

# Parsons High School

## Parent/Student Handbook

2025-26



Home of the Vikings

Parsons High School  
3030 Morton  
Parsons, KS 67357  
Phone: (620) 421-3660

**Rob Barcus, Principal**  
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# Parsons District Schools USD 503



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## **Our Vision**

*Create a better tomorrow for the students of Parsons today.*

## **Our Mission**

*Parsons Public School is committed to providing opportunities that prepare students both academically and socially to maximize their potential.*

### **USD 503 Parsons District Schools: Statement of Nondiscrimination**

***USD 503 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent, 2900 Southern, P.O. Box 1056, Parsons, KS 67357, 620-421-5950, or [loriperkins@vikingnet.net](mailto:loriperkins@vikingnet.net).***

***For further information on notice of non-discrimination, visit <https://www.usd503.org/o/usd-503/page/statementofnondiscrimination>. Please use the link above to view the district policy or to file a formal complaint. \*Only public elementary or secondary schools or local or state educational agencies that receive funds made available through the Department of Education should include the words "and provide equal access to the Boy Scouts and other designated youth groups". For further information on non-discrimination, visit the U.S. Department of Education Office for Civil Rights at <https://ocrcas.ed.gov/contact-ocr> or call 800-421-3481.***

## **ACADEMIC LETTERS**

Students who maintain a 3.25 or higher GPA and B's or better during both semesters of a school year are awarded an academic letter. Students must be enrolled in a minimum of 5 classes including dual or concurrent credit courses in order to be eligible for a letter their senior year.

## **ACADEMIC INTEGRITY**

Parsons High School expects all students to abide by ethical academic standards. Academic dishonesty which includes plagiarism, cheating, and copying is prohibited. Determination of academic dishonesty will be based on specific evidence provided by the teacher or administrator taking into consideration written materials, observation, and other information applicable.

Students engaged in academic dishonesty shall be subject to disciplinary and academic penalties. Penalties may include the following consequences and/or others deemed appropriate:

- Loss of credit for the assignment, test, quiz, or project
- Parent notification
- Detention or suspension
- Removal from class

The use of AI will be closely monitored, any use of AI should be cited in all research papers and work. Any paper deemed written by AI will be an automatic zero and teacher discretion will be used to determine if work can be made up.

## **ACTIVITIES ELIGIBILITY**

Basic Eligibility is based on the student's prior semester's grades. Students must pass 5 of 7 classes to be eligible for the next semester. All students involved in extracurricular athletics/activities will have to fall in compliance with this policy and procedures to participate.

On Friday, a report will be compiled by the guidance office and administration to determine eligibility for the following week. Teachers are to have grades updated and entered by Thursday to show an accurate reflection of the students performance. Students receiving two failing grades will be placed on the ineligible list. If a student is on the list for the first time in the semester, they will have one week probation period to get theirs back up to passing. Students are allowed only one probation week per semester, regardless of when the course of the semester it occurs. They may still practice while they are ineligible, but cannot participate or travel to contests. The ineligible list will be in effect Monday-Sunday and students on the list will be ineligible for the entire week. There is not an opportunity to be taken off the list in the middle of the week, even if grades have improved. To monitor your child's progress, the faculty encourages all parents to check their child's grades weekly using Infinite Campus.

### **Activities include:**

|                  |                  |                                |
|------------------|------------------|--------------------------------|
| Baseball         | Basketball       | Boy's Golf                     |
| Cross Country    | Football         | Soccer                         |
| Girls' Golf      | Boys' Swimming   | Girls' Swimming                |
| Softball         | Boys' Tennis     | Girls' Tennis                  |
| Boys' Tennis     | Girls Tennis     | Girls' Swimming                |
| Track & Field    | Volleyball       | Boys' Wrestling                |
| Girls' Wrestling | Scholars' Bowl   | Cheerleading                   |
| Dance Team       | Student Council  | FBLA                           |
| SKILLS-USA       | HOSA             | FCCLA                          |
| Band             | Choir            | Orchestra                      |
| Musicals/Plays   | Debate/Forensics | Technology Student Association |

**Coaches/Sponsors are responsible for following the guidelines concerning student eligibility.**

## **JDDAA-ALCOHOL SCREENING POLICY**

Alcohol use by a student is illegal and poses a serious threat not only to the student's own safety and well-being, but also to the safety and well-being of the entire school community. Therefore, alcohol use by students will not be tolerated during school hours, on school property, or at any school-sponsored event or activity during or after school hours. When determining whether or not alcohol has been used or consumed by a student at a school-related function, or whether they are intoxicated, the safety of the student involved and the safety of other students, school staff and members of the general public, are the school district's primary concerns.

If a supervising administrator believes that a student has used alcohol based on the observation of behavior, lack of coordination, or smelling alcohol on the student's breath, he or she may take action to confirm the suspicion. An assessment of a student's possible or suspected alcohol use may be aided by utilizing breath alcohol testing devices, such as breathalyzers, which indicate the presence or absence of alcohol in a person's system. The intended purpose of having breath alcohol testing available is to prevent alcohol use by students. School Administration have been trained by Parsons Law enforcement officers to administer the alcohol breathalyzer tests pursuant to manufacturer's instructions. These tests may be conducted by school administration or officers from the Parsons Police Department, including School Resource Officers. Any student who is determined to be under the influence of alcohol will be dealt with by the Parsons Police Department according to the law. That includes the possible issuance of a criminal citation, transportation to the County Jail for processing, and later court appearances, as other possible consequences.

A student's participation in any extracurricular activity, including, but not limited to, sports and dances, is a privilege, not a right; therefore, students who wish to take part in extracurricular activities, and their parents, guardians or other responsible persons, will be required to sign a form acknowledging that they have read and understand the alcohol screening policy.

## **ANNOUNCEMENTS**

Those wishing to make a general announcement to the student body should provide the information necessary with prior approval of administration. The announcement must be worded the way it is to appear. It should then be turned in to the front office to be read.

## **ASSEMBLIES**

Schools are often judged by the action of their students in an assembly. At Parsons High School there are basically three kinds of assemblies: Educational, Special, and Pep Assemblies. Regardless of the type of assembly or the nature of the program, students should give their complete attention from beginning to end.

## **ATTENDANCE**

Regular attendance is required by district policy for all students regardless of age. Students absent from school without the permission of their parent(s) or guardian(s) and approval of the high school administration are unexcused. Absences from class for school sponsored activities are not considered as being absent from school, but all work missed must be made up. Students missing more than 12 days will be considered chronically absent (**missing 10% or more of school days**) and a letter sent home to parents indicating such. **Further, students with 12 full day absences in one class will be placed "not in good standing". Not in good standing may exclude students from attending or participating in school activities. A student may return to good standing with improved attendance over a period of time as set by administration. Excusal of all absences are ultimately at the discretion of administration.**

**Students exceeding 12 days of absences for any reason may administratively be placed on the following attendance initiatives: Once a student is on the Chronically Absent list, all further absences will be marked unexcused UNLESS doctor's notes are provided or administration approves a specific absence. Once a student has 3 consecutive unexcused absences, 5 in a semester or 7 in a year, the student will be referred to the Juvenile County Attorney for Truancy.**

## **ADMINISTRATOR DETENTION**

Administration will assign all detentions when a Discipline Referral is completed on Infinite Campus. Administrative detentions are assigned for before or after school; it is the student's responsibility to be at the assigned detention. **Failure to serve administrator detentions will result in more severe discipline and possibly being placed Not in Good Standing, making them ineligible for school activities.**

## **BREATHALYZER POLICY BEFORE ADMITTANCE TO DANCE**

In an effort to maintain an alcohol-free environment at school dances, all students and guests of students in attendance at school sponsored dances will be required to take a breathalyzer test upon entry.

Students will enter at one entrance point for the dance or activity so the breathalyzer test may be administered.

If the breathalyzer registers that a student has been drinking alcohol, a second test will be administered after a 10 minute interval. Students will not be allowed to leave by themselves after a positive test. If the student's test comes up positive again, the student will be questioned and his/her parents will be contacted to come pick up the student. Students who receive two positive test results will be subject to discipline up to and including suspension and expulsion. Any student refusing to take the breathalyzer test will not be allowed to attend the dance.

Students and their guests will be screened by alcohol breathalyzers at school dances and may be screened at other school activities. Any student who wishes to bring a guest to a school dance must provide the principal with a breathalyzer test submission form, signed by the guest and the guest's parent(s), prior to attending the dance. As a condition of admission to a school-sponsored activity, a signed copy of the Alcohol Screening Acknowledgement must be on file at the school.

Every student attending school or school-related events or activities (whether within or outside the school district), is expected to follow the Student Handbook.

## **CAFETERIA**

The cafeteria serves lunch daily in two lunch sessions. Students are encouraged to participate in the lunch program. Students will not be allowed to take food from the cafeteria. All students are issued a 4-digit lunch code; this code must be used to receive lunch. **Breakfast and lunch is free for all students this school year.**

## **CELL PHONES & ELECTRONIC DEVICES**

At the High School, the use of cell phones should not disrupt the educational process and talking or texting on them is not allowed during instructional time. Cell phones may be used for instructional purposes when the classroom teacher allows. Students may use their cell phones before 7:55 AM and after 3:20 PM outside of the classroom. Students may use their phone during passing periods, and at lunch. MP3 players, iPods, and other similar devices with headphones may be used before and after school, during passing periods, and at lunch. All other non-academic electronic devices are to be off and out of sight during the school day. Absolutely no electronic device with digital recording capability is to be used in locker rooms or restrooms.

**The use of an electronic device including cell phones for non-academic purposes is strictly prohibited. Engaging in non-academic activities during a class period will result in disciplinary action consistent with the behavior matrix.**

## **CLOSED LUNCH**

The lunch period will be closed to all freshmen, sophomores and juniors. Violation of Closed Lunch Policy will result in assigned school discipline.

## **CLUBS AND ORGANIZATIONS**

The following is a list of the clubs and organizations open to the students of Parsons High School.

|                                                        |                        |
|--------------------------------------------------------|------------------------|
| Student Council                                        | National Honor Society |
| Freshman Class                                         | Sports Club            |
| Sophomore Class                                        | Art Club               |
| Junior Class                                           | Senior Class           |
| TSA                                                    | OQA                    |
| CAMP                                                   | Theatre/Drama          |
| Chess Club                                             | Library Club           |
| Travel Club                                            | Distinguished Readers  |
| HOSA                                                   | Spanish Club           |
| Key Club                                               | Anime Club             |
| Vocational-Industrial Clubs of America (SKILLS-USA)    |                        |
| Future Business Leaders of America (FBLA)              |                        |
| Family Career and Community Leaders of America (FCCLA) |                        |
| Fellowship of Christian Athletes (FCA)                 |                        |

## **CODE OF CONDUCT FOR EXTRA CURRICULAR PARTICIPATION**

Parsons High School requires student behavior be in compliance with school board policy, with the Student Handbook Regulations, and specifically regarding public laws. Behavior not in compliance with public laws could result in a student's suspension from extra-curricular activities. Verification required to impose the following consequences would include student admission, parent of student admission, 503 staff eyewitnesses, police report, and/or newspaper report.

1<sup>st</sup> Offense: Loss of 2 or 25% of competition dates whichever is greatest.

2<sup>nd</sup> Offense: Loss of 50% of competition dates.

3<sup>rd</sup> Offense: Loss of KSHSAA activities for 1 calendar year.

- **The number of competition dates is figured by the current activity the student is participating in or the upcoming activity if the student is not currently competing.**
- **If the number of competition dates is greater than the remaining number of dates in the current activity, the remainder will be carried over to the next activity the student participates in.**
- **The student will be considered 'not in good standing' until completion of activities suspension.**

## **COUNSELING**

The Counseling Department is housed in a suite of offices on the first floor of the school building. It exists for the purpose of assisting students with their educational and vocational plans and for helping with personal problems as they affect educational development. Counseling personnel visit with students about scheduling, courses, testing, transcripts, or any matter of concern to the student. Counseling personnel also work closely with individual teachers or groups of teachers and with the administration. Parents who have questions or concerns may call the Counseling Office for assistance and may make appointments to visit with the counselor. Parents are requested to inform the Counseling Office of special or unusual problems.

The Counseling Department makes referrals to various local and state agencies which provide services for students with special or unusual problems.

Registration in national testing programs is arranged through the Counseling Department. This testing includes the ACT, SAT, which are primarily for seniors, the PSAT for juniors, and the PLAN (Preliminary ACT) for Sophomores.

## **DUAL OR CONCURRENT CREDIT**

Dual credit classes are courses offered through LCC and taught at the LCC campus. Concurrent credit courses are taught at PHS and are awarded college credit through LCC. College fees for dual credit and concurrent credit classes are the responsibility of the student.

### **Concurrent Credit requirements (Juniors or Seniors) On High School Campus**

- Student must have at least a 2.5 GPA
- Student must meet a set score on the ACT or Accuplacer
- Building Administration approval (Discipline record, Attendance record, State Assessment Scores, MAP Scores and Teacher recommendations)

### **Dual Credit requirements (Seniors) Off Campus**

Students may enroll in one hour of LCC courses during the school day while attending six hours at PHS. Students wanting to enroll in more than one hour need building administrator approval prior to enrollment.

- Student must have at least a 3.25 GPA
- Student must meet a set score on the ACT or Accuplacer
- Building Administration approval (Discipline record, Attendance record, State Assessment Scores, MAP Scores and Teacher recommendations)

\*Students must have a Reading score of an 18 or higher on the ACT to enroll in any course at LCC. In addition, English and Math courses require a set score on the English and Math portions of the ACT.

\*Students wanting to enroll in English Composition must also have an 18 or higher on the English portion of the ACT or an Accuplacer score of 255.

### **DRESS CODE**

Neatness and decency are emphasized as guidelines for the dress code. Dress should not distract from the teaching/learning process. Any clothing that disrupts will be considered inappropriate, and proper measures will be taken to maintain the learning environment.

1. Shorts and skirts can be worn but should be sufficient in length.
2. All tops/shirts should appropriately cover the neckline, midriff, and back.
3. Clothing cannot promote or advertise, alcohol, tobacco, or drug use.
4. Clothing cannot suggest, promote or state any profanity, symbols, or words that demean race.
5. Clothing cannot bear slogans, graphics, pictures, symbols, or words that demean race, religion, creed, sex, nation origin, intellectual ability, or handicapped condition.
6. Clothing must cover all undergarments including underwear or boxer shorts.

The final decision on the appropriateness of apparel will be made by the school administration.

### **EDGENUITY**

Edgenuity is a credit recovery program. Credit recovery, work study supervision, and summer school, are emphasized. Students may be assigned through administrative referral. For more information please visit your school counselor. Students are able to use the facility during the regular school session from 8:00 – 3:20.

### **ENROLLMENT AND SCHEDULE CHANGES**

Students are given an opportunity to enroll in courses which they wish to take during the succeeding year. Prior to actual enrollment, each student is given information concerning courses which will be offered; additionally, a course description book may be accessed via the school website. Four-year plans will be developed with cooperation of the parent and student. Scheduling will flow directly from the most recent four year plan. Changes to the four-year plan may be made with parental approval through the counseling office. The number of sections of each course and employment of teachers to instruct the sections are based on student initial requests. Because of this, it is essential that students carefully consider the courses desired. If a change is requested, **students must meet with their counselor no later than 5 school days after the start of that semester.**

### **EXCUSED ABSENCES**

Defined as: Illness, doctor appointments, death in the family, or other situation as approved by the administration. **School contact does not constitute an excused absence.** Homework and necessary materials should be received and completed prior to an excused absence whenever possible. Students should communicate with their individual teachers and refer to each teacher's syllabus and classroom policies.

**All doctor's notes must accompany the student upon their return to school to be considered an excused absence. All doctor's notes must accompany the student upon their return to school and be turned into the office within 72 hours to be considered an excused absence. The note must contain the time of the visit, the length of the visit, and the visit date.**

## **FOOD AND DRINK DELIVERY**

All orders are only allowed during a student's lunch and must be delivered and picked up at the main office. Failure to order during your lunch may result in food and drink not being delivered and losing your privilege to order food.

## **GRADE-LEVEL PROMOTION AND RECLASSIFICATION**

Students earn credits by passing classes to be promoted to the next grade level. Freshmen must earn at least 4 of the 7 possible credits. Sophomores must earn at least 11 and juniors a minimum of 18 credits. Students behind in credits may be reclassified to the appropriate grade.

## **GRADUATION REQUIREMENTS**

Students may participate in graduation exercises having earned all necessary credits (21 per KSDE SB 23), providing debts are paid and the student is in good standing per building administrator (pre Board approval).

Second semester seniors MUST BE enrolled in a minimum of 5 courses in order to be eligible for activities.

## **INCENTIVES**

Each semester, students who meet the following criteria may opt to be exempt from three final exams: an A or B in the class, no unexcused absences, 5 or fewer excused absences, and no ISS/OSS. ***Students who have received 6 total tardies in the semester will not be allowed to exempt from any of their finals.*** Students not showing up for their final will receive an F for the class.

Parsons High School staff and administration periodically recognize outstanding student accomplishments and encourage school spirit through various activities. Other incentives, rewards, or motivational activities may be conducted as appropriate.

## **LIBRARY MEDIA CENTER**

The library is open from 7:15 a.m. to 4:00 p.m. each school day. Students are welcome to come into the library before school, after school and during their lunch break. A hall pass is required for admittance during class time. Students are responsible for all materials that they check out. Fines are charged at five cents per school day and any lost or damaged materials must be paid for. A refund will be made if materials are returned.

## **LOCKERS**

Every student is provided a locker for storage of books, materials and personal items. Personal locks are NOT allowed. Students are prohibited from storing anything in their lockers which is not needed in school connected activities, or any implement which can be considered a lethal weapon. In assigning lockers to students, the school does not relinquish control over those lockers. **Random locker searches can and will be made throughout the school year.**

## **MEAL PRICES**

All student breakfast and lunch is free this school year. Adult breakfast = \$3.10 and adult lunch = \$5.25

## **NON-COMPLIANCE**

Refusing to cooperate with school personnel when given a reasonable request will result in a Disciplinary Referral.

## **NOT IN GOOD STANDING**

A student deemed 'not in good standing' by administration, which means the student is not following the rules and regulations set forth by the school, may attend classes only between 7:55 and 3:15. **Students not in good standing will not participate in practices, contests, performance, or field trips of any kind. Students also will lose their open lunch.** Out-of-school suspension automatically results in 'not in good standing' status. **Students who do not serve detentions may be considered not in good standing until they serve the detentions they owe.** Other inappropriate behaviors or actions may result in 'not in good standing' status as deemed by building administration.

## **OUT OF SCHOOL SUSPENSION**

Students serving an OSS placement will not be eligible to participate or attend after school activities. Students may receive academic support after 3:30 if they choose.

## **OVERNIGHT ACTIVITY TRIP PROCEDURES**

All students and their belongings will be searched prior to boarding the bus or any other school transportation. All school rules and policies are in full force for the duration of the trip. Violations of the above stated rules will result in the student returned to Parsons along with subsequent school disciplinary action. Each student must obtain and have signed by the parent or guardian a permission form to attend.

## **OVERNIGHT STUDENT TRIPS**

The overnight trip student conduct form must be signed by both the parent and the student prior to being allowed to attend any overnight activity. All overnight student trips will be governed by the following policy:

- Students will be in their assigned rooms no later than 11:00 p.m.
- Persons other than members of the team or group, their parents, coaches or sponsors are not allowed in school rented rooms.
- Students of the same sex only shall occupy a rented room.
- The drug and alcohol policy in the student handbook is in effect on all out-of-town trips.
- The conduct policy in the student handbook is in effect on all out-of-town trips.

Members of teams or school sponsored groups who violate the rules established for student conduct may be:

- Suspended
- Expelled
- Removed from the group or team and not be allowed to participate for the remainder of the term
- Returned home
- Banned from all future out of town trips

Students are not allowed to drive personal vehicles on any school sponsored trips.

## **PARENT CODE OF CONDUCT:**

USD 503 requires the parents of enrolled children to behave in a manner consistent with decency, courtesy and respect at all times. Achieving the ideal environment is a shared responsibility of staff and family members who enter our schools. No parent is permitted to curse or use inappropriate language on school property at any time, in the presence of children or not. At no time shall inappropriate language be directed towards staff or children. Threats of any kind will not be tolerated and will be reported to the appropriate authorities and prosecuted to the fullest extent of the law. Persons who violate the code of conduct could be served with a notice that bans them from the property and/or activities.

## **PARENT / STUDENT RESPONSIBILITIES**

The primary responsibility for regular attendance rests with students and parents (or guardians).

- Parents are responsible for notifying school attendance personnel (421-3660 ext. 1) PRIOR to planned absences, or on the FIRST DAY of an unplanned absence.
- Written notes will be accepted from parents who do not have phones, if the note accompanies the student **ON THE FIRST DAY OF RETURN.**

Missing class without such notice is considered to be an unexcused absence. Faked phone calls or forged notes may result in suspension.

The administrators are authorized to consider unusual circumstances and resolve absences in the best interest of the student's education. Students must coordinate make-up work for all excused absences with their teachers. Students are given the days missed plus an additional day when excused. Work to be made up during an unexcused absence is at the discretion of the teacher and is the student's responsibility to communicate with the necessary teaching staff.

## **PEP ASSEMBLIES**

Faculty and student organizations may plan assemblies that prompt full participation of the student body. Student organization sponsors should schedule pep assemblies through the principal's office in advance.

## **POSSESSION AND/OR USE OF TOBACCO PRODUCTS**

The possession and/or suspected use (smoking, chewing, vaping, etc.) of any tobacco products are prohibited on/ near school grounds. Students found in possession or using tobacco products either in the building or on/near school property during the school day may be suspended and/or expelled. The rule applies to all school activities. All city and state statutes apply to minors in possession.

## **RANDOM EXTRA CURRICULAR STUDENT DRUG TESTING**

### ***Informed Consent for Testing***

At the beginning of each semester, students choosing to participate in any extracurricular activities and their parent/guardian/custodians will complete and sign the Informed Consent Agreement and Release of Information Form for the Medical Review Officer. All students wishing to participate in extracurricular activities as defined must have the forms completed, signed, and on file with the Parsons High School administration before participating including practices no later than 10 days after the start of the semester. Student forms from 1<sup>st</sup> semester will be carried over to 2<sup>nd</sup> semester. Transfer students will have 10 days from their date of enrollment to complete and return paperwork.

- Failure to turn in properly completed and signed forms by the appropriate date will render the student ineligible for extracurricular activities during the current school year. Those students enrolled in classes which result in graded performances or competitions will be given alternate but equivalent assignments in place of performances or competitions when necessary.
- Any student participating in extracurricular activities with the proper paperwork ( physical, concussion form, and random drug testing) on file will be included in the pool of students who are subject to random drug testing.

“Extracurricular activity” means any school-sponsored activities outside the regular course of study including:

- A. Activities involving competition, judging, or comparison of individuals or groups. Activities included are, but not limited to, all athletic programs, cheerleading, dance, band, choir, orchestra, debate, forensics, Skills USA, and HOSA.
- B. Activities considered noncompetitive but school-sponsored are National Honor Society, Key Club, Math Club, SADD, STUCO, Yearbook, Student Ambassadors, school dances, NFL, and weight lifting. This is not an all-inclusive list. (Pg. 11)

### ***Selection Process***

Upon receipt of all Informed Consent paperwork, students will be assigned a number. On the day of sample collection, numbers will be randomly drawn and then corresponded to a previously numbered student. Student samples will be collected each month. In situations where a student is absent, an alternate student will be randomly selected and the absent student will be placed on the next available test date.

### ***Sample Collection***

Random samples will be collected by the Urine Drug Screen Collector, as determined by Parsons High School administration and the USD #503 approved collection agency’s administration, each month school is in session beginning in September and lasting through May. Students will be discreetly removed from class, will have a sample collected, and be returned to class in order to maintain confidentiality. The specific dates of sample collection will remain confidential between Parsons High School and the collection agency. Samples will be tested by the Medical Review Officer. Positive test samples will require test confirmation.

Violations:      *Sanctions will be imposed 24 hours after notification from principal to parent.*

### ***1<sup>st</sup> Offense***

For the first positive test, the student shall be suspended from participation in all activities including meetings, practices, performances, or competitions either as a spectator or participant for four (4) weeks. It is recommended, not required, that the student and parent/guardian obtain a substance abuse evaluation and education counseling for the student during this time. Upon completing an administratively approved and certified drug evaluation and assessment education program at the student or

parent/guardian/custodian expense, then the ineligibility may be reduced to two (2) weeks. Upon return to activities, the student is subject to 2 follow up tests within the current school year.

### **2<sup>nd</sup> Offense**

Upon a student's second positive test, an 18-week suspension of all extracurricular activities will be imposed. Upon completing an administratively approved and certified drug evaluation and assessment education program at the student or parent/guardian/custodian expense, then the ineligibility may be reduced to nine (9) weeks. Upon return to activities, the student is subject to 2 additional follow up tests within the current school year.

### **3<sup>rd</sup> Offense**

For the 3<sup>rd</sup> positive test, the student shall be suspended from participation in all extracurricular activities for 1 calendar year. In order to continue in extracurricular activities after the 1-year suspension, the student must complete an administratively approved and certified drug evaluation and assessment education program at the student or parent/guardian/custodian expense. Upon return to activities, the student is subject to 2 additional follow up tests.

Any further offenses after the 3<sup>rd</sup> positive will result in suspension from all extracurricular activities while the student is enrolled at Parsons High School.

- Suspensions under this policy may carry over into the following school year.
- Written documentation with dates and facilitator signatures on office letterhead is required to acknowledge completion of an evaluation / education program.
- A student refusing to submit a sample upon being randomly selected will be considered in violation. The refusal will be treated as a positive test.
- A student who self-refers concerning this program will be treated as having tested positive.
- The building administrator will notify the parent/guardian first then the student upon confirmation from the Medical Review Officer of a confirmed positive test.
- Any determination may be appealed to the testing agency's lab technician within 24 hours of notification. Contact information is provided upon parent notification by principal.

### **Non-punitive Nature of Policy:**

No student will be penalized academically for testing positive for illegal drugs. Those students enrolled in classes which result in graded performances or competitions will be given alternate but equivalent assignments in place of performances or competitions when necessary. The results of a random urine drug test will not be documented in any student's academic records. Information regarding the results of drug tests may be disclosed to criminal or juvenile authorities through court order or subpoena. In the event of such communication, the student's custodial parent, legal guardian, or custodian will be notified prior to the release of information.

### **RECOVERY ROOM**

Students in the recovery room are not eligible to compete until the requirements are complete. Students may receive academic support after 3:30 if they choose. Students will be required to do a writing assignment daily.

### **SCHOOL ACTIVITY ABSENCES**

Absences for school activities are excused. Since these are planned and scheduled events, all possible effort should be made to complete the work prior to being absent or on the day following the absence. Students should request due dates and expectations be clearly communicated before an absence.

### **SCHOOL DANCES**

Dances at PHS are designed for the enjoyment of ALL of our students. PHS juniors and seniors may bring outside dates to Prom, provided the outside date has been registered in the office prior to the dance. Any PHS student may bring an outside date to the Homecoming dance if the date has been registered. Guests must be high school age or older not exceeding the age of 20. All other dances are for PHS students only. Students, who leave the building, during the dance, will not be readmitted. Students are required to sign out if leaving early from a dance. The sign in/out sheet will be made available to parents as requested. Students who have been placed Not in Good Standing due to discipline or attendance issues will not be able to attend school dances. **Fighting at dances will result in suspension from all further dances.**

## **SPORTSMANSHIP**

Good sportsmanship at all athletic events and school sponsored activities is the responsibility of every student and fan in attendance. Parsons High School is an active member of KSHSAA and supports the guidelines on sportsmanship as outlined under rule 52 in the association handbook. ***Make good sportsmanship a part of your game.***

## **STUDENT ACTIVITIES**

Students at Parsons High School participate in football, volleyball (girls), basketball (boys and girls), cross country (boys and girls), wrestling, track (boys and girls), baseball (boys), tennis (boys and girls), golf (boys and girls), softball (girls), and swimming (boys and girls), soccer (boys), music, debate/forensics, and cheerleaders. PHS is a member of the Southeast Kansas League (SEK). Student participants must observe all rules of the Kansas State High School Activities Association and specific activity policy.

Students who wish to participate in any activity must meet the following criteria:

- Be enrolled in seven periods. Second semester seniors must be enrolled in a minimum of six (5) courses (high school and/or dual credit).
- A student in good standing with the school.
- Have passed and filed a KSHSAA physical exam with the activities director for athletic participation.
- Follow the PHS activity policy.
- Consent to random drug testing as per the extracurricular policy.

**A student must attend at least five class periods on the day of a contest or practice in order to participate.** All class work missed must be made up and every effort should be made to complete the work prior to being absent. Participation in student activities is a privilege and not a right; therefore, Parsons High School requires students to adhere to standards of behavior which will bring credit to students, the particular activity, the school, and the community. Students who represent Parsons High School must demonstrate good citizenship and conduct at all times.

## **STUDENT ACTIVITY FEES & YEARBOOK FEES**

The **activity fee of \$25.00** allows the student to attend all PHS activities (except dances) without paying the \$4.00 admittance price per activity. Activity tickets will be distributed after fees are paid. The ticket admits students to almost all school functions including home football and basketball games, school plays, concerts and musicals. High school students must pay admission to school functions if they do not have a ticket. Replacement of a lost card is \$2.00.

Yearbook order forms can be found online at

<https://www.jostens.com/apps/store/customer/1070527/Parsons-High-School/>

Additional information may be obtained from the yearbook sponsor.

## **STUDENT HONOR ROLL**

Parsons High School recognizes students each semester who maintain excellent academics. The two levels for recognition are: 4.0-4.99 Honor Roll and 3.5-3.99 Honor Roll.

## **STUDENT LEARNING INTERVENTIONS**

Parsons High School staff meets in grade-level teams two times per month to discuss student concerns and progress. Any necessary referrals are made to the Student Improvement Team (SIT). Through data collection and conferencing with teachers, school psychologists, administration, and parents a determination to recommend testing for special education services may be made.

## **STUDENT PARKING**

Students should park in spaces provided in student parking lots and in the streets west and north of the building. No student is permitted to park in the bus zones, handicap or visitor parking spaces, or in the school vehicle stalls adjacent to the vocational building. Vehicles parked in marked spaces will be required to move and possibly result in disciplinary action.

Students who are on track to graduate in May and in good standing may reserve a parking spot in the designated areas as their senior parking spot. The parking stall may be personalized. All students are expected to respect the senior privilege.

## **TARDINESS**

Tardies are tallied per class. The 1<sup>st</sup> and 2<sup>nd</sup> tardy to a particular class is a warning. The 3<sup>rd</sup> and 4<sup>th</sup> tardy to a particular class is a thirty minute detention. The 5<sup>th</sup> tardy to a particular class is a one hour detention and the 6<sup>th</sup> tardy to a particular class is a day of ISS. Tardies after 6 will be dealt with by admin with more detention time or more ISS time.

## **TEACHER ASSIGNED DETENTION**

Teachers may assign a detention for infractions not deemed worthy of a Discipline Referral. Teacher assigned detentions will be either before or after school at the teacher's discretion. Students will be given at least 2 choices of times to complete the detention. **If the student does not comply with the teacher assigned detention, then a Discipline Referral will be completed, and the student will be assigned an administrative detention.**

## **TEXTBOOKS**

Textbook fees are waived. Students are responsible for maintaining their books in good condition and for returning them to the issuing teacher at the conclusion of the course or upon withdrawal from the class. A student who loses a book must pay the cost of the book before another is issued. Also, a student who damages a book must pay an amount sufficient for restoring the book to its original condition. If a book is stolen, the student to whom the book was issued is responsible.

## **TRANSCRIPTS**

A transcript of all academic work attempted by the student will be maintained in the guidance office. Upon graduation, students are entitled to have two transcripts sent to the institution(s) of their choice without cost. For the third and for each succeeding copy of the transcript, a fee of two dollars per copy will be charged. The original transcript is maintained in the guidance office and is not accessible to any person without the written consent of students over 18 years of age, or parents (legal guardian) for students under 18 years of age.

## **TRUANCY**

Truancy applies to student under 18 years old and below is the what constitutes truancy as defined in KSA 72-1113:

(c) (1) Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

## **UNEXCUSED ABSENCES**

Failure to sign out in the office before leaving the building will result in the absence being unexcused. Students unexcused for up to 4 hours will be reported as unexcused absent for the entire day. Students unexcused 4 hours or more will have the absence counted towards truancy. **Students will be expected to make up missed class time due to unexcused absences.**

## **VISITORS**

Parent visitations are encouraged. All adult visitors must sign in through the office and obtain a visitor badge. Student visitors are not allowed at Parsons High School. (Foreign Exchange students will be allowed to visit the school.)

## **WITHDRAWAL FROM SCHOOL**

All student withdrawals will be initiated in the principal's office. The secretaries will fill out appropriate withdrawal forms. This will be done as quickly as possible, but may take a day.

Parsons District Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Parsons District Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Parsons District Schools expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Parsons District Schools employees to perform their job duties may result in discipline up to and including discharge.

## **STUDENT CODE OF CONDUCT**

### **OBJECTIVE**

Our school discipline policy has four primary objectives:

- Preserving the kind of environment needed for effective teaching.
- Dealing with disorderly conduct in a consistent manner that corrects a student's behavior while keeping the student in school as much as possible.
- Treating every discipline referral as a teaching moment. Our goal is to help our students grow and be successful in society. Consequences are designed to "teach" rather than "punish."
- Using out-of-school suspension or recommendations for expulsion as a last resort only when the educational environment of other students is significantly affected.

### **PHS POLICY FOR SEVERE MISCONDUCT**

Students who are sent to the office for severe misconduct will follow the PHS Policy for Severe Misconduct which may result in any of the following: recovery room, detention, out-of-school suspension, long-term suspension, expulsion, involvement of local law enforcement authorities, and restitution. Failure to comply in the Recovery Room will result in OSS for that assigned day. That day will not count as a served day in the Recovery Room.

### **CODE OF CONDUCT**

Administration has the authority to use discretion and common sense in enforcing the Code of Student Conduct. Administration is authorized to apply a higher level (and lower level in some instances) of consequence for violations of the code. The PHS Code of Student Conduct extends to any PHS students attending USD 503 school activities at home or away. Depending on the nature and severity of the infraction, administration has several options that may be exercised. Students who are sent to the office for misconduct may result in any of the following: 15-minute detention, up to 1-hour detention, Recovery Room, OSS, Long-term suspension (less than 90 days), expulsion, involvement with law enforcement authorities, community service, and restitution. Failure to comply while in detention will result in the Recovery Room being assigned for the following day. Failure to comply in the Recovery Room will result in OSS for that assigned day and will not count as a day served in the Recovery Room. If a student accumulates a total of 10 days OSS during the course of the school year, a due process hearing will be held to determine any further disciplinary action and/or behavioral expectations. The principal / assistant principal will assume primary responsibility for the administration of these policies.

## Parsons High School Behavior Handbook Matrix

**Level 1 Infractions** are those commonly handled by teachers with classroom interventions that may include: proximity, redirection, stating of expected behavior, parent contact, work in separate location, student conference, and parent contact and/or conference. If those behaviors continue to be repeated, after parent contact and 8th hour assigned, they are expected to be referred to the office.

| Offense                                  | Description                                                                                                                                                                                                                                                                                                                                                                                 | 1 <sup>st</sup> Offense                        | 2 <sup>nd</sup> Offense                                  | 3 <sup>rd</sup> Offense                                                                                            | 4 <sup>th</sup> and Beyond |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------|
| Academic Dishonesty / Cheating / Forgery | When a student is suspected of cheating or allowing someone to cheat. Forgery is signing another person's name to a document.                                                                                                                                                                                                                                                               | Zero on assignment, Parent Contact,            | Zero on assignment, Parent Contact, 1 Detention Assigned | Zero on Assignment Parent Contact 1-3 Days Recovery Room                                                           | Administrator Discretion   |
| Disruptive Behavior                      | Student behavior that deprives the instructor of the right to teach or deprives another student of the right to learn.                                                                                                                                                                                                                                                                      | Detention Student Conference                   | Detention, Conference with Student and Teacher           | Two, After School Detentions, Conference with Student and Parent                                                   | Administrator Discretion   |
| Hallway Expectations                     | No profane language, gestures, PDA, running, sliding on rails, jumping stairs.                                                                                                                                                                                                                                                                                                              | Student Conference Detention                   | Detention                                                | Two Detentions                                                                                                     | Administrator Discretion   |
| Laptop Misuse                            | Not using the laptop for its intended use or instruction by the teacher. In possession of illegal apps.                                                                                                                                                                                                                                                                                     | Student Conference, Detention                  | Loss of device, Detention                                | Loss of device, Administrator Discretion                                                                           | Administrator Discretion   |
| Profanity / Inappropriate Language       | Inappropriate language / gestures expressed verbally or visually.                                                                                                                                                                                                                                                                                                                           | Student Conference, Detention                  | Detention                                                | Two Detentions                                                                                                     | Administrator Discretion   |
| Refusal of Reasonable Request.           | Any violation of classroom procedures or refusal of reasonable requests from staff members.                                                                                                                                                                                                                                                                                                 | Student Conference, Detention                  | Detention, Conference with Student and Teacher           | Two Detentions Conference with Student and Parent                                                                  | Administrator Discretion   |
| Rude and/or Inappropriate Behavior       | Exhibiting a lack of respect, regard and rude behavior toward another student. Rude behavior could include telling someone to "shut-up," telling an inappropriate joke or making fun of another student. If these actions repeatedly occur, it could be classified as "bullying." Rude or Inappropriate behavior that is discriminatory in nature could result in more severe consequences. | Student Conference, Detention                  | Detention                                                | Depending on the severity of the offense:<br><br>Two Detentions, Recovery Room, Conference with Student and Parent | Administrator Discretion   |
| Unnecessary School Items                 | Could include: laser pointers, toys, gaming devices, anything that could hinder the learning process.                                                                                                                                                                                                                                                                                       | Student Conference, Detention, Confiscate Item | Detention, Parent Contact, Confiscate Item               | Two Detentions, Confiscate Item, Parent Contact                                                                    | Administrator Discretion   |

**Level 2 Infractions that are handled directly by the office.**

These infractions are also minor in nature, but will be immediately referred to the office.

| <b>Offense</b>                         | <b>Description</b>                                                                                                                                                                                                                                                                         | <b>1<sup>st</sup> Offense</b>                        | <b>2<sup>nd</sup> Offense</b>                  | <b>3<sup>rd</sup> Offense</b>                                                                            | <b>4<sup>th</sup> and Beyond</b> |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------|
| Attendance                             | Once a student has reached 12 absences in any one class, they will be required to have a doctor's note or admin approval to be excused. If not, discipline will be assigned and the absence will be unexcused. Absences with medical documentation will not count towards the 12 absences. | Detention                                            | Two Detentions                                 | 1-3 Days Recovery Room, Student Placed "Not in Good Standing" Ineligible for Extra-Curricular Activities | Administrator Discretion         |
| Cell Phone/Electronic Device           | Cell phones are a deterrent to engagement in the classroom.                                                                                                                                                                                                                                | Student Conference, Phone back at the end of the day | Detention, Phone may be picked up after school | 1-3 Days Recovery Room                                                                                   | Administrator Discretion         |
| Closed Lunch Violation                 | Freshmen, Sophomores and Juniors have closed lunch and are not allowed to leave the school during their assigned lunch.                                                                                                                                                                    | Conference with Student                              | Detention and Parent Contact                   | Administrator Discretion                                                                                 | Administrator Discretion         |
| Dress Code Violation                   | Anything deemed a distraction to the learning environment                                                                                                                                                                                                                                  | Student Conference, Change of Clothes Required       | Student Conference, Change of Clothes Required | Administrator Discretion                                                                                 |                                  |
| Failure to Serve Afterschool Detention | Office detentions are 30-60 minutes in length.                                                                                                                                                                                                                                             | Reschedule of detention or Recovery Room             | 1-3 Days Recovery Room                         | Administrator Discretion                                                                                 |                                  |
| Horseplay                              | Any apparent act, behavior or item that could jeopardize the health, safety, or physical well-being of any student/employee. This includes pushing, shoving, or touching of another person.                                                                                                | Detention                                            | Two Detentions                                 | 1-3 Days Recovery Room                                                                                   | Administrator Discretion         |
| Repeatedly Breaking Rules              | Behaviors that do not fit into the general categories but are inappropriate and affect the safe and orderly learning environment.                                                                                                                                                          | Administrator Discretion                             |                                                |                                                                                                          |                                  |
| School Bus Violation                   | Detailed in School Handbook.                                                                                                                                                                                                                                                               | Warning, Parent Contacted                            | Warning, Parent Contacted                      | 5 Day Suspension from Bus                                                                                | Administrator Discretion         |
| Skipping Class                         | On building grounds, but not reporting to assigned class, being in the hallway without a pass.                                                                                                                                                                                             | Detention                                            | Two Detentions                                 | 1-3 Days Recovery Room                                                                                   | Administrator Discretion         |

|           |                                                                                                |                                           |                                         |                              |                                                            |
|-----------|------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------|------------------------------|------------------------------------------------------------|
| Tardiness | Students will receive two (2) warnings per class before the following consequences take place. | 3rd Offense:<br>Conference with a student | 4th, 5th, and 6th<br>Offense: Detention | 7th Offense<br>Recovery Room | 7 <sup>th</sup> and beyond:<br>Administrator<br>Discretion |
|-----------|------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------|------------------------------|------------------------------------------------------------|

**Level 3 Infractions:** More serious infractions that are handled by the office and can result in a possible suspension.  
More severe Level 3 infractions could be classified as Level 4.

| Offense                                                     | Description                                                                                                                                                                                               | 1 <sup>st</sup> Offense                                                                 | 2 <sup>nd</sup> Offense                                                                | 3 <sup>rd</sup> Offense                                                    | 4 <sup>th</sup> and Beyond |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------|
| Bullying                                                    | Any repeated, intentional gesture, verbal or physical act or threat that is sufficiently severe, persistent, or persuasive that creates an intimidating, threatening, or abusive educational environment. | Depending on the Severity, 1-3 Days Recovery Room and/or OSS, Possible No Contact Order | Administrator Discretion                                                               |                                                                            |                            |
| Defiance / Disrespect                                       | Inappropriate behavior directed towards administrators, teachers, staff members or guests. Includes, but not limited to rude, uncooperative, argumentative attitudes.                                     | Depending on the Severity, Detention, 1-3 Days Recovery Room, or OSS                    | Administrator Discretion                                                               |                                                                            |                            |
| Elopement                                                   | Leaving the building without permission from an adult.                                                                                                                                                    | Depending on the Severity, 1-3 Days Recovery Room, possible OSS and police involvement  | Depending on the Severity, 1-3 Days Recovery Room, possible OSS and police involvement | Administrator Discretion                                                   |                            |
| Flagrant Misbehavior                                        | Behavior that is extremely, obviously, and/or purposefully improper and / or inappropriate                                                                                                                | Depending on the Severity, Detention, 1-3 Days Recovery Room, possible OSS              | 1-3 Days Recovery Room, possible OSS                                                   | Administrator Discretion                                                   |                            |
| Instigating a Fight                                         | A student who has made any effort to encourage or instigate an altercation, through word or deed. This includes recording, posting, or sharing on social media.                                           | 1-3 Days Recovery Room                                                                  | Administrator Discretion                                                               |                                                                            |                            |
| Social Media Misuse                                         | Social media usage that negatively impacts the learning environment.                                                                                                                                      | 1-3 Days Recovery Room                                                                  | Administrator Discretion                                                               |                                                                            |                            |
| Smoking /Vaping/<br>Tobacco Products<br>(Possession or Use) | Students may be issued a ticket from law enforcement if in possession of any tobacco product. Includes smoking or suspected use of any tobacco product, including vapes.                                  | 1-3 Days Recovery Room<br>Vaping Education Course<br>Referral to Law Enforcement        | 1-3 Days OSS<br>Referral to Law Enforcement<br>Administrator Discretion                | Administrator Discretion<br><br>Referral to JDA<br>Vaping Education Course |                            |
|                                                             |                                                                                                                                                                                                           |                                                                                         |                                                                                        |                                                                            |                            |

|                                     |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                          |                                                                                      |                          |  |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------|--|
| Sexual Harassment                   | Unsolicited and unwelcome sexual behavior by any individual that interferes with work, study or everyday life and creates an intimidating, hostile, or offensive environment.                                                                                                      | Depending upon severity: 1-3 Days Recovery Room, OSS, Police Report, No Contact Order                                                                                                                                                    | Administrator Discretion                                                             |                          |  |
| Theft / Possession of Stolen Items  | Theft or possession of school or personal property.                                                                                                                                                                                                                                | 1-3 Days Recovery Room, Replacement of Item(s), Possible Referral to Law Enforcement                                                                                                                                                     | 1-3 Days Recovery Room, Replacement of Item(s), Possible Referral to Law Enforcement | Administrator Discretion |  |
| Vandalism / Destruction of Property | Intentionally destroys or damages property.                                                                                                                                                                                                                                        | 1-3 Days Recovery Room, Restitution, Possible Referral to Law Enforcement                                                                                                                                                                | Administrator Discretion                                                             |                          |  |
| Verbal Assault / Criminal Threat    | Any overt act, behavior or item that could adversely affect the learning environment or jeopardize health, safety or physical well-being. Could include extortion, gambling, fireworks, smoke bombs, pepper spray, lighters, mace, false alarms, physical intimidation or threats. | Depending on the Severity, 1-3 Days Recovery Room, OSS, Possible Police Report, Possible Referral to Threat Assessment Team<br><br><i>**Any threat made by word or deed toward staff could result in 5 days OSS, Due Process Hearing</i> | Administrator Discretion                                                             |                          |  |
| Violation of No Contact Order       | Violating a signed no contact order                                                                                                                                                                                                                                                | 1-3 Days Recovery Room                                                                                                                                                                                                                   | Administrator Discretion                                                             |                          |  |

**Level 4 Infractions.** These violations are considered the most serious violations and will require an immediate suspension and possible due process hearing.

| <b>Offense</b>                         | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                       | <b>1<sup>st</sup> Offense</b>                                                                                  | <b>2<sup>nd</sup> Offense</b>                                                                                 | <b>3<sup>rd</sup> Offense</b>                         | <b>4<sup>th</sup> and Beyond</b> |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------------|
| Battery                                | Battery is defined as a single act of willful and unlawful use of force or violence upon someone else. Such as, but not limited to throwing punch, slap, kick, elbow, or forearm with the intent to harm.                                                                                                                                                                                | 1 Days OSS, 1 to 3 Days Recovery Room, No Contact Order, Police Contact                                        | 2-5 Days OSS, 1 to 3 Days Recovery Room – Due Process Hearing if applicable, No Contact Order, Police Contact | 5 Days OSS<br>Due Process Hearing<br>No Contact Order |                                  |
| Drugs, Narcotics, and Alcohol Products | A student in possession or suspicion of being under the influence will be grounds for all consequences.                                                                                                                                                                                                                                                                                  | 3-5 Days OSS, 1 to 3 Days Recovery Room – Due Process Hearing if applicable, No Contact Order, Police Contact  | 5 Days OSS<br>Due Process Hearing<br>No Contact Order                                                         |                                                       |                                  |
| Fighting                               | Severe, immediate disciplinary action will be taken against individuals who participate in a fight or encourage (instigate) it in any way. Fighting is defined as any involvement in a physical confrontation with another student in which multiple cases of physical contact is made or attempted to be made, with the intent to do harm, regardless of who is the original aggressor. | Up to 5 Days OSS, 1 to 3 Days Recovery Room, No Contact Order, Police Contact<br><br>Admin Discretion          | 5 Days OSS<br>Due Process Hearing<br>No Contact Order                                                         |                                                       |                                  |
| Noncompliance in Recovery Room         | Must complete a full day in Recovery Room upon completion of OSS                                                                                                                                                                                                                                                                                                                         | 1 day OSS                                                                                                      | Admin Discretion                                                                                              |                                                       |                                  |
| Weapons Violation                      | A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon on school grounds or off school grounds at any school activity or event.                                                                                                                                                                                                          | Short-term suspension (1-10 days OSS), 1 to 3 Days Recovery Room, Police Contact, Possible Due Process Hearing | Long-term suspension (more than 10 days, due process hearing)                                                 |                                                       |                                  |

## **DISCIPLINE**

It is recognized that effective discipline, administered by parents, teachers, and administrators is essential to the primary goal of our school which is to educate.

**The first priority of the Parsons USD 503 Discipline Plan is the “Teaching and Learning of the Intended Curriculum for all Students, Including Misbehaving Students.”**

Everything done at USD 503 schools must support the priority mentioned above. Discipline is one of many ways of supporting the teaching and learning process. The focus of all discipline procedures is to lessen the negative impact the misbehaviors will have on a safe, orderly, and academically productive environment.

Besides maintaining a safe and orderly environment, the discipline process must protect the time assigned for teaching and learning. It is important to decrease the amount of interference that misbehaviors cause in the academic time-on-task for both the rest of the class and the misbehaving student. There should be no hidden agenda when it comes to discipline. The handling of all discipline situations must support the teaching and learning of the intended curriculum for all students, including misbehaving students.

Administration has the authority to use discretion and common sense in enforcing the Code of Student Conduct. Administration is authorized to apply a higher level (and lower level in some instances) of consequence for violations of the code. The Parsons High School Code of Student Conduct extends to any student attending USD 503 school activities at home or away. Depending on the nature and severity of the infraction, administration has several options that may be exercised. Students who are sent to the office for misconduct may result in any of the following: 15-minute detention, up to 1-hour detention, Recovery Room, OSS, Long-term suspension (less than 90 days), expulsion, involvement with law enforcement authorities, community service, and restitution. Failure to comply while in detention will result in the Recovery Room being assigned for the following day. Failure to comply in the Recovery Room will result in OSS for that assigned day and will not count as a day served in the Recovery Room. If a student accumulates a total of 10 days OSS during the course of the school year, a due process hearing will be held to determine any further disciplinary action and/or behavioral expectations. The principal / assistant principal will assume primary responsibility for the administration of these policies.

All students participating (including as a spectator) must comply with KSHSAA and school handbook policies when at school activities. A student may not attend or participate in any USD 503 Activities/Athletics or attend these events while serving an out-of-school suspension. Students attending Parsons HS Athletic events are expected to sit in the student section or with a parent/guardian. Failure to comply with this request will result in being asked to leave or being banned from attending athletic events. Students deemed “Not in Good Standing” are also not allowed to participate in any KSHSAA or USD 503 extracurricular activities.

## **ANNUAL NOTICE OF ASBESTOS**

In compliance with the Federal Asbestos Hazard Emergency Response Act (AHERA), all schools in USD 503 have been inspected for asbestos. Those annual notifications are sent home with the beginning of the year school newsletter.

## **BEHAVIORAL HEALTH INTERVENTION TEAM (BHIT)**

Parsons School District partnered with Labette Center for Mental Health Services (LCMHS) to provide mental and behavioral health supports for all students of USD 503. These services include individual therapy, case management and a Liaison to assist in coordinating the student's supports. These services are all provided in the school buildings throughout the school year. Crisis intervention is also provided by LCMHS.

The goal is to provide greater access to behavioral health services for our students. The BHIT team focuses on identifying students communicating with families and linking the students to supports. Referrals for the program can be made by school staff or parents/guardians.

The program is designed to provide the students with the best care and supports to ensure a successful school year. The program focuses on improving attendance, decreasing dropout rates, improving behavior/mental health, increasing supports in the classrooms, and improving grades. For questions about the program contact Robyn Thomas, USD 503 Mental Health Liaison, at [rthomas@vikingnet.net](mailto:rthomas@vikingnet.net) or 620-421-3510.

## **CRISIS MANAGEMENT PLAN**

Parsons USD 503 has a crisis response plan in place.

## **CUSTODY OF STUDENTS**

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, has equal rights to their student's records unless a court order specifies otherwise. Copies of court orders concerning custody must be on file in the school office. VISITATION EXCHANGES ARE NOT THE RESPONSIBILITY OF THE SCHOOL. All visitation exchanges will take place off school property. Copies of school information such as newsletter, parent/teacher conferences, report cards, etc. will be mailed to non-custodial parent upon request.

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

In accordance with Federal Law, the Parsons USD 503 Board of Education adopted the following policy on August 13, 1990. A copy of this policy is required to be given to all students and the parents of all students.

The unlawful possession, use or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, P.L. 102-226. Compliance with this policy is mandatory.

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

1. First Offense: A first time violator shall be subject to the following sanctions:
  - a. A punishment up to and including short term suspension.
  - b. Suspension from all student activities for a period of up to one month.
2. Second Offense: A second time violator shall be subject to the following sanctions:

- a. A punishment up to and including long term suspension.
  - b. Suspension from all student activities for a period of up to one semester or four months.
  - c. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student enters and agrees to complete a drug and alcohol rehabilitation program. Names of acceptable programs are on file with the Board clerk. If at any time the student fails to make satisfactory progress in the program, the suspension shall be re-imposed.
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. A punishment up to and including expulsion from school for the remainder of the school year.
  - b. Suspension from participation in and attendance at all school activities for the school year.
  - c. 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.

### **ELECTRONIC DEVICES**

Electronic devices brought to school (iPod, cell phones, etc.) are the responsibility of the student. The school is not responsible for lost or stolen items. Electronic devices that interfere with the learning environment will be confiscated by staff.

**EMERGENCY SAFETY INTERVENTIONS** - The Board of Education is committed to limiting the use of Emergency Safety Intervention (ESI), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

#### Definitions:

- "Campus Police Officer" means a school security officer designated by the Board of Education of any school district pursuant to K.S.A 72-8222, and amendments thereto.
- "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.
- "Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.
- "Incident" means each occurrence of the use of an ESI.
- "Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detention of crime and the enforcement of criminal or traffic laws of this state or any Kansas municipality. This term includes a campus police officer.
- "Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.
- "Mechanical Restraint" means any device or object used to limit a student's movement.
- "Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A 72-1046(d) (2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.
- "Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

- “Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.
- “School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.
- “Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

### Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint
- Using face-up (supine) physical restraint
- Using physical restraint that obstruct the student’s airway
- Using physical restraint that impacts a student’s primary mode of communication
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to use such treatments
- Use of mechanical restraint, *except*
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device
  - Any device used by a certified law enforcement officer to carry out law enforcement duties
  - Seatbelts and other safety equipment when used to secure student during transportation

### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of an ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

### ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such a medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file..

Such a written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of the subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

## Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such a room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

## Training

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

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

## Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

## Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy. If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

## Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

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

## Reporting Data

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

## Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employee s designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10 -day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

### Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent . On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and , if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired , a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**  
**NOTICE TO PARENTS & PUPILS OF RIGHTS**

To: Parents and Pupils in Parsons District Schools USD 503

On November 20, 1974, the Family Educational Rights and Privacy Act of 1974 became law. Under this law the parents of pupils enrolled in any educational institution receiving Federal funds are given certain rights concerning the school records of their children. The following rights are accorded to you under this ACT:

[1] You are entitled to have access to your child's school records upon request. The request should be directed to the principal of the school, who is the official custodian of student records in the school district. Access shall be granted to you within 45 days after receipt of the request by the principal.

[2] The school district will follow the following procedures in granting access by parents to student records:

- A. Parents wishing to inspect and review their child's records secure a request form in the principal's office, complete it and submit it to the principal. Within reasonable time, but not to exceed 45 days, the records may be examined by the parent, at which time the principal or his designate will furnish explanations or interpretations of the records if requested by parents.
- B. Parents wishing to have a copy of their child's record secure a request form in the principal's office, complete it and submit it to the principal. Within reasonable time, but not to exceed the 45 days, a copy of the record will be provided to the parent, subject to the charge stated in 7d. Parents will sign a receipt. The principal or his designate will furnish explanations or interpretations of the records if requested by parents.

[3] The following persons have the right of access to your child's education records without your consent:

- A. other school officials, including teachers within the educational institution or local educational agency who have been designated by such agency or institution to have legitimate educational interests;
- B. officials of other schools or school systems in which the pupil seeks or intends to enroll, upon condition that the pupil's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- C. authorized representatives of {1} the Comptroller General of the United States, {2} the Secretary of the Office of Education, {3} an administrative head of an education agency;
- D. agencies or institutions of higher education, in connection with a pupil's applications for, or receipt of, financial aid;
- E. state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
- F. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive texts, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- G. accrediting organizations in order to carry out their accrediting functions;
- H. agencies or governmental officials, in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of the pupil or other persons;
- I. state educational authorities in connection with the audit and evaluation of Federally supported education programs, or in connection with the enforcement of the Federal legal requirements which relate to such programs. Provided, that except when collection of personally identification information is specifically authorized by Federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of your child/children and

you by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of Federal legal requirements.

[4] The parent's right of access shall include:

- A. The right to be provided a list of the types of education records which are maintained by the institution and are directly related to his children; (see number 11)
- B. The right to inspect and review the content of those records; (see number 2a)
- C. The right to obtain copies of those records, which may be at the expense of the parent or the eligible student, but not to exceed the actual cost to the school district of reproducing such copies; (see number 2b)
- D. The right to response from the district to reasonable requests for explanations and interpretations of those records;
- E. If any material or document in the education record of a pupil includes information on more than one pupil, the right to inspect and review only such material or document as related to such pupil or to be informed of the specific information contained in such part of such material.

[5] You have a right to a hearing to challenge the content of your child's education record:

- A. To insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student and,
- B. To insert into the record a written explanation respecting the content of the record.

[6] The school district will adhere to the following procedures where a parent desires to challenge the content of his child's educational record:

- A. Parents who have questions about a particular item on a pupil's record or have a complaint are encouraged to meet with the principal informally to resolve the matter. The principal has the authority to expunge items from a pupil's records without the necessity of a formal hearing. If the parents are not satisfied with the principal's explanation and decision, they may follow the procedures in b. and c.
- B. The parents will request that the principal conduct a formal hearing. The principal will conduct a hearing with the parents, and other appropriate persons, within five (5) days of the complaint to determine if the records are inaccurate, misleading, in violation of the privacy or other rights of pupils or contains inappropriate data. The complaint and results of the hearing are to be sent to the parents or guardian and superintendent of schools within five (5) days after the conclusion of the hearing. Parents shall be afforded procedural due process.
- C. The parents or guardian may file an appeal with the clerk of the Board of Education within ten(10) days of the decision of the building principal. The Board of Education shall hear the appeal within twenty (20) calendar days after the notice has been filed. A decision will be rendered within five (5) days after the conclusion of the hearing. Parents shall be afforded procedural due process.

[7] Before any school records will be released to third parties who have requested copies of your child's school records, except those parties listed in number 3, you must give your written consent to said release. This written consent must be presented to the principal before he will release them. The written consent must include the following:

- A. the specific records to be released,
- B. the reason for such release,
- C. the name of the party or agency to whom the records will be released, and
- D. notification to you that you may receive a copy of the pupil's records to be released, if you desire a copy. A copy of two pages shall be free of charge; copies of additional pages shall cost \$.20 per page.
- E. prior written consent of the parent is required to disclose information to community based organizations

[8] You have a right to obtain copies of your child's student records at other times, at the cost in 7d above.

[9] You have a right to notification of transfer of your child's records and the right to challenge the content of the records to be transferred.

[10] You have a right to notification of receipt of a judicial order or subpoena by the principal requiring him to turn over your child's records to the court prior to compliance.

[11] The following records are maintained by this school district and directly relate to and personally identify pupils who have attended or who are attending this school district:

- A. Identifying data,
- B. Present and past scholastic and attendance records,
- C. Standardized test scores,
- D. Health records
- E. Psychological reports for selected students, with prior parental consent,
- F. Curriculum progress records,
- G. Anecdotal comments
- H. Special communications to and from parents, such as; health problems, special activities, scholastic commendations or problems, suspension or expulsion notices, and requests for review and release of records.

[12] The school district will follow the following procedures in the case of reviewing and expunging student records: The principal of each school shall cause to have pupil records reviewed at least once each year and prior to a pupil's record being sent to another school district. At this time obsolete data and information shall be deleted in accordance with school district procedures. Information in the record which may state or imply conclusions about the pupil or his educational achievement or performance shall also be deleted.

[13] The school district has designated the following information as directory information:

- A. The pupil's name, address, telephone number, date of birth;
- B. The pupil's major field of study;
- C. The pupil's participation in officially recognized activities and sports;
- D. The weight and height of members of athletic teams;
- E. Dates of attendance;
- F. Diplomas and awards received; and
- G. The most recent previous school district attended by the pupil.

This information is considered public information which may be released by the school district without your prior consent. You have ten (10) days from the date of this notice to inform the school district that any or all of the directory information should not be released without your prior consent.

[14] The principal will maintain a record of those persons, agencies or organizations who have access to said records. This record will indicate the legitimate educational or other interest that each such person, agency or organization had in seeking the pupil's records. The record will be available only to the parents of said pupil and the principal or his designate.

[15] When your child becomes eighteen years of age, all rights formerly accorded to you as parents of said pupil become the sole rights of the pupil, and you will no longer have the right of access to said records. If your child, however, is still dependent upon you and is being claimed as a tax deduction or, if you are paying his board and room, you will be afforded the right to have access to his records without his consent.

School principals and this office welcome questions you may have about the Family Educational Rights and Privacy Act and related procedures contained in this notice.

## **FOOD SERVICE**

Breakfast and lunch is free for all students this school year. Adult breakfast = \$3.10 and adult lunch = \$5.25

## **KANSAS HIGHWAY PATROL HOTLINE**

A statewide hotline is available 24 hours a day, 365 days a year to report impending school violence to the Kansas Highway Patrol. Information received on this hotline will immediately be shared with local law enforcement and school officials. Help keep your school safe! Call the Kansas School Safety Hotline to report any information that might threaten the safety of the school or our students. **1-877-626-8203**

## **KANSAS OFFENDER REGISTRATION LAW**

KSA 22-4909 requires the State Department of Education to notify any school/school district as well as accredited nonpublic schools of the Kansas Bureau of Investigation internet website concerning the Kansas Offender Registration law. Section 2 of the bill provides the following.

***“(C) The State Department of Education shall annually notify and school upon which is located a structure used by a unified school district or an accredited nonpublic school for student instruction or attendance or extracurricular activities of pupils enrolled in kindergarten or any grades one through 12 of the Kansas Bureau of Investigation internet website and any internet website containing information on the Kansas Offender Registration sponsored or created by the sheriff of the county in which the school is located for the purposes of locating offenders who reside near such school.”***

## **MEDICATION POLICY**

1. Pupils shall be prevented by school personnel from giving medication of any type to other pupils. Pupils in possession of specified medications, which have not been prescribed by a physician or dentist, are in violation of the policies of the Board of Education.
2. Medication Administration Form completed by the medical provider or dentist shall accompany **ALL** prescription medication to be administered at school. The responsibility for fulfilling a provider's prescription rests with the pupil and the parent. The school is responsible only for providing an opportunity for administering the prescription. Prescription medications will **NOT** be administered without properly completed documentation for each medication submitted.
3. An OTC Medication Form completed by the parent/guardian shall accompany **ALL** over-the-counter medication to be administered by the school. Any request for OTC medication administration for greater than 3 consecutive days will require a Medication Administration Form signed by the student's medical provider that includes a diagnosis supporting ongoing use of that OTC medication. The parent/guardian is responsible for supplying any OTC medication used longer than 3 days.
4. The Medication Administration Form shall identify the name of student, medication, dosage, diagnosis, time of day to be administered, and anticipated number of days to be provided. To ensure safety - no prescription medication will be administered after 1pm.
5. Parent or guardian signature is needed on **ALL** permission for medication forms.
6. Only medication in the original container can be administered. Two containers, one for home and one for school should be requested from the pharmacy.
7. Any change in type of medications, dosage and/or time of administration shall be accompanied by a new Medication Administration Form and require provider and parent permission signatures and a newly labeled pharmacy container.

8. All medication to be administered shall be turned in to the school office with the signed permission form. (Forms for prescription administration and over-the-counter medication are available in the school office and the health office).
9. A parent or guardian is required to bring any medications to be administered at school to the office with appropriate consents. No student shall be permitted to submit medications to the office. The only exception to this is at the High School level, on a case-by-case basis.
10. Out of date or unused medication will be picked up by parent or destroyed.

### **PROOF OF IDENTITY-IMMUNIZATION CERTIFICATE & HEALTH ASSESSMENT**

Proof of identity is required to be enrolled in school. Our school district accepts such items (not limited to) as a hospital certificate, a certified birth certificate from the State Department of Vital Statistics, or a court order placing student in custody of DCF. Please bring proof of identity to the school office as soon as possible. For those students transferring from other school districts, school records will meet this requirement. Kansas state law requires the school to report to the local law enforcement the names and addresses of all students new to the school district who cannot provide proof of identity within 30 days of enrollment.

The policy of immunization of students in accordance with KSA 72-5208 to 72-5211. The Secretary of Health and Environment had designated hepatitis A, hepatitis B, measles, mumps, rubella, varicella, polio, diphtheria, pertussis, tetanus, and meningococcal as the diseases for which all students must be immunized. In each school year, every pupil enrolling for the first time in this state, and each child enrolling or enrolled for the first time in a preschool program operated USD 503, and such other pupils that are needing age appropriate immunization boosters prior to admission to and attendance at school, shall present to the school appropriate certification of proof of immunization from a physician or health department that the person has received such tests and immunizations as are deemed necessary by the Kansas State Health and Environment. \*\*

Immunizations deemed appropriate by the Secretary of Health and Environment are required for all students. An alternative to the certification of immunization is 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. These forms are available upon request from the Health Office, or Main Office of each building.

Pupils who have not completed the required immunizations may enroll or remain enrolled while completing the required immunizations if a physician or local health department certifies that the pupil has received the most recent appropriate immunizations in all required series. Building principals will suspend any student who has not presented to their office the properly signed certificate of immunization form after written notice of intent to suspend when there is failure to comply. The School Health Office in each building can assist families with getting student immunizations up to date., and may be of assistance in obtaining records in some cases.

The policy of health assessments of students shall be in accordance with KSA 72-5214 as amended Senate Bill 520 May 5, 2994. Every pupil up to the age of nine years, who has not previously been enrolled in an elementary school in Kansas, shall present to the school the results of a health assessment, which has been completed within 12 months of the school entry date. Health assessments mean a health history, physical examination and such screening test as are medically indicated to determine hearing ability, vision ability, nutrition adequacy and appropriate growth and development. The School Health office in each building can assist with making arrangements for families who do not have a regular provider in the area.

The only alternative for the health assessment requirements is the parent or guardian shall sign a written statement that the child is an adherent of a religious denomination whose religious teachings are opposed

to such assessments or a written statement signed by the parent or guardian that such assessment will be complete with ninety (90) days after admission to school. Building principal will suspend any student who has not presented to their office the results of a health assessment as required by law.

\*\* The School Health Office offers immunization clinics throughout the school year that provide vaccines to students at no out-of-pocket cost to families. Parental/guardian consents are required for all immunization clinics.

### **COVID19 & Flu Policy**

Based on recent CDC updates, students testing positive for COVID19, or Influenza, may return to school after they are fever-free for 24 hours without the use of fever-reducing medication, and symptoms are resolving. Masks are available in the main office, and health office, of each building and students and staff with respiratory symptoms are encouraged to wear a mask until their symptoms have resolved.

**This policy is subject to change based on the recommendations of the CDC, and/or Labette County Health Department.**

### **MASK POLICY**

Harassing or ridiculing someone for choosing to wear a mask may result in administrative action. Proper masking has been proven to significantly reduce illness. Masks are available in the main office, and health office, of each building.

### **PUPIL ILLNESS AND ACCIDENTS**

If a pupil becomes ill, the nature of the illness determines the course of action by school personnel. The pupil will be taken immediately to the school nurse or the main office.

1. At that time a determination will be made regarding the procedure to be followed. If the pupil has a fever or shows signs of distress, parents will be contacted. If the parent or other designated person cannot be located, the pupil will be held until the normal dismissal time. A pupil will not be taken home or allowed to go home without prior parent approval.
2. If the pupil appears to be significantly ill or shows evidence of acute distress, the parent will be notified. If parent contact is not possible, the principal (or other designated personnel) will determine the next course of action. This may include calling an ambulance, the family physician or some other similar positive action. Continued efforts should be made to reach the parent or other designated person to respond to the pupil's state of emergency.

If a pupil is injured at school, the following steps will be taken:

1. For simple injuries, such as minor bruises or abrasions, emergency first aid is administered by the nurse, principal, teacher, secretary or other person in charge.
2. For serious injuries, rules of first aid are followed and the judgment of the nurse, principal, teacher, or other person in charge takes these factors into account. The parent will be notified immediately, if possible. If the parents are unavailable, the person designated by the parents to render assistance in the event of an emergency will be contacted.
3. The nature of a serious accident will determine the course of action, but generally the following will be done.
  - a. If indicated, an ambulance or some emergency agency will be called.
  - b. If indicated, a medical doctor will be called
  - c. The parent will be notified immediately
  - d. The nurse will be called
  - e. School personnel will take the pupil home, to the physician, or hospital if indicated.
4. Every possible precaution will be exercised by the person in charge at the time of an accident to provide the appropriate care and to take suitable precautions to prevent further injury.

## **NONDISCRIMINATION NOTICE**

USD 503 Parsons District Schools does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries or complaints regarding the nondiscrimination policies, including request for accommodations or access to District buildings and programs:

Superintendent of Schools  
2900 Southern Avenue  
Parsons, KS 67357  
620-421-5950

## **OUT-OF-DISTRICT REQUESTS**

Students residing outside the district boundaries desiring to attend Parsons Schools may make written request for admittance to the Superintendent of Schools. This request must be made each year.

## **OUT-OF-SCHOOL SUSPENSION/EXPULSION**

Suspension and expulsion of students will be governed by the provisions of the State of Kansas (KSA 72-8901 through 72-8904). Suspension and expulsion are regarded as serious matters and are the final disciplinary means at the disposal of the principal. They are not lightly evoked nor used for minor offenses.

The principal has the authority to suspend students for a period not to exceed five (5) school days. Suspensions may entail excluding a student from school or requiring the student to attend the in-school suspension room instead of regular classes. Students are responsible for make-up work following an out-of-school suspension. The principal may also initiate and conduct proceedings for expulsion or long-term suspension.

## **PERSONAL APPEARANCE**

**Personal appearance should not disrupt the educational process, violate federal, state, or local health or obscenity laws, or affect the welfare and safety of the student or his/her classmates.**

Specific dress rules include:

- Sexually suggestive/double meaning clothing will not be permitted.
- Clothing advertising drugs, alcohol, tobacco, firearms or with profanity will not be permitted.
- If there is a question as to whether an article of clothing is appropriate, don't wear it! Students who violate the school dress code will be asked to change. Continued violation of dress code will result in a non-compliance discipline referral.
- Coats and/or jackets must not be longer than fingertip length.

## **REPORT CARDS AND PARENT CONFERENCES**

Pupil progress is determined each quarter through an assessment of individual growth and progress and is indicated on reports to parents. While parents are always encouraged to confer with teachers concerning pupil progress, a framework for conference has been established to ensure two-way discussion of your child's progress. Parent-teacher conferences are scheduled during the first and third quarters.

## **SAFETY DRILLS**

During a fire drill we must evacuate the building as safely and quickly as possible. A tornado drill moves you to the safest parts of the building as safely and quickly as possible. Each classroom teacher has the directions, routes, and places to locate for each drill. Every student must participate and follow the teachers' directions closely. The drills are designed to prevent injury and save lives and therefore must

be treated very seriously. Each year there will be four fire drills, three lockdown/crisis drills, and two tornado drills (one in September and one in March).

## **SAFE SCHOOLS**

Parsons District Schools shall maintain a safe and nurturing educational environment. The faculty and staff will not tolerate violence or injury to staff or students, nor will weapons of any kind be tolerated at any event or on any school property. Criminal misconduct shall be reported to the proper law enforcement authority. The provision of KSA 21-4204 prohibiting firearms on school property shall be strictly enforced.

**Threats of violence will be treated as actual acts. The Kansas School Safety Hotline is 1-877-626-8203.**

## **SECTION 504 Accommodations for Students (IDACB in policy)**

In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operations of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee or contractor shall retaliate against any person because of his or her exercise of the rights under Section 504.

## **SEXUAL HARASSMENT**

District employees or students shall not sexually harass, or permit sexual harassment of a student of employee by another employee, student, non-employee or non-student. Violation of this policy shall result in disciplinary action, including termination of an employee or disciplinary action against the student involved. Supervisors who fail to follow this policy or who fail to investigate and report complaints in a timely manner shall be in violation of this policy. If a teacher, principal, or immediate supervisor is the object of a harassment complaint, the student or employee may report directly to the superintendent. Complaints against the superintendent shall be heard by the Board.

### **Definitions of sexual harassment: May include, but not limited to:**

1. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
2. Subtle pressure or requests for sexual activity;
3. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
4. Creating a hostile work environment, including the use of innuendoes or overt or implied threats;
5. Unnecessary touching of an individual, e.g. patting, pinching, hugging, repeated brushing against another person's body;
6. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment or a student's grades or status in any activity; or
7. Sexual assault or battery as defined by current law.

Any person who believes he or she has been subjected to sexual harassment should discuss the problem with his/her teacher, principal, supervisor, or superintendent. Initiation of a sexual harassment complaint will not cause any adverse reflection on the complainant. The initiation of a complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

## **SCHOOL CANCELLATION and LATE START**

If school is not to be held or is delayed because of inclement weather or for any other reason, the superintendent will notify the local news media as well as notify patrons through the use of social media and thrillshare. Cancellations will be announced on all social media platforms and through text/phone messages to parents and/or students.

Generally, if Parsons' schools are to be closed the announcement will be made the evening before or early in the morning. If the superintendent announces a "late start" buses will run two hours later than usual. There will be no A.M. preschool on late start days. **Parents ultimately have the right to determine whether to send their children to school on inclement weather days.**

## **SCHOOL OFFICE HOURS**

High School: 7:30-4:00 daily

Middle School: 7:30 - 4:00 daily

Guthridge: 7:30-4:00 daily

Garfield: 7:30-4:00 daily

Lincoln: 7:30-4:00 daily

## **SCHOOL NOTIFICATION SYSTEM**

All schools in USD 503 use a communication tool which allows principals or school officials to make one phone call that can go out in a matter of minutes. This tool will be used for snow days and important messages. Please make sure you let the school know your current phone number so you will receive these calls.

## **SITE COUNCIL**

Site Council is a council made up of teachers, administrators, parents, and community members that work collaboratively on ways to improve our school. The establishment of a team is one component of the accreditation system in the state of Kansas. If you are interested in participating, please notify your building secretary or principal

## **SOLICITATION**

Solicitation (selling or collecting money for anything) of students or by students is not permitted unless approved by a school administrator.

## **SPECIAL EDUCATION SERVICES**

Special education services in Parsons Schools are provided by the Tri-County Special Education Cooperative and the Southeast Kansas Education Service Center.

## **STUDENT ACCIDENT INSURANCE**

Student accident insurance is being offered this year by First Agency. If you are interested in buying student accident insurance that will cover your child for 24 hours a day, please ask for a brochure at the school office.

The school district provides accident insurance coverage for all school sponsored activities. This insurance will be in effect only after other benefits are paid by your personal insurance. Parents are responsible for filing claims with First Agency. The claim forms and benefits and exclusions policies are available in the office.

## **STUDENT IMPROVEMENT TEAMS**

The SIT works with teachers/parents in developing a program of support for students who are experiencing significant academic and/or behavioral problems and students who may need enrichment. The process allows a diverse team of people to develop support programs specific to the child's needs. Sometimes outside the school resources are brought in to aid the school with this job. The SIT will be responsible for the following:

- Receiving student referrals, fact finding and assessment.
- Participating in the problem solving process.
- Developing an appropriate intervention plan.
- Support, follow up and evaluation of each plan.
- Parents/Guardian/Teachers/Staff can begin the process by completing a Request of Assistance form and submitting it to the school secretary/principal. Requests for assistance are open to anyone.

## **STUDENT TELEPHONE USE**

The office telephone is for business purposes. Students may use it for emergencies, but must have permission from their teacher before coming to the office. Each classroom has a telephone and teachers may give permission to use it.

## **TESTING**

The purpose of the testing program in the Parsons School system is to assist the teachers in gaining added knowledge about their pupils, assist the administration in the development of curriculum, assist the pupil in identifying strengths and weaknesses, and assist the parents in understanding the academic development of the children. The Kansas State Assessment Programs and other local assessments as school improvement plans dictate are administered throughout the year. The Kansas Report Card is a collection of data compiled annually to provide information not only on a statewide basis but also by district and by building. By providing information on school performance, the Kansas State Department of Education supports both school improvement and accountability at the state, district, and building level for educational progress. To access the building report cards: <http://online.ksde.org/rcard/>

## **TORNADO SAFE ROOMS**

All of our schools, except the Middle School and High School, have storm shelters which are available in case of a tornado warning. **If the weather event happens during the school day, the community shelters will NOT be open to the community. Our students' safety is paramount. If we are in a tornado WARNING, the shelters will be locked and secured until the crisis has passed.**

**WE WILL NOT OPEN THE SHELTERS TO ALLOW ANYONE IN OR OUT. PARENTS SHOULD NOT MAKE THE TRIP TO THE SCHOOL< BUT SHOULD TAKE SHELTER UNTIL THE WARNING HAS ENDED.**

Parsons Police and Fire Department remind everyone that you should have a plan in case of storms. Talk to neighbors who have basements, identify the safest place in your home. Often there will not be time to travel to a storm shelter. Community shelters should not be your only option.

During a storm after school hours, it is important to note that school personnel are not "in charge" of the storm event. In most cases, the shelters are opened by community volunteers who live adjacent to the schools. USD 503 will not require staff or administrators to leave their home shelter and families to open the community shelters.

Safe rooms may be uncomfortable with limited seating and warm/cold temperatures. They are designed purely to offer shelter.

There can be issues with people bringing pets to the safe rooms, as some patrons are highly allergic and can't tolerate pets. For everyone's safety, pets are not allowed in the safe rooms. The only facility that can shelter pets is the High School locker room. Pets must be secured in a carrier.

## **TRANSPORTATION**

Transportation request forms for the bus are available at each school and the District Office.

## **TRUANCY**

Truancy applies to student under 18 years old and below is the what constitutes truancy as defined in KSA 72-1113:

(c) (1) Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

## **WEAPONS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds, a school bus, or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in an expulsion from school for a period of one school year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

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

As used in this policy, the term "destructive device" means any explosive incendiary or poison gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more the one-quarter ounce, mine, or other device similar to any of these devices.

No facsimile or real firearms shall be used in practice or presentation of any production, except that a specific facsimile may be approved by the chief school officer to be used as a stage prop in a specific production. Said approval shall spell out in writing the details of the use of the prop.

The Parsons District Schools maintain a safe environment for all students. Possessions of any type of knife by a student, deemed a weapon by administration, may result in suspension from school.

## **WORKING ON WELLNESS**

The Board of Education approved a Wellness Policy for the district at the school board meeting on May 15, 2006. The policy reads as follows:

"Unified School District 503, Parsons is committed to providing a school environment that promotes and protects children's health, well-being and ability to learn by supporting healthy eating and physical activity."

The School Health Council members are encouraging our parents, staff and community members of USD 503 to consider healthier food and beverages for classroom parties and celebrations, classroom rewards,

fundraisers and intramural events. Shown below is a list of suggested snack and beverage selections that meet the recommended nutritional criteria for a “healthy snack” per the Kansas Wellness Policy Guidelines.

- Less than 200 calories per item
- Less than 35% of total calories from fat or less than 4 grams per 100 calories
- Less than 35% of weight from total sugar OR less than 9 grams per 100 calories

## **WORKING WITH THE SCHOOL IF YOUR STUDENT IS BEING BULLIED**

**Follow the chain of command.** Contact the teacher responsible where your child is having problems or your child’s classroom teacher or counselor. Let them know what is going on with your child. Only go up the chain of command if you feel that these staff members are not effectively addressing your child’s physical and emotional safety.

**If there is a meeting** present to the teacher relevant information about the bullying incidents and anti-bullying strategies already attempted. Be prepared with realistic strategies that can reasonably be implemented. Inform the school ahead of time if you would like certain staff members to attend the meeting. A good safety plan addresses which staff members are responsible for supervising your child and how they should react if your child is bullied. The plan should state how your child is expected to react if confronted by a bully. Practice assertiveness skills with your child to effectively respond to bullying.

**Make sure your child is involved with the plan. If the bullying doesn’t stop, work with the school to develop a safety plan.** For the plan to work, your child must have “buy-in.” Make sure your child feels good about the plan and believes the plan has a realistic chance of working. Give your child a day or two to consider the pros and cons and to become comfortable with the plan. To meet, develop and implement a safety plan may take 5-10 school days. Remember to evaluate the plan’s effectiveness in about 3-4 weeks. You know if the plan is working by answering the question, “Is my child safe?”

**Evaluate the plan.**

## **BICYCLES**

All bicycles are to be parked and locked in the racks located outside the building immediately upon arrival at school. Bicycles are not to be ridden on the sidewalks or the playground. They will be walked from the street to the bicycle rack. Students will leave the school grounds by walking their bikes across the crosswalks, and then mounting their bike. Kindergartners are discouraged from riding bikes.

## **BREAKFAST AND LUNCH PROGRAM**

Breakfast is served from 7:30 a.m. - 8:00 a.m. Lunch is served from 11:00 a.m. - 12:35 p.m.

Student Breakfast = Free this school year, Student Lunch = free this school year

Adult meal prices: Breakfast = \$3.10, Lunch = \$5.25

## **HEALTH SERVICES**

### **Hearing and Vision Screenings**

State mandated hearing and vision screenings are provided to students in grades PreK-4th grade, and to students in 6th, 8th, 10th and 12th grade. These screenings are also provided to students referred by teacher, parent or medical provider..

### **Dental Screenings/Dental Hygiene Services**

- **Screenings** - The Kansas State Statute for Annual Dental Inspection (K.S.A. 72-6251) implemented a state-wide oral health screening program for Kansas schools. There is

no cost for these non-invasive screenings. Parents may opt-out of the dental screening, but proof of a recent exam, signed by the dentist, will need to be provided for their record.

- **Dental Hygiene Services** - Only students whose parents complete and return the dental consent for Registered Dental Hygiene Services will receive those services. Parents may opt out of some services, while agreeing to others, and this can be specified on the consent. Parents may opt out of ALL dental services by simply not returning a consent. Insurance will be billed for these services, if available, but families should NOT receive a bill from CHC/SEK or your insurance company.

### **Immunizations/Immunization Compliance**

The state of Kansas has specific Immunization requirements for students to attend school each year. The health office maintains, and reviews these records on a regular basis in an effort to help families become, and remain, in compliance with state requirements. Students have 60 days from the first day of the school year to provide proof of up-to-date immunizations. If a student is behind, the health office can assist in achieving compliance. Catch-up plans can be scheduled, and administered, by the District Nurse in coordination with the parent as long as the appropriate consents have been completed and returned to the health office. Immunizations are often scheduled on Fridays, and there are two Immunization Clinics scheduled every school year. Insurance, if available, will be billed, but there is no out of pocket costs to families for immunizations administered at school.

### **Vaccine Availability/Compliance**

The school health team frequently audits student vaccine records for compliance with state requirements for attending school in Kansas. Information on student vaccine requirements by grade are available on the district website, or by contacting the school health office. The health office hosts two vaccine administration clinics each school year. Completed consents are required for all immunizations to be administered at school. There is no out of pocket cost for these immunizations, but insurance, if available, will be billed. Catch-up schedules can be arranged through the District Nurse on a case-by-case basis. Students that are not compliant, and are not in the process of becoming compliant, face exclusion from attending school until proof of administration of needed vaccine(s) is provided to the student's school health office.

### **Flu Shot Clinic**

The Flu vaccine is not required for school attendance, but is available to students who submit a completed consent with parental permission to have it administered at school. This vaccine will be administered at school on a scheduled date.

### **HPV Vaccination Clinic**

The HPV vaccine is NOT required for school attendance. The HPV vaccine protects males and females both against multiple forms of cancer. If administered before the age of 15 it is a two-shot series. After the age of 15 it is a three-shot series. The Health Office offers the opportunity for students who submit parental consent to receive the vaccine on a scheduled day in January each year. It can also be given throughout the year upon parent request.

### **Covid Vaccine Availability**

Covid vaccine is not required for school attendance, but is available to students who submit a completed consent with parental permission to have it administered at school.

## **Vaccine Exemptions**

- **Medical Exemptions** require a Medical Exemption Form (Form B) be completed by the student's medical provider and submitted each year at enrollment. A new form is required each school year.
- **Religious Exemptions** require a USD 503 Religious Exemption Form be completed by the parent and submitted each year at enrollment. A new form is required each school year.

## **Sports Physicals**

KSHSAA requires the completion, and submission, of a Kansas state-issued Sports Physical, that includes a Concussion Form. An updated packet is required for each school year before students are allowed to participate in any activity requiring one. In the state of Kansas, physicals completed before May 1<sup>st</sup> of that school year are good only until the end of the current school year. Physicals completed May 1<sup>st</sup> and after are considered valid for the entire NEXT school year.

**Sports Physical Outreach** – Every May the school health office hosts Sport Physical Outreaches at the High School and the Middle school. CHC medical providers are on-site to perform physicals for any student that returns a completed packet. These packets are available in the main office, or in the health office. Students that submit completed forms are scheduled and called down when it is their turn. They will return to class immediately after their physical is performed. These physicals are submitted to KSHAA as required, and a copy will be entered into the student's chart and a copy kept on file in the health office. If a student does not pass their physical for any reason, parents will be notified immediately and advised to follow up with the student's PCP. Physical packets are made available after April 1<sup>st</sup>.

## **DOCTOR'S NOTES**

When a student misses school due to appointment, illness, injury they are required to provide a note from the provider they were seen by to excuse the absence. **All doctor's notes must accompany the student upon their return to school and be turned into the office within 72 hours to be considered an excused absence. The note must contain the time of the visit, the length of the visit, and the visit date.**

**Appointments** - Any appointments for regular check-ups should be, when possible, made outside school hours. Since this is not always possible, the school requires a note from the provider that includes the time and date of the appointment and time and date of the dismissal to return to school.

**Illness** - If a student misses 3 consecutive days due to illness, a doctor's note is required to cover the extended absence and should include each day missed along with their recommended return date.

**Injury** - When a student is injured, a note from any doctor, specialist, physical therapist or chiropractor seen related to the injury is required to provide documentation of injury, treatment plan with limitations and exclusions, as well as any expected release date, when applicable, to the main office. A copy will be provided to the health office for the student's health record.

**Athletes** - the **District Athletic Trainer** will require a copy of any notes related to the injury that limit, prohibit, clear or restrict any athlete from full participation after each visit to that provider until athlete is completely cleared to resume full activities. Failure to do so may cause interruption in training and/or participation.

Student health records will be maintained and updated by the school health staff.

## **One to One ( 1:1 ) Technology Devices Policy (Approved by BOE 5-13-24)**

All USD 503 students grades K-12 are assigned individual technology devices, aimed at increasing student and staff educational engagement. Grades K-3 are assigned Apple iPads and grades 4-12 are assigned Google Chromebooks. Students grades K-7 store devices in dedicated storage carts every day, located on school premises. Students grade 8-12 take their devices home every evening, and are responsible for bringing their device back to school every morning with its battery fully charged. The District retains ownership rights of these devices, which are loaned out to students for strictly academic purposes. Specific devices are issued to individual students, who bear primary responsibility for their own assigned device.

### **1:1 Student Responsibilities**

\* Proper Device Care: Students with 1:1 devices are to...

|                                                                     |                                                                |
|---------------------------------------------------------------------|----------------------------------------------------------------|
| ...always keep and carry the device in the protective case provided | ...not eat or drink in direct proximity of the device          |
| ...avoid extreme temperatures or prolonged direct sunlight          | ...not let anyone else use or borrow the device for any reason |
| ...use caution when charging to avoid tripping on cables            | ...not put anything heavy on top of the device                 |
| ...protect the device from liquids and spills                       | ...not leave the device unattended in a car or in public       |
| ...check for loose objects when closing the lid of the device       | ...not carry the device only by the top cover (screen)         |
| ...be careful when placing the device in a backpack or book bag     | ...never remove the screen protector for any reason            |
| ...take care when inserting cords and cables into the device        | ...never plug in their chromebook to charge in the classroom   |
| ...always bring the device to room temperature prior to use         | ...report any issues with the device immediately to 503 Staff  |
|                                                                     | ...follow these guidelines even when they are not at school    |

\* Temporary Loaner Devices:

When a 1:1 device is undergoing lengthy maintenance or repairs, a student may be temporarily issued a loaner device to use in the interim. All policies, as well as all responsibilities, apply to any loaner devices as they would to the student's assigned 1:1 device.

\* Unattended Devices:

Unattended devices left in hallways, gyms, or other common areas may be confiscated by staff to protect against theft.

\* On-Premises Storage Turn-in (Grade 4-7 Students):

Students grade 4-7 are responsible to turn in their device every day in the appropriate receptacle. Students are not to take their device off of school property without the expressed permission from USD 503 Administration.

\* Cleaning Guidelines (High School Students Grade 9-12):

Mobile devices will become dirty over time. When cleaning is required, carefully use a microfiber cloth and compressed air. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. When in doubt, contact the USD 503 Technology Department for cleaning.

\* Charged Devices from Home (Middle School Students Grade 8 and High School Students Grade 9-12):

Students are responsible for bringing their device to school fully charged every morning. Establishing an “at home” charging routine, such as allowing the device to charge overnight, is strongly encouraged. Students who bring an uncharged device to school in the morning are to take their device to the school office to charge, thus forfeiting its use until it is charged. Building Administrators may issue disciplinary actions to students who willingly and excessively bring an uncharged device to school.

\* Take Home Policy (Middle School and High School Students):

Middle School and High School Students will be responsible for the proper care of their device at all times, even when not on school premises. All policies for proper care and acceptable use apply, regardless of physical location.

(Overview of Student Consequences)

| Category of Offense                                 | Student Consequence                                         | Frequency    |
|-----------------------------------------------------|-------------------------------------------------------------|--------------|
| Missing, Lost, or Broken Power Charger              | Disciplinary Action (determined by Building Administration) | Per incident |
| Factory or Mechanical Defect of Power Charger       | NONE                                                        | -            |
| Missing or Destroyed Protective Screen / Case / Bag | Disciplinary Action (determined by Building Administration) | Per incident |

|                                                   |                                                             |              |
|---------------------------------------------------|-------------------------------------------------------------|--------------|
| Willful and Excessive Student Vandalism           | Disciplinary Action (determined by Building Administration) | Per incident |
| Device Repair: Damage caused by Student           | Disciplinary Action (determined by Building Administration) | Per incident |
| Device Repair: Factory or Mechanical Defect       | NONE                                                        | -            |
| Device Loss or Repairs Exceeding Replacement Cost | Disciplinary Action (determined by Building Administration) | Per incident |

**1:1 Parent/Guardian Responsibilities** (Approved by BOE 5-13-24)

\* Repairs and Damage:

Normal wear and tear on mobile devices is expected. However, any damage or wear (past slight cosmetic damage) that interferes with the mobile device serving its primary function is to be reported immediately to USD 503 Staff. All such repairs will be done through the district Technology Department. All damages totaling less than full replacement cost, will be limited to **\$35 per repair incident**. The district does not charge for labor for device repairs.

\* Lost/Stolen Devices:

It is the responsibility of the Parent/Guardian to **pay the full replacement cost for lost devices**. Parents/Guardians must report stolen devices to the appropriate law enforcement authorities, as well as provide a copy of the police report to the school district for insurance purposes. Failure to do so will result in the responsibility of the Parent/Guardian to **pay the full replacement cost for a stolen device**.

\* Device Summer Check-in:

All student devices are to be turned in to the district every summer, without exception. Failure to do so will result in **financial and/or legal charges**.

\* Students Leaving the District:

If a student leaves the district without returning the school issued device, **the full replacement cost will be placed on their student record**. Standard rules and restrictions of records and transcripts will apply. As a final measure, law enforcement may be involved to ensure the safe return of district property.

\* Non-School Issued Accessories:

Students may purchase peripherals for their school issued mobile device, such as earbuds, wireless mice, etc. However, the district is not responsible for ensuring accessory compatibility. Any repairs or loss of privately purchased accessories is not the District's responsibility.

(Overview of Parent/Guardian Financial Responsibilities)

| <b>Category of Charge</b>                           | <b>Parent/Guardian Responsibility</b>                                               | <b>Frequency</b> |
|-----------------------------------------------------|-------------------------------------------------------------------------------------|------------------|
| Missing, Lost, or Broken Power Charger              | \$20                                                                                | Per incident     |
| Factory or Mechanical Defect of Power Charger       | \$0                                                                                 | -                |
| Missing or Destroyed Protective Screen / Case / Bag | \$20 (Per Item)                                                                     | Per incident     |
| Willful and Excessive Student Vandalism             | \$10 (Cleaning Fee)                                                                 | Per incident     |
| Device Repair: Damage caused by Student             | \$35                                                                                | Per incident     |
| Device Repair: Factory or Mechanical Defect         | \$0                                                                                 | -                |
| Device Loss or Repairs Exceeding Replacement Cost   | Current Full replacement cost (determined by Tech Dept)                             | Per incident     |
| Device Stolen                                       | Filing of Police Report, or Current Full replacement cost (determined by Tech Dept) | Per incident     |

**Contingency Plan for Remote Learning**

During a national or local emergency situation (such as the COVID-19 outbreak), USD 503 may activate a remote learning plan, where all students may bring school issued devices to their household. When activated, all USD 503 parents/guardians of K-12 students that participate will be responsible for the care of the device when not on school premises. All policies for proper care and acceptable use apply when in the household as if on school property.