USD 380

Vermillion

Parent - Student Handbook

2026-2027

PARENT/STUDENT HANDBOOKS

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UNIFIED SCHOOL DISTRICT #380 DIRECTORY

BOARD OF EDUCATION

Name	Position	Home Telephone	E-Mail Address
Royce Becker	President	785-868-2023	beckerroyce@usd380.com
James Hagedorn	Vice-President	785-562-7871	hagedornj@usd380.com
Sara Smith	Member	785-713-9043	smiths@usd380.com
Weston Ohlde	Member	785-747-6546	ohldew@usd380.com
Brent Alverson	Member	785-506-4971	alversonb@usd380.com
Shawn Becker	Member	785-857-3306	beckers@usd380.com
Jerod Flentie	Member	785-548-5602	jerod.flentie@usd380.com

SCHOOL WEBSITE

District.....www.usd380.com

ADMINISTRATION

Joel Bickford, Superintendent — USD #380 - Vermillion
Wade Talley, Principal — Centralia Schools
Vicki Adams, Principal — Frankfort Schools

CENTRAL OFFICE

Telephone 785-382-6216
Fax 785-382-6213

Name	Position	Extension	Home Phone	E-Mail Address
Barnes, Melody	Transportation Director	102	785-207-0228	barnesm@usd380.com
Berry, Tim	Custodian	785-382-6216	402-305-6127	berryt@usd380.com
Bickford, Joel	Superintendent	105	701-541-1229	bickfordj@usd380.com
Bowers, Nicole	District Secretary	100	785-294-1694	bowersn@usd380.com
Burdiek, Morgan	Kinder Prep Aide	110	785-336-1748	burdiekm@usd380.com
Cornelison, Dyan	Early Childhood Special Ed.	114	785-292-4485	dcornelison@usd115.org
Huninghake, Allee	Parents As Teachers Educator	106	785-268-1525	huninghakea@usd380.com
Hasenkamp, Marceil	Board Clerk	103	785-868-2441	hasenkampm@usd380.com
Hiltibrand, Chelsey	Kinder Prep Teacher	110	785-336-1122	hiltibrandc@usd380.com
Ketter, Jody	Speech Pathologist	107	785-799-6418	jketter@usd115.org
Kirk, Jillian	Preschool Aide	101	785-713-9467	kirkj24@usd380.com
Massie, Kelli	Kinder Prep Aide	110	785-410-6612	massiek@usd380.com
Meinecke, Cynthia	Payroll Clerk	112	785-747-6552	meineckec@usd380.com
Osterhaus, Raegan	Preschool Aide	101	758-364-6747	osterhausr@usd380.com
Ronnebaum, Misty	Food Service Coordinator	112	785-294-1489	mspielman@opaafood.com
Roush, Morgan	Preschool Teacher	101	785-294-8572	roushm@usd380.com
Stallbaumer, Darcel	Speech Pathologist	107	785-738-0060	stallbaumerd@usd380.com
Slifer, Sarah	Special Ed. Para	107	785-294-1247	berrys.@usd380.com
Steinlage, Tamera	Curriculum Director	111	785-548-5791	steinlaget@usd380.com
Wells, Sherri	Treasurer	785-382-6216	785-857-3558	swells@usd380.com

CENTRALIA ELEMENTARY

Centralia Schools 785-857-3324
Fax 785-857-3847

Name	Position	Extension	E-Mail Address	Home Telephone
Barkley, Dena	Speech	218	dena.rueter@greenbush.org	913-490-9200
Buessing, Leanne	Vocal Music/Library	204	buessingl@usd380.com	785-639-2415
Conley, Jada	Grade 2	208	conleyjada@usd380.com	785-857-3931
Deters, Cheryl	MTSS - Math	214	detersc2@usd380.com	785-336-3234
Deters, Kelsey	Special Education	221	geerdesk@usd380.com	785-657-7322
Evans, Nick	Physical Education	232	evansn@usd380.com	620-272-1384
Hawkins, Carolyn	Gifted Coordinator	204	crhawkins@usd115.org	785-713-1325
Hiltibrand, Chelsey	Kinder Prep	110	hiltibrandc@usd380.com	785-336-1122
Kelli Holthaus	Grade 6/JH Science	219	holthausk@usd380.com	785-294-2321
Lueger, Karla	MTSS - Literacy	236	luegerk@usd380.com	913-220-4115
McKee, Angela	Grade 4	226	mckeea@usd380.com	785-294-1159
Niehues, Whitney	Counselor	230	niehuesw@usd380.com	785-747-6539
Osterhaus, Cindy	Kindergarten	231	osterhausc@usd380.com	785-548-5599
Rempe, Shawnaé	Grade 1	220	rempesh@usd380.com	785-294-0230
Rottinghaus, Aimee	Grade School Teacher	212	rottinghausa@usd380.com	785-288-0278
Roush, Morgan	Preschool Teacher	101	kramerm@usd380.com	785-294-8572
Stallbaumer, Caitlin	Grade 4	223	stallbaumerc@usd380.com	913-544-9451
Talley, Tammy	Grade 3	209	talleyt@usd380.com	785-866-2098
Talley, Wade	Principal	238	talleyw@usd380.com	785-868-2015
Whetzal, Ashley	Grade 5	234	whetzala@usd380.com	785-294-1754

CENTRALIA HIGH SCHOOL

Centralia Schools 785-857-3324
Fax 785-857-3847

Name	Position	Extension	E-Mail Address	Home Telephone
Broxterman, Tracy	Special Education	222	broxtermant@usd380.com	785-562-6927
Conley, Jason	Social Science	237	conleyj@usd380.com	785-857-3931
Crowther, Jake	IT Director	239	crowtherj@usd380.com	785-294-8052
Crowther, Tom	Computer	210	crowthert@usd380.com	785-857-3259
Evans, Nick	Physical Education	232	evansn@usd380.com	620-272-1384
Gadwood, James	Physics/Math	203	gadwoodb@usd380.com	785-445-8382
Gleason, Julie	Language Arts	216	gleasonj@usd380.com	785-857-3274
Holthaus, Roger	Social Science/Athletic Director	215	holthausr@usd380.com	785-857-3299
Kramer, Jena	Family and Consumer Science	202	kramerj@usd380.com	785-294-0984
Kramer, Sara	Secretary	200	kramers@usd380.com	785-294-2788
Niehues, Whitney	School Counselor	230	niehuesw@usd380.com	785-747-6539
Parthemer, Cassandra	Vocational Agriculture	235	parthemerc@usd380.com	785-458-2348
Poe, Misty	Business Teacher	213	poem@usd380.com	785-220-8545
Schmelzle, Mara	Art	206	schmelzlem@usd380.com	785-626-6397
Shearer, Steffen	Science/Chemistry	233	shearers@usd380.com	903-438-6316
Smith, Abigail	Social Worker	242	smitha@usd380.com	785-713-0428
Stallbaumer, Jessica	Math	227	stallbaumerj@usd380.com	785-244-6514
Talley, Wade	Principal	238	talleyw@usd380.com	785-868-2015
Thompson, Dusty	Biology	205	thompsond@usd380.com	785-857-3386
Thompson, Martha	Special Ed Para	222	thompsonm@usd380.com	785-857-3324
Wenzl, Brandee	Language Arts	217	wenzlb@usd380.com	785-857-3560

CENTRALIA SCHOOLS (CLASSIFIED)

Centralia Schools 785-857-3324
Fax 785-857-3847

Name	Position	Extension	E-Mail Address	Home Telephone
Burdiek, Sheri	Aide	221	burdieks@usd380.com	785-857-3210
Burk, Savannah	Kitchen	225		
Ferron, Matt	Head Custodian	243	ferronm@usd380.com	785-857-3785
Flentie, Pat	Kitchen	225	flentiep@usd380.com	
Goin, Crystal	Custodian	243	goinc@usd380.com	785-340-2423
Buessing, Leanne	Librarian	204	buessingl@usd380.com	785-639-2415
Buessing, Peggy	Nurse	228	buessingp@usd380.com	785-799-4327
Kramer, Sara	Secretary/Bookkeeper	200	kramers@usd380.com	785-294-2788
Ronnebaum, Misty	Kitchen Director	225	ronnebaumm@opaafood.com	785-294-1489
Taylor, Dorothy	Aide	221	taylord@usd380.com	785-868-3821
Wagenschutz, Sheri	Kitchen Manager	225	wagenschutzs@usd380.com	
Woerman, Victoria	Custodian	243	woermanv@usd380.com	785-713-2178

FRANKFORT ELEMENTARY

Frankfort Schools 785-292-4486
Fax 785-292-4636

Name	Position	Extension	E-Mail Address	Home Telephone
Becker, Avery	Grade 2	323	detersa@usd380.com	785-294-1312
Broxterman, Lauren	Grade 6	332	broxtermanl@usd380.com	352-333-5899
Broxterman, Meghan	Grade 3	326	broxtermanm@usd380.com	913-485-4008
Cornelison, Olivia	Kindergarten	321	kennedyo@usd380.com	785-927-0415
Feldkamp, Maggie	Nurse	302	feldkampm@usd380.com	785-713-2258
Adams, Vicki	Principal	337	adamsv@usd380.com	785-799-5380
Dressman, Janna	MTSS - Math	335	dressmanj@usd380.com	785-292-5123
Koch, Kate	MTSS	335	kochk0@usd380.com	785-292-4154
Ebert, Brian	Physical Education	320	ebertb@usd380.com	785-292-5023
Fischer, Jessa	Grade 3	330	jonesj@usd380.com	785-562-7092
Hawkins, Carolyn	Gifted Coordinator	301	crhawkins@usd115.org	785-713-1325
Hiltibrand, Chelsey	Kinder Prep	110	hiltibrandc@usd380.com	785-336-1122
Horigan, Kelly	Grade 4	305	brownk@usd380.com	785-250-6653
Jackson, Kaitlin	Grade 5	306	jacksonk@usd380.com	253-737-7948
Ketter, Jody	Speech Pathologist	307	jketter@usd115.org	785-799-3344
Talley, Monica	Grade 4	328	talleym@usd380.com	785-336-4811
Lovell, Chloe	Music/Band	334	lovellc@usd380.com	785-492-9549
Roush, Morgan	Preschool Teacher	101	kramerm@usd380.com	785-294-8572
Smith, Abigail	Social Worker	311	smitha@usd380.com	785-713-0428
Schreiner, Adam	Social Science	324	schreinera@usd380.com	785-341-8277
Smith, Kinsey	Grade 1	325	smithk@usd380.com	785-713-9258
Stueve, Ronessa	Counselor	303	stuever@usd380.com	785-366-3457
Slifer, Courtnay	Special Education Teacher	310	sliferc@usd380.com	785-713-9444

FRANKFORT HIGH SCHOOL

Frankfort Schools 785-292-4486
Fax 785-292-4636

Name	Position	Extension	E-Mail Address	Home Telephone
Schnell, Jordan	Math	322		785-447-1885
Anderson, Nick	Business	316	andersonn@usd380.com	785-292-4801
Sandmann, Melissa	English Language Arts	317	sandmannm@usd380.com	785-562-6296
Cornelison, Gavin	Social Science	315	cornelisong@usd380.com	785-713-9355
Crowther, Jake	IT Director	339	crowtherj@usd380.com	785-294-8052
Adams, Vicki	Principal	337	adamsv@usd380.com	785-799-5380
DLN Room (New)				
Ebert, Brian	Physical Education	320	ebertb@usd380.com	785-292-5023
Ford, Emily	English Language Arts	313	forde@usd380.com	785-562-6737
Haug, Mary	Math	329	haugm@usd380.com	785-294-1457
Lovell, Chloe	Vocal Music/Band	334	lovellc@usd380.com	785-492-9549
Kennedy, Megan	General Science/Biology	318	kennedym@usd380.com	785-550-5293
Schmelzle, Mara	Art	312	schmelzlem@usd380.com	785-626-6397
Schreiner, Adam	Social Science	324	schreinera@usd380.com	785-341-8277
Schreiner, Katlen	Computer	336	schreinerk@usd380.com	785-200-1122
Stueve, Ronessa	Counselor	303	stuever@usd380.com	785-366-3457
Shearer, Steffen	Science/Chemistry	319	shearers@usd380.com	903-438-6316
Smith, Abigail	Social Worker	311	smitha@usd380.com	785-713-0428
Tynon, Lisa	Special Education	301	tynonl@usd380.com	
Vaughn, Kjerstine	Family and Consumer Sciences	308	vaughnkj@usd380.com	785-268-0887
Kimbrough, Victoria	Vocational Agriculture	333	kimbroughv@usd380.com	785-364-6370

FRANKFORT SCHOOL (CLASSIFIED)

Frankfort Schools 785-292-4486
Fax 785-292-4636

Name	Position	Extension	E-Mail Address	Home Telephone
Brammer, Sally	Kitchen	304	sbrammer71@gmail.com	785-556-1569
Crumbaker, Kyle	Maintenance	331	crumbakerk@usd380.com	913-593-5925
Davis, Pam	Custodian	331	davisp@usd380.com	785-209-2686
Cornelison, Jimmy	Custodian	331	cornelisonj@usd380.com	785-532-8457
Ebert, Jennifer	Librarian Aide/Secretary	314	ebertj@usd380.com	785-292-5023
	Elementary Para			
Feldkamp, Maggie	Nurse	302	feldkampm@usd380.com	785-713-2258
Kruse, Denise	Bookkeeper/Secretary	300	krused@usd380.com	712-621-6837
Loiseau, Courtney	Aide	304	courtney_loiseau@yahoo.com	785-562-6238
Maynard, Cindi	Special Ed Para	301	cmaynard@usd115.org	
Valdez, Terry	Kitchen	304		
Wichman, Audrey	Aide	304	wichmana@usd380.com	785-382-6243

BUS DRIVERS

Austin Cline	785-565-3246	Gary Haverkamp	785-564-1689
Mike Thompson	785-294-2029	Mike Kruse	785-303-8321
Lonn McClary	785-477-4916	Christine Boutin	623-552-0438
Lynn Steinlage	785-294-0849	Kade Olberding	785-294-8313
Michaela O'Neil	785-613-3600		

This handbook is prepared in an effort to bring about a better understanding of the school by the parents, patrons, and students. Many items of information and school policy are to be found concerning the operation and administration of our school. It is our intention that this handbook be made available to every family interested in the educational program of our district. If any further information is desired, feel free to call the District Office at 785-382-6216.

The adoption of this handbook by the board of education is solely for the purpose of carrying out the district's responsibility to its patrons in maintaining instruction for the students on school days. It is, therefore, important that the patrons of the district cooperate with the board of education and school administration in establishing these policies and rules as there is no substitute for school attendance. To be in a learning situation is to be in the classroom each day unless the student is representing the community and school through a school-sponsored activity. The approval of the handbook by the board of education gives the directives here in the force of board policy.

ACCREDITATION

The State Department of Education grants accreditation to the schools of Kansas that meet at least the minimum requirements for accreditation. U.S.D. #380 Schools are accredited through May 2027 through the Kansas Education Systems Accreditation process.

ADMISSION REQUIREMENTS

PreK - 12:

1. Any child who attains the age of 5 years on or before September 1, 2022 may enroll in kindergarten.
2. Each child must have completed or be in the process of completing the State Immunization requirements. (See Appendix A in the back of this handbook.)
3. A copy of the child's birth certificate.
4. Physical/Health Assessment by your family physician or health department is required. Any new PreK or kindergarten student will need a school entry physical/health assessment completed. New students under the age of 9 years, who are attending a Kansas school for the first time, also require a physical/health assessment as described above.

TRANSFER STUDENTS

Students not previously enrolled in USD 380 Schools must submit the following to the school:

1. Transcript of credit from school last attended.
2. Proof of immunization if in Kansas for the first time.
3. Copy of Birth Certificate
4. Physical/Health Assessment by your family physician or health department is required.

VACCINATION AND HEALTH EXAMINATION POLICY

KSA 72-5209

A. Health tests and inoculations; certification of completion required, alternatives; duties of school boards.

(a) In each school year, every pupil enrolling or enrolled in any school for the first time in this state, and each child enrolled for the first time in a preschool or day care program operated by a school, and such other pupils as may be designated by the secretary, prior to admission to and attendance at school, shall present to the appropriate school board certification from a physician or local health department that the pupil has received such tests and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate vaccinations in all required series. Failure to timely complete all required series shall be deemed non-compliance.

(b) As an alternative to the certification required under subsection (a), a pupil shall present:

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

(2) 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 inoculations

(c) On or before May 15th of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of this act and of any policy regarding the implementation of the provisions of this act adopted by the school board.

(d) If a pupil transfers from one school to another, the school from which the pupil transfers shall forward with the pupil's transcript the certification or statement showing evidence of compliance with the requirements of this act to the school to which the pupil transfers.

KANSAS SCHOOL IMMUNIZATION REQUIREMENTS (PreK-12th Grade)
2025-2026 SCHOOL YEAR

Immunization requirements and recommendations for the 2025-2026 school year are in **Appendix A** in the back of this handbook.

PROCEDURES FOR THE ENFORCEMENT OF VACCINATION AND HEALTH EXAMINATION POLICY

45 days from the first day of school, students not meeting the school required vaccine and physical/health assessment status, as determined by the Kansas Secretary of Health, shall be excluded from school until either documented proof of vaccine completion or equivalent Medical Exemption Form B signed by a medical doctor or a doctor's order is provided! The school nurse will provide the building principal with the names of those students lacking adherence to vaccine and physical/health assessment requirements. On day 45 those children who have not provided proof of required vaccines or physical/health assessment for school attendance, will be called to the office and a parent/caregiver will be called to pick them up. A religious exemption from vaccines is also accepted by Kansas Statute.

(Parents or Guardians of exempt children should be informed that their children shall be excluded from school in the event of an outbreak or suspected case of a vaccine-preventable disease.)

ANIMALS

Animals and Plants in the School and at School Activities

Persons bringing animals into the school or to school activities must receive prior permission from the supervising teacher and/or the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom or to school activities for educational purposes. However, they must be appropriately housed, humanely cared for and properly handled by the parents or guardians. Guidelines published by the American Humane Association may be obtained from the building principal. Animals that are used as an aide for medical/physical conditions will be allowed without prior approval but the building principal should be notified as soon as possible that such an animal will be in the building or at the school activity.

ANTI-BULLYING POLICY

Section I – Introduction

In an effort to ensure a school environment where the children of our community may receive an education free from the effects of bullying and harassment, and in compliance with the mandates of anti-bullying legislation SB 68 enacted by the Kansas Legislature, the Vermillion USD 380 School District is adopting the following policy:

Once administration is notified of suspected bullying, parents and students will be contacted to help gather the facts of the matter at hand. Any other students involved will be questioned. If possible, this will be done discreetly. Parents of both parties will be contacted and any disciplinary measures will be applied. Each case will be treated individually. Please read sections II-XII. If you have any questions please contact the appropriate building administrator.

Section II – Statement of Policy

The Vermillion USD 380 School District will not tolerate bullying or harassing behavior inflicted by one student upon another:

- While traveling to and from school
- On school property
- At school sponsored events
- On a school bus, school van or any other vehicle
- While utilizing school property
- With electronic devices

Section III – Definitions of Bullying

As outlined in State statute 72-8256, the Vermillion USD 380 School District defines bullying as any intentional gesture or any written, verbal, electronic, or physical act or threat by a student or staff member (meaning any person employed or appointed by the school district) (See BOE Policy GAAE), or parent (including a guardian, custodian, or other person with authority to act on behalf of the child) (See BOE Policy KGC) that is sufficiently severe, persistent or pervasive that it creates an
intimidating, threatening or abusive educational environment for that a reasonable person, under the circumstances, should know would have the effect of:

- Harming a student or staff member, whether physically or mentally
- Damaging a student or staff member's property
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to their property, or
- Cyberbullying, or
- Any form of intimidation or harassment prohibited by the USD 380 board of education (See BOE Policy JCD, JCDA, JCDA-R, JDDC, and JGEC)

Section IV – Types of Prohibited Behavior

Behaviors that may be construed as bullying may include, but are not limited to:

- Direct physical contact, such as hitting or shoving, written threats
- Damaging a student's property as a means of intimidation
- Verbal assaults, including but not limited to threats of violence, name calling or teasing
- Social isolation or manipulation
- "Cyber bullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

- Any form of intimidation or harassment prohibited by the USD 380 board of education (See BOE Policy JCD, JCDA, JCDA-R, JDDC, and JGEC)

Section V – Training

The Vermillion USD 380 School District takes all forms of bullying and/or harassment seriously. To that end, training will be required for all administrative, teaching and classified staff employed by our district and reviewed on an annual basis thereafter. Training will cover subjects including, but not limited to:

- Bullying basics
- Identifying bullying behavior
- Understanding how bullying works and effective ways to address bullying behaviors
- Real stories of students on their experiences with bullying, how it affected them, and what they think schools can do to help them.

The Vermillion USD 380 School District will maintain training records including:

- Names of individuals who have either completed or not completed training
- Date training was completed

Section VI – Reporting

The Vermillion USD 380 School District requires all administrative, teaching and classified staff to report any incidents of harassment or bullying which they might observe. This information should be reported to the counselor or building administrator. Information to be reported should include:

- Name and age/grade level of the individual who has allegedly been a victim of bullying or harassment
- Name and age/grade level of the individual who has allegedly committed the bullying or harassment
- Names of any witnesses to the incidents
- Date, time and location of where the incident took place
- Description of the events observed

The Vermillion USD 380 School District also encourages any student who feels they may have observed behavior that constitutes bullying or harassment to report the incident to a teacher or administrator. USD 380 has an anonymous bullying report located on the district website (www.usd380.com). The report goes directly to school administration. Posters containing QR codes with direct links to the form are available to students in hallways of USD 380 schools.

Section VII – Notification of Parents

Upon receiving a report of harassment or bullying, the Vermillion USD 380 School District shall notify the parents of the individual who has been allegedly bullied or harassed, as well as the parents of the individual(s) who has allegedly committed the bullying or harassing behavior when deemed appropriate by the building administrator. Parents of all individuals involved should be advised that a thorough investigation of the incident will be conducted.

Section VIII – Investigation of Allegations

The Vermillion USD 380 School District shall authorize investigations of all reported incidents of alleged bullying or harassment. The investigations will be conducted by designated administrative personnel from within each school. The investigation may include:

- Reading the written incident report
- Listening to statements from the individual(s) who has allegedly been bullied or harassed
- Listening to statements from the individual(s) who has allegedly committed the bullying or harassing behavior
- Listening to statements from any staff member or student who may have witnessed the incident in question

Section IX – Disciplinary Measures

If, upon completion of an investigation conducted as outlined in Section IX of this policy, it is determined that bullying and/or harassment has taken place, disciplinary measures will be taken. Based on factors that may include but are not limited to the severity of the behavior and/or the number of incidents in which the person who has committed the bullying or harassing behavior has been involved, the disciplinary measures may include:(See BOE Policy JDD)

- Verbal reprimand
- Detention
- In school suspension
- Out of school suspension
- Expulsion
- Other action as deemed appropriate by the building administrator

Section X – Retaliatory Behavior

The Vermillion USD 380 School District will not tolerate any type of retaliatory behavior toward an individual who has been a victim of bullying or harassment or to any individual who has reported an incident of bullying or harassment. This includes any students, staff or family members of students.

Should it be determined that an individual has engaged in retaliatory behavior against any student, staff member or family member of an individual involved in a bullying or harassment incident, they will be subject to escalated disciplinary action.

Section XI – Confidentiality

The Vermillion USD 380 School District, in compliance with SB 68, ensures the confidentiality of any information provided relating to a reported bullying incident and that such information is exempted from disclosure under the open records act.

Section XII – Annual Surveys

On an annual basis, the Vermillion USD 380 School District, as mandated by SB 68, will conduct the Kansas Communities that Care survey of students grades 6, 8, 10, and 12 to determine the effectiveness of the district's plan to eliminate bullying. Information pursuant to the survey shall include:

- The age, grade level, sex, and ethnicity of the student
- Whether or not the student was a victim of bullying or witnessed the bullying of another student in the past 12 months
- The type of bullying of which the student was victim of
- The number of days of school the student missed due to feeling unsafe, uncomfortable, or nervous at school in the past 12 months
- The number times the student had their property stolen or damaged on purpose in the past 12 months
- What they would do if they witnessed bullying at school
- What adults at school do when they witness bullying

USD 380 focuses on bullying prevention by:

1. Developing a bullying prevention program based on the KSDE Bullying Prevention Resource Toolkit including addressing bullying, building adult capacity to change climate and culture, curriculum and instructional resources, and measuring social -emotional learning;
2. Using the Kansas State Department of Education's Social - Emotional and Character Development Standards to address school bullying and student mental health;
3. Implementing a social- emotional learning curriculum such as Second Step, School Connect, and other classroom counseling lessons that include an anti-bullying component;
4. Providing students and families with information and resources annually on bullying,

cyberbullying, digital citizenship and how to make smart choices on-line;
5. Providing students and families with the district's student behavior expectations relating to bullying and explanations for incidences that do not meet the legal definition of bullying;
6. Tracking incidences of bullying including physical, cyber, verbal, and relational bullying and reporting this information to the Kansas State Board of Education;
7. Collecting data on bullying incidences from social emotional data sources such as the Kansas Communities That Care Student Survey and annually reviewing this information with the board of education;
8. Developing cultural awareness and understanding that certain demographic groups are disproportionately bullied at a higher rate than peers based upon sex, disability, socio-economic status, religious beliefs, gender identity and expression, sexual-orientation, and race/ethnicity (including migrant populations);
9. Requiring all school employees to complete the following bullying prevention, identification, reporting and training module (describe district's annual training program).

USD 380 Attendance Policy

Attendance

Every parent, guardian, or other person in the State of Kansas having control over or charge of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years shall require such child to attend continuously a public school or a private, denominational, or parochial school taught by a competent instructor for the period of time the public school of the school district in which the child resides is in session, in accordance with **Kansas Compulsory Attendance Law (K.S.A. 72-3120).**

Students under the age of eighteen (18) who wish to withdraw from school must have written parental or guardian permission. In addition, the student and parent/guardian must participate in an exit interview with school administration, and a written withdrawal form must be completed and placed on file with the school as required by Kansas law.

The district strongly encourages students to remain enrolled and will work with families to identify alternative educational options, including credit recovery, alternative programming, and other support services prior to withdrawal.

Absences and Excuses

Philosophy

The Board of Education desires that students successfully complete their school work. The Board, administrative staff, and teachers will assist students in every way possible. However, students and parents must understand that students must show a desire to successfully complete their school work and must assume responsibility for attending school regularly. The more often a student is absent from school, the more difficult it becomes to successfully complete school work. Secondary students, in particular, must demonstrate responsibility in the area of attendance.

Regular school attendance is essential for academic success. Excessive absences, whether excused or unexcused, may negatively impact student achievement and may require administrative intervention.

Legal

The Board of Education of USD 380 approves and supports the intent of **K.S.A. 72-3120 (formerly K.S.A. 72-1113)** which recognizes that regular school attendance is essential to the complete education of each student.

Kansas law defines truancy as when a student is inexcusably absent from school for:

- Three (3) consecutive unexcused absences
- Five (5) unexcused absences in a semester
- Seven (7) unexcused absences in a school year whichever occurs first.

A "significant part of the day" is defined by the USD 380 Board of Education as more than ninety (90) minutes per half-day session. A student that misses more than ninety (90) minutes is considered absent for that half-day.

- A student that misses **45 minutes or more from any one 90-minute class period** is considered absent for that class period.
- A student that misses **30 minutes or more from a 45-minute class period** is considered absent for that class period.

Law enforcement officers may return truant students to the school where the student is enrolled, to the student's parent or guardian, or to another location designated by the Board to address truancy issues.

Reporting Truant Students to Authorities

The building principal is authorized to report students who are inexcusably absent from school to the appropriate authority. Prior to reporting to appropriate authorities, a letter shall be sent to the student's parent or guardian notifying them that failure to attend school without a valid excuse may result in the student being reported as truant.

If a truant student is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Procedures

Excused Absences (Limit Five Days Per Semester)

Only the following reasons for absences will be acceptable, limited to five (5) days per semester unless approved by administration:

1. Illness (Parent Note)
2. Death in family or funeral
3. Work at home (with administrative approval)
4. College visitation; to be excused, a college visit must be arranged through the counselor's office. A parent permission form must be completed prior to leaving for the college visit.
5. Driver's License Examination
6. Family trips subject to prior notification and administrative approval
7. Vocational testing day and Vocational Technical School enrollment day

Students must have a written excuse, email, or telephone call to the High School Office Clerk or Building Principal/Head Teacher from the parent or guardian explaining the reason(s) for the absence prior to the absence or the morning of the absence. An absence will automatically be recorded as unexcused if no reason is received within five (5) school days.

Principals are authorized by the USD 380 Board of Education to determine whether individual student absences will be recorded as "excused" or "unexcused" for each absence in excess of five days per semester. Absences beyond five (5) per semester, excluding doctor's appointments, dental appointments, optometrist appointments, funerals, and illnesses with medical verification, may be recorded as unexcused.

Make-Up Work

For grading purposes, an excused absence will allow the student the opportunity to make up missed work for credit. This may be completed before or after the absence according to the agreement of the teacher and/or principal. Students will be given two (2) school days for each day missed to make up assignments missed by an excused absence. **Assignments are due on the second day that the student has returned to school.** Work not received by the due date may result in reduced credit or an incomplete grade for that grading period.

Unexcused Absences

Unexcused absences may result in a conference involving the student, parent/guardian, and administration. Excessive unexcused absences may lead to interventions and consequences consistent with district policy and Kansas law, including referral to truancy procedures and loss of participation privileges in extracurricular activities or school events.

Unexcused absences will have a direct bearing on student grade averages. **Students will not receive full credit for work completed on the day of an unexcused absence.** Teachers may assign alternate work, partial credit, or adjusted deadlines at their professional discretion.
Students are responsible for requesting make-up work and completing assignments within established timelines.

Truancy and Extracurricular Participation

Students identified as truant under Kansas law and USD 380 policy may be **withheld from participation in extracurricular and co-curricular activities**. This may include, but is not limited to:

- Athletics
- Activities and clubs
- School-sponsored events
- Performances and competitions
- Dances and school social events

Participation restrictions will be **determined at the discretion of building administration**. Students may regain eligibility once attendance improves and expectations established by administration are met.
The district encourages students to maintain regular attendance to remain eligible for participation in extracurricular activities.

Tardy Policy

A tardy is defined by USD 380 as any amount of time absent from school or class for less than 45 minutes in a 90-minute period or 30 minutes in a 45-minute period.

- Tardies beyond five (5) per semester, excluding doctor, dentist, and optometrist appointments and illnesses with a doctor's verification, may be recorded as unexcused.
- On the third tardy, a detention will be assigned and served with the classroom teacher. Each additional tardy will also result in a detention with the classroom teacher. After five (5) tardies, the matter will be referred to the principal for further action.
- For each subsequent unexcused tardy, a detention will be assigned. Any detention not served will be doubled. Failure to serve the doubled detention will result in a one (1) day in-school suspension.
- Excessive unexcused tardies will result in a parental conference and may lead to student suspension from school.

Administrative Authority

Administration reserves the right to evaluate individual circumstances and make exceptions when appropriate. The district will work collaboratively with families to support student attendance and academic success while complying with Kansas law and district policy.

Awards

Athletic Letters

The procedure for granting an athletic letter in various sports in USD 380 schools shall be as follows:

HIGH SCHOOL

Golf.....Attend 90% of the practices and play on the varsity team in over one half of the meets scheduled, or receive an individual medal at the league or regional meet.

Football.....Attend 90% of the practices and play in 45% of the total number of varsity quarters in the season.

Girls Volleyball.....Attend 90% of the practices and play in 45% of the total varsity matches.

Cross Country.....Attend 90% of the practices. Individual runner must finish in top 50% of running class in 5 of the 7 regular season meets or be a member of a team that finishes in the top 4 places of the State meet or (Boys) place in top ten in Regional as an individual runner or (Girls) finish in top 50% of the class in the State meet.

Basketball (Boys, Girls).....Attend 90% of the practices and play in 45% of the total quarters of the season.

Track (Boys, Girls).....Attend 90% of the practices and score 15 points or place in the top five in the League meet.
Baseball and Softball.....Attend 90% of the practices and play in 45% of games of the season.

Due to the many unforeseen circumstances that do occur in competitive activities, the following policies are designed to enable the less competitive athlete to be recognized, not to lower the standards for earning an athletic letter.

1. Any senior boy or girl who has participated in a school-sponsored varsity sport during their junior and senior years and who have failed to earn a varsity letter because of not having participated in the required number of quarters, shall receive a varsity letter in that particular sport following the completion of his or her senior year.
2. Any athlete who sustains an injury during any KSHSAA season of specific sport, such that the injury prevents the athlete from participating in that sport and for the lack of participation cannot earn a letter, may receive a letter in that sport for that year, upon the unanimous recommendation of a committee composed of the head coach, the assistant coach (es) and the building principal. Athletes may not letter in any sport in which they do not practice or participate.
3. Any athlete who is dismissed from the team or who voluntarily quits the team before the completion of the regular season shall not receive a letter in a particular sport regardless of the number of quarters he or she has participated in prior to leaving the team.

JUNIOR HIGH

Certificates of participation will be given to those who participate.

Attendance

Perfect attendance awards will recognize those students who, in any given year, have neither been tardy nor absent for any class on any day that school was in session other than for school sponsored activities.

High Honor Roll

Students must earn a 4.0 grade point average at the nine-weeks grading period and/or at the semester.

Honor Roll

Students must maintain a 3.25 grade average or above with no more than one grade of "C" allowed in any one grading period. No student may be on the honor roll that makes a "D" or "F" on their grade card for the current grading period.

Valedictorian/Salutatorian

The selection criteria are based on GPA scores with ties not eliminating any students from the respective honor. A tie for valedictorian or salutatorian will still allow a student (or students) to receive the award.

Behavior Code

Our Philosophy of Discipline

Nothing in this section will prohibit an administrator from imposing other discipline permitted under board policy and state law; if in the administrator's judgment, the situation warrants such disciplinary action.

I. **Basic Nature of Discipline**

Good discipline is usually positive rather than negative in nature. It is the result of keeping pupils interested and actively engaged in constructive and worthwhile learning activities, rather than punishing pupils for doing things which are destructive and anti-social. The purpose of discipline is to help the pupil to develop self-control with due respect for constituted authority.

II. **Importance of Good Discipline**

Good discipline in the schools is extremely important to the whole community, but particularly important to the pupils, teachers, principals, superintendent, Board of Education, and parents. In the end, good discipline is important to the educational process, for it is a vital factor influencing the kind of schooling pupils will receive.

III. **Discipline Procedures Must Be In Accordance With Good Educational Practices and Due Process**

The Board of Education must know that the procedures relating to discipline are in accordance with good educational practices and due process in order to give the support which teachers and administrators need. When teachers and administrators operate within the framework of the policies of the Board of Education, they rest assured that they will be supported by the Superintendent, his/her staff, and the Board of Education.

IV. **Consequences are Necessary**

It is the firm belief of the Board, administration and teachers that the large majority of pupils are well-behaved, industrious, and eager to learn. The taxpayers' money and the schools' efforts should not be misspent by permitting the few unruly pupils to waste time, upset classes, and distract others who wish to learn.

V. PROCEDURES TO BE FOLLOWED WITH PUPILS WHO HAVE BEHAVIOR PROBLEMS

In cases involving school behavior problems, the procedures listed below are to be followed. These procedures are listed in sequence; however, occasionally the nature of the situation may be so disruptive that each successive step may not be appropriate or required. When such a situation occurs, the pupil is to be referred immediately to a school administrator or his designated representative. Written records of all conference and administrative actions shall be maintained.

Step 1. At the first indication of a behavior problem the teacher must arrange for a **personal** and **private** conference with the individual pupil.

Step 2. In the event that a behavior problem persists, the case will be referred to the principal. The principal shall schedule a conference endeavoring to resolve the behavior problem. Such a conference may include the pupil, his parents, teacher and counselor, a representative from special services, and the principal or his duly authorized administrative representative. At the minimum a consequence will be assigned during this conference. The consequence may be a detention or a condition appropriate to the misbehavior (last in the lunch line, etc.) The length of the consequence will be dependent upon the behavior.

Step 3. When results are unsatisfactory, a conference with the parents of the pupil **must** be scheduled. The number of participants in the conference may vary with each case and be dependent upon the combined judgment of the school personnel involved in the conference. It may be deemed necessary to adjust the pupil's class schedule in order to secure more desirable behavior on the part of the pupil. Example would be an in-school suspension, a change of classrooms, or a change of classes. When it is deemed appropriate by the principal, the services of a psychiatric consultant may be recommended.

Step 4. At this step a principal or designated certified representative may make a short-term suspension. When such short-term suspension is rendered during the school day, the school shall not remove the pupil from the school until his parents have been notified. In the event that the pupil's parents cannot be notified during regular school hours, the pupil shall remain under the jurisdiction of the school until the regular dismissal time. In addition to timely written notice as required by law, the principal or designated certified representative making the suspension shall be responsible for contacting the pupil and his parent or legal guardian either by telephone or personal conference for the purpose of informing the pupil as to when he/she may return to school and the conditions governing his/her re-admittance. The principal may establish appropriate requirements relating to parental or pupil contact, the pupil's future behavior at school, opportunities for making up missed work because of suspension, and/or placement of the pupil on probation as conditions for readmission to school. The primary responsibility for arrangements to make up work missed during the suspension period lies with the student but the teacher shall determine what constitutes a reasonable time period for completing the work.

Step 5. Any student who reaches this step may be suspended pending a hearing for expulsion.

DEFINITION OF TERMS

I. **Restraint** is the act of controlling the actions of a pupil (s) when such actions may inflict harm to others or to himself. Teachers and administrators must feel free to use whatever reasonable means are appropriate at the moment if it is necessary to prevent a pupil from harming others or himself.

II. In-**School suspension** is a period of time a pupil is removed from the regular classroom but remains in the school under supervised conditions isolated from the other students. During this time the student continues to receive the appropriate education and receives credit for the completed work from the regular classroom. At this time the student will not be allowed to participate in school activities.

III. Short-**term suspension** is a period of time a pupil is removed from school or classroom for not more than ten (10) days but does not extend beyond the current semester. At this time the student will not be allowed to participate in school activities.

IV. Extended-**term suspension** is a period of time a pupil is removed from school for more than ten (10) days but does not extend beyond the current semester. At this time the student will not be allowed to participate in school activities.

V. **Expulsion** is when a pupil is removed from school for the balance of the current school year. This may extend beyond the current school year. The student will not be allowed to participate in school activities.

Legal Authority for Suspension and Expulsion (K.S.A. 72-8901 et seq.as amended.

A. The Board of Education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any student or pupil guilty of any of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
2. Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or
3. Conduct which substantially impinges upon or invades the rights of others, or
4. Conduct which has resulted in conviction of the pupil or student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
5. Disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon invasion of the rights of others.

B. (By Board Regulation)

The Board of Education extends its authority to suspend any pupil or student to the following certified personnel:

1. Superintendent
2. Principals
3. Authority to expel is retained by the Board of Education.

Hearing Procedures for Suspensions or Expulsions

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent or principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy and rule. Any suspension or expulsion shall be according to the procedures as set forth in Kansas law. The superintendent shall conduct any expulsion hearing resulting from possession of a weapon as defined in KSA 72-8901

Short-Term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short term suspension. Written notice of any short term suspension, including the reason for the suspension shall be given to the student and the student's parents or guardians within 24 hours after the suspension has been imposed.

At the informal hearing, the student shall be notified of the following rights:

♦the right to be present at the hearing,
♦to be informed of the charges,
♦to be informed of the basis for the accusation
♦to make statements in defense of or in mitigation of the charges or accusations.

Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

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

The principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

Long-Term Suspension or Expulsion

Before a student is subject to long term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer from a list approved by the board.

The person conducting the hearing shall explain the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based and to provide an opportunity for the student, the student's parents or guardians, counsel and witnesses to present information pertinent to the case.

Long-Term Suspension/Expulsion Hearings

Formal hearings shall be conducted according to procedures outlined in current Kansas law. The student and parents or guardians shall be given written notice of the time, date and place of the hearing. The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks. The hearing may be conducted by a certified employee or committee of certified employees. At the conclusion of the hearing, a written report and the findings required by law shall be prepared by the person or committee conducting the hearing. Records of the hearing shall be available to students and parents or guardians according to Kansas law.

Any student suspended for more than 10 days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.

Failure of the student and the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

Student Rights During The Hearing

The student shall have the right: 1) To counsel of his/her own choice; 2) for parents or guardians to be present; 3) to hear or read a full report of testimony of witnesses; 4) to confront and cross-examine witnesses who appear in person at the hearing; 5) to present his or her own witnesses; 6) to testify in his or her own behalf and to give reasons for his or her conduct; 7) to an orderly hearing; and 8) to a fair and impartial decision based on substantial evidence.

Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 days of receiving written notice of the hearing results.

Inappropriate Behavior

DISRUPTION OF SCHOOL

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally to cause the substantial and material disruption of any lawful mission, process, or function of the school.

Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption nor is obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction reasonably certain to result.

Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

While this list is not intended to be exclusive, the following acts—when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process, or function of the school illustrate the kinds of offenses encompassed here:

1. occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
2. blocking the entrance or exit of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
3. setting fire to or substantially damaging any school building or property;
4. firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any purpose;
5. prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus;
6. preventing students from attending a class or school activity;
7. except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus; and
8. continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teachers' ability to conduct class.

ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL

A student shall not threaten or intentionally do bodily injury to any person;

1. on the school grounds at any time,
2. on the school grounds at any other time when the school is being used by a school group, or
3. off the school grounds at a school activity, function or event. Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered as intentional under this rule.

ASSAULT ON A SCHOOL EMPLOYEE

A student shall not threaten or intentionally cause or attempt to cause physical injury to a school employee;

1. on the school grounds at any time,
2. on the school grounds at any other time when the school is being used by a school group, or
3. off the school grounds at a school activity, function, or event.

DAMAGE OR DESTRUCTION OF PRIVATE OR SCHOOL PROPERTY

A student shall not intentionally cause or attempt to cause damage to valuable private or public property or steal or attempt to steal valuable private or public property either on the school grounds or during a school

activity, function, or event off school grounds. Repeated damage or theft involving private or public property shall be a basis for long-term suspension or expulsion from school.

FOOD AND DRINK IN THE CLASSROOM

The district prohibits students from eating food or drinking liquids, except as allowed by the Vermillion USD 380 Wellness Plan. At the K-6 grade level the district permits eating food and/or drinking liquids as a reward for students and for special occasions such as birthdays, holiday parties and as allowed by the Wellness Plan. The classroom teacher is responsible for taking care of any problem created by eating food or drinking liquids in their classroom.

OTHER VIOLATIONS BY STUDENTS OR OTHERS NOT ENROLLED IN OUR DISTRICT SCHOOLS WHILE IN ATTENDANCE

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school personnel during any period of time when under the authority of school personnel.

Any person or persons not enrolled or entitled to be in a public school building, and is in such building or on the premises causing a disturbance that will interrupt the peace and orderly conduct of the school, shall be asked to leave the premises immediately. Refusal to do so may result in arrest and charge filed by the Board of Education for disturbing the peace.

Any person or persons, whether enrolled in school or not, who shall threaten a student, teacher, school official, player, coach, or game official shall be asked to leave the premises.

Any person or persons who shall strike or assault in any way a student, teacher, school official, player, coach or game official, at any athletic contest between high school or grade school teams, shall be subject to arrest and full prosecution by law.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm or explosive including firecrackers, any knife or other dangerous objects of no reasonable use to the student at school.

Possession of a weapon or firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). Students violating this policy shall be referred to the appropriate law enforcement agency and, if a juvenile, to SRS.

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any 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 than one-quarter ounce, mine, or other device similar to any of these devices.

SCHOOL SAFETY VIOLATIONS

As designated in state Senate Bill SB 129 (2007) the definition of a: "School safety violation" is:

> (1) The possession of a weapon or illegal drug at school, upon school property or at a school-supervised activity; or (2) an act or behavior committed at school, upon school property or at a school-supervised activity which resulted in, or was substantially likely to have resulted in, serious bodily injury to others. (k) "Law enforcement agency" means the police department of a city if the school safety violation occurs within

the corporate limits of a city or the office of the county sheriff if the school safety violation occurs outside the corporate limits of a city.

In the event a student commits a School Safety Violation the building principal, acting as the designee on behalf of the superintendent, will make an immediate report of the pupil's act to the appropriate law enforcement agency. Upon receipt of the report, the law enforcement agency shall investigate the matter and give written notice to the division of vehicles of the department of revenue of the act committed by the pupil. Whenever a pupil who has attained the age of 13 years has been expelled from school or suspended and, following appropriate reporting, the division of vehicles shall suspend the pupil's driver's license or privilege to gain a license to operate a motor vehicle on the streets and highways of this state for a period of one year.

STUDENT MISCONDUCT AT SCHOOL SPONSORED BALL GAMES

First Offense: Minimum-Removal from premises and banned from next 3 games.
Maximum-Removal from premises and not allowed to attend further ball games during season.
Repeated Offense: Not allowed to attend ball games.

GAAF Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Interventions ("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.

The board of education follows ESI statutes/regulations established by the State of Kansas and Kansas State Department of Education. Board policy and practice shall follow and reflect any changes made in statutes/regulations governing the use of ESI.

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

Definitions

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"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 the student reasonably believes that he or she will be prevented from leaving, the enclosed area.

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

"Mechanical Restraint" means any device or object used to limit a student's movement.

Parent means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(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 foster parent's child is a student with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"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.

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

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

"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 detection of crime and the law enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus 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.

"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.

"School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

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 any restraint that obstructs the student's airway;
- Using any 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 issue such treatments; and
- 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 law enforcement officers to carry out law enforcement duties; or
- Seatbelts and other safety equipment when used to secure students 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 any 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 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 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 this 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 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 intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of 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, on the same day the emergency safety intervention was used. If the school is unable to contact the parent, the principal or designee shall attempt to contact the parent using at least two methods of contact. The same day notification requirement shall be deemed satisfied if the school attempts at least two methods of contact. A parent may designate a preferred method of contact to receive the same day notification. 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 on which the ESI was used. This documentation shall include:

- the events leading up to the incident;
- student behaviors that necessitated the emergency safety intervention;

- steps taken to transition the student back into the education setting;
- the date and time of the intervention, the type of intervention, the length of time the intervention was used, and the school personnel who participated in or supervised the intervention, and any other information required by statute or regulation;
- space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future use of emergency safety interventions; and
- email and phone information for the parent to contact the school to schedule the emergency safety intervention meeting.

The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of the standards 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 staff 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, by 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 IEP 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 ten (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 who has an individualized education program (IEP) or a section 504 plan, such student's individualized education program team or section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral analysis, develop a behavior intervention plan or amend either 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 an evaluation under the special education for exceptional children act, K.S.A. 72-961 et seq., and amendments thereto. For students who have an individualized education program and are placed in a private school by a parent, a meeting called 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 IEP team meeting, the private school shall help facilitate such meeting.

For a student who does not have an individualized education program (IEP) or section 504 plan, the parent and school shall discuss the incident and consider the appropriateness of a referral for an evaluation under the special education for exceptional children act, K.S.A. 72-961 et seq., and amendments thereto, the need for a functional behavioral analysis or the need for a behavior intervention plan. Any meeting called shall include the student's parents, a school administrator for the school where the student attends, one of the student's teachers, a school employee involved in the incident and such other school employees designated by the school administrator as appropriate for such meeting.

The parent shall determine whether the student shall be invited to any meeting called. The time for calling such a meeting may be extended beyond the 10 school 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 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 superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint with the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 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 thirty (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.

The Board of Education follows ESI statute/regulations established by the State of Kansas and State Department of Education. Board policy and practice shall follow and reflect any changes made in statutes/regulations governing use of ESI. Board revised 1/21/19

BULLETINS FROM SCHOOL

From time to time during the year it becomes necessary for the teacher or administrator to send bulletins to the parents explaining some phase of the school program.

These bulletins are important and an effort will be made to keep them at a minimum. Parents are urged to read all notes sent home so misunderstandings of the school program may be kept to a minimum. It is hoped that this handbook will suffice for many announcements which might otherwise require a special bulletin.

BUSING

BUS POLICY

The Board of Education of Unified School District No. 380 feels that since a majority of our pupils will ride a school bus sometime during the school term it is essential that pupils be instructed in bus safety. The following rules are set by the State Highway Commission of Kansas for bus safety:

a. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
b. The driver may assign a seat to the student. Each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion.
c. Pupils must be on time, the bus cannot wait for those who are tardy.
d. Pupils must walk on the left side of the road facing traffic when going to the bus stop.
e. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
f. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Your safety is in his hands.
g. Outside the ordinary conversation, classroom conduct is to be observed.
h. Help keep your bus clean and sanitary at all times.
i. Pupils must not at any time extend any part of anatomy out of the bus.
j. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.

k. When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the road is clear.
l. Any damage to the bus is to be reported at once to the driver.
m. Students riding a bus during a storm season are advised to listen to their home radio for storm warnings and not attempt to reach school when so forewarned.
n. All athletes and pep club members are to ride the bus to games. Exceptions to this policy must be cleared through the Principal office, on an individual basis, before the event. Failure to follow this directive will result in the student being barred from participation in the activity.

All students who ride the school buses to school activities must also ride the bus back to the school. The only exceptions that will be made are:

1. Allow parents to take their children home, after they have cleared it with the bus sponsor.
2. Allow the child to go home with another adult when the parent or legal guardian's signed note (or in emergency situations, verbal permission followed by a note the next school day) is given to the sponsor, coach, or building administrator. The transporting adult must notify the bus sponsor in writing that they are transporting the above mentioned child.

PENALTY—for violating these rules, pupils will be reported to the principal who can deny the privilege of riding the bus to that student.

BUS ROUTES

The safety of everyone riding is of utmost importance. Therefore, cooperate with the driver. They are in complete charge of all discipline on the bus. Serious problems will be referred to the building principals. Repeated discipline may result in loss of transportation privileges. If you are new to the district and expect transportation, notify the USD 380 office at Vermillion. 785-382-6216

ACTIVITY TRIPS

Loading and unloading along any activity trip route shall be limited to the following locations:

1. Regular bus route stops for loading and unloading.
2. For students under the legal age to drive, when a parent or adult designated by the parent is present, or for the student who is of a legal age to drive and their vehicle is present, the student may be dropped at the following locations:
    a. Corning City Hall
    b. Vermillion School

Written parental approval is required for discharging a student at other than the end point of an activity trip. Sponsors will approve the use and possession of cell phones or other electronic communication devices on activity trips. If device(s) is (are) allowed, their usage will follow sponsors guidelines.

MINIMUM DISCIPLINARY GUIDELINES FOR SAFE TRANSPORTATION OF ALL STUDENTS (BOTH REGULAR ROUTE AND ACTIVITY TRIPS)

All students are expected to follow the rules and regulations of the transportation policy. Should they fail to do so; the following steps will be implemented as consequences of their misbehavior:

1. For the first infraction written notification will be sent to the parent and a copy will be given to the building level administrator. The parent is expected to handle the problem.
2. Should a second incident occur with the same student even if it is on different behavior, written notification will be sent to the parent and to the building administrator by the bus driver. The student will be suspended from riding the school bus for one day. Notice of the day of the suspension should be within twenty four hours of the incident.

3. In the event that a third incident occurs, the student's bus privileges will be suspended for one week. Written notification will be sent to the parent and to the building administrator by the bus driver. A registered letter will be sent to the parent. The dates of the suspension will be designated in that letter and a copy of those dates will be given to the transportation manager. The suspension should begin within twenty-four hours of the incident.
4. Each subsequent violation will be handled at the level of a third incident.

The administration reserves the right to skip either of the first two steps depending on the severity of the behavior problem. The administration further reserves the right to deny any further transportation services for the school term to a student who displays behavior which jeopardizes the safety of other passengers.

SAFETY BELT PROVISION

As designated in state Senate Bill SB 8 (2007): Students riding in school vehicles, which are designed to transport 10 or fewer passengers (including vans), are required to wear a safety belt at all times when the vehicle is in motion.

CLASSIFICATION OF STUDENTS

Students shall be classified at the opening of the school year according to the number of unit credits successfully completed at the time of classification.

Seniors shall have successfully completed a minimum of 17 units.
Juniors shall have successfully completed a minimum of 10 units.
Sophomores shall have successfully completed a minimum of 4 units.
Freshmen shall have successfully completed the eighth grade.

CONFERENCES WITH PARENTS

Parents are urged to discuss with the faculty and principal matters concerning their students. The principals' offices are open from 8:00 a.m. to 4:00 p.m. Arrange for conferences through the building principal's office.

DANCES – SCHOOL

Centralia High School dances are restricted to Centralia High School students and dates only, unless previously approved by administration. Frankfort High School dances are restricted to Frankfort High School students and dates only, unless previously approved by administration. Exceptions will be joint dances that are previously approved by administration. Entry will be limited to one-half hour after announced starting time unless prior arrangements have been made with the sponsor. Out of school dates will be registered prior to the dance in accordance with the sponsoring group's policy.

BOARD POLICY JFCA - STUDENT DRESS CODE

Purpose and Authority

The Board of Education establishes this policy to promote a safe, orderly, and effective learning environment. In accordance with Kansas law and district student conduct policies, student dress and grooming shall not materially or substantially disrupt the educational process, interfere with the rights of others, or pose a safety hazard.

Primary responsibility for student attire rests with students and their parents/guardians.

General Standards

Students shall adhere to the following expectations during the school day and at school-sponsored activities unless otherwise specified:

1. Health and Hygiene

- Students shall maintain reasonable standards of cleanliness and personal hygiene.
- Clothing shall be clean and in wearable condition.

2. Safety and Disruption
   - Attire shall not create a safety hazard or disrupt the educational environment.
   - Clothing or accessories that could cause injury or damage property are prohibited.
3. Prohibited Content
   - Clothing, accessories, or personal items shall not display:
     - Profane, obscene, or sexually suggestive language or images
     - References to alcohol, drugs, tobacco, or illegal substances
     - Symbols or messages that are threatening, harassing, or likely to cause substantial disruption
4. Coverage Expectations
   - Clothing must adequately cover private body areas, including chest, midriff, buttocks, and undergarments.
   - The following are prohibited:
     - Spaghetti straps without appropriate outer covering
     - Visible undergarments
     - Shirts exposing the midriff or lower back
     - Halter tops, tube tops, or excessively low-cut tops
2. Lower Garments
   - Shorts, skirts, and dresses must be of appropriate length (generally mid-thigh or longer).
3. Shirts and Sleeves
   - Shirts must provide appropriate coverage.
   - Sleeves or arm openings shall not expose excessive chest or torso area.
4. Headwear
   - Hats, hoods, and head coverings are prohibited inside the building during the school day (8:00 a.m. – 4:00 p.m.), except:
     - For religious or medical reasons
     - When approved by school staff for specific activities

Activities and Specialized Dress

Sponsors, coaches, and building administrators may establish additional dress requirements for participation in extracurricular activities, athletics, or performances when reasonably related to safety, uniformity, or the nature of the activity.

Enforcement Procedures (JFCA-R)

Dress code enforcement shall:

- Be applied consistently and without discrimination
- Be content-neutral and gender-neutral
- Minimize loss of instructional time
- Be handled discreetly to preserve student dignity

Students should be given the opportunity to correct violations promptly.

Staff Responsibility for Enforcement

All faculty and staff share responsibility for supporting consistent enforcement of the student dress code. Staff members are expected to:

- Address observed violations in a timely, respectful, and discreet manner
- Apply the dress code as written, without personal interpretation or bias
- Refer repeated or unresolved violations to building administration

- Support administrative decisions regarding dress code enforcement

Building administrators shall provide guidance to ensure consistent application of this policy across all staff. Failure by staff to enforce the dress code as written may be addressed through appropriate supervisory procedures.

Progressive Discipline for Violations

Dress code violations will be addressed using progressive discipline in alignment with district policy JG/JGD (Student Discipline):

1st Violation

- Private notification
- Opportunity to correct attire
- Documentation by staff

2nd Violation

- Parent/guardian notification
- Student conference with staff or administrator
- Documentation recorded

3rd Violation

- Parent/guardian conference
- Assigned consequence (e.g., lunch detention, after-school detention)
- Consideration of a behavior improvement plan

4th Violation

- Administrative referral for willful noncompliance
- In-school suspension (ISS) or comparable consequence

Chronic or Repeated Violations

- May be classified as insubordination or defiance of school rules under district discipline policy
- Subject to escalated consequences, including:
    - Extended ISS
    - Out-of-school suspension (OSS), consistent with Kansas due process requirements
    - Additional interventions as determined by administration

Instructional Time Protection

Students shall not be excluded from class for extended periods solely due to dress code violations unless the violation:

- Presents a safety concern, or
- Causes a substantial disruption to the learning environment

Whenever possible, corrective actions (e.g., covering, changing, or adjusting clothing) shall be used in place of removal from instruction.

Legal Compliance

This policy shall be implemented in accordance with applicable Kansas statutes governing student discipline and due process, including requirements for fair notice and opportunity to be heard prior to suspension.

Cross References

- JFCA-R – Dress Code Regulation
- JG/JGD – Student Discipline
- JCDA – Code of Student Conduct
- KN – Student Publications (if applicable to expression issues)

DRUG FREE SCHOOLS

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

Student Conduct

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

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances including tobacco or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to the following sanctions (see School Safety Violations on page 19):

First Offense

1. Confiscation of Tobacco Products AND;
2. Notification of parents and/or guardians, and notification of law enforcement as appropriate AND;
3. Meeting with or receiving information from school staff (i.e. counselor, health educator, school nurse) to learn about facts and dangers of use AND;
4. Provision of information to student about available tobacco education programs and cessation programs and resources*

Additional Option 5. Student is suspended from school activities for a period of not less than one month.

Second Offense

1. Confiscation of Tobacco Products AND;
2. Meeting with parents and/or guardians, and notification of law enforcement as appropriate AND;
3. Student participation in a tobacco education program* AND;
4. The provision of information to the student about available cessation programs* AND;
5. Student is suspended from all student activities for a period of not less than 1 semester or 4 months.

Third Offense

1. Confiscation of Tobacco Products AND;
2. Meeting with parents and/or guardians, law enforcement, and counselor or school nurse or social worker, as appropriate AND;
3. Student participation in a tobacco education program* AND;
4. Student participation in a cessation program* AND;
5. Student is suspended from all student activities for a period of not less than one calendar year.

Current programs.

1. NFHS E-Cigarette/Vaping program - https://nfhslearn.com/
2. School nurse or counselor present individually USD 380 E-Cigarette/Vaping program
3. Current cessation program My Life My Quit - https://ks.mylifemyquit.org/index

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

A list of available programs along with names and addresses of contact persons for the program will be provided by the Central Office. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all students, and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

DRUGS/MEDICATIONS AT SCHOOL

If your child needs to take **ANY** medication (prescription or over-the-counter) at school, there is a special permission form that needs to be completed. Please obtain this form from the school office or the school nurse. It is against school policy for students to have in their possession any medication (with exception of asthma/diabetic/special needs medications that require a consent form for self-administration of medication to be on file). All medications must be in their original container. USD 380 assumes no responsibility for students who violate this policy.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

In conformance with the provisions of Title IX of the Education Amendments of 1972 and Rules and Regulations of the Department of Health, Education, and Welfare (456FR Part 86), the following shall be the Policy of Vermillion Unified School District No. 380, Vermillion, Kansas:

The Board of Education of Unified School District No. 380 will not discriminate against any employee or applicant for employment on the basis of sex, marital status, race, color, creed, or national origin. Age shall be considered only with respect to minimums set by law and retirement as specified by the state or policies of this Board.

The Board of Education of Unified School District No. 380 will not discriminate against any student on the basis of sex, marital status, race, age, color, creed, or national origin in their pursuit of an education or desire for educational program activity.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 NOTICE TO PARENTS AND STUDENTS OF RIGHTS

On November 20, 1974, the Family Educational Rights and Privacy Act of 1974 and K.S.A. 45-215. Under this law the parents of students 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. This request should be directed to the custodian of the school records (school principal or counselor) in question. Access must be granted to you within 45 days after receipt of the request by said custodian.

2. The school district will follow the following procedures in granting access by parents to students' records: Make a simple request by mail, telephone or in person to the building principal in which the desired records are kept stating the specific record desired and the reason for the need. Forms will be supplied for the parent or student to fill out which will be presented to the custodian of the records (school principal or counselor) for their release. Information will be supplied as to the cost if you desire a copy of copies.

3. The parent's right of access shall include:
   A. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their children;
   B. The right to inspect and review the content of those records;
   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;
   D. The right to a response from the district to reasonable requests for explanations and interpretations of those records;

E. The right to an opportunity for a hearing to challenge the content of those records; and

F. If any material or document in the education records of a student includes information on more than one student, the right is to inspect and review only such part of such material or document as related to such student or to be informed of the specific information contained in such part of such material.

4. Right to a hearing to challenge the content of your children'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.

5. The school district is required to follow the provisions of K.S.A. 45-215 et. seq., the Kansas Open Records Act, and the board adopted the following requirements to implement this act and the federal act.
   A. Before any school records will be released to third parties other than Educational Institutions who have requested copies of your child's school records, you must give your written consent to said release.
   B. This written consent must be presented to the custodian of said records before he will release them.
      The written consent must include the following:
      1. The specific records to be released;
      2. The reason for such release;

6. The name of the party or agency to whom the records will be released;

7. Notification to you that you may receive a copy of the student's records to be released if you desire a copy, at a cost of 25 cents per page.
   A. Right to obtain copies of your child's student records with the cost of reproduction charged to you at the rate of 25 cents per page.
   B. In regard to immunization records, it should be noted that state law, K.S.A. 1997 Supp. 72-5209(d), specifically states that if a pupil transfers from one school to another, the school from which the student is transferring "shall forward the pupil's immunization certification to the new school.
   C. Upon request, the District discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll. This language is included in the Appendix to the 1996 FERPA regulations, published November 21, 1996.
   D. Right to notification of transfer of your child's/children's student records and the right to challenge the content of the records to be transferred.
   E. Right to have the school make a reasonable effort to notify you of the subpoena of your child's education records prior to the school's compliance with the subpoena.
   F. Right to have the school make a reasonable effort to notify you of the receipt of a judicial order by the custodian of the education records requiring the custodian to turn over your child's/children's education records to the court prior to compliance.
   G. Right to file a written complaint with the Family Educational Rights and Privacy Office (FERPA), Department of Health, Education and Welfare, 330 Independence Ave. SW1, Washington, D.C. 20201, of alleged violations of this Act by the school district.

8. The school district has designated the following information as directory information:
   A. The student's name, address, telephone number, date of birth;
   B. The student's major field of study;
   C. The student's participation in officially recognized activities and sports
   D. The weight and height of members of athletic teams;

E. Dates of attendance;
F. Degrees and awards received;
G. The most recent previous school district attended by the student; and
H. Other similar information such as publicity pictures for newspapers and yearbooks.

This information "to the extent any of these policies conflict with either the federal or state acts concerning student records, the provisions of said acts shall be applicable" is considered public information which may be released by the school district without your prior consent. You have seven (7) 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.

9. The custodian of said records 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 student's records. The record will be available only to the parent of said student and the custodian of the records.

WHEN YOUR CHILD BECOMES EIGHTEEN YEARS OF AGE, all rights formerly accorded to you as parents of said student become the sole rights of the student, and you will no longer have the right of access to said student's records.

FEDERAL GOVERNMENT REGULATIONS

The Board of Education hereby agrees to compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education and Welfare. The Board of Education agrees to the regulation, no person in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity for which the Vermillion Unified District No. 380 receives Federal financial assistance.

FEES

ACTIVITY FEE

A $30 activity fee will be charged for any student who participates in any extracurricular activities or organizations that have a sponsor supported by supplemental contract. (Maximum of $120 per family.) Application may be made for a waiver of this fee. Application forms are available at each building.

BREAKFAST AND LUNCH PROGRAM

Breakfast will be served from 8:00-8:15am each day with adjustments as necessary. The first day breakfast and lunch will be served is Thursday, August 13. The cost this year will be as follows:

	Breakfast	Lunch	Salad Bar	Extra Milk
Grades K-8	$2.90	$3.70		50¢
Grades 9-12	$2.90	$3.85	$3.85	50¢
Adults	$4.00	$5.000	$5.00	50¢

Free or reduced-price lunches are available to students of families meeting the federal income guidelines. The guidelines and applications are available in each school during enrollment. A special milk program is provided for all grades. The price to students will be .40 per carton. **If a family qualifies for free or reduced meals, they will still be charged for extra milk, since the extra milk does not fall under the free and reduced lunch program.**

Students will remain at the school through the lunch period. (Exception: Open Lunch for Seniors on Friday's) High School Students will remain in the designated eating area for the duration of the lunch period. Exceptions: Students can eat in designated classrooms when meetings have been scheduled in advance and approved by the building principal.

Lunch may be purchased at the lunch program, or lunch may be brought from home. Milk may be purchased to supplement lunches brought from home. For additional information refer to board policy JGH-R.

Senior Open Lunch Policy

On Fridays only, seniors who are in good standing and who are NOT listed on the D/F list may qualify to participate in open lunch. The following guidelines will apply.

Seniors:

1) May not leave Centralia/Frankfort during the open lunch.
2) Will not bring food for other students in the school.
4) Must sign out/in the office.
5) Who are tardy will be disciplined using district policies.
6) Who sign-up for a school lunch that morning will not participate.
7) Will sign out between 11:55-12:00 and will sign back in by 12:35.

Any student who does not adhere to these guidelines will not be allowed to participate. This is a privilege that can be taken away at any time by the building principal.

LIBRARY FEES

Overdue library materials will be charged 10 cents a day for books and magazines and 25 cents a day for overdue reference books. Students will be notified every two weeks of fines and overdue books until the fine is paid. Parents will be notified by mail with progress reports and lunch bills until the fine is paid. Students in grades K-2 are not charged fines. Students will pay for lost books at the end of the school year and before they check out.

TEXTBOOK RENTAL

As a public service, the district offers a textbook rental program for all students. This is a non-profit program and receipts must equal expenses. The fee includes the cost of workbooks, consumable textbooks, and also the cost of periodicals. Basic textbook rental for all full time students is as follows: All Grades.....$50.00

TECHNOLOGY FEES

A $25.00 technology fee will be charged for all K-12 students. This fee will help to cover the cost of paper, ink jet cartridges, and other computer supplies as well as use of computers, iPads, etc.

LAB FEES

Students enrolled in Vocational Agriculture, Family and Consumer Science, Chemistry, Physics, Advanced Science Classes, and Art will be required to pay $20.00 per class.

MUSIC FEES

A $30.00 music instrument rental fee will be charged for all students who use the school owned instruments. Each student and their parents who pay this fee must sign a contract which outlines that they will be responsible for the repair of the instrument should it become damaged during their use of it.

FEES PAYMENT DEADLINE

Each family will be limited to a total of $200 in charges. Any balances over that amount will be referred to a collection agency. (See entire policy **Appendix B** in the back of this handbook.)

ATHLETIC PASSES

Athletic Passes can be purchased at each school for the specified schools' home athletic events. This pass is not good for tournaments, state sponsored events, or any money making event sponsored by a class or organization.

The family, adult and student passes are good only for events in the specified school where the pass was purchased. These passes are not district passes and are good only in one school.

The following are the passes available:
Family Pass: $200.00 admits parents and K-12 students.
Adult Pass: $100.00 admits a single adult.
Student Pass: $35.00 admits a single student.
Senior Citizen: $50.00 admits one senior citizen

FIELD TRIPS

1. All students must turn in a "Field Trip Permission Form" prior to being able to participate in a field trip. The form shall include the nature of the trip, departure time, expected return time, names of sponsors, mode of travel, anticipated costs to the student (if any), and a space where a parent may ask that the child be excused. Parents must state the reason(s) for the requested exemption.

2. For those students that do not receive parental permission to go on the field trip, provision shall be made for these students to attend school.

3. Parents will receive a written set of student guidelines prior to the trip. They may also be required to fill out an emergency medical release form.

4. Sponsors are expected to enforce the guidelines listed. Besides the guidelines, the normal rules of school conduct and any other rules and regulations appropriate to the situation will be enforced.

5. Students who go on a trip are expected to leave and return by school transportation unless arrangements with the principal and sponsors are made. Under no circumstances is a student to be released to anyone but the parent or legal guardian.

6. All overnight trips must be approved by the superintendent and the board.

7. Students are responsible for making up all school work in all other classes missed during their absence for the field trip.

8. It is the policy of the Board of Education not to sanction, sponsor or authorize educational tours or trips other than those specifically organized and sponsored by Administration and Teachers under direct jurisdiction of the USD No. 380 Board of Education. The Board of Education assumes no liability for students involved in trips or tours not sponsored by USD No. 380, i.e. *Trips to Europe*.

FIRE REGULATIONS

The sounding of the fire horn is the signal for a fire drill. At that time, the students will file out of the classroom in a prearranged route, usually the nearest outside exit. The exit routes for individual rooms are outlined. One of these diagrams will be posted in each room. Familiarize yourself with the escape routes. The students will file from the building in a neat and orderly fashion, and move to an area well clear of the building.

The instructor and last student to leave will close the doors and windows before leaving. NOTE: ALL STUDENTS WILL MOVE IN SILENCE AND AS QUICKLY AS POSSIBLE. THERE WILL BE ABSOLUTELY NO RUNNING. A ringing bell will signal the return to the classroom.

USD 380 Graduation Requirements

Graduation Requirements — State of Kansas

The current Kansas State Board of Education graduation requirements shall constitute the minimum requirements for graduation from USD 380 High School.

1. The State of Kansas requires a **minimum of 21 units of credit** for graduation.
   - A credit is defined as **one full year** of work in a subject.
   - **One-half (½) credit** will be awarded for each semester in which a passing grade (A, B, C, or D) is received or class is marked P for passing.
2. In accordance with the Kansas State Department of Education, local Boards of Education may adopt graduation requirements that **exceed state minimums**.
   USD 380 graduation requirements are as follows:

USD 380 Graduation Requirements (24 Credits Required)

Subject Area	Credits	Specific Course Requirements
English	4 credits	
Social Studies	3 credits	World History, American History; American Government (½ credit may be waived with administration approval and substituted with another social studies course)
Science	3 credits	Biology required (Animal Science may count as 1 credit sophomore–senior year)
Mathematics	3 credits	Algebra I required
Physical Education & Health	1 credit	
Fine Arts	1 credit	
Computer Technology	½ credit	
Vocational Education	½ credit	Computer Technology credit may not be used to fulfill this requirement
Career Education	½ credit	
Financial Literacy	½ credit	
STEM	1 credit	See approved course list below

STEM Credit Options
STEM credit may be earned through:

- Math classes above Geometry
- Science classes above Biology and Physical Science
- Computer classes (excluding introductory classes)
- Agriculture classes (excluding introductory classes)
- All Highland Community College (HCC) courses approved by building principals
- Other courses approved by administration on a case-by-case basis

Total Credit Requirements

- **Total Credits Required:** 24
- **Additional Electives:** 8 credits
- Students are expected to complete a **four-year high school program**
- Students must carry a **minimum of 8 classes per year**

Early Graduation
Students may graduate after **seven semesters** if all graduation requirements are met.
The following rules apply:

- Students under 18 must have **parent/guardian consent**
- Credit is awarded **only at semester completion**
- No **partial credit** will be awarded mid-semester
- Students must notify the **building principal** in August of the current school year of intent to graduate early
- The principal will notify the **superintendent**
- Once graduated, students are **no longer eligible** for attendance or school activities
- Early graduates may participate in **May graduation ceremonies**

Graduation Exercise Requirements

- Students who complete graduation requirements may participate in graduation exercises
- Participation may be denied for **just cause** by the Board, principal, or superintendent
- Students attending four years but not meeting requirements may receive an **Attendance Certificate but will not participate in graduation ceremonies.**
- Graduating seniors will be listed in the program unless parents request otherwise
- **All detentions must be served** to participate in graduation

Graduation Dress Expectations
Graduation is a formal event. Students are expected to:

- Wear **dress clothes** under cap and gown
- Follow school **dress code policies**
- **Shorts and flip flops are not allowed**

GUIDANCE PROGRAM

The guidance service is designed to give systematic aid to pupils in making adjustments to various types of problems which they meet in their educational, vocational, health, moral, social, civic, and personal experiences. Each teacher is asked to be responsible and concerned about the individual needs and to make every effort to help the student as he/she makes decisions.

The guidance counselor organizes the procedures for the service, establishes a record system available to all teachers, directs the guidance testing program, and has time set aside on the daily program for conference periods. Students are encouraged to seek counsel from their teachers or the guidance counselor when they are faced with

choices to make. Information regarding various occupations, and catalogs of various colleges are available in the library and in the office of the guidance counselor.

The guidance service assists students in finding out their abilities, aptitudes, and interests. Students are assisted in the use of this information in planning their life work and fitting their high school program to meet the needs of their selections in regard to a career. They are also helped in completing applications for scholarships, admission to colleges, and for many of the job placement formalities.

INSURANCE LIMITATIONS TO STUDENTS

The Board of Education is not responsible for medical bills due to injury while participating in curricular and extracurricular activities. The Board of Education does, however, provide catastrophic medical insurance for those who participate in Kansas State High School Activities Association sponsored activities. Parents are encouraged to maintain their own health insurance for their children.

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

Scholastic eligibility to participate in competitive athletics is based on these policies.

Unified School District 380 as members of KSHSAA follows the rules set by KSHSAA in both Junior and Senior High School athletic and non-athletic activities.

The athlete must have passed an adequate physical examination by a physician and have written consent of the parents on file at the school before engaging in extracurricular activities.

The student must have passed 5 classes from the previous semester to be eligible to participate in any KSHSAA activity.

The student must be in attendance for 1/2 day on the day of the activity in order to participate. One half day is defined as 2 class periods and must be in the afternoon for a night activity and in the morning for an afternoon activity. The principal can make an exception to this for unavoidable absences, such as a funeral.

If the student is serving an in-school or out-of-school suspension they will not be allowed to participate in any activities during that time.

NATIONAL HONOR SOCIETY

The National Honor Society is a nationwide organization, founded in 1921 for the purpose of recognizing and encouraging academic achievement, while at the same time developing other characteristics essential to citizens of a democracy. Membership in NHS is not solely contingent on achieving high grades; members must have high grades to qualify; but over and above that, they are selected on the basis of character, services and leadership, as well as scholarship.

In order to be considered for membership, a student must be at least a sophomore and must have a minimum cumulative grade average of 3.40 on a 4.00 scale. Once per year, in the spring, eligible students are issued resume blanks. Each student fills out his or her blank which asks the student to list not only academic honors, but also extracurricular activities in which he or she has participated, particularly those indicative of leadership and good citizenship.

After all applications are received, they are reviewed by a faculty committee. Candidates are selected by a majority vote of the committee members. The voting is by means of the Australian Ballot system.

Students who are accepted are inducted into NHS in the spring. Thereafter, each student is required to maintain a 3.40 average and also to maintain his or her record as a good citizen. Any student who drops below the 3.40 average for a semester is automatically put on probation from NHS and has one semester in which to bring up his or her grades. If the student fails to bring his or her average up to 3.40, he or she is permanently dropped from membership in NHS.

A student who is not selected for NHS membership may submit a resume again the following year, provided that he or she is eligible, and will be considered again for membership.

Again, it should be noted that membership in National Honor Society is NOT automatic, but that students are selected for membership not only on the basis of scholarship, but also of character, service, and leadership.

PARENT CONCERN PROCEDURE

The following steps should be completed. If you do not receive satisfaction with the first step, please submit the concern in writing to the building principal. If you do not receive a satisfactory resolution to the problem, please proceed to step #3. The final steps would be #4 and #5.

Step 1. Call the building office to make an appointment with the individual teacher or employee. Discuss the concern with this person in an effort to resolve the concern.

Step 2. Make an appointment and discuss the concern with the Building Principal. Present your concern in writing.

Step 3. Make an appointment and discuss the concern with the Superintendent of Schools.

Step 4. Request the opportunity to address the Board during the Open Forum portion of the regular monthly Board of Education meeting. Please make the request at least a week before the date of the meeting.

Step 5. Address the Board of Education at the next regular Board Meeting.

PERMIT TO LEAVE SCHOOL

In order to leave school for any valid reason, such as illness, a student must have a signed request to leave the building. The request must be signed by the principal, or his designated representative. Students leaving the building without permission will be truant and must make up lost time.

PERMISSION TO LEAVE CLASSROOM

Except for special reasons, students should not be allowed to leave the classroom during class time. The instructor, not the bell, is responsible for dismissing the class at the end of the period.

PERSONAL ITEMS

Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, the students would be wise to leave them with a teacher or in the office for safe keeping. All personal clothing and equipment should be marked by the student. The school will not assume responsibility for the loss of personal items; however, a lost and found department will be maintained in the office.

SCHEDULING

STUDENT SCHEDULING

It is the responsibility of the student to keep a continual check with the principal and counselor at the time of enrollment in regard to the meeting of all requirements needed for graduation.

DROPPING A SUBJECT

High School students are discouraged from dropping a subject after the first week of school. A student may drop a subject then only by mutual agreement of the teacher, student, parent, and counselor and principal. The request to drop a subject should begin with the counselor, then to the teacher, parent, and principal.

SCHOOL SCHEDULE

The ELEMENTARY SCHOOLS classes begin at 8:00A.M. Grades will be dismissed by 3:15P.M. DOORS will open at 7:45A.M. Please have the children plan not to arrive before 7:45A.M. The HIGH SCHOOL commences at 8:00A.M. for the morning session. BUSES - The buses should arrive by 7:45A.M. at the school. The buses will leave school at 3:20P.M. The student is responsible for getting on the bus at the proper time. The bus driver will give a time schedule to each rider.

SCHOOL CLOSINGS - BAD WEATHER

The winter months bring need for special notices for that sudden change to bad weather. Especially pressing is the need for notifying parents and students when school will be delayed in opening, not opened at all, or the possibility of early dismissal. Unified School District No. 380 transports at district expense over 70% of the pupils enrolled. Due to this large number being transported and with regard for the health and safety of each student, it is necessary to change our regular school schedules occasionally.

Should it become necessary to alter the beginning and closing times for the schools the district office will attempt to make this information available as soon as possible. If a change is necessary E-Notes & text messages will be sent and the following radio stations will be notified: WIBW radio AM (580), FM (94.5), KNZA 103.9 FM, Hiawatha & KMZA 92.1 FM Seneca, KNDY Radio Marysville 95.5 FM. TV: KTKA - Channel 49, WIBW - Channel 13, and KSNT - Channel 27 TV. If it is possible to make an announcement the preceding evening, the television station Channel (13) WIBW will be notified in time for the 10 p.m. news.

It may be necessary to delay the opening of school by one or two hours. Should this be necessary, the above radio stations will be notified of this delay. If at all possible the radio stations will be notified by 7:00 a.m. in regard to school opening and the operation of school buses. Should it be necessary to dismiss school early, the same radio stations will be notified as early as possible.

If you have any questions in this regard, please do not hesitate to call the District Office or the Principal's Office in your area.

SENIOR "STAR" TRIP TERMS AND GUIDELINES

Senior "Star" trip is defined as any trip taken by the senior class paid for with money raised by that class. As indicated in the following rules it may be for one day or multiple days, but only one school day may be involved. The trip must be approved by the superintendent.

These guidelines will be effective from the first day of attendance the senior year of high school in USD 380 until graduation day of that year. Senior Students must be in good standing to take part in the STAR trip. Any violation of these terms and guidelines will result in the student not attending the "STAR" Trip.

The following are reasons students may not attend:

1. **DETENTIONS:** Any student receiving more than a total of 3 detentions assigned by the office.
2. **SUSPENSIONS**: Any student receiving two in-school or one out-of-school suspension during their senior year.
3. **DRUGS, TOBACCO, AND ALCOHOL:** Violating the Drug-Free-School's policy while in attendance at school or at any school function whether as a participant or spectator.
4. **ATTENDANCE:** Any student exceeding USD #380 days missed policy.
5. **SNEAK DAYS**: Any student participating in "Sneak Days".
6. **GRADUATION and GOOD STANDING:** All seniors must be eligible for graduation and be in good standing with the school prior to departure on the trip.
7. **PERSONAL DEBTS**: All school bills, fees and financial obligations must be paid to the school office before departure on the trip.
8. **CLASS FUNDS:** If students do not meet guidelines for attendance or choose not to attend, class funds will not be disbursed to students.

OTHER STIPULATIONS:

1. **SPONSORSHIP**: The senior class must have 2 faculty sponsors in attendance on the trip, preferably, the assigned class sponsors. Additional chaperones may be named at the discretion of the faculty sponsors. The ratio must be determined and approved by administration prior to developing the trip itinerary.

2. **BOARD OF EDUCATION EXPENSE**: The USD 380 BOE will incur no expense of this senior class trip except for the substitute teacher pay for the faculty sponsors attending this trip and additional liability insurance for the sponsors.
3. **TRIP EXPENSE:** All expenses for this Senior "STAR Trip" will be incurred by the senior class.
4. **TREASURY BUFFER:** The senior class must leave $250.00 in the treasury before the trip to pay unforeseen expenses.
5. **SENIOR TRIP SCHEDULING:** The senior trip will be scheduled as close as possible to graduation. The length and days of the trip will be subject to approval of the BOE.
6. **VIOLATION OF THE TRIP RULES**: Individual students violating the trip rules may face the following consequences:
   a. Breaking of civil/criminal law may be left to local law enforcement officials.
   b. The students may be sent home from the trip at the parents' or guardians' expense.
   c. The students may face an in-school suspension.
   d. The students may not be allowed to participate in commencement exercises.
7. **TRIP DAMAGES:** Any damages caused to the rooms, mode of travel, etc. will be the responsibility of the Senior class, unless the person is known, then the individual(s) will make restitution.
8. **DISTRICT MEDICAL CONSENT FORM:** Parents will have signed a district medical consent form prior to the trip for their child.

The assigned class sponsors will be in charge of the bookkeeping of these guidelines. All student violations pertaining to the terms and guidelines will be immediately reported to the building principal. Written notification to the parents as to the violation will be the responsibility of the Board of Education.

SENIOR "STAR" TRIP RULES

1. ROOMS: Keys will be passed out by rooms that are assigned in advance of the trip. Individuals in any one room will be responsible for the inventories of their room, payment for lost or damaged items will be made by the student(s). Students should expect sponsors to periodically check their rooms unannounced. No cooking of food is allowed in rooms. The burning of incense and other aromatic substances is prohibited at all times. Rooms will be assigned by sponsors.
2. LUGGAGE: All luggage and carry-ons will be presented to the class sponsors to be searched before leaving. This will be announced in the trip itinerary. Sponsors can search the luggage at any time during the trip.
3. CLOTHING: Students should dress appropriately for the weather. Shirts, shoes and all apparel should meet the school dress codes, except in hotel rooms and at leisure, within reasonable expectations.
4. CURFEWS: Students will be in their rooms from 11:00 p.m. to 6:00 a.m. each day. Students cannot leave their rooms, during curfew, except in extreme emergencies, and/or with the consent of the class sponsors.
5. PHONES: No senior should accept an emergency phone call without the class sponsors' knowledge of the call. Each individual will be responsible for his/her electronic device. Sponsors will approve the use and possession of cell phones or other electronic communication devices. If device(s) is (are) allowed, their usage will follow the above guidelines.
6. COMMONS AREAS: When pool hours are posted or game room hours are posted, you will be expected to abide by those hours. When in these areas, students are to clean up after themselves and take care of the equipment, furniture and environment. Any establishment rules apply also.
7. AUTHORITY: The class sponsors will be in charge of the trip and they will have final authority in all decisions. They have the right to modify any rules as circumstance or need arises.
8. RULES: Seniors are to follow all rules listed in the student handbook.
9. COHABITATION: There will be no sleeping with members of the opposite sex.
10. GROUPING: We will leave as a group, do things as a group, and come home as a group. Persons traveling independent of the school may not come in contact with the school group.

11. NUMBER OF DAYS: The STAR Trip will require no more than 1 school day. The STAR Trip will be scheduled as close as possible towards the end of the school year.

SEXUAL HARASSMENT

Entire Policy for student and family reference GAAC
Second policy for student and family reference JGEC

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

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, for a student to harass an employee, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

(1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;

(2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or

(3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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

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

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

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

SPECIAL EDUCATION

MARSHALL-NEMAHA COUNTY EDUCATIONAL SERVICES COOPERATIVE

Unified School District 380 participates in the Marshall-Nemaha County Educational Services Cooperative. The cooperative is headquartered in Seneca, consisting of Unified School District 380 and Unified School District 115 as full-time members.

Services offered through the cooperative are: ID (intellectual disabilities); LD (learning disabilities); Speech Therapy, Gifted, School Psychological Services, ED (emotional disturbance); Instructional Materials Center; Diagnostic Language and Hearing; and Administrative Services. USD 380 receives LD services at its various attendance centers while ID pupils are transported to Seneca.

WHO IS AN EXCEPTIONAL CHILD?

The special population of children referred to as exceptional are those who differ in physical, mental, and social, emotional or educational characteristics to the degree that special education services are needed. This includes children who are:

- autistic
- deaf-blind
- emotionally or behaviorally impaired
- gifted
- hearing impaired
- mentally retarded
- other health impaired
- physically impaired
- severely multiple handicapped
- specific learning disabled
- speech/language impaired
- traumatic brain injury
- visually impaired

Of these categories the label "learning disabled" is probably least understood. Current estimates are that anywhere from 10-20% of the present school population have varying degrees of one or more learning disabilities. However, those requiring services will be much less.

It is imperative that children with suspected learning disabilities be provided appropriate educational services as soon as possible. However, before that can take place, they must first be identified. Below are some behavioral descriptions of children who possess some type of learning disability. If you suspect that your child is behaving in one or more of these ways, call 336-2181 to receive consultation, possible testing, and a clear resolution to your concerns.

The most common manifestation of a learning disability is a severe discrepancy between a student's general intellectual ability and achievement in one or more of the following areas:

1) Pre-academic skills
2) Oral expression
3) Listening comprehension
4) Written expression
5) Basic reading skills
6) Reading comprehension
7) Mathematics calculation
8) Mathematics reasoning

<u>Some other behavioral manifestations of learning disabilities are:</u>

- trouble remembering short- and long-term information
- trouble concentrating on tasks for reasonable amounts of time
- shyness, withdrawn, quiet behaviors
- difficulty copying designs, letters, etc.
- trouble putting thoughts, feelings into words
- difficulty comprehending meaning in stories, T.V. shows, games, etc.
- difficulty following rules in games
- shies away from challenging tasks; chooses passive activities instead, such as watching T.V. for long amounts of time

- difficulty getting along with other children; few friends
- becomes easily frustrated, irritable
- cries easily and for inappropriate reasons
- makes self-deprecating comments frequently
- frequently becomes defensive and defiant when asked to perform academic tasks

REFERRAL, EVALUATION, AND PLACEMENT PROCEDURES

1. Referral of a child for evaluation is typically made by a classroom teacher, though the parent, school principal, school counselor or other interested parties may also initiate a referral. The typical referral is made if it is felt that the student is not making adequate progress in the classroom. Additionally, a student may be referred for speech articulation, language development problems, behavior problems, or for gifted education programming if the student is perceived to be an exceptionally good student. The completed referral is given to the building principal and forwarded to the school psychologist.

2. The school psychologist makes contact with the referred student's parent. This meeting is designed to acquaint the parent with the referral and provide information on what will occur with the student. The parent will be given a written notice of the intent to evaluate their student which will describe the type of evaluation(s) to be conducted.
   The parent is given a copy of their rights in regard to special education actions and their rights are explained to them by the school psychologist. The parent is given the opportunity to consent or object to the evaluation on a written form provided by the school psychologist.

3. After the parent has given their written consent for the evaluation, the testing may begin. The evaluation team conducts their individual testing, independently of one another, and then convenes to collect their data. The test data may suggest the need for some form of special education assistance, remedial or tutorial assistance in the classrooms, or for no change in the student's program.

4. The parent is contacted for a meeting to have the test results reported back to them. If the student qualifies for special education services, an Individual Educational Program (IEP) will be written, outlining his special program. The classroom teacher, building principal, special teacher(s) involved in the testing, the school psychologist, and the student's parents are expected to participate in an IEP meeting and to sign the IEP.

5. If a special education program is offered for the student, the parent is given the opportunity to consent or object to the proposed program on written forms provided by the school district. The parents are given a copy of their rights in regard to special education actions and informed of those rights, particularly in regard to placement in special programs. Should a parent fail to give their consent, the district may accept that decision though the parents are informed that the district has a right to call for a due process hearing to secure an impartial decision in regard to the placement.

6. If the parents' consent to the special program designed for their student, the program may begin immediately.

PARENTAL RIGHTS IN SPECIAL EDUCATION

Exceptional children and their parents have certain rights in regard to special education services. These rights are safe-guarded by State or Federal statute. We want you to know about these rights.

The rights to which you are entitled are listed below in abbreviated form under eight headings. If you would like further explanation of any of these rights, you may contact your Superintendent of Schools, your local Director of Special Education, or the Special Education Administration Section of the Kansas State Department of Education, 120 East Tenth Street, Topeka, Kansas 66612, (785) 296-3866.

RECORDS

1. Right to inspect and review records;
2. Right to make copies of records;
3. Right to be informed of all types and locations of records being collected, maintained or used by the agency.
4. Right to ask for an explanation of any item in the records;
5. Right to ask for an amendment of any record on the grounds it is found inaccurate, misleading or violated privacy rights;
6. Right to a hearing if the agency refuses to make the requested amendment.

INDEPENDENT EVALUATION

1. Right to an independent educational evaluation.
2. Right to have the independent evaluation considered when placement and program decisions are made.
3. Right to be told where an independent evaluation may be obtained at no expense or low expense.
4. Right to be told the procedures for obtaining an independent evaluation at public expense and the conditions under which such an evaluation may be obtained.

NOTICE

1. Right to notice before the agency initiates or changes (or refuses to initiate or change) the identification, evaluation or placement of your child.
2. Right to have that notice in writing and in your native language, or other principal mode of communication, at a level understandable to the general public.
3. Right to have the notice describe the proposed action, explain why it is proposed, describe the options considered and explain why those other options were rejected.
4. Right to be notified of each evaluation procedure, test, record or report the agency will use as a basis for any proposed action.

CONSENT

1. Right to consent or object before an evaluation is conducted and before initial placement is made in special education.
2. Right to revoke consent at any time.
3. Right of the agency to proceed, in the absence of consent, to a hearing to determine if your child should be initially placed.

EVALUATION PROCEDURES

1. Right to have a full and individual evaluation of your child's educational needs.
2. Right to have more than one criterion used in determining an appropriate educational program for your child.
3. Right to have the evaluation performed by a multidisciplinary team.
4. Right to have your child assessed in all areas related to the suspected disability.
5. Right to have a re-evaluation every three years or more frequently if conditions warrant or if you or your child's teachers request it.

HEARINGS

1. Right to request an impartial due process hearing to question the agency's identification, evaluation, or placement of your child or to question the agency's provision of a free appropriate public education.
2. Right to have the hearing conducted by your local education agency.
3. Right to be told of any free or low-cost legal and other relevant services available (e.g. expert on handicapping conditions that may be a witness at the hearing).
4. Right to have the hearing chaired by a person not employed by a public agency involved in the education of your child or otherwise having any personal or professional interest in the hearing;
5. Right to see a statement of the qualifications of the hearing officer;
6. Right to be advised and accompanied at the hearing by counsel and to be accompanied by individuals with special knowledge or training in problems of the handicapped;
7. Right to have your child present;
8. Right to have the hearing open to the public;
9. Right to present evidence and confront, cross-examine and compel the attendance of witnesses;
10. Right to prohibit the introduction of any evidence at the hearing that has not been disclosed at least five days before the hearing;
11. Right to have a record of the hearing;
12. Right to obtain written findings of fact and a written decision within 5 days after the local due process hearing has been completed;
13. Right to appeal to the Kansas State Board of Education and receive a decision within 5 days after the review of the appeal;
14. Right to have a hearing and an appeal set at a time reasonably convenient to the parent; Right to appeal a decision from the State Board of Education in court;
15. Right to have your child remain in his or her present educational placement during the penitence of the administrative proceeding, unless parent and agency agree otherwise.

LEAST RESTRICTIVE ENVIRONMENT

1. Right to have your child educated with non-handicapped children to the maximum extent appropriate;
2. Right to have your child removed from the regular educational environment only after supplementary aids and services were tried and found unsatisfactory;
3. Right to have a continuum of alternative placements so that removal from the regular educational environment can be the least necessary deviation.
4. Right to have supplementary services such as resource room or itinerant instruction to make it possible for your child to remain in a regular class placement.
5. Right to have placement in the school your child would attend if non-handicapped unless the individual education plan requires some other arrangement;
6. Right of your child to participate with non-handicapped children in non-academic and extra-curricular services and activities such as meals, recess, counseling, clubs, athletics, and special interest groups.

CONFIDENTIALITY OF INFORMATION

1. Right to restrict access to your child's records by withholding consent to disclose records;
2. Right to be informed before information in your child's life is to be destroyed;
3. Right to be told to whom information has been disclosed.

TECHNOLOGY

All secondary grade students will receive their chrome books at the beginning of the year. Students are responsible to bring their chrome books daily and keep them charged. Students and parents will sign the chrome book pledge when they receive their device. All other grades may be issued devices as the school sees fit. (See Appendix C in the back of this handbook.)

Acceptable Use of Technology

The local area network and the Internet are provided for students and staff to conduct research and communicate on educational issues with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Primary use is educational and such use has priority. Access entails responsibility.

Individual users of the computer networks are responsible for their behavior and communications over those networks. Users must comply with district behavioral standards and honor the agreements they have signed or they will be denied use of the technology.

Network storage areas will be treated in the same manner as school lockers. They are the property of the district, not of the user. Network administrators may review files and communications to maintain system integrity and ensure that users are accessing and utilizing the system responsibility. Users should not expect that files stored on district servers or computers are private or that files shared across the Internet are private.

The following are not permitted:

1. Sending, accessing or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Disrupting, interfering or tampering with district hardware and/or software.
5. Violating copyright laws.
6. Using or disclosing others' passwords or personal information.
7. Trespassing in others' passwords or personal information.
8. Acting in a manner deemed inappropriate.

Consequences may include but are not to be limited to:

1. Warning or restriction of access to the network or computer.
2. Loss of computer and lab privileges for a specified length of time.
3. Confiscation/Elimination of materials and loss of computer privileges.
4. Payment for damages and/or replacement costs and enforcement of the school policy on theft and vandalism.
5. Suspension from school/work.
6. When applicable, law enforcement agencies may be involved.

(USD 380 complies with the Children's Internet Protection Act.)

TELEPHONES, CELL PHONES, AND ELECTRONIC DEVICES

In accordance with Kansas law and district policy, students are prohibited from possessing or using personal electronic communication devices during the school day.

Any student who brings a personal electronic device to school, including but not limited to cell phones, smartphones, headphones, earbuds, AirPods, iPods, smartwatches (i.e., Apple Watches), or similar electronic devices, must power the device off and turn it in to the school office immediately upon entering the school building. Devices will be secured by school personnel throughout the school day and may be picked up by the student after dismissal.

School-issued technology may be used for educational purposes as directed by school staff. Any student found in possession of or using a personal electronic device during the school day will be subject to disciplinary action.

Disciplinary Consequences

- **First Violation:** The device will be confiscated and returned to the student at the end of the school day.
- **Second Violation:** The device will be confiscated and may only be released to a parent or guardian. Additional disciplinary action may be assigned.

- **Third and Subsequent Violations:** Progressive disciplinary action may include detention, In-School Suspension (ISS), loss of privileges, parent conference, or other consequences as determined by the building administrator.

The school is not responsible for loss, theft, or damage to personal electronic devices brought onto school property.

TITLE I SERVICES

Title I is a special reading and math program funded by federal monies under the Elementary & Secondary Education Act. This program is offered to students in grades K thru 6. If you would like to see your child's teacher's qualifications please contact the district office:

(785) 382-6216
USD #380 – Vermillion
209 School Street
Vermillion, KS 66544

TOBACCO AND NICOTINE DELIVERY DEVICES

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Administrators may report students who are in violation of this policy to law enforcement, as appropriate.

For the purposes of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

VISITORS TO SCHOOLS

Many visitors may normally be expected on the campus of a public school during the school day. These visitors may include parents of pupils, interested citizens, invited speakers, maintenance and repair people, salesmen, representatives of the news media, students not now enrolled in schools, law enforcement officials, and others. Please read and follow the procedures below.

- During school hours, all doors will be locked. Visitors should report to the main entrance to be buzzed in, then sign in at the office and receive a visitor's pass. Signage will be posted with building specific procedures.
- Community members who have a planned event in the school building will need to contact the school office to inquire about checking out a card. The card will provide access into the school building and will need to be returned. Cards may be checked out for a certain period of time with approval from administration.

WORK STUDY GUIDELINES

The purpose of the work experience program is to provide students opportunities for career experience and/or alternative educational experiences not available in the traditional school setting.

Requirements for admittance

A student must:

A. Be at least a senior (fourth year student).
B. Be enrolled in 5 full unit credit classes.
C. Have completed a full credit course above that required for graduation in the vocational area that sponsors the student.

D. Have at least a 2.5 cumulative G.P.A. and maintain a minimum of a 2.5 G.P.A. during the time on the work experience.
E. Be in a position to graduate without complications.
F. Complete a "Work Experience Student Application" in August prior to beginning the program. The application must be presented to and approved by the board by the August board meeting if the student wishes to take part in the first semester or full year program. The application must be presented to and approved by the board by the December board meeting if the student wishes to take part in the second semester program.
G. Arrange for his/her own work experience job.

Exceptions to the above conditions may be granted based upon an appeal process.

Job requirements

The job must

A. Be a real job with specific work expectations that would fill the time for which the student is not in school during the regular school time.
B. Not be employed by parents.
C. Be a learning experience that cannot be obtained in school.
D. Be supervised by an adult.

Termination

The student may be terminated from the program by the principal if any of the following conditions exist:

A. The student fails to maintain steady progress toward graduation.
B. The student fails to show up for work or does not perform up to the employer's satisfaction.
C. The employer fires the student or the employer does not have sufficient work to fill the student's time.

Grades & pay

The employer may pay the student for the work. The rate of pay will be set by the employer not by the school. The maximum credit the student may earn is one credit for a full year, 1/2 credit for a semester. A sponsoring vocational teacher will assign a grade.

Parents must attend a conference with the principal or counselor and the supervising vocational teacher. The purpose of the conference will be to review the guidelines and grading system for the program. The parent(s), the student, the employer, the supervising teacher, and the principal or counselor must all sign the completed application prior to it being submitted to the Board of Education.

APPENDIX A

Division of Public Health
Curtis State Office Building
1000 SW Jackson St., Suite 300
Topeka, KS 66612-1368

Kansas Department of Health and Environment

Phone: 785-296-1086
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

LICENSED CHILD CARE FACILITIES AND EARLY CHILDHOOD PROGRAMS OPERATED BY SCHOOLS
IMMUNIZATION REQUIREMENTS FOR 2026-2027 SCHOOL YEAR

Immunization requirements and recommendations for the 2026-2027 school year are based on the American Academy of Pediatrics (AAP) and American Academy of Family Physicians (AAFP) recommendations, including the recommended and minimum interval immunization schedules and the catch-up schedule if a child falls behind. To avoid missed opportunities, immunization providers may use a four-day grace period, in most instances, per age and interval between doses. In such cases, these doses may be counted as valid.

K.A.R. 28-1-20 specifies the immunizations required for children attending childcare facilities and early childhood programs licensed by the Kansas Department of Health and Environment (KDHE). Vaccines continue to be a safe and effective tool for preventing serious infectious diseases. KDHE encourages anyone with questions to talk to their healthcare provider.

- **Diphtheria, Tetanus, Pertussis (DTaP):** Five doses required. Doses should be given at 2 months, 4 months, 6 months, 15 to18 months, and 4 to6 years (prior to kindergarten entry). The fourthdose may be given as early as 12 months of age, if at least 6 months have elapsed since dose three. The fifthdose is not necessary if the fourthdose was administered at age 4 years or older.
- **Haemophilus influenzae type b (Hib):** Three to four doses required for children less than 5 years of age. Brands of vaccine approved for a three-dose series should be given at 2 months, 4 months, and 12 to15 months. Brands of vaccine approved for a four-dose series should be given at 2 months, 4 months, 6 months, and 12 to 15 months. Total doses needed for series completion is dependent on the type of vaccine administered and the age of the child when doses were given.
- **Hepatitis A (Hep A):** Two doses required. Doses should be given at 12 to 23 months with a minimum interval of 6 months between the firsti and seconddose.
- **Hepatitis B (Hep B):** Three doses required. Doses should be given at birth, 1 to 2 months, and 6 to 18 months.Minimum age for the final dose is 24weeks.
- **Measles, Mumps, and Rubella (MMR):** Two doses required. Doses should be given at 12 to 15 months and 4 to 6 years (prior to kindergarten entry). Minimum age is 12 months and interval between doses may be as short as 28 days.
- **Pneumococcal conjugate (PCV):** Four doses required for children less than 5 years of age. Doses should be given at 2 months, 4 months, 6 months, and 12 to 15 months. Total doses needed for series completion is dependent on the age of the child when doses were given.
- **Poliomyelitis (IPV/tOPV):** Four doses required. Doses should be given at 2 months, 4 months, 6 to 18 months, and 4 to 6 years (prior to kindergarten entry). Three doses are acceptable if third dose was given after 4 years of age **and** at least 6 months have elapsed since dose two.
- **Varicella (Chickenpox):** Two doses are required. Doses should be given at 12 to 15 months and 4 to 6 years (prior to kindergarten entry). The second dose may be administered as early as 3 months after the first dose; however, a dose administered after a four-week interval is considered valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found at K.S.A. 72-6262. In addition to the immunizations required for children attending childcare facilities licensed by KDHE and early childhood programs operated by schools, the following vaccine is recommended:

- **Influenza**: Annual vaccination *recommended* for all ages > 6 months of age. Number of doses is dependent on age and number of doses given in previous years.

Vaccination efforts by school and public health officials, immunization providers and parents are key to the success of protecting our children and communities from vaccine preventable disease. Thank you for your dedication.

Division of Public Health
Curtis State Office Building
1000 SW Jackson St., Suite 300
Topeka, KS 66612-1368

Kansas
Department of Health and Environment

Phone: 785-296-1086
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

KANSAS SCHOOL KINDERGARTEN THROUGH GRADE 12
IMMUNIZATIONREQUIREMENTS FOR 2026-2027 SCHOOL YEAR

Immunization requirements and recommendations for the 2026-2027 school year are based on the American Academy of Pediatrics (AAP) and American Academy of Family Physicians (AAFP) recommendations, including the current recommended and minimum interval immunization schedules and the catch-up schedule if a child falls behind. To avoid missed opportunities, immunization providers may use a four-day grace period, in most instances, per age and interval between doses. In such cases, these doses may be counted as valid.

K.S.A. 72 - 6261 et seq. and K.A.R. 28-1-20 specify the immunizations required for school and early childhood program attendance. Vaccines continue to be a safe and effective tool for preventing serious infectious diseases, and the Kansas Department of Health and Environment encourages anyone with questions to talk to their healthcare provider.

• **Diphtheria, Tetanus, Pertussis (DTaP/Tdap):** Five doses required. Doses should be given at 2 months, 4 months, 6 months, 15 to 18 months, and 4 to 6 years (prior to kindergarten entry). The fourth dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The fifth dose is not necessary if the fourth dose was administered at age 4 years or older. A dose of **Tdap** is required at entry to seventhgrade (11 to 12 years).

• **Hepatitis A (Hep A):** Two doses required. Doses should be given at 12 to 23 months with a minimum interval of 6 months between the first and second dose.

• **Hepatitis B (Hep B):** Three doses required. Doses should be given at birth, 1 to 2 months, and 6 to 18 months. Minimum age for the final dose is 24 weeks.

• **Measles, Mumps, and Rubella (MMR):** Two doses required. Doses should be given at 12 to 15 months and 4 to 6 years (prior to kindergarten entry). Minimum age is 12 months and interval between doses may be as short as 28 days.

• **Meningococcal-Serogroup A,C,W,Y (MenACWY):** Two doses required. Doses should be given at entry to seventh grade (11 to 12 years) and eleventh grade (16 to 18 years). Eleventh graders who are not yet 16 years of age should wait to receive the dose until they are 16 years of age. For children 16 to 18 years, with no previous MenACWY, only one dose is required.

• **Poliomyelitis (IPV/tOPV):** Four doses required. Doses should be given at 2 months, 4 months, 6 to 18 months, and 4 to 6 years (prior to kindergarten entry). Three doses are acceptable if third dose was given after 4 years of age **and** at least 6 months have elapsed since dose 2.

• **Varicella (Chickenpox):** Two doses are required. Doses should be given at 12 to 15 months and 4 to 6 years (prior to kindergarten entry). The second dose may be administered as early as 3 months after the first dose; however, a dose administered after a four-week interval is considered valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found in K.S.A. 72-6262. In addition to the immunizations required for school entry, the following vaccines are recommended:

• **Human Papillomavirus (HPV):** Two doses *recommended* at 9 to 12 years of age or three doses if the series is started after 15 years.

• **Influenza:** Annual vaccination *recommended* for all ages > 6 months of age.

Vaccination efforts by school and public health officials, immunization providers, and parents are key to the success of protecting our children and communities fromvaccine preventable diseases. Thank you for your dedication.

Revision 1/2026

APPENDIX B

Meal Charge Policy

I.PURPOSE/POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the Vermillion School District. Pursuant to State and Federal Regulations all Child Nutrition Programs on the NSLP are required to "break even" at the close of each school year. The goals of this policy will ensure the completion of this goal on an annual basis. To that end, this policy is:

- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students and parent/guardian.
- To establish fair practices that can be used throughout the school district.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent practice regarding charges and collection of charges.

II. SCOPE OF RESPONSIBILITY:

The school:

- Responsible for maintaining charge records.
- Notifying students/parents/guardians of outstanding balances by Email, Text, and mail.

The Parent Guardian:

- Maintain a positive balance in your child's lunch account.
- Apply for Free/Reduced meals to avoid outstanding balances.
- Contact the School to resolve any issues with your child's lunch account.

III. POLICY PROCEDURE:

- Each family will be limited to a total of $200 in charges.
- Any balances over that amount will be referred to a collection agency.

APPENDIX C

Student Pledge for Chromebook Usage

Student Pledge for Chromebook Usage

1. I will take good care of my school issued Chromebook.
2. I will never leave my Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will be in charge of making sure my Chromebook is charged and ready for the school day.
6. I will keep all food and beverages away from my Chromebook as this may cause damages.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by keeping it secure at all times.
9. I will use my Chromebook in ways that are appropriate, meet with USD 380 expectations and are educational in nature. (Remember this is school property.)
10. I will not deface the serial number, mark or write on my Chromebook.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Vermillion Schools.
12. I will follow the policies outlined in the student handbook and the appropriate use of technology while at school, as well as outside the school day.
13. I will notify the school and police in case of theft, vandalism and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the district Chromebook in working condition.
16. I will not utilize photos, videos, and or audio recordings of myself or any other persons in an inappropriate manner.
17. All Chromebooks will be returned at the end of the school year; lost chargers will result in a $20 charge.

I agree to the stipulations set forth in the above document including the Chromebook pledge, acceptable use agreement, and take full responsibility to ensure the district Chromebook is used for educational purposes.

Student Name (print) _____
_____Grade _____

Student Signature _____
_____

Parent/Guardian Name _____
_____

Parent/Guardian Signature _____
_____

Date _____

USD 380 - Vermillion
Wellness Policies Grades K-12

Updated 2025-2026

USD 380 Vermillion is committed to providing a school environment that promotes and protects children's health, well-being and ability to learn by supporting healthy eating, nutrition education, physical activity and integrated school based wellness. Therefore, it is the policy of D0380 - Vermillion that:

Policies in Place

Nutrition

General Guidelines:

- All school food service personnel receive food safety training annually.
- The dining area has seating to accommodate all students during each serving period.
- The food service area is clean, orderly, and has an inviting atmosphere that encourages meal consumption.
- The dining area has adequate adult supervision.
- The dining area has food service personnel and supervisory staff use positive communication cues with students to promote consumption of foods served as part of Child Nutrition Programs.
- The dining area had adults model healthy eating in the dining areas and encourage students to taste new and/or unfamiliar foods.
- The students are allowed to converse during meal time. Mealtime conversation is not prohibited for the entire meal time as disciplinary action.
- Reimbursable meals and/or parts of a reimbursable meal are not withheld or denied as a disciplinary action.
- Students being disciplined are NOT seated at tables separated from other students in the dining area.
- Three "Smarter Lunchroom" or Behavioral Economics techniques are used on the serving line to encourage healthy choices by students.
- Content of reimbursable lunch and breakfast is identified near or at the beginning of the serving line(s).
- Students must remain at school during lunch periods.
- Centralia and Frankfort Seniors in good standing allowed open lunch on Fridays.

Breakfast

- All school breakfasts comply with USDA regulations and state policies.
- At least five different fruits are offered each week.
- At least two fruits per week are served fresh.
- Students have the opportunity to eat breakfast.
- The district offers at least 15 minutes "seat time" to eat breakfast (not including time spent walking to and from class or waiting in line) or Grab n Go breakfast options are available.
- The district has implemented alternative 2nd Chance Breakfast service options.
- "Breakfast in the Classroom" or "Breakfast After First Period" is available.

Lunch

- Grades K-5: Students are offered recess before lunch or at least thirty minutes to one hour after lunch.
- Students have at least 20 minutes "seat time" to eat lunch not including time spent walking to/from class or waiting in line.
- All school lunches comply with USDA regulations and state policies.
- At least five different fruits are offered each week.
- Four fruits per week are served fresh.

- An additional 1 cup* vegetable offering weekly from any of three vegetable subgroups (dark-green, red/orange, dry beans and peas).

All Food Sold in Schools

- All foods and beverages sold in schools are in compliance with USDA's Smart Snacks in School "All Foods Sold in Schools" Standards 24 hours a day.
- No energy drinks are sold on school property from midnight before to 30 minutes after the end of the official school day.
- Fundraising within the school day and until 5 PM meets USDA's Smart Snacks in School "All Foods Sold in Schools" Standards (sans the exempted fundraisers).

During the School Day

- Students have access to free drinking water throughout the school day, including during meal service.
- Hygiene standards for all methods delivering drinking water will be maintained.
- Students are allowed to have individual water bottles in the classroom where appropriate.
- Students have individual water bottles in the classroom where appropriate. Non-sold foods and beverages meet Smart Snacks in School "All Foods Sold in Schools" Standards. The focus of classroom celebrations is not on food (http://www.kneat.org/SNP/SNP_Docs/SNP_Guidance/Wellness_Policies/Wellness_Policy_Guidelines_Booklet_Final_2017.pdf).
- School staff provide non-food rewards.

Nutrition Education

Nutrition Promotion

- The district promotes participation in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) if applicable and to choose nutritious foods and beverages throughout the day.
- Menus are posted on school websites and/or distributed to families via another method.
- The district allows marketing (oral, written, or graphics) of only those foods and beverages sold on the school campus during the school day that meet the requirements set forth in the Smart Snacks Rule (Schools are not required to allow food or beverage marketing on campus).
- The district allows marketing (oral, written, or graphics) of only those foods and beverages that meet the requirements set forth in the Smart Snacks Rule on the school campus during school activities at all times.
- The district allows marketing (oral, written, or graphics) of only those foods and beverages that meet the requirements set forth in the Smart Snacks Rule on the school campus at all times.

Nutrition Education

- All students in grades K-12, including those with disabilities, special health care needs and in alternative education settings, will have the opportunity to participate in culturally relevant participatory activities, as appropriate, and a variety of learning experiences that support development of healthful eating habits that are based on the most recent Dietary Guidelines for Americans and evidence-based information.
- District administrators encourage teachers and other school personnel to participate in professional development on nutrition and teaching nutrition.
- Include nutrition education as part of physical education/health education classes and/or stand-alone courses for all grade levels, including curricula that promote skill development.
- Students learn about the nutrition requirements for school meals and some students are involved in helping plan menus.
- Active learning experiences are provided such as involving students in food preparation or other hands-on activities at least once a semester.

- The district uses qualified personnel or organizations from the community to provide nutrition education to students under the direct supervision of a teacher at least once/year.
- Include nutrition and health posters, signage, or displays in the cafeteria food service and dining areas that are rotated, updated or changed quarterly.

Physical Activity

General Guidelines

- All students in grades K - 12, including those with disabilities, special health care needs and in alternative education settings, have the opportunity to participate in moderate to vigorous physical activity every day during the entire school year.
- The district prohibits the use of physical activity as a punishment.
- The district prohibits withholding physical activity, including recess and physical education, as punishment.
- The district encourages extra physical activity time as an option for classroom rewards.
- The district uses extra physical activity time as a classroom reward.

Throughout the Day

Grades K-5:

- Elementary school students have at least 15 minutes a day of supervised recess (not including time spent getting to and from the playground), preferably outdoors.
- Supervisory staff encourage moderate to vigorous physical activity.
- Each school provides equipment, instruction, and supervision for active indoor recess.
- Students that participate in indoor recess are provided moderate to vigorous physical activity opportunities.

- Structured physical activity opportunities, in addition to physical education and recess (where applicable), are encouraged for all students.

Physical Education

- Physical education is taught by teachers licensed by the Kansas State Department of Education.
- The physical education curriculum is sequential and consistent with Kansas State Board of Education approved physical education teaching standards for pre-kindergarten through grade 12.
- Physical Education teaches basic motor skills, enhances knowledge of concepts related to movement needed to achieve and maintain health for lifetime physical activity.
- The district offers lifetime sports and fitness classes/opportunities.
- Elementary students receive an average of 120 minutes of physical education per week, which includes at least 50% of the minutes engaged in moderate to vigorous physical activity.
- Middle school students are offered physical education at all grade levels and receive 150+ minutes of physical education per week, which includes at least 100 minutes of moderate to vigorous intensity activity.
- High school students are provided structured physical education in at least 1 course required for graduation.
- Additional opportunities for physical education as an elective are offered.

Family & Community

Community members are provided access to the district's indoor and outdoor physical activity facilities at specified hours.

Integrated School Based Wellness

General Guidelines

- The school wellness committee makes appropriate updates or modifications to the wellness policy based on assessment and an update on the progress toward meeting the State Model Wellness Policy is made available to the public, including parents, students and the community.
- Annually partner with local health agencies and community organizations.
- The local school wellness policy committee meets at least twice per year.

Developing Policies

Nutrition

General Guidelines

- Kansas food products that are served as part of the school meals program are identified at the beginning or on the serving line.
- A Kansas product is served in the school meals program at least one time per week.

All Food Sold in Schools

- USDA's Smart Snacks in School Beverage Standards for middle school and high school (only 100% juice, water, milk).
- No exempted fundraisers. All fundraisers involving foods or beverages meet the USDA's Smart Snacks in School "All Foods Sold in Schools" Standards.
- Fundraising activities involving the sale of food or beverages that meet USDA's Smart Snacks in School "All Foods Sold in Schools" Standards and/or exempted fundraisers will not take place until after the end of the last lunch period.
- Fundraising activities support nutrition support nutrition, nutrition education and physical activity messaging.

During the School Day

- The district develops nutritional standards for non-sold food and beverages made available on school campuses during the school day.
- District adopts Smart Snacks in School "All Foods Sold in Schools" Standards for non-sold food and beverages made available on school campus during the school day.
- Meals purchased at fast food outlets to be consumed at school must not be brought to school in their original containers.
- Caffeinated beverages are not allowed in sack lunches to be consumed in the cafeteria. (Elementary/Middle School)
- Caffeinated beverages are not allowed to be consumed in the classrooms. (Elementary/Middle School)

Nutrition Education

Nutrition Promotion

- Students provide input on foods offered in the cafeteria.
- Students learn about the nutrition requirements for school meals and some students are involved in helping plan menus.
- The district implements marketing and advertising of nutritious foods and beverages consistently through a comprehensive and multi-channel approach by school staff, teachers, parents and students .
- A student advisory council is formed and meets with a food service representative and school administration twice a year to provide input.

- The district provides information on nutritious foods and beverages.

Nutrition Education

Nutrition Education

- Teachers and other school personnel participate in nutrition and health education-related professional development.
- The district uses qualified personnel or organizations from the community to provide nutrition education to students under the direct supervision.
- Integrate age-appropriate nutrition education into other core subjects such as math, science, language arts, and social sciences, as well as into at least one non-core/elective subject.
- Include nutrition and health posters, signage, or displays in the cafeteria food service and dining areas, classrooms, hallways, gymnasium, and/or bulletin boards that are rotated, updated or changed quarterly.
- Offer information to families at least once per semester that encourages them to teach their children about health and nutrition, and assists them in planning nutritious meals for their families.3

- **Physical Activity**

Throughout the Day

Grades K -5:

- Elementary school students have at least 15 minutes a day of supervised recess (not including time spent getting to and from the playground), preferably outdoors.
- Supervisory staff encourage moderate to vigorous physical activity.
- School policy outlines guidance on conditions regulating indoor and outdoor recess during extreme weather conditions.

- Structured physical activity opportunities, in addition to physical education and recess (where applicable), are offered to all students at least 1 time daily.
- School staff are encouraged to participate in professional development on integrating physical activity into core/non-core subjects provided to licensed physical education teachers, school nurses, and building administrators.
- Structured physical activities are planned by a licensed physical education teacher and integrated into health education and one or more core subjects, such as math, science, language arts, and social sciences, as well as in non-core and elective subjects.

Physical Education

- Elementary students receive an average of 120 minutes of physical education per week, which includes at least 50% of the minutes engaged in moderate to vigorous physical activity.
- Middle school students receive 150+ minutes of physical education per week, which includes at least 100 minutes of moderate to vigorous intensity activity.
- High school students are provided structured physical education in at least 2 courses required for graduation.

- Physical education teachers are licensed and participate in physical education and/or physical activity specific professional development every 2 years.
- The physical education curriculum encourages a multi-dimensional fitness assessment.
- Physical education curriculum includes fitness assessment of at least 50% of all students enrolled in physical education and student fitness reports are available to parents.

Family & Community

- Community members are encouraged to access the district's indoor and outdoor physical activity facilities at specified hours.
- Community members are encouraged to contribute suggestions and participate in the implementation of the district wellness program.

- Offer information to all families that encourages them to teach their children about physical activity, and assists them in planning physical activity for their families.

Integrated School Based Wellness

General Guidelines

- The wellness policy assessment and progress toward meeting the State Model Wellness Policy are presented to school and district staff.
- Annual staff wellness activities and/or professional development opportunities related to nutrition, physical activity and abstaining from tobacco are provided to encourage school staff to serve as healthy role models.
- Staff wellness activities and training may also include additional components of the Whole School, Whole Community, Whole Child Model.
- School staff are aware of Team Nutrition and the HealthierUS School Challenge Award opportunity.
- Complete the CDC School Health Index biannually.
- Results of the CDC School Health Index are shared with the district administration and local school board.
- Results of the School Health Index are shared with the public.
- Annually, offer district-sponsored wellness family activities that address one or more components of the Whole School, Whole Community, Whole Child Model.
- Each semester, partner with local health agencies and community organizations.
- The District Wellness Committee will discuss the development of a farm to school program.
- Farm to school activities conducted annually in some schools.
- Each semester, culturally relevant health education information is provided to families via handouts, postings on the school website, newsletters, presentations and workshops.
- The local school wellness policy committee or subcommittee(s) meets at least once per quarter.

The following administration, social worker, food service professional, school representative, school counselors, health professionals, physical education teachers, FACS teachers, K-6 classroom teachers, and 7-12 classroom teachers are engaged in developing, implementing, monitoring, reviewing and making the district wide wellness policies available to the public.

Building	Position	Representation	Term Ends
District	Superintendent	Joel Bickford	Continuous
District	Curriculum Director	Tamera Steinlage	Continuous
District	Social Worker	Abigail Smith	Continuous
District	OPAA Food Service	Misty Ronnebaum	Continuous
District	Authorized Representative	Nicole Bowers	Continuous

Position	Centralia	Frankfort	Term Ends
Principal	Wade Talley	Dean Dalinghaus	Continuous
School Counselor	Whitney Niehues	Tom Schroeder	Continuous
School Nurse	Peggy Buessing	Maggie Feldkamp	Continuous
Health/PE	Nick Evans	Brian Ebert	Continuous
FACS	Jena Kramer	Kjerstine Vaughn	Continuous
K-6 Rep.	Shawnae Rempe	Kelly Horigan	May 2026
7-12 Rep.	Dusty Thompson	Calleigh Macke	May 2026