOFF AWARD** — Established to recognize students for involvement in activities, contributions and leadership in areas other than athletics. Each teacher who sponsors activities, music, etc., nominates a senior student. The principal and sponsors make the final selections based on all nominations.

**NASSP—PRINCIPAL’S LEADERSHIP AWARD** — Given to one student nominated by the high school principal.

**OUTSTANDING SENIOR BAND STUDENT** — Given to a senior who has met criteria. The John Philip Sousa Award and the Outstanding Band Senior Award may be received by the same person.

**OUTSTANDING SENIOR CHOIR STUDENT** — Given to a senior who has met criteria.

**PRESIDENT’S AWARD for EDUCATIONAL EXCELLENCE** — To recognize and reward education excellence. It is important to provide incentives for students to achieve and encourage them to aspire to the highest educational standards possible.

To be eligible for the Educational Excellence Award, students must meet the following requirements:

- \* Grade Point Average: Students are to earn a grade point average of 90 on a 100 point scale (an A- on a letter scale or a 3.5 on a 4.0 scale). When computing grade point averages at the respective award level, only the years at that level are to be included through the last semester of the exiting grade.
- \* Standardized Achievement Test: Achieve in the 85th percentile or higher in math or reading. (High school seniors may use college admissions examinations such as the SAT or ACT.)

**PRINCIPAL’S HONOR ROLL AWARD** — Given to students listed on the Principal’s Honor Roll the 1st, 2nd and 3rd nine weeks of the current school year. (must be listed on all three)