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USD 484 Fredonia

# Student Handbook

- Fredonia Early Learning Center
- Lincoln Elementary School
- Fredonia Junior Senior High School

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*Bee Excellent Students & Teachers*

2023 - 2024

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# Overview

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## WELCOME

The faculty, support staff, and administration welcome you to the 2023-2024 school year. This handbook has been prepared to provide you with information regarding the regulations and practices of the schools in our district. These regulations were designed to provide a safe learning environment for all students. It is impossible for the handbook to be inclusive of all situations.

It is important to remember that Fredonia Early Learning Center, Lincoln Elementary and Fredonia Junior-Senior High are learning environments with high expectations for appropriate behavior, academic work requirements and the equal treatment of all students and staff. We challenge all students to always:

- Represent our school with dignity and class;
- Treat the school facility with care;
- Respect all students and staff regardless of ethnic, economic, or religious background;
- Make healthy life decisions concerning alcohol and drugs;
- Set goals that will add meaning to your life during, and after high school;
- Develop a work ethic to enhance academic and extracurricular skills;
- Report any inappropriate activities of harassment;

We encourage you to take part in all aspects of the school community so that you may derive maximum benefit from being here, and that your contribution will continue that tradition. We hope all students have an excellent year. If you ever have any concerns or problems, feel free to stop by and visit.

The USD 484 handbook is a comprehensive guide. Anything not discussed should be taken to the principal and he/she will make a decision on how to deal with the situation. Each case will be given the utmost attention. A comprehensive Board Policy Book is available for review online. References to Board Policy contained herein are to its Policy Book. Board Policy will supersede information contained in this handbook.

## GOLD STANDARD

We are here together to learn, to love, to grow, to care, to share.

## MISSION STATEMENT

We are here to prepare our students for their futures by ensuring all students develop and demonstrate scholastic, technical, social, and employability skills essential for achieving post-secondary personal, academic, and career success. Every Child, Every Day!

## **ALMA MATER**

All hail to thee Fredonia High,  
Our hearts will e'er be true.  
This tribute we will give to you,  
Keep it e'er nigh.

The memories held within your halls  
will linger through the years.  
Your Gold and Black will bring us back to dear old  
F-H-S!

## **FIGHT SONG**

Fight, Fight, Fight, Fight, Fight, Fight, Fight  
We are the 'Jackets, we're big and strong  
And we will fight on to win this game.  
We're out for this win and as we begin,  
We'll cheer our team to fame  
Rah! Rah!

We tell you that we are Fredonia's crowd,  
And we will win where'er we play.  
You do your best team; we'll do the rest,  
We'll win this game today. Hey!

## **JACKET ESSENTIALS**

The seven traits listed below are essential to the development, well-being and growth of all Yellowjacket students and staff:

- Jacket Pride - Pride of self and community
- Engaged - Focused attention
- Tolerance - Making connections
- Kindness - Empathy and caring
- Integrity - Always doing what is right
- Growth - Embraces challenges
- Sincerity - Being true

## **ACCREDITATION**

Fredonia Schools are fully accredited schools and members of the Cognia accreditation system and the Kansas State Department of Education (KSDE).

**EQUAL EMPLOYMENT OPPORTUNITY and NOTICE OF NONDISCRIMINATION APPLICABLE to ALL DISTRICT PROGRAMS and ACTIVITIES**

Unified School District 484 shall hire all employees on the basis of ability and the needs of the District. Unified School District 484 is an equal opportunity employer.

Unified School District 484, Wilson County, State of Kansas does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Superintendent of USD 484 District Office:  
300 N. 6TH ST.  
FREDONIA, KS 66736

# Fredonia Junior Senior High School

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## OUR PURPOSE

We are committed to doing our B.E.S.T.: being excellent students and teachers.

## CHECKOUT PROCEDURE

Any student leaving the building must check out through the office with permission from a teacher or administrator. Students returning to the building must check back in through the office.

## CLASS CHANGES/DROPS AND TRANSFERS

Class changes are not allowed at the start of the school year unless extenuating circumstances exist, which will be ruled upon per situation by the principal. Class changes for second semester classes must be made prior to the beginning of the second semester.

## COMMENCEMENT PARTICIPATION

Students must have completed all credit requirements before participating in graduation ceremonies. Graduation exercises shall be under the control and direction of the building principal. Additionally, all obligations such as fees and fines must be paid prior to receiving diplomas.

## COMMON LATE WORK POLICY

### **Goal**

To implement a comprehensive common late work policy that provides opportunities for recovery of learning opportunities, hereby known as “Recovery”. Recovery will be embedded into the school’s multi-tiered system of support, occurring daily during time set aside for Intervention.

### **Persons Responsible**

Brian Houghton, Jamie Camacho, Deb Evans, Classroom Teachers

### **Description of Terms**

- Due dates will be posted within Canvas for each assignment in every class.
- Assignments not submitted by the posted due date will be automatically classified by Canvas as “late” or “missing”.
- Assignments submitted by the posted due date, but not yet graded, will be excluded from Recovery.

### **Recovery Steps**

Each morning a report will be generated in Canvas that lists students and missing assignment details.

*Person Responsible - Deb Evans*

Students will be assigned to a Recovery classroom to complete the missing assignment(s). Recovery classes are:

- 12th Grade - Marc Svaty
- 11th Grade - Tricia Couch
- 10th Grade - Shari Robert
- 9th Grade - Theresa Fischer
- 8th Grade - Taylor Mrkwa
- 7th Grade - Admin

Students will be notified via email.

*Person Responsible - Deb Evans*

Students report to Recovery until the missing assignment is submitted.

Homework submitted within one day may earn a maximum of 85%.

Homework submitted within two days may earn a maximum of 75%.

Homework submitted within three days may earn a maximum of 50%.

Homework submitted after three days will not receive a grade, but must be submitted to exit Recovery.

Tracking of completion status will be done via collaboration with Recovery teachers, Deb Evans and administration.

### **Measurement of Desired Outcomes**

- Decrease in percent of students with missing assignments
- Increase in academic grades / decrease in failing grades
- Decrease in students academically ineligible

### **Notes**

- All classrooms will be required to adhere to this policy.
- No extra credit will be given to students who fail to submit assignments during Recovery.

## **DELIVERIES**

Student deliveries (flowers, balloons, etc.) may be delivered to the Fredonia Junior Senior High School office area. These deliveries may be picked up at the end of the school day.

## **DETENTION TIME**

Unexcused absences and discipline may require assigned time. The building administrators and staff will determine detention time. Detention is scheduled every week for 60 minutes. Students who are assigned detention are required to attend.

## **DRESS AND APPEARANCE**

Fredonia School's dress code is designed to encourage all students to set a standard that is reasonable and a credit to everyone that is part of our school. It is important that students dress in a way that shows respect for themselves, their peers and their school's reputation for excellence. Proper dress in school enhances the learning environment and prepares students for the adult world. Parents are asked to make certain that children are dressed for the demands of the weather in case of unforeseen difficulties involving bus transportation.

In conjunction with the building administration and the FHS student council, a dress code has been created to outline proper and professional dress for students and staff. Additionally, students who may be taking any Career and Tech-Ed classes may be asked to abide by a different dress code while working out in the shop. All parties agree that FJSHS is a professional learning environment and thus our students and staff will dress accordingly.

The school administration reserves the right to determine the appropriateness of clothing.

The following guidelines regarding dress code are to be observed:

- Spandex and compression shorts may be worn under clothing, but not alone.
- Hats may be worn during the school day as long as they are deemed school appropriate. At any time, a teacher or administrator may ask a student to remove his/her hat. Requests to remove hats must be honored or the hat will have to be surrendered to the high school office until school is dismissed. A "hat" includes but is not limited to: "beanies", stocking caps, baseball caps, cowboy hats, etc. Hats may not be worn for the duration of the lunch period if a student is eating inside.
- Hooded sweatshirts or "hoodies" may not be pulled over a student's head while in class or at lunch.
- Hats are not to be worn at the ELC or Lincoln Elementary except on designated days.
- Hats that are an extension of religious dress will not be required to be removed.
- Sunglasses may be worn if prescribed by a doctor or on designated days.
- Leggings, yoga pants, running tights/pants need to be solid and never see through. While worn, shirts must be an appropriate length.
- Straps on tops must be at least (2) fingers in width.
- No clothing may be worn that is disruptive or offensive.
- Tops must cover cleavage--always.
- Shorts, skirts, and dresses must have an inseam no less than 3" and be an appropriate length for school and school activities that may occur during the day.
- Bra straps and bras must be covered.

- No visible midriff
- Undergarments may not be visible at any time.
- Pants are to be worn at the waistline.
- Pajama pants &/or house slippers may be worn on designated days only.
- Any sandal or flip-flop worn to school must have a secure strap(s) i.e. one that is not easily broken and completely secures the sole of the shoe.

*Dress code violations may be referred to the Office. Once the situation is remedied the student will return to class.*

### **EARLY GRADUATION (JFCA)**

The Board does not encourage early graduation from high school. The Board believes that students should avail themselves of the many and varied courses offered in the high schools as well as local colleges. However, students may pursue early graduation if they have completed all graduation requirements, have attended seven semesters, or have a hardship or a unique cultural, academic, and/or vocational opportunity. Parent/Guardian, counselor, and principal approval shall be required before an application will be considered. An application for early graduation shall include a letter from the student, a letter from the parent/guardian, and a completed graduation plan developed cooperatively between the student, parent/guardian, and counselor.

Students who avail themselves of early graduation privileges are not eligible for extracurricular activities of any kind except as an approved guest. Early graduation applications must be filed in the office by the first official day of school. Early graduates will receive their diplomas at the end of the first semester.

### **FINAL EXAM POLICY**

Final exams will be given to all students in grades seven through twelve during the final week of the school year. Mid-term assessments will not be given in December.

The nature of a final exam will vary from class to class, as determined by the teacher of each class. Each teacher will clearly articulate the nature of the final exam for the classes they teach during the opening sessions.

Students earning a grade of 95% or higher with two or fewer excused absences may opt out of the final exam for each class in which the criteria is met, unless the class is taken for college credit.

Students completing the twelfth grade will observe the following finals schedule:

- Monday of their final week of school: Finals for Mods 5 through 8
- Tuesday of their final week of school: Finals for Mods 1 through 4

Students completing seventh through eleventh grade will observe the following finals schedule:

	<b>DAY ONE</b>	<b>DAY TWO</b>
<b>8:00 am – 9:30 am</b>	Mod One	Mod Two
<b>9:35 am – 11:00 am</b>	Mod Three	Mod Four
<b>12:00 pm – 1:30 pm</b>	Mod Five	Mod Six
<b>1:35 pm – 3:25 pm</b>	Mod Seven	Mod Eight

### **FOOD & DRINK POLICY**

Drinks and food are allowed in the commons area and outdoors at FJSHS. All drink containers must have a securely closing lid. No styrofoam or “fountain drink” style drink containers will be allowed. Snack items may be kept in lockers and are allowed in a classroom with the teacher’s permission. Snack items may only be consumed in the commons or a classroom with the teacher’s permission. ALL snack and beverage items must be listed on the “approved snack & drink” list.

### **FREDONIA VIRTUAL ACADEMY**

The Fredonia Virtual Academy (FVA) is an alternative school with virtual capabilities. Students that meet graduation requirements set forth by the USD 484 Board of Education and Kansas State Department of Education may graduate with a USD 484 diploma, and are eligible for participation in graduation ceremonies. Each FVA graduate may elect to participate in a Fredonia Virtual Academy graduation ceremony at the time he/she completes his/her requirements. Students may contact their counselors, if they are interested in any classes.

### **GRADES**

Dates are scheduled for formal parent/teacher conferences in the fall and in the spring. However, students and parents are encouraged to contact teachers or counselors with questions regarding student class work, homework, and grades at any time during a grading period.

### **GRADE CARDS**

Grade Cards will be distributed at the end of semester grading period. Semester examination grades may be given to high school students. USD 484 schools issue one-half credits for a semester class and one credit for a full-year class. Grade cards may be mailed to parents.

## GRADING POLICY

Student grades are given on a semester basis only. Nine-week grade reporting represents only the students' progress at that point in the semester. Nine-week grades are not to be interpreted as a grade for work completed or as an average grade in arriving at the semester grade.

Teachers must develop student evaluation and grading procedures, which are easily understood by students and parents and can be justified by fair and reasonable standards. Student evaluation should be based on, but not limited to:

1. Assignments
2. Activities and projects
3. Test results

Grading standards at Fredonia Jr/Sr High School are:

- A - 90-100
- B - 80-89
- C - 79-70
- D - 69-60
- F - 59 and below (No Credit Earned)

## GRADUATION & PROMOTION REQUIREMENTS

The educational program in our schools shall provide learning experiences for all students to acquire skills, knowledge and attitudes, which are necessary for a productive life in a changing society.

The final decision to promote, retain, or graduate a student will rest with the principal after receiving information from the parents, teachers, and other school personnel.

### **High School:**

Pacing for graduation in four years is:

9 <sup>th</sup> Grade – 6 Credits Earned	10 <sup>th</sup> Grade – 12 Credits Earned	11 <sup>th</sup> Grade – 18 Credits Earned
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These credits will include specific requirements of USD 484 and the State of Kansas. Students, in cooperation with their counselor, are responsible for completing these requirements. The graduation requirements for the seniors will be 24 units. These units must include the following:

- 4 credits in English
- 3 credits in Math
- 3 credits in Science
- 1 credit in Health and PE
- 4 Credits of Social Science
  - This includes one credit of Government, required for the class of 2027
- 1 credit in Fine Arts
- ½ credit in Consumer and Personal Finance
- ½ credit in Independent Living
- 1 Credit in Career and Life Planning
- the remaining credits will be electives

## **HONOR ROLL SYSTEM**

The Fredonia Schools honor roll system will divide honor students into two divisions. The two divisions are:

- Straight “A” students
- Honor students - those with a 3.5 grade point average or above with no grade lower than a “C” and no incomplete grades at the end of the semester grading period.

## **HONORS FOR GRADUATION: VALEDICTORIAN and SALUTATORIAN**

The valedictorian and salutatorian will be named after the seventh semester. They will be selected based upon their cumulative GPA as of the end of the seventh semester.

## **HOMEROOM**

The Homeroom period is provided so students may get assistance from teachers, work on assignments, attend school assemblies, and schedule important counseling activities, such as career planning, college visits, and enrollment. Students are expected to use this time appropriately and come prepared to work.

## **INDEPENDENCE COMMUNITY COLLEGE / ONLINE CLASSES**

Students will be allowed to enroll in classes through Independence Community College if they meet the following criteria:

- The student must be in good standing with USD 484.
- The student must have an appropriate score on the ASSET Test or qualifying ACT score.
- Dual credit is given once the student is enrolled.
- Students are expected to complete the course and once enrolled, may not drop without the counselor AND principal’s approval.
- Any student who fails an online college course may not take another online college course for an additional 18 weeks.

Students will be allowed to enroll in classes through Allen County Community College if they meet the following criteria:

- The student must be in good standing with USD 484.
- Dual credit is given once the student is enrolled.
- Students are expected to complete the course and once enrolled, may not drop without the counselor and principal’s approval.
- Any student who fails an online college course may not take another online college course for an additional 18 weeks.

## **INTERVENTION HOUR**

All students, grades 7 - 12, will participate in Intervention Hour Monday through Friday from 11:35 AM - 11:54 AM. Students will participate in enrichment activities or intervention related to academic performance in classes and standardized assessments, including but not limited to KAP and FastBridge. Students who are in good academic standing, with C's or higher in all classes, no unexcused absences or tardies, have demonstrated appropriate behavior and have parent / guardian permission, may be allowed to participate in special activities scheduled throughout the year.

## **KANSAS REGENTS QUALIFIED ADMISSIONS REQUIREMENTS**

The six state universities in Kansas, including Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, Wichita State University, and the University of Kansas use the standards below to review applicants for undergraduate admission. These standards are set by the Kansas Board of Regents.

- 4 credits in English
- 4 credits in Math: *Must complete either 3 units of Math and receive an ACT Math score of 22 or take 4 units of math, one of which must be taken in the graduating year*
- 3 credits in Science: *One of which must be a full unit of Chemistry or Physics*
- 3 credits in Social Science

## **KANSAS REGENTS SCHOLAR CURRICULUM REQUIREMENTS**

To qualify for State Curriculum Completer and compete for State Scholar honors, a student must complete the following requirements as well as the USD 484 graduation requirements:

- 4 units of Language Arts
- 3 units of Social Studies, with 1 unit of U.S. History, 1/2 unit of American Government, 1/2 unit of World History or World Geography, and a unit of another Social Studies elective such as Economics and a full unit of American Government
- 3 units of Science - Biology, Chemistry, and Physics (a fourth year of science is recommended)
- 4 units of Math - Algebra I, Algebra II, Geometry, and a fourth unit of Advanced Mathematics
- 2 approved units of one foreign language

## **LUNCH**

The schools provide a closed lunch period. Students will have 25 minutes for lunch. Lunch prices will be published in the local media and school newsletter. We have a closed lunch; therefore, students will not go to the parking lot or leave the school campus. The only area open to students during the lunch period is the commons/cafeteria. Students may leave the school campus for lunch only if the Administration has granted permission.

## **SENIOR LUNCH OPPORTUNITY**

Seniors in good standing have the opportunity to leave the campus for lunch. An unexcused tardy upon return or three absences of any kind in a 9-week grading period will result in a 10-day revocation of the off-campus opportunity. Seniors must use the main east doors upon return and the drinks/food regulation must be followed.

## **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character. Requirements include a 3.75 GPA or higher and evidence of leadership, character and service, both in the school and community. Students are eligible for this honor beginning the second semester of their sophomore year. See NHS Guidelines or sponsor for specific details.

## **OPENING AND CLOSING OF THE BUILDING**

Doors will open at 7:40 A.M. unless otherwise authorized by a school sponsor or coach. Upon entering the building at 7:40 AM, students will report to the Commons if eating breakfast or to the gym. Students are not to be in any USD 484 facility without a sponsor or without a scheduled activity being in progress.

## **PROM**

Prom is considered a formal event and will be treated as such. Proper attire is required for the duration of the evening. Failure to comply with the dress code will result in the boy or girl being asked to leave the premises. Eligibility requirements must be met to attend.

## **SCHOOL DANCES**

Students currently enrolled in a USD 484 school will be admitted. One guest per USD 484 student will be admitted to our dances, provided the guest is registered in advance and accompanied by the USD 484 student. Guests must be registered in advance in the school office. Any person having violated USD 484 drug/alcohol policy during a school-sponsored dance will not be allowed to attend future dances for the remainder of the year. A record of non-student guests who may have been a problem will be maintained and a list of names of those guests made available at future dances so that admission can be denied. Persons leaving the dance will not be re-admitted. All school rules and regulations apply. There is to be no tobacco and no drinking or possession of alcoholic beverages or other illegal drugs on the campus. Eligibility requirements must be met to attend. Guests are not permitted for junior high dances.

## **SENIOR PORTFOLIO**

Successful completion of the Senior Portfolio and Interview are non-credit requirements for graduation.

- Many other requirements are established when a student selects a major area, college or university or special training school to attend. These requirements are the responsibility of the student and parents and must be reported to the Fredonia Junior Senior High School principal and counselor.
- Due to the special abilities of many individual students, the principal has the authority to develop, with the cooperation of the student, his/her parents, and the counselor, any individual program that will meet his/her goals, needs, and interests. This program, upon the approval of principal and parents, will then meet the graduation requirements provided state law is not violated.

## SENIOR TRIPS

Senior trips are seen as a benefit to the seniors attending Fredonia Junior Senior High. The destination and itinerary of the senior trip must be presented to administration prior to the February board meeting. All trips must be presented and approved by the USD 484 Board of Education during the February meeting.

## STUDENT BADGES

Student badges are not to be intentionally marked upon or otherwise damaged. Doing so will result in the need to purchase a new badge at an expense of \$7.00.

## STUDENT VEHICLES AND PARKING

Students are provided with parking spaces set by the administration. All traffic and parking signs must be observed. The speed limit on school grounds is 15 MPH. The principal or his/her designee will monitor the parking lot. Violations of driving and parking regulations may result in school disciplinary action under the category of direct willful disobedience and open defiance. Students may be subject to suspension and forfeiture of driving privileges. Students are not permitted to be in, or around, their cars during the school day. If it becomes necessary for students to go to their cars during the school day, they need to secure permission from the office first. Failure to secure permission will result in disciplinary action.

## VISITORS TO THE SCHOOL

Any person who visits a school building and/or grounds of the district shall first make his/her presence known to the office before proceeding to contact any other person in the building or on the grounds. Violation of this rule may lead to removal from the building or grounds and denial of further access.

- All visitors and guests must report to the office, sign in, and wear a visible Visitor's Badge.
- Out-of-school guests, between the ages of 14 and 20 years of age, may attend the Winter Formal, or Prom. Such guests must be registered in the Office before the activity and abide by the established regulations. All guests must also have the approval of the building administrator.
- Non-students may not enter the building to pick up students at any time. Students' "rides" are to wait in the vehicle. Parents are exempt from this rule.

## CELL PHONE and ALL OTHER ELECTRONIC DEVICES

Students in the 7th - 12th grade are allowed to carry cellular phones or other electronic communication devices during the school day, and are required to silence and keep them out of sight during classroom hours. Cell phones and personal electronic devices may NOT be used during class time. Students will be permitted to properly use their cellular devices during all passing periods, lunch period, before school and after school. Improper use of a cellular phone or other electronic communication device during the school day will result in the item(s) being confiscated.

1. **First Offense:** Item(s) will be confiscated until the end of the school day, and then returned to the student.
2. **Second Offense:** Item(s) will be confiscated until the end of the school day, and only released to their parents.
3. **Third Offense and subsequent offenses:** Items will be confiscated until the end of the school

day, the item will only be released to their parents and the student may be placed in ISS.

*Any information not covered in this section will be outlined in the sections labeled General Policy & Legal Information, Athletic Information, Drug & Alcohol Testing Information, Medical & Health Information, and Technology Usage Information.*

# Lincoln & Early Learning Center

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## CODE OF CONDUCT

We take the road less traveled at Lincoln Elementary and the Early Learning Center. We genuinely care for our school, each other, and ourselves. We show and receive respect by using kind words and actions. We listen thoughtfully, we stand up for others and ourselves, and we take responsibility for our own behavior and learning. This is who we are even when no one is watching.

## YELLOWJACKET BEHAVIOR EXPECTATIONS

An effective school includes a safe and positive environment in which students may learn. Fredonia School rules are:

1. Be polite at all times.
2. Respect individual, private, and school property.
3. Do not interfere with a student's right to learn or a teacher's right to teach.
4. Obey rules and procedures established for the classroom, playground, and school events/situations.

Fredonia students are provided several opportunities in learning rules and regulations. At the beginning of each year rules and regulations are taught, practiced, and reviewed. Students are provided with a warning when not following a rule or regulation. Students may be removed from the setting if misconduct continues. If necessary, verbal or written contact will be made with the child's parent/guardian if the misbehavior continues with a possibility of greater consequences dependent upon the facts and circumstances. Building Administrators will determine proper consequences based on student misconduct and the Discipline Plan outlined for each building. See "General Policy" section for further details.

## AFTER SCHOOL PROGRAM - LINCOLN

Only students who have qualified and have distinct written permission to participate in the after school program will be allowed on school grounds after the dismissal bell at 3:25. Students will partake in academic learning sessions, as well as an extra recess and receive a snack. The after school program is released at 5:00 pm where students are to be picked up in the horseshoe on the West side of Lincoln. If your student will miss a session or needs to have other pickup arrangements than previously agreed upon, please contact the office.

## ATTENDANCE PROCEDURES

Regular attendance is a vital factor in school achievement. See "*General Policy*" section for details regarding state mandates and board policy. Contact the school office **by 9:00 a.m.** if your child is absent. Any absence that is verified by a medical or legal note will not count towards truancy reporting and will be marked as excused. Please bring back medical or legal verification from any medical or legal appointment to the school office. Students will be marked as unexcused without proper documentation from said appointment.

## CELL PHONES AND ELECTRONIC GAMES

Cell phones and electronic games are to be turned off and left in book bags. Any cell phone or

electronic game taken out of the book bag without the teacher's permission will be taken to the office to be picked up by parents/guardians. USD 484 is not responsible for lost, damaged, or stolen cell phones or electronic games.

### CHECKOUT PROCEDURE

Any student leaving the building must be checked out through the office by a parent/guardian. Students returning to the building must be accompanied by an adult who will check them back in through the office check in/check out system.

### DELIVERIES

Student deliveries (flowers, balloons, etc.) are NOT permitted at Lincoln Elementary or the ELC.

### DRESS CODE

Student dress should be decided upon for comfort, safety, and appropriateness for the weather. Elementary classrooms maintain a temperature of approximately 70 degrees year round. Winter coats and blankets may not be worn in the classroom, however a light sweater or jacket may be needed for comfort on days with variable weather. Parents are asked to make certain that children are dressed appropriately for the demands of the weather. Students go out to recess with a feels-like temperature of 20 degrees or above. Even in brisk temperatures, it is important for students to receive fresh air and time to simply run and play to keep their brains active for learning.

A dress code has been created to outline proper and professional dress for students and staff. The school administration reserves the right to determine the appropriateness of clothing.

1. Spandex and compression shorts may be worn under clothing, but not alone.
2. ***Hats are NOT allowed on the Lincoln and ELC campuses.*** They may ONLY be worn on designated days (unless authorized by the administration), this includes but is not limited to: "beanies", stocking caps, baseball caps, cowboy hats, etc.
3. Sunglasses may be worn if prescribed by a doctor or on designated days.
4. Leggings, yoga pants, running tights/pants need to be solid and never see through. While worn, shirts must be an appropriate length, covering the rear end, etc.
5. Straps on tops must be at least (2) fingers in width.
6. No clothing may be worn that is disruptive or offensive.
7. Tops must cover cleavage--always.
9. Shorts, skirts, and dresses must have an inseam no less than 3" and be an appropriate length for school and school activities that may occur during the day.
10. Bra straps and bras must be covered.
11. Undergarments may not be visible at any time.
12. Pants are to be worn at the waistline.
13. Pajama pants &/or house slippers may be worn on designated days only.
14. Any sandal or flip-flop worn to school must have a secure strap(s) i.e. one that is not easily broken and completely secures the sole of the shoe.

All dress code violations will be referred to the Office. Students may be asked to change when appropriate, and then returned to class.

## **FIDGETS/TOYS**

The school will provide toys and equipment for recesses. Students should NOT bring toys or iPods or other listening devices to school for use at recess or on the bus. Fidget items (including rubix cubes and pop-its) will not be allowed unless explicitly written in a student's individual plan that has been approved by the building principal. USD 484 is not responsible for lost, damaged, or stolen toys/fidgets that are kept in a student's locker/backpack.

## **FOOD & DRINK POLICY**

Students at Lincoln Elementary and the ELC are allowed a plastic water bottle with a screw-on cap, water bottle, or container with a clear lid. Students are only permitted water inside their waterbottles. No outside drinks or snacks are allowed unless brought in by parents/guardians for a student's birthday celebration or class party.

## **GRADING POLICY/STUDENT PROGRESS**

Students progress is reported through a standards-based grade card. Students' content grades are reflective of their knowledge of the essential grade level standards only. Performance will be graded and converted into a letter grade percentage scale. The scale is as follows:

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

Dates are scheduled for formal parent/teacher conferences in the fall and in the spring. However, students and parents/guardians are encouraged to contact teachers with questions regarding student class work, homework, and grades at any time during a grading period. Grade cards will be distributed at the end of each quarter.

## **LIBRARY SERVICES**

Users will be charged replacement costs of lost or damaged hardback and paperback books.

## **LOST AND FOUND ITEMS**

Each student's belongings, including school supplies, coats, gloves, and the like, should be plainly marked to avoid loss or exchange. The school office will keep lost and found items. Students and/or parents/guardians may check this during regular school hours.

## **LUNCH FOR PARENTS EATING WITH THEIR CHILD**

Parents/guardians are welcome to come eat lunch with their child. To request a school lunch, please call the office at 378-4138 by 8:30 to be added to the lunch count. Parents/guardians may bring lunch and eat with their child/children only.

## OPENING AND CLOSING OF THE BUILDING

### **Fredonia Early Learning Center (ELC):**

Bus students eating breakfast will proceed directly to the commons from the west doors. Bus students who do not eat breakfast at school will also go into commons where they will be supervised until the start of school. Students getting dropped off will come from Jefferson Street onto the sidewalk going to the entrance on the north side of Bateman. Parents may walk their students directly to the door and return to their vehicle. **Students should never be dropped off prior to 7:30 A.M. as there is no supervision.**

### **Lincoln Elementary:**

Bus students who do not eat breakfast at school will exit onto the south playground upon arrival. Bus students eating school breakfast will exit onto our east entrance, entering through the Paulen Lobby and go directly to the gymnasium. **All remaining students should NOT arrive on the school grounds prior to 7:30 A.M. as there is no supervision.** All students are required to wait outside on the south playground until 7:55 A.M. Students may ride bicycles to school and park them in the racks provided at the south side of the playground. Students are not to ride bicycles on the sidewalks or the playground.

## **DISMISSAL**

School is dismissed at **3:15 P.M. for the ELC**. Pick up procedures will be explained to parents at the start of the school year.

School is dismissed at **3:25 P.M. for Lincoln Elementary**. Car riders will be dismissed from the gym and be picked up in the horseshoe drive west of the building. Individuals picking up students are to remain in their vehicles. Students walking home will exit out the south playground doors. Students are required to use sidewalks and crosswalks when proceeding home. Students riding bicycles home should use the street and obey traffic laws.

## **PARTIES (Classroom/Birthday)**

Time for classroom instruction is very limited during the school day. Parents/guardians desiring to bring treats to school should first contact the classroom teacher to arrange for an appropriate time. These parties should be kept simple.

## **PARTY INVITATIONS**

Party invitations are not to be handed out in school unless the whole class is invited. If the whole class is not invited, the invitations should be mailed. School parties will be held in the classrooms for Halloween/Fall, Christmas, and Valentine's Day.

## **SCHOOL PHONE/EMAIL**

Parents/guardians should feel free to call or email the school concerning any matter dealing with their children and the school. The office telephone is for conducting such school business.

Teachers will not be called out of their rooms during school hours (except in cases of emergency). It is usually a considerable inconvenience for a teacher to leave a roomful of students when they are in the midst of a lesson or activity. A message will be placed in the teacher's mailbox for them to return the call at a time they are free.

We urge you to make arrangements for after-school activities before the child comes to school. Students will not be allowed to make last minute after school plans using the school phones. If it becomes necessary to get in touch with your child, a message will be taken and placed in the teacher's mailbox to be given to the student during the day.

Students will be permitted to use the telephone in special cases to make calls or to receive them. Students may not leave the school grounds unless a secretary or administrator has talked to the parent/guardian.

**Please notify the school of any changes in your telephone number, street address or email address.**

### **SCHOOL PREMISES HOURS**

Students should not arrive on school grounds prior to 7:30 am. Students arriving before 7:30 will be unsupervised and safety issues could arise. At the end of the day, students are to leave school grounds after the final bell and should not return until after 4:00pm. This ensures that parents/guardians are aware that their child has safely made it home, before returning to play on the equipment or use the basketball hoops. School premises are to be vacated after dusk per the posted signs.

### **VISITORS TO THE SCHOOL**

Any person who visits a school building and/or grounds of the district shall first make his/her presence known to the office before proceeding to contact any other person in the building or on the grounds. Violation of this rule may lead to removal from the building or grounds and denial of further access.

- All visitors to Lincoln Elementary must report to the office, sign in, and wear a visible Visitor's Badge.
- ELC visitors must stop by the Lincoln Elementary Office the first time they wish to visit the ELC. A phone call to Lincoln Elementary must precede each subsequent visit to the ELC so arrival can be communicated to the teacher.
- Preschool or school age children not currently enrolled in the district may visit school only when accompanied by an adult.
- All visitors who wish to eat lunch with a student must notify the Lincoln Elementary office by 8:30 AM. Payment for lunch needs to be made at the Lincoln Elementary office prior to eating at Lincoln or the ELC.

# General Policy & Legal Information for All Buildings

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## YELLOWJACKET BEHAVIOR EXPECTATIONS

An effective school includes a safe and positive environment in which students may learn. Fredonia School rules are:

1. Demonstrate appropriate behavior.
2. Be polite at all times.
3. Be respectful: Respect everyone and everything, including individual, private, and school property.
4. Be engaged & be prepared: Respect a student's right to learn and a teacher's right to teach.
5. Be responsible: Obey rules and procedures established for the classroom, playground, and school events/situations.

## THE JACKET WAY

- Be prepared!
- Be engaged!
- Be respectful!
- Be responsible!

Fredonia students are provided several opportunities in learning rules and regulations. At the beginning of each year rules and regulations are taught, practiced, and reviewed. Building Administrators will determine proper consequences based on student misconduct and the Discipline Plan outlined for each building.

These are guidelines and greater consequences may be imposed, dependent upon the facts and circumstances of any particular incident. Not all behavior issues which may result in suspension or expulsion from school are listed, whereas Kansas law shall apply.

ISS / OSS - While students are suspended (ISS or OSS), they are not allowed to participate in, or attend via school- sponsored transportation, any extracurricular activities.

Student actions as well as student consequences will be evaluated by the appropriate party as outlined below:

### **Immediate Suspension:**

- Physical Violence
- Harassment
- Firearms
- Weapons
- Explosives

- Violation of the Drug Code
- Possession &/or use of tobacco and/or alcohol
- Breaking School Rules repeatedly
- Actions involving disruption of safety devices/procedures or significant disruption of the school day (i.e. false fire alarms, bomb threats, etc.)

#### Office:

- Repeated disrespectful behavior
  - Insubordination
  - Open Defiance
  - Vandalism
  - Misuse of technology
  - Stealing/Theft
  - Harmful behavior (to self or others)
  - Extortion
  - Intimidation/Threats/Harassment
- **Referral #1:** Students who are sent to the office will meet with the available administrator and may be assigned one-hour of detention to be served after school.
  - **Referral #2:** Students who are sent to the office a second time will meet with the available administrator and then have all of his/her Social Privileges revoked (i.e. students will not return to class and will remain in the office to complete the rest of the school day). If necessary, lunch will also be eaten in the office. Students who disrupt the learning environment repeatedly will not be allowed to return to the classroom.
  - **Referral #3:** Students who are sent to the office for a third time will require a parent phone call. Parents will be notified of the student's behavior and be assigned one-day In-School Suspension (ISS).

#### Classroom:

- Disrespectful to the teacher
- Disrespectful to a student
- Disrespectful of school property
- Inappropriate use of device (i.e. gaming, texting, messaging, social media)
- Disruptive behavior
- Cheating on an assignment/test
- Dishonesty
- Cell phone violation
- Foul language
- Refusal to work
- Unpreparedness
- Leaving class without permission
- Tardiness
- Disruption of the learning environment

Consequences can and will be determined by the classroom teacher and supported by the building administration. Discipline points will be recorded in the office.

## **BUS Route & Activities**

Bus drivers, students, parents, and the school all share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner while riding the bus. **Riding the school bus is a privilege.** If you behave appropriately, you will be allowed to ride. This policy is designed to ensure that all students riding the bus are picked-up and dropped-off in a safe and orderly manner.

- Stay seated (with your back to the back of the seat, facing forward).
- Observe the same conduct as in the classroom
- Keep hands and feet to myself, inside of the bus not outside or in the aisle
- Talk softly at all times. Excessive noise is an unsafe distraction to the bus driver.
- Be Courteous. Use only appropriate language. Talk kindly to others.
- Obey directions from the driver. Driver is authorized to assign seats.
- Cooperate with the driver when the student is asked
- Respect bus property. Do not be Destructive. Vandalism will not be tolerated.
- Respect others personal property while on bus
- Keep the bus clean, pick up after yourself. Deposit trash in the garbage can.
- Inappropriate conversations or boy/girl touching are not allowed

1<sup>st</sup> Offense : Parent(s)/guardian will be notified by the school and will be warned about the consequences of not following the school bus rules. The student may be assigned a seat by the bus driver until their behavior improves. The student also understands that other disciplinary measures may be taken if they violate the school bus rules.

2<sup>nd</sup> Offense : A bus discipline report will be issued. An administrator will notify my parent(s)/guardian about the behavior. The student will lose all bus privileges for 3 to 5 days and will definitely be assigned a seat by the bus driver.

3<sup>rd</sup> Offense : The student may be subject to an indefinite suspension.

**For severe cases:** students may be suspended immediately from the bus for severe infractions as determined by a school administrator. A serious infraction, such as a weapon, drug or physical violence, will result in bus privileges being suspended immediately.

If bus privileges are suspended, parents must arrange their own transportation to and from school. Students must continue to attend school. Additional referrals (regarding behavior on the bus) may result in removal from the bus for the remainder of the school year.

When riding a school bus, whether on route or school activity, classroom conduct is to be observed. The driver is in charge of the bus and students are expected to obey the driver's instructions promptly. Permission and a written note must be secured from the parent/guardian and office staff before changes in transportation are to be made (i.e. riding a different bus, bringing an additional passenger, etc.).

## ATTENDANCE (JBD, JBD-R, JBE Truancy)

### BOARD PHILOSOPHY ON ATTENDANCE

It shall be the policy of the Board to encourage regular attendance at school by all students. Regular attendance contributes not only to the probability of scholastic success, but also to the development of attitudes of consistent performance, which will carry over into adult life.

### ATTENDANCE PROCEDURES

Contact the school office **by 9:00 a.m.** if your child is absent. If your child is not in attendance, and the school has not received parent/guardian notification, the absence may be recorded as unexcused. For the safety of the child, an attempt will be made to contact the parent. **If the school initiates this contact, the absence may be recorded as unexcused.** As the parent, you have the right to appeal the unexcused absence in writing. Any absence that is verified by a medical or legal note will not count towards truancy reporting. Please bring back medical or legal verification from any medical or legal appointment to the school office.

When leaving early from school, parents will notify the office in advance so assignments can be given to the child. If advanced notice isn't given the child may receive zeroes for the missing assignments. One-day notice would be the best, as this would give the teacher(s) time to get the assignments ready. It is the student's responsibility to sign in and out at the attendance office.

Two consecutive school days will be allowed to make up work the student has missed during a full day excused absence. Special circumstances may justify an administrative exception to this time.

A student absent from school may not practice or participate on that day unless:

1. He/she is in attendance by 8:25 A.M. OR
2. The principal grants permission.

**Excused absences will be determined in accordance with School Board policy.**

### UNEXCUSED ABSENCES POLICY

Regular attendance is a vital factor in school achievement. USD 484 Fredonia has provided facilities, equipment, materials, and staff so that all students may be provided proper educational opportunities. Mandatory school attendance is state law, as is our responsibility to notify the Wilson County Attorney when student attendance drops below an acceptable level. Three consecutive unexcused absences, or five unexcused absences in a semester, are considered a truancy situation in Kansas per Kansas Compulsory Attendance Law (72-III3). A student must be present a minimum of 90% of the semester, which allows for a maximum of nine (9) absences per semester both excused and unexcused.

Exceptions: (Not counted in 9-day total)

- School-sponsored activities
- Doctor-ordered absence: must be covered, in writing by the doctor, describing the reason(s) the student cannot be in school
- Nurse/Administration-ordered absence
- Homebound-appropriate paperwork on file in the school office
- Childhood disease (measles, mumps, chicken pox, etc.)

- Post-secondary education visit-must be verified by an official of the institution visited (1 day)
- In-school suspension

### **EXCESSIVE ABSENCES**

Any student who is absent from a class more than seven (7) days in any semester will be considered excessively absent. Parents will be notified when a student has missed six (6) class periods in a semester with an explanation of the implications of nine (9) absences.

### **ATTENDANCE MONITORING**

Student attendance is critical to the success of the educational process. Fredonia USD 484 reinforces attendance through a policy that seeks to be understanding of circumstances, yet reinforces the priority that a student be in seat during each class period. Thus, each school will monitor and communicate student attendance (concerns) with the students, caretakers, and school personnel.

1. At the 3<sup>rd</sup> absence, an attendance referral will be made to the Student of Concern Team.
2. At the 6<sup>th</sup> absence, the student will receive an administrative contact referral and parents / caretakers will be contacted.
3. At the 9<sup>th</sup> absence, the student's caregiver(s) will receive both written and verbal communication from school administration to notify that at the 10<sup>th</sup> absence in a semester, the Department of Children and Family Services will be notified.

At any point, the student and/or caregiver(s) may contact school officials to discuss any concerns with the student's attendance.

### **COMPULSORY ATTENDANCE LAW**

Kansas law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

1. They have attained a diploma or GED; or
2. They are enrolled in an approved alternative education program recognized by the local Board of Education; or
3. A court orders exemption; or
4. The parent (or person acting as parent) consents in writing to their child being exempt from the requirement and the child and parent (or person acting as parent) attend a final counseling session conducted by the principal to sign a disclaimer. The law requires the disclaimer to include the following information:
  - The academic skills the child has not yet achieved;
  - The difference in future earning power between a high school graduate and a high school dropout;
  - A list of educational alternatives available to the child.

## **TARDINESS**

Students are expected to be on time to all classes. Students are to be inside the classroom when the bell rings and prepared for learning. Students arriving late to school or class should report to the office to obtain a tardy pass before entering their classroom or from the teacher responsible for the delay in order to be excused. Any student more than 15 minutes late to class shall be reported as absent. An office pass does not excuse a tardy. Parents cannot excuse tardiness. If a student is tardy to class without a pass, he/she may be subject to disciplinary action by the classroom teacher, as well as with administration if tardiness becomes excessive.

At Fredonia Early Learning Center & Lincoln Elementary, 3 tardies are counted as one absence. Excessive tardies can become excessive absences and will have consequences covered under “excessive absences.”

At FJSHS, to be eligible for Intervention Hour for the following week, students may not have any (O) unexcused tardies or any (O) unexcused absences.

In regards to excessive tardies, students will receive a detention after 3 unexcused tardies in a semester. For each additional unexcused tardy, students will serve one hour of detention. Tardies will accumulate through the end of the semester. Students with unserved detention time will be considered ineligible.

## **SCHOOL SAFETY**

We must have the support and cooperation of students and parents to keep our school safe. Disruptive behavior, threats, prohibited harassment and weapons will not be tolerated and may have serious consequences, as spelled out in district policy.

## **PHILOSOPHY ON SCHOOL CONDUCT**

It is our basic philosophy that any variation in personal conduct, which disrupts or interferes with normal class procedure, has no place in school. The school's time-honored purpose to promote educational, social, and emotional growth of the individual must be respected by all and preserved by the school and its officials. Interference with these goals is considered inappropriate and demands corrective action by the administration.

**Specific consequences will be based on the seriousness and the intensity of the behavior, as well as the student's willingness to adapt and cooperate with administration and faculty as we work through the incident.**

## IN SCHOOL SUSPENSION

Other disruptive acts of behavior are deemed to be grounds for assignment to in-school suspension, with all school assignments required and given full credit. Continuation of these behaviors will result in out-of-school suspension. While assigned to the ISS room, the student will be required to complete regular classroom work, as well as other work assigned by the instructor. Students will be given credit for work completed in ISS. Failure to cooperate in the ISS room will result in the student being placed in out-of-school suspension.

While students are suspended (ISS), they are not allowed to participate in, or attend via school-sponsored transportation, any extracurricular activities.

Behavior	Detention	1 Day	2 Days	3 Days	3 Days + Hearing
Extortion				1*	2*
Failure to comply with a reasonable request (Willful disobedience)	1 & 2*	_____	3*		4*
Intimidation/Threats/Harassment (Includes sexual/racial harassment)				1*	2*
Misuse of Technology		1*		2*	
Obscenity/Profanity	_____	1*		2*	3*
Open Defiance	_____	_____		1*	2*
Possession &/or use of tobacco				1*	
Stealing				1*	2*
Unruly conduct that disrupts class/school		1*		2*	3*
Vandalism	_____	_____	_____	1*	2*

The USD 484 SRO and/or Fredonia Police Department may be notified (dependent upon the infraction) prior to parental notification. At that time, USD 484 will turn all legal matters over to Fredonia Police Department, in conjunction with the outlined disciplinary actions.

\*Numbers refer to occurrences\*\* These are guidelines and greater consequences may be imposed, dependent upon the facts and circumstances of any particular incident. Not all behavior issues, which may result in suspension or expulsion from school, are listed, whereas Kansas law shall apply.

## OUT OF SCHOOL SUSPENSIONS

The following behaviors may be expected to result in out-of-school suspensions as outlined (results of due process hearings may modify suspensions):

\* Numbers refer to occurrences\*\* These are guidelines and greater consequences may be imposed, dependent upon the facts and circumstances of any particular incident. Not all behavior issues which may result in suspension or expulsion from school are listed, whereas Kansas law shall apply. Students given an out-of-school suspension are not to be at school, on the school grounds or at a school-sponsored activity during the suspension period. Violation of this policy can result in prosecution for trespassing. Upon request, students given a short term (10 days or less) out of school suspension shall be provided with their reading and written class assignments. Examinations missed during out-of-school suspensions shall be made up the next day the student is in session. All work will be graded. Repeated acts may result in suspension for the remainder of a semester or expulsion for a school year after a due process hearing. Credit for work during an suspension will be at the discretion of the principals. While students are suspended (OSS), they are not allowed to participate in, or attend, any extracurricular activities or sports activities.

Behavior	3 Day	5 Day	3 up to 185 Days + Hearing	Police could be Notified
Violation of the Drug Code			1*	X
Possession &/or use of tobacco	2*	3*		X
Assault/battery upon another person			1*	X
Fighting	1*		2*	X
Breaking School Rules repeatedly	1*	2*	3*	X
Fireworks, including incendiary devices	_____	1*	2*	X
Actions involving disruption of safety devices, or significant disruption of the school day (i.e. false fire alarms, bomb threats, etc.)			1*	X
Weapons (See Weapons section)			1* (up to 365 day Expulsion)	X

The USD 484 SRO and/or Fredonia Police Department may be notified (dependent upon the infraction) prior to parental notification. At that time, USD 484 will turn all legal matters over to Fredonia Police Department, in conjunction with the outlined disciplinary actions.

## PARENT NOTIFICATION

Written notification that a student has been suspended (in school or out-of-school) shall be mailed to the parents or guardians within twenty-four (24) hours of the time of the suspension. Whenever possible, the principal shall try to notify the parent/guardian by phone.

## **LONG TERM SUSPENSION OR EXPULSION**

Formal hearings shall be conducted according to procedures outlined in current Kansas law. The student and parents/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, appropriate Board policies, regulations, and a handbook. A certified employee or committee of certified employees may conduct the hearing. At the conclusion of the hearing, the person or committee conducting the hearing shall prepare a written report and the finding required by law. Records of the hearing shall be available to students and parents/guardians according to Kansas law. Failure of the student and the student's parents/guardians to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

### **Student's Rights during the Hearing**

The student shall have the right:

- Counsel of their own choice;
- For parents/guardians to be present;
- To hear or read a full report of testimony of witnesses;
- To confront and cross-examine witnesses who appear in person at the hearing;
- To present their own witnesses;
- To testify in their own behalf and to give reasons for their conduct;
- To an orderly hearing; and
- To a fair and impartial decision based on substantial evidence.

Students who are suspended for more than ten (10) days or expelled from school may appeal to the Board of Education within ten (10) days of receiving written notice of the hearing results. Detailed documentation in accordance with Kansas law will be supplied to parents and students who are subject to suspension or expulsion for more than ten (10) days.

## **THREATS**

All threats (verbal, written or physical) will be taken seriously by school personnel. Each and every threat will carry a consequence, including possible police involvement.

## **WEAPONS (JCDBB / JCDBB-R)**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon, except with prior administrative approval (see BOE policy or specific definitions).

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except that the Superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the Superintendent or the Superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agency (ies) and, if a juvenile, to DCF or the Commissioner of Juvenile Justice.

Any student who uses an article that is not commonly used or designed to inflict bodily harm for

the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm shall be subject to immediate suspension and possible expulsion.

Board policies relating to a Weapon Free School will apply and students may be subject to suspension or expulsion from school in accordance with Board policy, state and federal law.

### **REPORTING THREATS/THEFTS/VANDALISM OR OTHER DISRUPTIVE/DANGEROUS OR VIOLENT ACTS**

When students have a concern about safety at school, or knowledge of an unsafe situation/theft, vandalism or other disruptive, dangerous or violent act, they must report it at once to the principal, a teacher, or to another staff member. Anonymous tips concerning acts mentioned above can be made to the district office. Tips may also be made to the Statewide School Safety Hotline: the toll free number is 1-877-626-8203; they may also call Crimestoppers at 1-800-222-8477.

### **TOBACCO**

The use and/or possession of tobacco products or facsimile thereof (including e-cigarettes), is prohibited at all times in, or on, all district-owned, leased, personal or real property, including all school events. Possession may result in notification of law enforcement, suspension and/or expulsion. All paraphernalia will be confiscated.

### **POLICY ON PROHIBITED SUBSTANCES**

A student who is found to be in possession of, or selling, or drug paraphernalia, any prohibited substance on school property or at school events will be detained immediately with the evidence. A school administrator will contact the Police Department and the student's parents or guardians. A short-term suspension (up to 10 school days) will be imposed, a formal hearing will be scheduled, and the student may be subject to expulsion. In the event an expulsion is imposed, the student may be referred to alternative programs provided by USD 484.

The provisions of this policy shall also apply to all USD 484-sponsored activities off the school grounds. In addition to the above policy, students who sell, use, or are under the influence of, or possess (including the car) illegal drugs, or drug paraphernalia, or alcohol at a school dance or on school premises before, during, or after a dance will not be allowed to attend future dances for the remainder of that semester. Board policies relating to a Drug Free School will apply, and students may be subject to suspension or expulsion from school in accordance with Board policy, state and federal law.

### **SECURITY CAMERAS**

Security cameras are used throughout Fredonia Public Schools to deter vandalism, promote student and faculty safety, and to secure the school building. Digital cameras are located and installed to monitor various areas throughout the district. Any student tampering with or destroying video equipment will be subject to the policies of the student handbook under vandalism. Parents/guardians will not be allowed to watch video footage without permission from the school district superintendent or designee.

## **SEXUAL HARASSMENT (JGEC)**

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by Board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt, corrective action to end the harassment. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified/classified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district Superintendent. The building principal or district Superintendent shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN) Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the

definition outlined above. Unacceptable student conduct may, or may not, constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable, but do not constitute sexual harassment, may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report it immediately to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate, corrective action in response to complaints of sexual harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD) To the greatest extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect negatively upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action up to, and including, expulsion for a student or termination of employment for an employee. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

Sexual/racial harassment will not be tolerated in the school district. Harassment of students of the district by Board members, administrators, staff members, students, vendors, and any others having business or other contact with the school district is strictly prohibited. The district encourages all victims of sexual/racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of harassment and take prompt, corrective action to end the harassment. Any student who believes that he or she has been subjected to harassment should report it to the building principal, another administrator, the counselor, or another certified/classified staff member. Any report not made in good faith or made with malice is also a violation of this policy.

### **RACIAL HARASSMENT (JGEC-A)**

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored

activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provision of this policy.

Racial Harassment is racially motivated conduct which: 1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with, or limits, the ability of the student to participate in, or benefit from, the services, activities or programs of the school; 2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or 3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in, or benefit from, the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt, corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district Superintendent. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable, but do not constitute harassment, may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident immediately to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate, corrective action in response to complaints of racial harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the district Superintendent shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD) To the greatest extent possible, confidentiality will be maintained

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

The filing of a complaint or otherwise reporting racial harassment shall not reflect negatively upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action up to, and including, expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

### **BULLYING BY STAFF (GAAE)**

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

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

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

### **BULLYING (JDDC)**

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

The administration shall propose, and the Board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the Board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Online reporting forms will be available on the district webpage ([www.fredoniaks.com](http://www.fredoniaks.com)).

### **BULLYING BY PARENTS (KGC)**

The Board of Education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff

member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school- sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law. The administration shall propose, and the Board shall review and approve a plan to address bullying as prohibited herein.

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

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

### **VANDALISM POLICY**

The Board will seek restitution according to law for loss and damage sustained by the district because of malicious mischief, vandalism, burglary, and other wrongful acts by adults or juveniles. Adults who are apprehended will be held responsible for payment for any loss or damage. Parents or guardians of juveniles under the age of 18 who are living with said parents/guardians are responsible for vandalism loss and damage caused by their children. Legal procedures may be instituted at the recommendation of the Superintendent.

### **GENERAL INFO**

#### **ACADEMIC HONOR CODE**

The administration and faculty of Fredonia Schools are dedicated to teaching academic skills and fostering integrity in our students. Today’s students are tomorrow’s leaders, and must recognize, understand, and practice ethical behavior. This policy is established to guide students toward acceptable conduct in the academic setting. Each teacher may also address the integrity of doing one’s own work as it applies to a specific course.

#### **ACADEMIC DISHONESTY**

We have established a high expectation for academic integrity. Academic dishonesty in any form will not be tolerated. Students who violate this standard will be subject to disciplinary procedures. One who submits another’s work as his/her own is engaging in academic dishonesty. Academic dishonesty is any form of cheating or misrepresentation of one’s work and includes, but is not limited to, the following:

- Sharing or receiving of questions/answers on tests and/or homework assignments without expressed teacher approval.
- Using a source specifically not allowed for a school assignment, quiz, test, or examination.
- Using technological or electronic resources unethically.
- Copying written information or works of art or music without giving credit to the source (plagiarism).

Students found to have participated in academic dishonesty will receive disciplinary consequences. Consequences may result in course failure depending on the weight of the assigned work.

- **1st Offense:** May result in an office referral. Parent contact is made, and no credit is given for the assignment.
- **2nd Offense:** May result in an office referral. Parent conference is held, and no credit is given for the assignment.
- **3rd Offense:** May result in an office referral. No credit is given for the assignment and additional consequences may be given at the discretion of the building principal.

### **ACCIDENT REPORTING**

Students should report any injury incurred at school or a school-sponsored activity to their sponsor or the principal. Whenever appropriate, a parent/guardian shall be notified of a student injury as soon as possible to determine the appropriate action. If the student needs medical attention and the parents/guardians cannot be reached, the principal or his/her designee will seek emergency medical treatment.

### **BUILDINGS AND GROUNDS**

Our buildings and grounds have been well-cared for by former students. It is your responsibility to care for the buildings, grounds and equipment and pass them on in excellent condition. Students who mark, deface or damage property are expected to repair or pay for such damages/repairs at the discretion of the administration.

### **CLASSROOM SIZE & CLASSROOM ASSIGNMENT**

Class assignments can be made at the discretion of the building principal and guidance counselor in order to maintain proper class sizes. Classroom teacher requests are prohibited. Thoughts/concerns should be directed to the building principal.

### **COUNSELING SERVICES**

The guidance office personnel at the schools provide numerous services for the students. Several of the services provided include educational planning for the future; help in seeking scholarships and other financial aid; information for applying for admission to private schools, vocational schools and colleges; career information; help in dealing with personal problems; a referral source to outside agencies which offer various services; and providing testing information as well as test interpretation.

### **CONFIDENTIALITY STATEMENT**

What is said to a counselor in confidence will remain between you and the counselor. The only exception to this is when the student's condition is such that others are needed to assume responsibility for him/her, or when there is a clear and immediate danger to the student or others.

Under these circumstances, a counselor has a moral, ethical, and professional obligation to report the fact to an appropriate, responsible authority and/or other emergency personnel. Appointments to see a counselor can be made by contacting the counselor's office.

## **DIRECTORY INFORMATION**

For the purposes of FERPA, USD 484 has designated certain information contained in educational records as directory information, which may be disclosed with your consent. Directory information categories will include the following:

\*Student Name \*Address \*Telephone Number \*Picture \*Parents / Guardians \*Date and Place of birth  
\*Major field of study \*Weight & Height \*Most recent educational agency \*Recognized Activities  
\*Dates of attendance \*Honors and Awards

You have the right to refuse to disclose any, or all, of the above information as directory information. If you refuse, you must file a written notification indicating this with USD 484 at your school office on or before September 1. If the refusal is not filed, USD 484 assumes there is no objection to the release of the information.

## **DISTRIBUTION OF MATERIALS, PETITIONS (KI)**

Materials unrelated to the school's curriculum may not be distributed or posted without prior consent of the principal.

## **EMERGENCY PREPAREDNESS**

State regulations require periodic drills to be held for fire and emergency preparedness. All classes, students and teachers are expected to participate in these exercises and treat them as real occurrences. Specific instructions are given to staff members.

Fire and tornado drill procedures will be developed and announced to meet state safety guidelines. Drills are to be practiced in a serious and cooperative manner. Individual classroom teacher(s) and classroom aide(s) are responsible for overseeing that handicapped or disabled student(s) are escorted to the proper crisis response area. Students will use the nearest fire exit during a fire alarm. A fire alarm is signaled by a loud buzzing sound.

For a tornado drill at FJSHS, Lincoln Elementary and/or the ELC, students should follow teacher instructions on where to go. The tornado drill is signaled by a constant alarm sound.

If at any time a parent/guardian feels that the road conditions in his/her area are unsuitable for travel, they are encouraged to keep the child at home and call the office by 8:30 am.

The following procedures will be used when inclement weather conditions prevail. All announcements pertaining to school closings, late starts or early dismissals, etc., because of hazardous weather conditions, will be directed from the District Office. The Superintendent will call the building principals, the bus drivers, and the lunchroom supervisor. The District Office will make every effort to have the announcement made by 6:30 a.m. The building principals will be responsible to contact their building staff.

The above procedures will be followed whenever conditions allow. Because of changing weather conditions, there may be times when the above procedure cannot be followed. We encourage parents to sign up for Power Announcements that will be sent in case of inclement weather or other situations that warrant parent notification.

**Parents are asked to make certain that children are dressed for the demands of the weather in case of unforeseen difficulties involving bus transportation.**

### **EMERGENCY SAFETY INTERVENTIONS (GAAF)**

The Board of Education is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. Emergency Safety Intervention is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention. This policy can be found on our district website at [www.fredoniaks.com](http://www.fredoniaks.com).

### **HALLS AND PASSING**

All students are to observe proper hall conduct. This means that students are to move from class to class without interfering with the flow of traffic. Improper behavior of students in hallways can create a dangerous/disruptive situation and subject the student to disciplinary action. Students may be required to carry proper identification to be in the hallway during class time. Students are not permitted to leave the classroom during the first and last 10 minutes of class.

### **INTERROGATION AND INVESTIGATIONS (JCAC / JCAC-R)**

Building administrators and others designated by the Superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe that a violation of a criminal law has been committed, the principal shall notify the SRO and/or police department. Whenever law enforcement officers conduct an investigation and/or question a student during school hours, the principal shall make contact with the parents/guardians prior to questioning. If a student's parents/guardians are not present during questioning of a student, the principal or certified staff member shall be present.

### **ITEMS OF VALUE**

All articles of value not needed for school use should not be brought to school. The school is not responsible for the loss of any articles.

### **LEAVING THE BUILDING AND/OR CLASSROOM**

A student who leaves a classroom or the building without a teacher's or office's permission may be subject to disciplinary action. If a student is requested to leave a classroom by a teacher, he/she must report to the place requested.

### **LOCKERS (JCAB)**

The lockers in the schools of the district shall be under the joint control of the student to whom the locker is assigned and the building principal or his/her designated representative. The building principal shall have the combination or key to all locker locks and may search any locker at any time upon reasonable suspicion that the locker contains firearms, explosives, liquor, flammable material, dangerous weapons, narcotics or other matter prohibited by law or school regulations from being on school property. Prohibited items recovered from a student's locker shall remain in the custody of the building principal, unless such items are turned over to law enforcement officials. If this is done, the principal shall receive a receipt for such items so delivered.

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit

materials and to determine whether materials are present which may threaten the general health, welfare, or safety of students and/or district employee.

Beverages are not allowed to be stored in the lockers.

### **LOST AND FOUND**

Lost books and personal items should be turned into, and claimed in, the office. The school is not responsible for lost items and, if unclaimed, they will be disposed of after school is out for the summer.

### **MONEY-MAKING PROJECTS/FUNDRAISERS**

All class or organization money-making projects must have approval in advance from the sponsor and the principal. Any purchase made without a signed purchase order is the responsibility of the student or sponsor making the purchase. The school will not pay for purchases made without a purchase order.

### **OUT OF DISTRICT STUDENTS (IBC)**

Non-Resident/Out of District students are those who do not meet the qualifications to be considered a resident student. Requests to attend school in the district will be handled on an individual basis with final determination to be made by the building administration. Factors, which affect approval/disapproval of requests to attend school in the district, are based, in part, upon staff, equipment, school facilities and capacities, as well as previous academic and behavioral concerns. Once a non-resident student has been approved to attend school in the district, the privilege to continue attending a USD 484 school will be determined by school administration and this determination will be based upon current academic, attendance and/or behavioral issues. Attendance of a non-resident is a privilege, not a right, which privilege can be revoked at any time. Out of district students' privilege to attend schools in the district can be revoked at any time the school administration deems it prudent to do so. However, a revocation during any current school year will be determined by, and based upon, current academic, attendance and/or behavioral issues. Non-resident students dropped from district attendance rolls will no longer be allowed to attend school at any district facility. Non-resident students are required to apply to the district on an annual basis for admission to a district school or program. The request for admission shall be made by August 1. Attendance by a non-resident student at any district facility or in any district program is deemed to constitute the student's and/or parent/guardian's acceptance of these terms and conditions.

### **PUBLIC DISPLAYS OF AFFECTION**

The showing of affection in public to the extent that it is embarrassing for others is inappropriate and unacceptable; therefore, public displays of affection are not allowed.

## **PURCHASING**

To purchase any item with school funds, the following procedures must be used:

1. Requisitions must be filled out completely, by the sponsor of the club or organization and submitted to the office for approval at least three days in advance of the purchase.
2. Purchases made without following the procedures outlined are subject to review and may not be approved for purchase with school or activity funds.
3. No student is allowed to sign a ticket for a purchase at any merchant. Only teachers or administrators may sign for a purchase.

## **RECRUITING INFORMATION**

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

## **RETURN OF SCHOOL PROPERTY**

School property must be returned when a student moves out of the district or has completed school. If not returned, the district may take proper legal action

## **SCHOOL ORGANIZATION FINANCES**

All finances of activities will be handled directly through the activity fund accounting system and the organization's treasurer. Each organization treasurer will keep an accurate record of all receipts and expenditures of the organization and check with the office treasurer. All monies raised for a class or organization is the property of USD 484. All groups, organizations, athletic group, etc. must follow the protocol and procedure set forth by the USD 484 treasurer.

## **SEARCHES OF STUDENTS (ICABB)**

The principals are authorized to search students' clothing, book bags, and other belongings if there is reasonable suspicion that district policies, rules, or directives are being violated.

## **SPECIAL EDUCATION**

TriCounty provides special education services for USD 484. These services are offered only to those students who have gone through an evaluation and met the criteria for an Individualized Education Plan. All requirements for special education services follow IDEA guidelines.

## **STUDENT IMPROVEMENT TEAM**

The Student Improvement Team is a team of dedicated personnel who help ensure all students reach their full potential. The parents/guardians are important members of this team. The team is designed to work with teachers and parents/guardians to make sure a program is implemented that addresses the Student Improvement Team goal of success for every student.

Students may be referred to this team for several reasons:

- Teachers, parents/guardians, or students may be asking for help to better serve the student's needs.
- Student may be having a difficult time learning.
- Student may be achieving above grade level and has a need for additional enrichment.

- Student may be exhibiting behavioral problems.
- Student may have a physical impairment that needs to be addressed and accommodations made.

### STUDENT RECORDS

All students' records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Under the provision of the Family Education Rights and Privacy Act (FERPA), parents/guardians of the students and eligible students (those over the age of 18) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights, which include:

- The right to review & inspect all of your educational records except those, which are specifically exempted. \*The right to prevent disclosure of personally identifiable information from your educational records to persons with certain limited exceptions.
- Disclosure of information from your educational records to other persons will occur only if:
- School personnel have prior written consent for disclosure.
- The information is considered directory information; disclosure of directory information with consent is permitted by law.
- The right to request your educational records is amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the United States Department of Education (USDE) if you believe that USD 484 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C., 20202.
- The right to obtain a copy of USD 484 policies for complying with FERPA.

### STUDENT TRANSPORTATION TO AND FROM ACTIVITIES

All students participating in extracurricular activities shall be required to go and return from that activity by transportation authorized and provided by the school. An exception may be granted under the following conditions:

- There is personal contact made by the sponsor with the parent or guardian at the activity and proper documentation has been signed by the parent.

Under normal circumstances, a student may not be released to anyone other than a parent or guardian. Under unique circumstances, a student may be released to a person designated by a parent/guardian. Arrangements must be made with a principal one day in advance of the date of the scheduled extracurricular activity.

### TELEPHONE USE

Students are provided access to an office phone for their use. Students need to ask permission before placing any call or before having a call placed for them. Students ARE NOT granted unlimited use of the office phone. Students ARE NOT granted use of classroom teacher phones. Students who abuse this privilege will be granted limited use. **Students will not be called out of class except in the case of an emergency.**

## **TITLE I**

TITLE I is a supplemental program designed to assist students who need additional and individualized instruction. These services are available to all students at Lincoln and the ELC based on need.

## **TITLE IX REQUIREMENTS**

Students, their parents/guardians, and employees of USD 484 are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities. Any person having inquiries concerning USD 484 compliance with Title IX is directed to contact the Board of Education.

# Athletic Information

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## INTERSCHOLASTIC ACTIVITIES

The Board encourages the development of a well-rounded program administered by these policies, by rules approved by the Kansas State High School Activities Association (KSHSAA), and consistent with budget limitations or other restrictions of the district.

Fredonia High School is a member of the Tri Valley League and the KSHSAA and is in a cooperative agreement with Elk Valley. The Yellowjackets participate in basketball, cross country, football, boys & girl's golf, track, volleyball, baseball and softball, forensics, scholars' bowl, theater/drama and music.

## KSHSAA SEMESTER ELIGIBILITY

Students shall pass five (5) subjects of unit weight the previous semester in order to establish or maintain eligibility in the current semester. It will be the responsibility of the administration to check semester grades. Variances from this must be approved by the KSHSAA.

## WEEKLY ELIGIBILITY

Once the season has started, students must meet the minimum weekly academic eligibility guidelines. On the third Monday of the semester, or any Monday thereafter, any student with:

- One 'F'
- Delinquent detention time

will be declared "ineligible." FJSHS teaching staff and in-season coaches/sponsors will be given access to this information. Students will be notified by e-mail of their eligibility status. Once a student becomes ineligible, he/she will have until 3:25 PM of the day prior to the contest to become eligible.

If this is the first time the student has been turned in, the student has a one-week "grace period" to improve the grade(s) or serve the detention time. Any subsequent F grade or accumulation of delinquent detention time will result in ineligible status being applied. Any student on the Ineligible List will not be allowed to participate in any school activity while his/her name is on the List. This will include games, contests, non-credit field trips, rated performances, Prom, etc. (The only exception would be made for activities in which a grade is awarded for participation; example – Band playing at a home game.)

## ATHLETIC PHYSICALS

All students planning to participate in any form of competitive athletics must have the health certificate of the KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION (KSHSAA) properly filled out and on file in the office before the first practice in that sport. This form must be signed by the parents or guardian and by a physician (listed approved). Students who will be enrolled in physical education courses are strongly encouraged to have the physical form on file in the office. Per KSHSAA guidelines, athletic physicals shall not be taken earlier than May 1 preceding the school year for which it is applicable.

## **EXTRACURRICULAR ACTIVITIES TOBACCO, DRUG AND ALCOHOL POLICY**

### **Privilege - Higher Standard of Conduct**

All Board of Education and building rules and policies with regard to student conduct and activities are applicable to extracurricular activities. Participation in extracurricular activities is a privilege and participating students will be held to higher standards of conduct. Participation in all extracurricular activities is available to those students who comply with local, state and federal law, Kansas State High School Activities Association ("KSHSAA") rules, school district and coach/sponsor rules and policies, and whose school and non-school conduct and actions do not violate this policy, which may result in a loss of respect or esteem for the school or the student.

### **Conduct Prohibited by This Policy**

Students cannot use tobacco, alcohol or drugs in violation of this policy. This policy will be in force from the first day of any and all 7th-12th grade Fredonia Junior Senior High students participation in any activity covered by this policy through the last day of participation, including breaks and holidays.

It is a violation of this policy and an offense subject to disciplinary action hereunder for a student participating in any extracurricular or KSHSAA activity to use or possess, distribute, disburse, or be under the influence of alcoholic liquor, wine or a cereal malt beverage or other intoxicants, tobacco or tobacco products, inhalants, controlled substances, illegal drugs, or legal drugs or medications having misused or intending to misuse them.

It is a violation of this policy and an offense subject to disciplinary action hereunder for a student participating in any extracurricular or KSHSAA activity to: (1) withhold requested information from; (2) to make a false or misleading statement to any administrator, coach or sponsor investigating an alleged violation of this policy; (3) induce or request another student to withhold requested information from, or make a false or misleading statement to, any administrator, coach or sponsor investigating an alleged violation of this policy.

### **Investigation - Procedure**

Any student suspected of an offense shall be notified of the suspected offense and be given an opportunity to respond to the allegations concerning a violation of this policy. The parent/guardian of a minor student will also be notified of the alleged offense and the outcome of any investigation. The head coach/ sponsor of the activity and/or the principal of the building sponsoring the extracurricular or KSHSAA activity shall investigate alleged violations of this policy, and shall make a decision based on information obtained, common knowledge and past experience with the student. The decision shall be based on the information and circumstances, which the investigator believes to be more believable. No formal hearing process or investigative procedure need be followed.

## **Disciplinary Action**

a. For a first offense the student will not be eligible for participation in a recognized activity or event and may not represent the school for fourteen (14) consecutive days beginning on the day of the suspension. If there is no recognized activity or event within the fourteen (14) day ineligibility period, the student will not be allowed to participate in the next two (2) recognized activities or events. If the suspension continues after the end of the season, the remaining days of the suspension will begin again on the first day of that athlete's first competition in the athlete's next season. Holiday Break, Spring Break, KSHSAA Buffer Week or KSHSAA Holiday Non-Practice Days will NOT count toward days of suspension. In addition to the suspension of activities, the student must complete an anti-drug use class (under adult supervision) within the two week period. Those students involved in extracurricular activities may not return to play until the class has been completed.

b. For a second offense, the student will not be eligible for participation in a recognized activity or event for up to eighteen (18) consecutive weeks beginning on the day of the suspension. If the suspension continues after the end of the season, the remaining days of the suspension will begin again on the first day of that athlete's first competition in the athlete's next season. Holiday Break, Spring Break, KSHSAA Buffer Week or KSHSAA Holiday Non-Practice Days will NOT count toward days of suspension. Students can lessen this suspension by completing an extensive Drug-Alcohol-Tobacco Curriculum and 40 hours of community service to be documented by the student and the administration. The number of weeks will be determined by the administration. A minimum of five weeks of suspension must be completed before contracting to lessen the duration can occur.

If the suspension occurs in the last 30 school days of the year, the student will not be eligible for the remainder of the school year. The student would then have the option to complete a USD 484 administrative-approved comprehensive Drug and Alcohol treatment program prior to the beginning of the next school year, or complete the remaining eighteen (18) weeks of the suspension. Any expense incurred for completion of the Drug and Alcohol treatment program would be solely the responsibility of the student and his/her parents/guardians.

## **General**

Offenses will not carry over from one school year to another school year; however, consequences may.

Extracurricular activities include, but are not limited to, all KSHSAA-sponsored, supervised or approved activities; student council and student government organizations; and student groups, clubs and organizations. National organizations may also have their own policies and procedures that are separate from, and in addition to, USD 484 policies. A recognized activity or event shall include all school-sponsored activities including, but not limited to, all KSHSAA competitions, other competitions, band and music days, plays and performances. Participation in practices, meetings or other general activities or preparations will be at the discretion of the coach/sponsor.

## **Definition of School Year/Summer**

For the purpose of the policy below, the following definitions will apply:

- SCHOOL YEAR: First day of practice OR First day of classes (whichever comes first) through the final day of the KSHSAA State Track Meet.

- SUMMER: Begins the day after the conclusion of the KSHSAA State Track Meet and runs until the beginning of the school year, as defined above.

### **Confirmation of Violation (During the School Year)**

Any student suspected of an offense shall be notified of the suspected offense and be given an opportunity to respond to the allegations concerning a violation of this policy. The parent/guardian of a minor student will also be notified of the alleged offense and the outcome of any investigation. The head coach/ sponsor of the activity and/or the principal of the building sponsoring the extracurricular or KSHSAA activity shall investigate alleged violations of this policy, and shall make a decision based on information obtained, common knowledge and past experience with the student. The decision shall be based on the information and circumstances, which the investigator believes to be more believable. No formal hearing process or investigative procedure need be followed. All reported violations will be investigated by the building administration. Parents and/or guardians who wish to appeal the suspension may do so through the Superintendent's office.

### **Confirmation of Violation (During the Summer)**

To be in violation of the above rules, the athlete/activity participant must:

- be observed committing a violation by a law enforcement official. The law enforcement official must provide the athletic director or principal with a signed, written statement confirming the observation.
- be arrested and/or charged with a felony activity.

### **AWARDS**

A student suspended for any of the above offenses, may receive consideration for a letter, but will not be nominated or recognized for any post-season awards by coaches or administration.

### **SPORTSMANSHIP/STUDENT SPECTATOR CONDUCT**

- Students attending athletic contests must follow school regulations and policies except the "no hat" rule.
- Students are expected to remain in the bleacher except to use restrooms or the concession stand.
- Students will remain on the Fredonia side of a gym or field.
- Students who leave an athletic contest may not return.
- Students will be courteous to all participants, officials, coaches, sponsors, staff and fans.
- Students will abide by and respect the official's decisions.
- Students will win with character and lose with dignity.
- Students will display appreciation for good performance regardless of the team.
- Students will exercise self-control and reflect positively upon self, team and school.

Students asked to do anything by a teacher, administrator, district employee or official must comply or risk suspension from contests for the remainder of the season or year.

# Drug & Alcohol Testing Information

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The FJSHS Drug and Alcohol random testing policy will include, but is not limited to, any and all 7th-12th grade students who are or will be participating in any school sponsored athletic, academic, or extra-curricular team/organization. This policy will test students during competition time. All selections are random and will follow the protocol below.

## I. General

- a. Findings and purpose: We recognize that some students in USD 484 and throughout our nation are involved in the illegal use of drugs and alcohol. The illegal use of drugs and alcohol by students during school hours and at other times has a detrimental impact on behavior, academic performance and safety. This may cause permanent physical and mental harm.
- b. Student-athletes involved in such conduct may experience other harmful effect, including interference with athletic performance; interference with academic performance; increased risk of injuries to themselves, teammates and others; impairment of judgment; slowing of reaction time and reflexes; inability to adequately perceive pain; and reduction in motivation and the level of discipline necessary to any athletic program. And, because some students see student-athletes are role models, use of illegal drugs or alcohol may encourage other students to engage in such behavior.
- c. For these reasons, USD 484 has determined to initiate a testing program and procedure to deter and reduce the illegal use of drugs and alcohol by student-athletes.
- d. Board of Education Authority: The Board of Education of USD 484 is authorized to adopt a policy allowing drug and alcohol testing of student-athletes in the United States Supreme Court opinion in *Vernonia School District 47J vs. Acton*, 115 S. Ct. 2386 (1995).

## 2. Definitions - For the purpose of this policy, the following terms and phrases shall be defined as follows:

- a. Alcohol shall mean any beverage, mixture or preparation, including any medication or other products, containing alcohol or ethanol.
- b. Chain of custody shall mean the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each state in handling, testing and storing specimens and reporting test results.
- c. Confirmation test, confirmed test or confirmed drug test shall mean a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, and must be capable of providing reasonable specificity, sensitivity and quantitative accuracy. A qualified and licensed laboratory or testing company will perform the test.
- d. Drugs shall include without limitation cannabinoids (marijuana), amphetamines, alcohol, cocaine, opiates, phencyclidine (PCP), and barbiturates.
- e. Drug test, alcohol test, or test shall mean a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens, using a method that has a

reasonable degree of acceptance in the scientific community.

- f. Initial drug test or initial alcohol test shall mean a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens, using a method that has a reasonable degree of acceptance in the scientific community.
- g. Prescription medication shall mean a drug or medication obtained pursuant to an order from a licensed physician.
- h. Non-prescription medication shall mean a drug or medication authorized pursuant to federal or state law for general distribution and use without an order from a licensed physician in the treatment of human disease, ailments or injuries.
- i. Specimen shall mean tissue, hair or a product of the human body, such as urine or breath, capable of revealing the presence or their metabolites as approved the US Food and Drug Administration or the Agency for Health Care Administration.
- j. Student-athletes shall mean any student enrolled in Fredonia Junior Senior High School, who is participating in any interscholastic athletic program, including practices and games or contests. This shall include cheers and poms.

#### I. General Prohibitions and Penalties

- a. Standard of Conduct for Student-Athletes: The use or possession of a drug or alcohol is defined herein, by a student-athlete at any time is both illegal and detrimental to that student-athlete's ability to participate in interscholastic athletics and is hereby prohibited. Any student-athlete determined to be in violation of this policy is subject to consequences specified in the Athletic/Activity Code of Conduct of Fredonia USD 484.
- b. Athletic/Activity Code of Conduct: Nothing contained in this drug or alcohol-testing policy for student-athletes shall be construed to limit or preempt the application and enforcement of the Athletic/Activity Code of Conduct, including all of its provisions pertaining to drugs and alcohol.
- c. Positive Test Results: A drug test or alcohol test administered pursuant to this policy will be deemed to have rendered a positive result indicating the presence of a drug if the quantity, as determined by an initial drug test followed by a confirmation analysis of the remaining portion, is equal to or greater than the levels which have been established by the National Institute of Drug Abuse or the protocols and procedures established by the laboratory or other company that has performed the confirmation analysis. Fredonia Schools shall test for any or all of these substances: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, THC, methadone, methamphetamines, nicotine, opiates, phencyclidine PCP, tricyclic antidepressants or any other drug or substance that is illegal for student to possess and/or ingest on school property or at a school function.

#### I. Drug Testing Procedures

- a. Consent: Each student-athlete and his/her parent(s) or guardian(s) are required to sign a written consent for drug testing prior to participating in interscholastic athletics, cheers or poms. All random drug testing and random alcohol testing done throughout the course of the school year will be paid for by Fredonia High School. Any refusal by the student-athlete to be tested shall constitute a violation of this policy and shall be categorized as a positive test result with the appropriate consequences.
- b. Medication: student-athletes who have been selected for drug or alcohol testing and who are or have been taking prescription or nonprescription medication should

disclose that fact at the time of testing and be prepared to provide verification. This may be done by either a copy of the prescription or by a physician's written verification.

- c. Random Selection Procedure: Every Friday of a sport season, USD 484 office personnel shall generate a list of the participants in each sport including cheers and poms. Each list shall be arranged in alphabetical order and each name assigned a number, with "1" assigned to the first name on the list, "2" assigned to the second name and so on. The Fredonia Schools principal shall not be given the lists, nor will he/she view the lists. The list shall be sent to the USD 484 Superintendent of schools for completion of the random selection procedure. The principal shall determine the number of student-athletes to be selected for testing in each sport and shall inform the Superintendent's designee of those numbers. The Superintendent's designee shall use a computerized random number generator to produce the numbers to be used in selecting the student-athletes for testing, and the Superintendent shall match the random numbers to the student-athletes' numbered names on the list. The Superintendent shall inform the principal of the selectee's names before 7:45 AM each Monday. The principal shall keep the names in a secure place and no other person shall know the selectee's names.
- d. Sample Analysis Procedures: The sample will be given under the direction of the school nurse at a time and place determined by the Fredonia Schools principal. Samples will be collected as outlined under the Code of Federal Regulations 49 CFR part 40. Students selected randomly for testing who are not in school on the day of testing will be tested at the next available testing time. Any student unable to produce an adequate specimen of urine during the collection period will be subject to retesting at the next available testing time. Students not able to produce an adequate urine specimen at the next testing time will be viewed as refusing to test and subject to this Policy's actions in that regard.
- e. Definition of an Adequate Sample: Samples given must be between 90-98 degrees fahrenheit and approximately 30 mL. Student samples that do not meet the adequate testing guidelines will not be officially tested. Students will return to class and give an additional sample later in the day. The sample may be supervised by a school official of the same sex to ensure the sample has not been tainted or altered in any way. Parents will be notified of the inadequate sample and given the option to supervise their student's next test.

The initial analysis will be determined by the results indicated by the collection container. If the initial analysis renders a negative result no further analysis will be conducted. If the initial analysis of the test is positive the school nurse will contact the student-athletes' parents or guardians to discuss the student-athlete's medical history and any other biomedical information that would assist in determining whether drug or alcohol tests should be deemed positive or negative. This will include consultation with the student-athlete's physician or physicians. If the initial analysis of the test is positive and there is no biomedical reason for the result, the student and their caretakers may acknowledge the initial results as valid, request a second test to be administered or seek a confirmation test of the specimen that can be conducted at an approved laboratory, which shall be a licensed testing facility. A second test **MUST BE** completed within 24 hours of the first positive test. If such a confirmation test renders a negative result, the drug test will be deemed negative

and no further analysis or action will be taken. If the confirmation test renders a positive result, the drug test result will be deemed positive and a report of such result will be delivered to the school nurse. The caregiver is responsible for all secondary testing at an approved laboratory.

School Nurse Procedure: The school nurse will receive all reports of positive drug or alcohol test results rendered by a confirmation test. If the confirmation test result is deemed negative, no further action shall be taken and the student-athlete's test result along with all other previous negative test results will be reported to the principal as a negative result. If the school nurse verifies that a confirmation test result is positive, that result shall be reported to the principal identifying that student-athlete by name so the proper disciplinary action can be taken as specified in the Athletic/Activity Code of Conduct.

#### I. Appeal Procedure

- a. Notice: The principal shall notify the student-athlete and his/her parent(s) or guardian(s) that a positive result has been verified and will describe the consequences and advise the student-athlete and his/her parent(s) or guardian(s) of the right to request a due process hearing within 72 hours of the notification of results. Consequences imposed on the student-athlete shall not be abated by the request for a hearing.
- b. Informal Hearing: The principal shall conduct a hearing within 72 hours of the request. The hearing shall be informal and conducted with the same level of types of procedures governing administrators in a suspension hearing. The principal shall provide the student-athlete and his/her parent(s) or guardian(s) a decision within 72 hours of the hearing time.
- c. Board of Education Hearing: The student and/or parents of the student may appeal the results of the informal hearing to the USD 484 Board of Education within ten (10) calendar days of the principal's decision. The appeal will be made in writing to the Clerk of the Board and a special meeting of the Board of Education will be scheduled within twenty (20) calendar days. The student and parents will be notified by the USD 484 Superintendent of schools of the time and place of the hearing within five (5) days of its scheduling. The hearing shall be conducted as a formal hearing using the rules specified in Board Policy JDD-R-3. All suspension or probation rulings will remain in effect during the process of appeal.

#### I. Non-Punitive Nature of Policy

No student-athlete will be penalized academically for testing positive for illicit drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in a student's academic record. The test results will not be released to any other authorities unless solicited by a binding subpoena and/or any other legal processes. The building administrator and/or school nurse will notify the student's parents or guardians prior to the release of any results.

# Medical/Health Information

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## **STUDENT HEALTH SERVICES**

Welcome to the Student Health Services! Fredonia USD 484 strives to help students maintain optimal health so they can take advantage of all the educational opportunities that are available to them. Healthy children learn better.

The following services are offered:

- Injury and illness assessment
- Vision and hearing screenings at first year of admission and grades PreK- 3, 5, 7, 9, 10 and 11. Hearing screens will be conducted during the first year of admission and not less than once every three years thereafter. Parents/guardians will be notified if their student does not pass any screening.
- Health promotion activities and education
- Maintain student health records for each student, including immunization records
- Chronic disease monitoring
- Medication management

It is highly encouraged for parents/guardians to contact the school nurse with any health concerns that would affect your student during the school day. Good communication between the nurse/student/parent is ideal in keeping the children healthy.

## **STUDENT ILLNESS**

Students with the following health condition(s) shall be excluded from school:

- Oral Temperature of 100 degrees F or higher
- Elevated (or possibly a normal) temperature combined with any of the following: severe cold symptoms, excessive coughing, swollen glands, or skin rash
- Eyes inflamed with purulent discharge
- Drainage from ear(s)
- Skin lesions (such as impetigo, scabies) until under treatment
- Vomiting
- Diarrhea (i.e. two or more loose stools)
- Communicable disease

Students will be readmitted after being fever free for 24 hours without the use of a fever reducing medication. Students with some conditions may return to school after being treated for 24 hours with an antibiotic. Call the school nurse for specific readmission guidelines.

The school nurse follows the Kansas Classroom Handbook of Communicable Diseases which is provided by the Infectious Disease Epidemiology and Response Section within the Bureau of Epidemiology and Public Health Informatics at the Kansas Department of Health and Environment (KDHE).

## **MEDICATION ADMINISTRATION AT SCHOOL**

All student medications must be administered under the supervision of the school nurse or staff delegated by the registered school nurse. The medication must be brought to school in the original container labeled with the student's name. When it is necessary to administer medication during school hours, a written request will be submitted by the parent/guardian and the medical provider prescribing the medication, if the medication is over-the-counter, a provider signature is not required.

Prescription medication bottle must have the following (2 containers may be requested from the pharmacist- one to be sent to school and one to be kept at home):

1. Name of the student
2. Name of the physician provider
3. Name of medication to be given
4. Dosage/amount to be given (A new physician provider/dentist written order will be required for dosage changes.)
5. Time(s) to be given
6. Expected duration of treatment.
7. Date medication was filled.

A 3 times a day medication will not be given unless specifically ordered by the health care provider that it must be taken during school hours. The medication should be given before school, after school when arriving home, and at bedtime. If it needs to be taken with food, a cracker, cookie, toast, etc. can be given with it.

Any medication sent to school that is not in its original container will not be given. NO EXCEPTIONS!

A completed Request to Administer Medication form must be signed by the parent or legal guardian before any medication will be given at school.

You may find the Request to Administer Medication form on our school website or you can contact the school nurse at the child's school.

The first dose of any medication, especially prescription, must be given at home (to avoid an unexpected allergic reaction at school). By signing the form you are stating the student has already taken the first dose of medication at home.

For the safety of all students, it is between the nurse and parent/guardian if the medication will be sent home with the student.

## **INHALER USE AT SCHOOL**

Kansas law allows for students to carry their own inhalers that are prescribed for asthma and other breathing problems. For students in grades 7 through 12: Inhalers can be carried by student and administered as needed if the following criteria are met:

- Student possesses the skill level necessary to properly use the medication and any device that is necessary to administer the medication as prescribed.

- Student's parent/guardian has completed and provided the request to administer medication and health plan. A health provider must also sign this form.
- The inhaler must be properly labeled for that student (name of student, name of medication, dosage, time and route). You can request that your pharmacist label the inhaler in this manner.

For students in grades Pre-K through 6<sup>th</sup>: Inhalers will be kept in the nurse's office for students to use as needed. This allows the nurse to be aware of when a student needs an inhaler and to assist and educate on proper use if needed. Nurse will contact the parent via note/phone call/email when the inhaler is used. This also helps ensure we keep ALL students safe.

- Student's parent/guardian must have the form for medication administration and action plan on file prior to the student using medication.
- The inhaler must be properly labeled for that student (name of student, name of medication, dosage, time and route). You can request that your pharmacist label the inhaler in this manner.

### **MEDICATION FOR SEVERE ALLERGIES**

If your child has severe allergies and will need to have an epinephrine auto injector (epi-pen) at school, please contact the school nurse. Specific paperwork will need to be completed by the parent and the student's medical provider.

### **OVER THE COUNTER MEDICATION**

Over the counter medications of acetaminophen (Tylenol), ibuprofen (Advil/Motrin), and cough drops may be administered with a signed parent/ guardian consent form. This form is filled out annually when the student is enrolled. Diphenhydramine (Benadryl) may also be given with parent consent for allergic reaction only.

### **HEAD LICE**

Routine school wide head checks are no longer recommended. Students may be referred to the nurse for head checks if symptoms are evident, such as frequent scratching, visible bugs, etc. The school nurse will check any symptomatic students and will contact parents if live lice are present.

### **IMMUNIZATIONS**

All students entering Kansas schools must follow Kansas laws for immunizations and inoculations per KSA 72-6262. Proof of immunizations must be presented upon enrollment. Students immunizations not up to date on the first day of school will be excluded. Families who have recently moved into the district will be allowed 30 days to obtain up to date immunization records. If your child is in the process of completing his or her required vaccines, documentation must show at least one of each of the required vaccines has been received and the child will follow the catch-up schedule.

The school will notify parents/guardians of immunizations requirements needed prior to the start of the school year. The school will inform you of additional shots needed for fall enrollment.

Please contact your child's school nurse if you have questions. For additional information, please contact your child's health care provider or Wilson County Health Department.

### **ENTRY PHYSICALS FOR CHILDREN UNDER AGE 9**

According to KSA 72-5214, any student new to Kansas schools up to age nine years must provide the school with documentation of a health assessment conducted within the last 12 months by a public nurse (county health department), a physician or a person acting under the direction of a physician. *Documentation of this physical must be provided to the school prior to attending the first day of school.*

### **BIRTH CERTIFICATE**

Kansas Statute 72-0034 the State of Kansas requires all schools to obtain a copy of a State Birth Certificate upon enrollment of the student. If you do not have a copy to provide, see your child's school nurse for an application form or it may be found on the KDHE web site. A copy of the birth certificate must be provided to the school prior to attending the first day.

### **INSURANCE FOR CHILDREN**

Health Wave is a program for children in families with limited incomes that provide insurance at little or no cost. Children must be: under age 19, a resident of Kansas, living in a family whose income meets the Kancare guidelines. Contact your child's school nurse or counselor for more information.

# Technology Usage Information

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## CELL PHONE and ALL OTHER ELECTRONIC DEVICES

FJSHS will allow 7th - 12th grade students to carry cellular phones or other electronic communication devices during the school day, but requires them to be silenced and out of sight during classroom hours. Cell phones and personal electronic devices may NOT be used during class time. Students will be permitted to properly use their cellular devices during all passing periods, lunch period, before school and after school. Improper use of a cellular phone or other electronic communication device during the school day will result in the item(s) being confiscated.

4. **First Offense:** Item(s) will be confiscated until the end of the school day, and then returned to the student.
5. **Second Offense:** Item(s) will be confiscated until the end of the school day, and only released to their parents.
6. **Third Offense and subsequent offenses:** Items will be confiscated until the end of the school day, the item will only be released to their parents and the student may be placed in ISS.

Students attending Lincoln Elementary and the ELC must turn off their cell phones during the school day and store them in their lockers or backpacks in classrooms. This includes the time before school while on the playground or in the building, and the time leading up to final dismissal at the end of the school day. Any student violating this rule will be subject to the above rules. Cell phones are not allowed to be taken on trips or cross-town trips between schools.

For students at FJSHS, cell phones may be taken on trips and used as allowed by the sponsors. Unauthorized use will result in the consequences outlined above.

## DEFINITION OF TECHNOLOGY & THE INTERNET

Technology is any form of electronic equipment or media designed to support the productivity of the students, staff and patrons of USD 484, as well as enhancing the learning process. This equipment includes, but is not limited to, desktop devices, devices, printers, networking equipment, the Internet, e-mail, other forms of telecommunications, telephones, all forms of software and other peripherals.

Specifically, the Internet is an electronic communications network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff, patrons and students is to promote educational excellence in USD 484 by facilitating resource-sharing, innovation and communication.

## OVERVIEW & PURPOSE

All of the guidelines and procedures outlined in this document pertaining to the acceptable use of technology are intended to make that technology more useful to students, staff and patrons of USD 484. These guidelines are also intended to maximize the learning environment and process. Access to these technologies is a privilege that comes with responsibility.

USD 484 views information gathered from various technological resources, including the Internet,

in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance and supervision from the faculty and staff. Exploration and manipulation of resources is encouraged. Filtering software is in place in USD 484; however, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information that is not consistent with the educational mission, goals and policies of the school district.

Parents who do not wish their student to have individual access to the Internet should contact the school administrator.

## **GUIDELINES**

- Acceptable Use
  - Informal rules of behavior have evolved for the use of technology and communication on the Internet and other on-line services. All users of Fredonia Schools School District USD 484's devices and networks are expected to abide by the generally accepted rules of technology usage and etiquette. Collectively, they help to identify a level of acceptable use of the technology in USD 484. Rules for acceptable use are included below.
- State Law and Local Policy
  - Violations of the policies and procedures of USD 484 and/or Kansas law concerning the use of technology will result in disciplinary action.
- Penalties
  - Any user violating these provisions, state and /or local policies, applicable state and federal laws or posted classroom and district rules is subject to loss of technology privileges and any other district disciplinary options, including criminal prosecution. School and district administrators will make the final determination as to what constitutes unacceptable use, and their decision is final.
  - In relation to punishment for technology violations, every effort will be made to change the behavior of the student rather than deny them access to the technology. Punishment will be administered, but it is the hope of the administration that conventional forms of discipline will deter future offenses in this area. Administrators and staff members will use conventional forms of discipline, where appropriate, before resorting to the loss of access to the technology. In the event that the type or number of occurrences of infraction(s) necessitates the removal of access to the technology, every effort will be made to ensure that the student does not suffer academically. The student may have to be given alternative assignments if the technology was an integral part of what was expected in relation to the assignments. This decision will be made by the teacher and administrator or his/her designee.

## **RULES FOR TECHNOLOGY AND INTERNET USE**

1. Never share your password with anyone. If you do so, both you and the student using your account will be held liable.
2. Treat all technology with respect. Do not vandalize any technology equipment.
3. Obey all copyright laws.
4. Avoid any technology activity, which is illegal or involves inappropriate language, pictures, or graphics.
5. Be very careful about giving out any identifying personal information on the Internet.

6. Students doing classwork always have priority.
7. Printing on school printers is limited to class work only.
8. Take responsibility for your own actions and words. Do not give out anonymous or false information.

**Any violation of these rules will result in disciplinary action.**

### **DEVICE POLICY**

The device and carrying case that has been issued to each student in grades 7-12 is the property of the Fredonia Schools School District USD 484. This device is on loan to the student and must be used in accordance with the following policies:

### **DEVICE SECURITY POLICY**

1. During the school day, students must have devices with them. Devices must never be left unattended. Faculty will pick up and take unattended devices to the office.
2. Devices must be kept in the backpack or sleeve issued with them. They may not be kept in regular book bags or backpacks without being in their protective sleeves.
3. Students are not to deface their device or carrying case in any way, for example, with stickers, whiteout, etc. If there are any questions, check with the administrators.
4. Students are not to remove, deface, or alter the USD 484 identifying stickers, labels, or bar codes in any way, shape or form. Fredonia Schools USD 484's network facilities and/or devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 484. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's device and/or network privileges.
5. The administration and /or their designee(s) have the right to inspect any device, application, or peripheral device associated with any or all USD 484 devices. This includes, but is not limited to, e-mails, documents, pictures, or other components associated with all USD 484 devices.
6. E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
7. It is recommended that if students register or sign up for anything via Internet or e-mail, that they don't use their assigned USD 484 e-mail address.
8. Use of the device (including "Instant Messaging" if and when allowed) for anything other than a teacher-directed or approved activity is prohibited during instructional time. Students found to engage in this behavior during class will be penalized.
9. The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented.
10. Network students may not access websites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
11. Internet and device games are prohibited during regular school hours.
12. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts

department person.

13. If you have a specific need for additional software or you want to add personal software, you must fill out an application that can be picked up in the technology office.
14. Devices may not be used to make sound recordings without the consent of all those who are being recorded. Sound must be turned off at all times, except when being used as a part of a class. Students may use their own headphones to listen to music, etc., if they have instructor permission.
15. Students are encouraged to back up school-related files regularly to the USD 484 student server. This space is reserved solely for educational purposes. Any item that is not educationally related will be deleted from the server. If you have a question as to whether or not your information should be placed on USD 484 servers, please contact the technology director, or the high school administrators.
16. Deliberate attempts to degrade the USD 484 network or to disrupt system performance will result in disciplinary action.
17. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
18. USD 484 reserves the right to define inappropriate use of technology.
19. Students must be enrolled in a minimum of four (4) class periods at USD 484 High Schools in order to be eligible for the device program.

#### **DEVICE RENTAL FEE**

20. Before a student is issued a device, he/she must have paid the device rental fee (**\$35 at the time of this printing-this dollar amount may change**) and have signed the acceptable use policy.
21. In addition, lost power adapters and batteries are the responsibility of the student/parent/guardian and charged to their account if not returned.

#### **USD 484 FREDONIA SCHOOLS ACCEPTABLE USE POLICY**

USD 484 offers a comprehensive system of technological equipment. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange.

USD 484 assumes responsibility for the management of the structure, hardware, and software that allow users access to information technologies for educational purposes. District equipment includes (but is not limited to) devices, drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, telephones, modems, and other related technological resources. Software includes (but is not limited to) device software, print and non-print resources. Networks include (but are not limited to) all voice, video and data systems, including the district's internal network and the Internet.

The purpose of these technology systems is to facilitate communications in support of education and research that is consistent with educational objectives and the outcomes for USD 484. The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review any and all technology systems accessed by users. Such monitoring may be conducted without notice. Acting as agent of USD 484, the administration will determine whether or not specific use of the technology system is appropriate and/or consistent with acceptable use.

**This decision is final.** The use of district technology systems is a privilege and may be revoked at any time. USD 484 is not responsible for any actions taken by the users that do not support the purposes and outcomes of USD 484.

- Only USD 484 devices and wireless peripherals are allowed in the building during the instructional day unless approved by school officials.
- Students may not deface, mark or damage any surface of the device or carrying case in any way.
- Do not leave the device unattended in hallways, classrooms, lunchrooms, unsecured lockers or other unsecured spaces. This practice should also be followed during activities outside of school time such as sports practices, rehearsals or events.
- Always close the device before transporting it in the district-approved carrying case.
- Protect the LCD screen from damage. Do not touch the screen, place any foreign objects on the keyboard or spray with glass cleaner. Use only a static-free soft cloth to clean the screen.
- Any damage to the device that requires the unit to be sent in for repair is the responsibility of the student/parent/guardian. The \$100 deductible must be paid prior to the student receiving a replacement or any other type of device.
- Any malfunctions of the hardware or software should be reported to the school immediately.
- The device is owned by the school district and can be checked at any time or taken away for disciplinary reasons.
- The school's Internet connection should be used only for research or information-gathering directly related to academic assignments or extracurricular projects supervised by the district.
- Any form of rude, abusive, threatening or otherwise inappropriate language is not permitted.
- Obscene or vulgar images, sounds, music or other materials such as screensavers, backgrounds, or pictures are prohibited.
- Do not install additional software.
- Use the electrical adapter whenever possible to extend battery life. Students will be responsible for keeping devices fully charged each day.
- Follow all classroom standards and rules for use of the device as established by teachers.
- File sharing must be approved and directed by the instructor.
- Do not reveal personal information online.
- No online chatting at school or downloading of chat software unless required by a specific assignment and under a teacher's supervision.
- Devices may not be used to play music from either audio CDs or online music sources during the school day unless approved by a teacher and under a teacher's supervision.
- Personal e-mail is not allowed during class time except as a classroom assignment.
- No music or video files may be downloaded and stored on the hard drive.
- Backup of document files is the responsibility of the student.
- Never give your password to anyone.

**Prohibited User Activity may include, but is not limited to:**

- Using, possessing, or distributing any media containing applications or data inconsistent with educational objectives.
- Using the technology systems for personal or private business, for product advertisement or

political lobbying, or for incurring financial commitments over the internal or external network.

- Using the technology systems to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to device systems or programs, or to initiate any type of virus in any device system or program.
- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics or sound.
- Using the system to obtain or disseminate pornographic and/or sexually suggestive content.
- Revealing any personal, confidential, or private information about another individual such as home address, phone number, etc.
- Representing oneself as someone other than who you are.
- Using someone else's account or password or allowing someone else to use your account number or password.
- Trespassing in folders not authorized to users.
- Damaging equipment or intentionally wasting resources.
- Removing hardware and/or software from the premises without prior authorization.
- Violating any federal or state copyright or unfair trade law.
- Violating any federal, state, local, common law, or criminal law.
- Conducting an activity that exposes the district to litigation or expenses.
- Violating any laws that might suggest libel or slander.
- **Pornographic content will result in an automatic loss of access for the remainder of the school year and not less than 18 weeks.**
- Personally benefiting from the sale of "User-Developed Subject Matter" created while under the supervision or employment of USD 484.
- Accessing prohibited websites will result in an offense.

Inappropriately using of any software or applications will result in an offense as specified below:

- **First offense:** loss of device and access to a device at school for 1 week.
- **Second offense:** loss of device and access to a device at school for 1 month.
- **Third offense:** loss of device and access to a device for a period of 18 weeks.

All offenses may also result in other disciplinary or legal action.

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