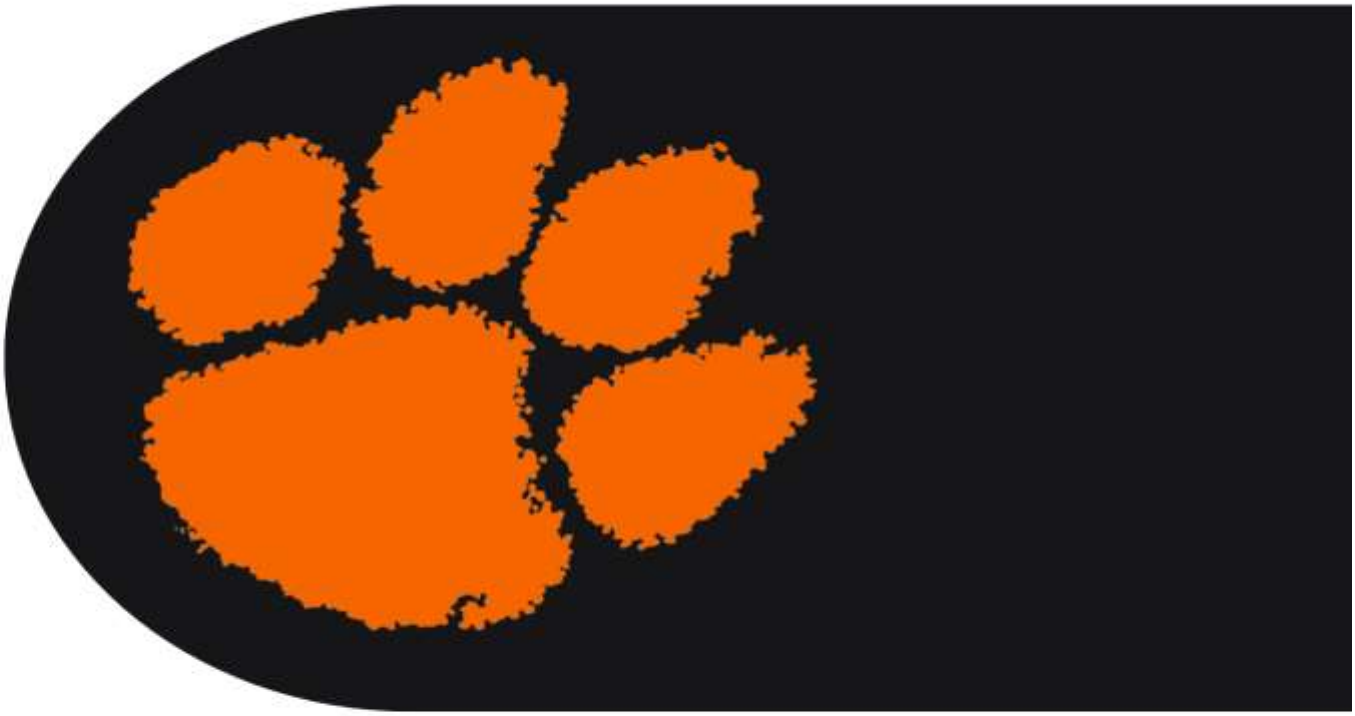
Humboldt USD 258

STUDENT HANDBOOK



USD 258 Student Handbook

Revised June 2026

This online handbook is designed to serve as a guide to USD 258 students. If you have any questions about the handbook, feel free to discuss the matter with the faculty or the administration. Students will abide by the rules and procedures outlined in this handbook and by applicable USD 258 Board of Education policy. This handbook is not designed to deal with every potential situation. Administrators may add regulations in order to deal with new situations. Students are never exempt from administrative directives. Just because a rule is not in the handbook does not mean students do not need to comply.

USD 258 MISSION STATEMENT

Cubs graduates have the knowledge and preparation to succeed and are actively pursuing a direction to achieve their goals.

USD 258 BOARD GOALS

- **Academic Learning Experience:** Create learning experiences and programing that focus on each student's academic needs for post-secondary student success.
- **Student, Staff, and Family Wellbeing:** Prioritize and support student, staff, and family mental health.
- **Recruitment, Engagement, and Retention of Instructional and Support Staff:** Promote a culture that values and supports high-quality staff.
- **Climate and Culture:** Ensure a climate and culture of trust with stakeholders and enhance parent-school partnerships.
- **Communication:** Enhance internal and external communication with all stakeholders.

CUBS NATION: WHERE ALL PEOPLE MATTER

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STUDENT RIGHTS

Students who attend the Humboldt School District have the following rights:

- The right to receive a free public education.
- The right to a safe environment at school.
- The right to free expression and inquiry with respect.
- The right to be informed through open communication.
- The right to be treated with respect and fairness by all in the school community.

STUDENT INFORMATION POLICY

The USD #258 Board of Education designates the following student information categories as directory information to become public records (i.e. Honor rolls, Team Rosters, Student Directory, Yearbooks):

- Name, address, and telephone number
- Parent(s) or guardian
- Date and place of birth
- Picture and yearbook information
- Date of attendance or grade placement
- The most recent educational agency or institution attended by the student
- Major field of study
- Honors and awards received
- Weight, height, and participation in and eligibility for activities and sports

Under the Family Educational Rights and Privacy Act of 1974, parents or guardians of students enrolled in any educational institution receiving federal funds are given certain rights concerning the educational records or their children. Parents who do not want to have any of the above information released will need to give written notice to the Office of the Principal.

ROLE OF SCHOOL PERSONNEL

As teachers, staff and administration, we understand that our involvement with each student is valuable and we strive to create a safe environment that allows open and beneficial communication between student, teacher and family. Therefore, we agree with the following to make the school beneficial to each student:

- In classrooms, we will present lessons clearly and make appropriate assignments.
- We will respect and dignify the individual in word and deed.
- We will communicate with families through progress reports, grade cards, e-mail, phone calls and/or other means to increase and sustain each student's success.
- We will maintain high expectations and realistic expectations in order to reach all students.

ROLE OF THE STUDENT

The Humboldt School District is a learning place. The purpose of our schools is to help students learn and prepare for a successful and productive future. It is our goal to create the best possible academic environment for students and teachers in the Humboldt School District.

Important characteristics needed by students are the desire and willingness to prepare for a successful and productive life. Responsibilities of the student are:

- Attend class regularly and report to class on time.
- Bring appropriate learning materials to class ---paper, pencil, books, and notebooks.
- Treat others the way you wish to be treated.
- Make challenging academic choices.
- Establish and pursue personal career goals.
- Prepare for and participate in the learning process.
- Work positively and productively with peers, teachers, administrators and parents/guardians to achieve goals.

ROLE OF THE PARENT/GUARDIAN

Parents and guardians play a very important part in the education of the Humboldt School District students. Parents' and guardians' support and interest in education have a positive impact on children's educational success. Parents and guardians can help their student be successful by doing the following:

- Show a sincere interest in academic and extracurricular activities.
- Emphasize the importance of punctual and regular attendance.
- Establish and maintain open communication with the school.
- Take responsibility for their student's health, personal cleanliness, grooming and appropriate clothing.
- Assume responsibility for working with school personnel to solve behavior problems.
- Encourage and expect that your student respect the law, other people and the property of others.
- Help your child take responsibility for his/her own actions. Students need your encouragement and support to make the right choices.

USD 258 COUNSELING DEPARTMENT

USD 258 is committed to providing our students with a quality education. As a professional learning community, the USD 258 Counseling Department is guided by our dedication to providing a nurturing, safe environment where the entire learning community strives to build positive lifelong relationships with students and ensures that the rigorous, innovative learning needs are met by all students. Our counseling program is committed to ensuring that students develop caring, creative, social, and emotional skills that will lead them to become productive members of society. In an effort to obtain this goal, school staff or parents/guardians may refer students for counseling, or students may request counseling.

ATTENDANCE

PURPOSE AND IMPORTANCE

The right and privilege of attending public school carries with it certain responsibilities on the part of both parents and students. Parents and students must recognize the direct relationship between academic success and regular school attendance. School attendance is ultimately the responsibility of the student and his/her family. Students are expected to arrive no earlier than 30 minutes prior to the start of school. Students should remain out of school only when absolutely necessary because much of the classroom activities, instruction, discussion and participation is lost forever to those who are absent. When students are ill, or cannot attend school, parents must call the school office as early as possible. If not notified, the school will attempt to contact parents of students who are absent; however, it is the responsibility of the parent to provide information relating to non-attendance. It is the student's responsibility to ask for, and complete, missed assignments. Students who do not attend regularly may not be eligible for promotion.

COMPULSORY ATTENDANCE LAW (TRUANCY)

Any students who are absent without excuse three (3) days in a row or five (5) days in a semester or seven (7) days in a school year are in violation of the compulsory attendance law #KSA 72-113. These students will be reported to the Allen County District Attorney and/or Kansas Social and Rehabilitation Services (SRS).

ABSENCES

- Should a student be absent, parents will be expected to contact the offices at 473-2251 (HS), 473-3348 (MS), and 473-2461 (ES) on the day of an absence to explain the reason for the absence. School personnel will initiate calls as necessary to verify absences.
- Absences excused by the parent/guardian will NOT necessarily be excused by the school. The School Administration will determine if any absence is excused or unexcused. Per Board policy, excused absences will fall in one of the following categories:
    - Personal illness. (up to five per semester without a doctor's note)
    - Death in the immediate family.
    - Emergencies verified as such by Administration
    - Doctor or Dental appointments that cannot be scheduled outside of the school day. (Please bring a note from the doctor's office)
    - Participation in school-sponsored academic or extracurricular functions
- Absences for activities which can be deemed as educational by the principal will only be excused on a limited basis and must be excused in advance.
- Examples of unexcused absences include but are not limited to: working; shopping; pictures; hair appointments; oversleeping; car trouble; vacation without parents; skipping class; and others as determined by the Administration. Students and parents who are in doubt whether an absence will be excused or unexcused are encouraged to contact the Principal prior to the planned absence.
- Students skipping classes will be dealt with according to the discipline policy.
- Any student who is inexcusably absent from any Humboldt school for either three consecutive days, five or more days in any given semester, or seven days in a school year shall be considered truant as defined by K.S.A. 72-1113, sect. C and parents will be notified in writing
- Should a pattern of absences occur which the administration deems excessive, future absences may be recorded as unexcused unless written verification from a doctor is obtained.
- The accumulation of five tardies to school is the equivalent of one unexcused absence and will factor into the absence calculation for referral to the district attorney under the compulsory attendance law.

PRE-ARRANGED ABSENCES

Parents and guardians of students who know in advance that they are going to be absent should notify the offices prior to the absence. Assignments, class work and tests missed should be completed in consultation with the teachers.

EARLY DISMISSAL

A child will be released only to the parents unless the school has been notified by the parents that other arrangements have been made.

SIGNIFICANT PART OF A SCHOOL DAY

An absence will be recorded if a student misses a significant part of the school day. A student who is absent no more than four periods is counted absent one-half (1/2) day; if the student is absent more than four periods in a day, the student will be counted absent for the full day.

MAKE-UP WORK AFTER ABSENCE

It is the responsibility of the student to obtain the necessary information from his/her teachers with respect to making up the school work missed during the absence. Make-up work must be completed within two school days per day of absence for full credit. Students absent more than one week will have the number of days absent plus one week to complete assignments. Any work assigned before an absence is due upon the student's return. Any student absent for a school sponsored activity or extracurricular activity are required to complete and turn in work within 2 school days. A student absent for a school-sponsored activity the day an item is due should make arrangements to submit the assignment prior to leaving for the activity.

OUT OF SCHOOL SUSPENSION ABSENCE

Work will be made up during the time of their out of school suspension. It is the student's responsibility to arrange to have the work picked up from the office and to have it finished before returning to school.

TARDY POLICY FOR ELEMENTARY

The prompt and timely presence of students in the classroom at the time classes begin is an important factor in the learning process of each individual student and the other students in the class. Student tardiness is a disrupting factor for the class and the teacher. Parents and students are responsible for arriving on time.

Any student who arrives after the 7:55 a.m. bell must be accompanied to the office by a parent and signed in before going to class. Upon the 5th tardy, a meeting will be held with the parents and student.

TARDY POLICY MS/HS STUDENTS

Tardiness is a classroom disruption and will be handled as a disciplinary action. Students tardy to first period will report to the office to obtain an "Admit Slip" before reporting to class. Unexcused tardies to classes other than first period will be recorded by the classroom teacher. Any student detained by a teacher or administrator must have a pass signed for admittance to the next class. **Any student more than 15 minutes tardy to a class will be considered absent.**

Once a student has obtained 5 tardies, there will be a meeting with the administrator, parents, and students in order to

discuss possible solutions. After that meeting occurs, the following discipline will be used to enforce the Tardy policy:

- 1st Tardy 30-minute detention
- 2nd Tardy 1-hour detention
- 3rd Tardy Friday School
- 4th Tardy Friday School
- 5th Tardy or More Saturday School

ACADEMICS

PHILOSOPHY

The Humboldt School District is committed to improving the educational achievement of all students. The educational faculty is outstanding and reflects the district's commitment to education. Students are expected to strive for improvement and to achieve at the best of their ability. It is our goal to provide the best educational environment for our students.

GRADUATION REQUIREMENTS

Twenty-four units of credit are required for graduation from Humboldt High School.

- English Language Arts - 4 Units
- Mathematics - 3 Units
- Science - 3 Units
- Social Science - 3 Units
- Physical Education (to include Health) - 1 Unit
- Computer Science - 1 Unit
- Vocational - 2 Units
- Fine Arts - 1 Unit
- Electives - 6 Units

GRADUATION CEREMONY

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

PROMOTION AND RETENTION

Students may be promoted when they have demonstrated mastery of the board approved learning objectives. High School students who do not pass core classes will be required to attend summer school. Summer school is designed to help students stay on track for graduation.

GRADING

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

HHS/HMS INELIGIBLE POLICY

On the third Friday of the semester, and any Friday thereafter, the office will run a PowerSchool F list. Any student with an "F" will be informed by the office and their parents will be informed by email/mail. If this is the first time the student has been on the list for that grading interval, the student and parents will be informed that the student has a one week "probation" to improve the grade. The probation/ineligibility will go into effect on the following Monday. There will be three grading intervals per year.

- Grading Interval #1 – Begins 1st day of practice for fall sports
- Grading Interval #2 – Begins 1st day of practice for winter sports
- Grading Interval #3 – Begins 1st day of practice for spring sports

Any Friday thereafter during that grading interval that the student is failing one or more classes, the student will be informed by the office and parents will be informed by email/mail that the student has been placed on the Ineligible List, making them ineligible starting on the following Monday.

Students who are ineligible may practice with a club or team, but may not suit out or participate in games/competitions until such time as they retain an eligible status.

Students who are ineligible cannot miss class time for a competition or event.

Students who are ineligible may still attend games as a spectator as long as the student does not miss school to attend the event. They may also attend games as a player but may not suit out or participate. If the leave time is before the end of the school day, ineligible students may not travel with the team; they will be expected to be in class and utilize the time to get their grades above 60%.

Ineligible students may not attend or participate in dances, club events, STUCO activities, and any other events sponsored by the school at any time during the ineligible period.

Students who are enrolled in a class that has graded performance or field trip requirements will be allowed to participate in the performance to maintain a grade.

Students who are under an Out of School Suspension are considered ineligible during the duration of their OSS.

Students may attend Prom regardless of eligibility status.

All Teachers will:

A. Enter a minimum of 2 new grades in PowerSchool for each student, each week by Monday at 10am.
B. Use teacher discretion on grading late work or missing assignments. Teachers will NOT be expected to immediately grade late or missing work that is turned in. Please plan ahead.

The Office will be notified as soon as the student's grade improves to a "D". The student's name will be removed from the list immediately and the student will regain eligibility.

TESTING PROGRAM

All students enrolled in USD 258 will participate in local, state and national assessments.

****Any parent wishing to opt their child out of testing must do so in writing.**

REPORT CARDS

Grades will be updated on PowerSchool weekly. Parents are encouraged to log-in and monitor their student's grades. Report cards will be issued following each nine-week grading period.

PARENT/STUDENT TEACHER CONFERENCES

Parents are encouraged to request a conference with teachers at any time convenient to all parties. One parent-teacher conference will be held during each semester of school.

HONOR ROLL

- Principal's Honor Roll 4.0 GPA
- Teacher's Honor Roll 3.5 - 3.9 GPA
- Regular Honor Roll 3.0 – 3.4 GPA

CLASS RANK

Class rank will be determined by percentage grades.

TRANSFERRING CREDIT

Units earned in other accredited schools will be recognized unless the principal determines there is a valid reason for not doing so. Students transferring from non-accredited schools will be placed by the principal and counselor.

ASSIGNMENT TO SCHOOL CLASSES

The superintendent shall assign students to the appropriate building. Assignment to a particular grade level or particular classes shall be determined by the building principal.

CONCURRENT CREDIT

The district may enter into an agreement with a college for the purpose of allowing students to receive concurrent credit. With parental permission, juniors and seniors who can complete graduation requirements prescribed by the board are eligible for concurrent credit. See counselor for more details on this rule put into effect by the Kansas Board of Regents. These courses will have a syllabus covering topics such as grading, student expectations, and attendance approved by the college. These may be different from those in the high school student handbook.

ALTERNATIVE CREDIT

Testing out and compaction of classes will be handled on an individual basis according to individual education team recommendations.

ATHLETIC/ACTIVITY RULES

Humboldt High School and Humboldt Middle School athletics and activities are voluntary activities. Participation is a privilege and not a right. Athletes and activity participants are viewed as heroes and examples by younger children and adults of the community; their standards of conduct are necessarily stricter than those required of students involved in classroom activities. The USD 258 Board of Education has authorized administrators, sponsors, and coaches to use and enforce the following guidelines for athletes and activity participants at Humboldt:

DEFINITIONS

- Athlete - Any student listed on the KSHSAA eligibility list and currently a member of an athletic team of USD 258
- School Athletic Equipment – Athletic equipment owned and issued by USD 258
- Athletic Event – Any school-sponsored event involving two or more schools and sanctioned by KSHSAA

EXTRA CURRICULAR ACTIVITIES PARTICIPATION REQUIREMENTS

Students who participate in any school activity shall meet the following requirements:

- All applicable KSHSAA regulations
- Students participating in athletics and cheerleading must have a physical and concussion form on file before participating.
- Academic eligibility requirements and other requirements established by the administration.
- Students must attend classes for 4 periods of the school day

Students will not be excused during the school day to attend school sponsored activities unless the student is involved in the activity or the entire school is dismissed to attend the activity.

HHS/HMS INELIGIBLE LIST

See HHS/HMS ineligible list policy under Academics on page 10 of Student handbook.

CITIZENSHIP / SPORTSMANSHIP – RULE 52

SPORTSMANSHIP is a general way of thinking and behaving. The following Sportsmanship Policy items are listed for clarification:

- Be courteous to all. (Participants, coaches, officials, staff, and fans.)
- Know the rules, abide by and respect the official's decisions.
- Win with character and lose with dignity.

- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, team, and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- All actions are to be for, not against; positive, not negative or disrespectful!

Consequences:
Students who display poor sportsmanship may face the following consequences:

- NFHS online courses assigned and completion certificate required before they return to play.
- Community Service (for damaging property of another school)
- Letter of apology to an official
- Letters of apology to another school

STUDENT NOT IN GOOD STANDING

A student who receives 15 discipline points or a level 5 discipline referral will be a "student not in good standing" and dismissed from the team.

The decision regarding a student's standing in school will be left to the discretion of the administration. Under KSHSAA Rule 14: in order for a student to be eligible for participation, the student must be a bona fide undergraduate member of that school and in good standing.

DURING NON-SCHOOL SUPERVISED HOURS

Any athlete/activity participant who is observed by a coach, teacher, staff member, administrator of USD #258 or by law enforcement officials to be in violation of:

- Use or possession of tobacco
- Use or possession of alcoholic beverages
- Use or possession of drugs
- Stealing or other illegal activities
- Use of steroids
- Huffing
- Criminal activity (not including minor traffic violations)
- Behaviors which result in suspension
- Persistent absenteeism, tardiness, or bad conduct
- Poor academic performance
- Harassment
- Other actions deemed inappropriate by the administration.

Outside of the school's supervision, will be subject to the following penalties:

Consequences outlined in this section will be considered the minimum possible punishment.

First Offense:
Temporary suspension from competition/activity
The student will be held out of the following amounts of competitions.

- 1 Cross Country Meet
- 1 Football Game
- 1 Volleyball Date
- 2 Basketball Games
- 1 Track Meet
- 1 Golf Meet
- 2 Softball Games
- 2 Baseball Games
- 1 Wrestling Date
- 1 Student Activity (Forensics, FCCLA, FFA, or any school activity that requires outside classroom work or performance)
- Cheerleaders will follow the guidelines of the sport they are cheering. (i.e. football cheerleaders will sit out one football game)

Suspensions shall begin immediately and games/contests/competitions missed shall be consecutive from that point. At the time of notification, the parent(s) and/or guardian(s) will be requested to attend a conference with the principal, athletic director, and coach or sponsor to determine a course of action to prevent further infractions. It will also be recommended that the student receive any necessary counseling as determined by the principal, athletic director, parents, and coach.

Second Offense:
Student will serve a 9-week suspension from competition. Once suspension has started it will run consecutive weeks until all the weeks are completed. The suspension can be enforced during two different activities. All students receiving this suspension will be determined as a student not in good standing/ineligible for the duration of suspension.

Third Offense:
Students will serve a one calendar year suspension from all activities/athletics and be a student not in good standing/ineligible for the duration of suspension. Example: If a student violates on March 12, 2014, they will be classified as a student not in good standing by the administration until March 12, 2015.

OFFENSES SHALL BE CUMULATIVE WITHIN ONE YEAR OF THE FIRST OFFENSE and will be strictly enforced by the school from the first day of fall practices through Memorial Day weekend.

ABSENCES

If participating in or attending an activity outside the school day, a student must attend school at least four periods the day of the activity. If participating in an activity during school hours, a student must attend school at least four periods the previous day. Exceptions to these rules may be arranged with the athletic director in advance. This rule applies to practices and meetings as well. “Sleeping in” or missing an entire day after a competition/activity is not permitted. This type of absence will be unexcused. Absences from practice or meetings may be excused if the reason is illness, injury

(accompanied by a doctor's note), family emergency, doctor's appointment, school trip, receiving academic assistance, or special/unusual circumstances that have been approved in advance by the coach or administration. Playing/participation time may be reduced because of lost practice/meeting time even though it is excused. Absences for Out of School Suspensions will be addressed by the coach and administration.

- 1st Unexcused Absence from Practice: Suspension from the next competition.
- 2nd Unexcused Absence from Practice: Suspension from the next two competitions.
- 3rd Unexcused Absence from Practice: Dismissal from the team.

* Under special or unusual circumstances the athletic director reserves the final right to permit participation.

*Tardies to practice or meetings will be handled at the discretion of the coach or sponsor.

CLASSROOM DETENTIONS

Because the type of detention, reason for detention, and the length of detention may vary, each detention will be dealt with by the coach, sponsor, or administrator. Consequences might include, but would not be limited to, extra work during practice, activity suspension, or dismissal from the team or organization. Students who receive multiple classroom detentions may receive more severe consequences. Note: the coach or sponsor has the discretion to impose compensatory measure as additional punishment.

APPREARANCE AND GROOMING

Athletes/activity participants are representatives of our school and community and must make an effort to give a good appearance.

- Hair, including facial hair, must be kept clean and in a style which will not require your attention during practice, meetings, games, competitions, or activities.
- Dress for trips must be appropriate for the situation and will be announced by the coach or sponsor in charge.
- Uniforms must be worn neatly.

TRANSPORTATION TO AND FROM ACTIVITIES

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities or practices held during or after the school day. Students riding to activities or school events on school transportation are expected to return by means of the same transportation unless accompanied by his/her parents. The sponsor or coach may grant permission, if a request if made prior to the activity. This includes weekend school activities.

HHS-HMS PARENT CODE OF CONDUCT

- Provide positive support, care and encouragement to my student-athlete and his or her team, coaches and school.
- Provide positive support and encouragement to the visiting team, their coaches and school.
- Maintain a positive behavior and attitude at all athletic contests. Realize that a ticket is a privilege to observe a contest and support activities. It is not a license to verbally assault anyone or act in an outrageous manner.

- Respect the position and professionalism of the game official. Respect the decisions made by officials and learn the rules of the game to better understand their decisions.
- Refrain from the use of foul language.
- Refrain from yelling criticism at my student-athlete and his or her coach or team.
- Refrain from making derogatory comments to players, other parents, game officials or school administrators.
- Be willing to let the coach be responsible for my student-athlete during practice, games and team related activities. Address any concerns with the coach's approach directly with the coach, in a respectful manner, at an appropriate time (never immediately before, during or after a game).
- Be a parent my child would be proud of

Be a Fan, not a Fanatic!

PROCEDURES

RESIDENT STUDENTS

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or person acting as a guardian who is a resident in the school district. All required documentation must be on file in the building office.

NON-RESIDENT STUDENTS

A non-resident student is any child who does not live within the boundaries of the USD 258 school district. Students who are not residents of USD #258 may be eligible to enroll upon application to the administrative offices. Students may be admitted only to the extent that staff, facilities, equipment, and supplies are available. Any student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board of education. However, the school district reserves the right to revoke acceptance at any time due to unacceptable academic, attendance or behavior records. ***See Appendix A**

CUSTODY OF STUDENTS

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, has equal right to their student's records unless a court order specifies otherwise. The school must have a copy of the court order in the student's file. Any unusual custody circumstances shall be explained and updated as they occur.

FOREIGN EXCHANGE STUDENTS

-No foreign exchange student will be enrolled until all standards for admission are received by the district office, and no written acceptance will be provided until such student's admission has been approved by the Board of Education.

-Foreign exchange sponsor programs representatives will submit the student applications to the Superintendent's office no later than July 31st. The information required includes names and contact information of host parents, a student profile, English proficiency test results, immunizations and health information, and student transcripts.

-The deadline for submission of applications is July 31st for the fall semester or December 1st for the spring semester. Applications submitted after these dates will not be considered.

-Foreign exchange students must have J-1 visas.

-The students must be at least 15 years of age and under the age of 18 1/2 years of age prior to August 31 of the school year they wish to attend.

-Foreign exchange students must have proficiency in English and have an English Language Test for International Students (ELTiS) standard score of 222 or greater. Those students who, after arriving in Humboldt, are determined by the school to have insufficient English proficiency may be required to take the ELTiS. This test will be administered by a qualified person at the expense of the foreign exchange sponsor program. Those students scoring less than 222 (ELTiS standard score) will not continue in Unified School District No. 258. The timeline for testing is at the discretion of the building principal.

-Foreign exchange students will not be permitted in ESOL (English as a Second Language) programs. They will have to test proficient on any state testing that is mandatory for the district to give, upon arrival. If they are not proficient, they will not continue in USD 258.

-No tuition will be charged to the student for attendance at USD 258's high school. However, all enrollment fees (including book rental, locker fees, etc.) and meal costs, will be the responsibility of the student or host family.

-Host parents are required to live within the USD 258 school district.

-Host parents are required to enroll their student at the school just like all other new students. The host parents should be prepared to spend some time signing forms and receiving information. Copies of all foreign exchange documentation is to be provided during enrollment in order for school staff to make copies.

-Foreign exchange students must be in attendance on the first day of school of each semester.

-Regardless of the comprehensiveness of their program, foreign exchange students will not receive a high school diploma. They will receive a certificate of attendance.

-Foreign exchange students will be enrolled as full-time students and will be subject to the same policies, rules of conduct, and attendance requirements as regular students.

-To participate in sports and school activities, students must follow USD 258 and Kansas State High School Athletics

Association rules and regulations.

-Foreign exchange students are bound by District conduct standards and rules and the standards, rules, and laws of the Federal, State, and City Governments. Failure to abide by these standards will result in disciplinary action, which may include expulsion from the school.

-USD #258 Board of Education reserves the right of final approval on all Foreign Exchange Student placements in our district.

ARMED FORCES LIST

The No Child Left Behind Act of 2001 and the National Defense Authorization Act requires public schools to provide a list of juniors and seniors in high school. The student list will be used for armed services recruiting purposes and for informing young people of scholarship opportunities. The parent(s) may opt out of providing this information to the armed forces recruiters. During the enrollment process parents may choose what directory their student's name will be listed on.

FEES

Students will be assessed fees for the following:

-A textbook fee of $25.00 will be assessed to each student. Students qualifying for reduced lunch fees will pay $12.50 and those qualifying for free lunches will not be required to pay the fee.

-A tech fee of $25.00 will be charged for incoming 3rd graders and new students. The fee is payable when the computer is assigned to the student. If a parent/guardian is unable to pay, then a payment plan can be set up with the building principal. The payment plan will ensure that the parent/guardian pays $5.00 a month until the fee is paid in full. Willful and deliberate damages to the computers will cause USD #258 Humboldt Schools to charge the student/parent for the full cost of replacement or repairs of the computer. Such cases may be turned over to the Humboldt Police Department. Users will be held responsible for any loss or damage to computers that are checked out to them. Any accidental damage to a computer will result in a $25.00 charge per occurrence. The cost of a lost charger will be $40.00. A payment plan can be set up through the building administrator if parents/guardians are unable to pay. All damage incidents will be investigated by the school administration and the IT department.

STUDENT PERSONAL ELECTRONIC DEVICE POLICY

- Cell phones/wireless headphones/other devices, such as a smart watch being used as a phone, must be off and inaccessible from 7:55 am - 3:25 pm. Phones/devices seen or heard during this time must be taken to the office. Students may not keep their phone on their person during that time. Students should leave the phone at home, in a vehicle, or in a locker/cubby.

- Consequences of the misuse of personal electronic devices addressed in this policy will be as follows:

    - Cell phones seen between 7:55am-3:25pm are to be turned in to the office immediately.

    As long as students are compliant:

    - 1st offense - Student turns the phone into the office. The student cannot pick it up until the end of the day. The student will serve 1 detention.

- 2nd offense - Phone taken and sent to the office. The student cannot pick it up until the end of the day. If it is a high school student, they will serve a Friday school. If it is a middle school student, they will serve 2 detentions.
- 3rd offense - Student turns the phone into the office. The student cannot pick it up until the end of the day. If the student is a high school student, they will serve a Saturday school and will turn in their phone to the office daily. If the student is a middle schooler, they will receive ISS.
- Consequences will restart every semester.
- Repeated violations may result in additional disciplinary consequences.
- Any student who refuses to comply with a request to turn in their phone will be subject to disciplinary action under the disciplinary plan for noncompliance.

- Students must request teacher and/or administrator permission to video or audio record classes.
- Students may not use personal devices to take pictures or videos of other students or staff without their consent. Use of electronic devices with photo capability is strictly prohibited in restrooms, dressing rooms, and locker rooms.
- USD 258 is not responsible for damaged, lost, or stolen personal devices.
- Students with an IEP or 504 Plan that requires the use of personal electronic devices to meet goals or accommodations may be exempt from this policy. Viable alternatives to using a cell phone or personal electronic communication device should be explored and implemented in collaboration with the student's family.

***Personal electronic devices:** Student-owned devices capable of cellular, Wi-Fi, and/or Bluetooth connectivity such as cell phones, tablets, smart watches, wireless headphones, or fitness trackers.

FOOD SERVICE PROCEDURES

CAFETERIA GUIDELINES

USD #258 has a closed lunch hour. Students are NOT to leave the school building during lunch.

Breakfast and lunch will be eaten in the cafeteria. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home. By state guidelines, pop is not allowed in the cafeteria.

Special dietary meals will be provided only upon written order from a physician.

School meals, including breakfast and lunch, may be charged up to $20.00. If school meal accounts exceed $20.00, students will need to bring their lunch from home or an alternate meal will be provided consisting of a peanut butter or cheese sandwich and a milk and will need to eat breakfast at home until the balance is paid in full and the student has a positive amount in their account.

UNPAID MEAL CHARGES POLICY

The district's meal charging requirements are as follows:

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

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

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs.

COLLECTION PROCEDURES DP

Unpaid Fees and Negative Account Balances

Unpaid or overdue accounts disrupt accounting practices within the district. All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three times in not less than ten day increments by the superintendent or superintendent's designee via letter sent by the U.S. First Class Mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.
If, within ten days after the second notice was mailed, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent's designee to pay it, a third and final notice shall be sent to the debtor by mail. Postage and stationary costs may be added to the original bill.

If full payment is not received by the clerk within ten days after mailing of the final notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes or

the superintendent or superintendent's designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district.

INSUFFICIENT FUNDS CHECKS

The superintendent or the superintendent's designee is authorized to request charges to be filed against a person or persons giving worthless or insufficient fund checks to the school district. In addition, the board adopts the following procedures for dealing with returned checks in the school setting.

Once the person is notified of the first returned check via U. S. First Class Mail, if restitution is made within five working days from the notifications being mailed, there will be no charge for a returned check. If after a second notification is sent, restitution is not made within an additional five working days, a fee of $10.00 will be charged.

- If a person has a second returned check he/she will be notified and assessed a $15.00 fee, providing restitution is made within five working days. After the second notification is mailed concerning the second returned check, a fee of $20.00 will be assessed.

- For a third returned check, the person will be notified, assessed a $30.00 fee, and informed that the district and its schools will not accept any future checks from such a person. All future payments to the district or individual schools would then need to be in the form of cash, cashier's check, or credit/debit card payment.

- If restitution of the third check is not made within five working days from mailing the final notifications, the superintendent or superintendent's designee will be notified, and the superintendent or superintendent's designee may turn the matter over to the county attorney for legal action.

FREE AND REDUCED MEAL APPLICATIONS

Applications are available to all families on enrollment day and throughout the year. One application, per household, should be submitted to one of the building offices. All applicants will receive written notification of their family status along with instructions for appealing the decision if necessary.

Each year we must randomly select households to verify income. This is required by the United States Department of Agriculture. Each year we are required to make sure that only eligible children receive free or reduced priced meal benefits. Therefore, a sample of applications will be selected to be verified. Selected households must show information and/or documents, which prove they are eligible for free or reduced priced meals.

BUS CONDUCT

SCHOOL BUS TRANSPORTATION

Students have the privilege of utilizing the transportation services of the school district. A student who fails to maintain appropriate conduct while on the bus, waiting for the bus, or walking to or from the bus stop may be suspended from riding the bus and/or subjected to other disciplinary action.

Students traveling to school events as participants are expected to use school provided transportation. Students will return home on school provided transportation unless they are released to their parent or legal guardian.

SCHOOL BUS CONDUCT

- There will be no changing of seats while the bus is in motion, except by direction of sponsor or bus driver.
- There will be no defacing of the bus.
- Seating arrangements will be left to the discretion of the sponsor or bus driver.
- No verbal or physical obscenities will be allowed.
- Students will keep their person inside the bus at all times.
- Excessive noise will not be allowed.
- Each group will police the bus and leave it in a neat and orderly fashion with all trash in the proper receptacles.

FIELD TRIPS

Throughout the school year, students may have the opportunity to participate in a variety of field trips designed to enrich their educational experience. Some field trips are considered a privilege and may not be directly tied to classroom instruction. Participation in these trips is contingent upon appropriate behavior and academic standing, and the opportunity may be revoked at the discretion of school administration.

All students are required to travel to the field trip destination on school-provided transportation. Upon arrival, a student may be signed out by a legal guardian. Once signed out, the legal guardian assumes full responsibility for the student, including all decisions and supervision. The student must leave the field trip location with the guardian who signed them out.

For private field trip events—defined as those not open to the general public—attendance will be limited. In such cases, only the student and up to two legal guardians (age 18 or older) may attend.

DISCIPLINE

All students are expected to comply with the regulations for student conduct or behavior and any violation of these regulations may result in the suspension or expulsion of the student. These regulations are based upon State Law, KSA 72-8901, which reads:

The board of education of any school district may suspend or expel, or by regulation authorize any certified employee or committee to suspend or expel any pupil or student guilty of any of the following:

- Willful violation of any published regulation for student conduct adopted or approved by the board of education, or
- conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
- Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity, or
- Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult, or
- Conduct at school, on school property, or at school supervised activity which, if the pupils is and adult, constitutes the commission of the misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult, or disobedience of an order of a teacher, peace officer, or school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

School rules will be enforced by the staff and administration. The administration will use discretion when dealing with violations as each individual case can vary.

POINT SYSTEM

Each discipline point will accumulate toward a total of 20 points per school year.

If a student receives a level 3 or higher or has accumulated 10 points a behavior contract will be put in place for the benefit of the student. The contract will allow the student to subtract 1 point from their accumulated total for each week that they do not have any tardies, discipline referrals, or Fs. Zero is the base of the point system and there is no banking of points.

Once a student reaches 15 points a conference will be held with the student, parent(s), and administration. The student will be a “student not in good standing” and will lose their school privileges. These include, but are not limited to, competitions, games, practices of any kind, performances (band, vocal, forensics, newspaper, FFA, etc.), dances (including Prom), trips, after school weightlifting, working to fulfill obligations to class (9th, 10th, 11th, 12th), fundraising events (including at events or activities and pickups), banquets, ceremonies, or any other school sponsored events. A “student not in good standing” will leave school grounds at 3:25 and will not return until the next school day. The exceptions to this would be if they have a homework referral, after school detention, or a Saturday school. The student will remain a “student not in good standing” until their points drop below 15.

When a student reaches 20 points a meeting and/or hearing may be recommended for long-term suspension, expulsion, placement in an alternative educational setting, or a homeschool referral to the Superintendent’s office.

Attendance and tardies will not be factored in the determination of a long-term suspension hearing, but will be counted

towards the “loss of privileges” and the “student not in good standing” status.

OTHER TERMS/DEFINITIONS

- Lying: Giving false information or information calculated to mislead.
- Theft: Taking or concealing property that belongs to others.
- Failure to Comply: Not carrying out reasonable requests of school personnel.
- Defiance of School Personnel: Refusal to comply with a reasonable request of school personnel.
- Disorderly Conduct: Conduct and/or behavior which is disruptive to the orderly education procedure of the school.
- Unnecessary Item: The possession of an item, which could be used to cause disturbance, and which is unnecessary for school activities. HHS/HMS/HECS is not responsible for student’s personal property. If a student’s personal property is broken, damaged, or stolen the repair and replacement is the student’s responsibility.
- Intimidation/Extortion/Threats: Statements or actions, which intimidate or injure another person.
- Vulgarities: Vulgar or improper language.
- Forgery: Writing or using the signature or initials of a student, parent, or school official.
- Excessive Lateness: Students entering the classroom more than five minutes late without a pass.
- Precipitating a fight: Statements or actions, which encourage others to fight.
- Fighting: Engaging in or threatening physical contact for the purpose of harming another.
- Other Infractions: Other infractions may occur during the school terms that are not defined in this document.

Disciplinary consequences for all students will be consistent with Kansas Statutes Annotated 72-8901 through 72-8906 and Humboldt USD #258 Board of Education policies. A student who is recommended for suspension for more than 10 days or expulsion from school is eligible for legal due process. Specific procedures for applying disciplinary consequences for students with identified disabilities are implemented in accordance with state and federal guidelines.

The provisions apply in all situations including:

- School activities on Humboldt School District property
- Travel on district transportation
- Off-site school sponsored activities
- On or off-site school related problems which result from or cause disruptive behavior on school grounds
- Violent acts of behavior, which occur off school property and pose a threat to the safety of students and faculty or disrupt the learning environment
- Misbehavior occurring at any school in the district

OUT-OF-SCHOOL SUSPENSIONS

- Short term suspensions of one to five days may be assigned with an informal hearing being afforded the student.
- Parents shall be notified in writing of each suspension.

- Students under suspension are barred from all school property, except for one half hour on the second day of the suspension to pick up materials, and are ineligible to attend or participate in school activities.
- It is the responsibility of the student to come to the office between 7:30 a.m. and 8:00 a.m. the second day of suspension to pick up all assigned work. The student must complete and turn in the work before school the day he/she is to return to class.

EXPULSION / LONG-TERM SUSPENSION

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

- A student and his/her parents shall be notified in writing of the time, date, and place where the student will be afforded a hearing.
- Parents shall be given a copy of the Kansas Statutes and Board of Education Policy covering long-term suspension and/or expulsion.

REASONS FOR SUSPENSION

In reference to Kansas State Statute 72-8901, students may be suspended from the school for 1-10 days by an administrator for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

During the time a student is suspended or expelled from school, the student may not:

- Be on school property or in any school building or grounds without the permission of the principal.
- Attend any school or district activity as a spectator, participant or observer.

The parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

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

STUDENT RIGHTS DURING A LONG-TERM SUSPENSION/EXPULSION HEARING

The student shall have the right:

- To counsel of his/her own choice;
- To have a parent or guardian present;
- To hear or read a full report of testimony of witnesses;
- To confront and cross-examine witnesses who appear in person at hearing;
- To present his or her own witnesses;
- To testify in his/her own behalf and to give reasons for his/her conduct;
- To an orderly hearing; and
- A fair and impartial decision based on substantial evidence.

APPEAL TO THE BOARD

The following conditions shall apply if a student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent or guardian shall be notified in writing of the time and place of the appeal at least five (5) calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

CHEATING, PLAGIARISM, OR FORGERY

The acts of cheating, plagiarism, or forgery in connection with academic endeavors or school processes or procedures are detrimental to the educational process will result in a zero on the assignment and will receive disciplinary points.

LOCKER USE PRIVILEGE

Lockers are the property of USD #258; they are not rented or leased. Students have no expectation of privacy in any school locker. The principal may search any locker at any time without notice, if in their opinion there is probable cause. Damage or misuse of school lockers in any way may cause a student to lose the privilege of using a school locker.

DRESS CODE

The dress code will be enforced during the school day and school-sponsored activities during regular school hours. Students who participate in or attend interscholastic activities will be expected to adhere to the personal appearance standards developed by the directors or coaches of those activities and as approved by the building principal.

Appropriate dress and personal appearance at (school) and at school-related activities shall not include any clothing, attire or accessory that by its appearance, arrangement, trademark, fit, or any other attribute, is unsafe; disruptive; unhealthful; obscene; profane; ethnically, racially or sexually degrading; libelous or slanderous; exposing undergarments; provocative or revealing; advocating unlawful behavior or illegal substances; or suggesting or promoting any affiliation with street gangs or other groups that commit unlawful acts.

Dress is inappropriate when:

- It disrupts the learning environment.
- Tops: All tops must fit properly; they may not be oversized or so small as to be revealing. Sleeveless tops must have a fitted armhole, no gaping armholes, no exposed undergarments. All necklines must maintain modesty. Tube tops, halter tops, or clothing which exposes midriff or belly button are not allowed. Hoods must be worn down while in the buildings.
- Bottoms: Jeans, slacks, shorts (3" inseam minimum), as well as skirts and dresses should have a length at or past the mid-thigh. Shorts, jeans, or skirts shall not have hole(s) that expose bare skin above the mid-thigh area.
- Shoes must be worn at all times.
- Hats will be allowed to be worn in the buildings, as long as they still meet appropriate guidelines.
- No sunglasses are to be worn during regular school hours without a doctor's prescription on file in the office to do so. Students may store such eyewear in their lockers but may not carry such gear around school.
- Accessory items such as blankets should not be brought to school or carried around the building unless there is teacher/sponsor approval.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not meet dress code guidelines will be required to change clothing to meet the school's dress code. Clothing may be supplied by the school or a call to the parent may be made to obtain a change of clothing for the student. Depending on the student's habitual offenses of the violation of the school dress code will determine the severity of the consequences.

WEAPONS POLICY

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. A violation of this policy may result in a short term suspension, a long term suspension, or expulsion up to 186 school days. (Policy JCDBB is defined below)

Weapons and Destructive Devices

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

- any item being used as a weapon or destructive device;
- any facsimile of a weapon
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- any frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use on converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure

applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

Exceptions

Possessions of any firearm specifically authorized in writing by the superintendent of any unified school district;

Possession of a firearm secured in a motor vehicle by a parent. guardian, custodian or someone authorized to act on such a person's behalf who is delivering or collecting a student.

Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. 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 juvenile to SRS or the commissioner of Juvenile Justice.

HARASSMENT FREE LEARNING ENVIRONMENT

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

Any incident of discrimination in any form shall be promptly reported to an employee's immediate supervisor, the building principal or the district compliance coordinator, the investigation and corrective action by the building or district compliance officer. Any student who engages in discriminatory conduct shall be subject to disciplinary action, up to and including expulsion.

HAZING/INITIATIONS

Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm, or which affect the attendance of another student are prohibited.

DRUG FREE SCHOOL – HUMBOLDT SCHOOL POLICY

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

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances or alcoholic beverages on school property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to the school's discipline policy.

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

A. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug related paraphernalia.

FIRST OFFENSE:

- 10-180 days out of school suspension
- Notification to parents and law enforcement officials
- Documentation in student's discipline file
- Written plan of action

SECOND OFFENSE:

- 10-day immediate suspension
- Recommendation to Superintendent for expulsion or Alternative Education Placement
- Notification to parents and law enforcement officials
- Documentation in student's discipline file

B. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug related paraphernalia.

FIRST OFFENSE:

- 10-180 days out of school suspension
- Notification to parents and law enforcement officials
- Documentation in student's discipline file
- Written plan of action

SECOND OFFENSE:

- 10-day immediate suspension
- Recommendation to Superintendent for expulsion or Alternative Education Placement
- Notification to parents and law enforcement officials
- Documentation in student's discipline file

C. Sale, purchase or distribution of any prescription drugs, alcohol, narcotic, substance, counterfeit drugs and/or drug related paraphernalia.

FIRST OFFENSE:

- 10-day immediate suspension
- Recommendation to Superintendent for expulsion

VAPING POLICY

The health and safety of our students is a top priority, so we feel it is necessary to inform you of a major concern in schools across the country. The presence and use of e-cigarette/vaping devices has drastically increased among teens and adolescents. We take this issue seriously and are concerned with the effects these devices have on our students.

Our hope is to provide you with some valuable information regarding vaping. We are aware there are varying levels of understanding, so we will attempt to answer some basic questions.

- What is vaping? - Vaping is the act of inhaling a vapor that is produced by an electronic vaporizer or e-cigarette. The vapor comes from heating flavored liquids that may contain nicotine, marijuana/THC, cocaine, or other drugs. These flavored liquids release a very strong sweet smell into the air when vaporized.
- What do vaping devices look like? -Vaporizers come in various shapes and sizes that you can view in the links below. The most common form we've seen is a Juul, which looks like an electronic flash drive that plugs into a USB port for charging. These devices can be quite small and can easily be concealed with normal backpack/school-related items.
- What are the dangers of vaping? -Varying information has created misconceptions about vaping, however, VAPING IS NOT A SAFE ALTERNATIVE TO SMOKING. The medical community has conducted many studies and released many warnings. The biggest risks involve nicotine dependency, stunted brain development, vape juices that contain multiple known carcinogens (cancer causing elements), and many respiratory diseases.
- Where are kids getting vaping devices? -Although it is illegal for stores to sell vaping items to anyone under 18, our students are getting their hands on them. Online purchasing without age verification, getting a device from a family member or friend, or buying them from random people all seem to be sources of distribution. ----
- We work closely with our local police department, which enforces state laws and local ordinances as they pertain to these devices. It is also against school policy to possess and/or use e-cigarettes and vaping devices. School discipline structure is as follows:

FIRST OFFENSE:

- ISS
- confiscate product and paraphernalia
- required parent meeting, automatic ineligibility for 2 weeks

SECOND OFFENSE:

- 3 days ISS
- confiscate product and paraphernalia
- law enforcement involvement
- parent notification
- automatic ineligibility for 90 days
- required education program on a Saturday

THIRD OFFENSE (and further)

- confiscate product and paraphernalia
- required education program on a Saturday
- law enforcement involvement
- required parent meeting
- automatic ineligibility for remainder of school year
- consideration of long term OSS

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

VISITORS:
The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school-owned or operated property at all times.

The following definitions apply to this policy.

"Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, Electronic Nicotine Delivery System (ENDS), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

"Electronic Nicotine Delivery System (ENDS)" means any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved Nicotine Replacement Therapy devices.

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

GANGS

Gang activity which threatens the safety or wellbeing of persons or property on school grounds or at school activities, or which disrupt the school environment are prohibited.

VANDALISM

Unfortunately, occasional vandalism at our schools has become a fact of life. People who damage school property are liable for those damages according to state law. In the case of minor children, parents are also liable. School policy requires parents to be billed for the cost of damages. Therefore, we ask parents to help by teaching their children respect for public property.

SAFETY/SECURITY

KANSAS SCHOOL SAFETY HOTLINE

As of July 1, 1999, a hotline has been set up to give parents and students an opportunity to report "impending school

violence." The hotline will be staffed by the Kansas Highway Patrol. The safety hotline number is 1-877-626-8203. Parents, please talk to your children about the importance of reporting information that may put themselves or others in danger.

SURVEILLANCE CAMERAS

(JGGA and JGGA-R)
In order to provide for a safe and orderly environment for our students, staff and patrons, the Humboldt School District is equipped with surveillance cameras located in specified interior and exterior areas of the buildings.

STUDENT SEARCHES

In the effort to continue a safe environment, The Humboldt School District may conduct student searches. These searches may include, but are not limited to bag searches and locker searches. Students that are non-compliant may receive disciplinary action.

SNOW SAFETY

Throwing snowballs and ice on school property and adjacent sidewalks is dangerous, prohibited and subject to disciplinary action. Students traveling outdoors between classes must use the cleared paths.

EVACUATING DISABLED BUILDING OCCUPANTS PROCEDURE

Each teacher will be responsible for assisting any disabled students in his/her charge to the nearest accessible exit or safe refuge area. The building administrator will be responsible for assisting any disabled visitors to the nearest accessible exit or safe refuge area. In case the building administrator is not in the building, the school secretary will take over assisting any disabled visitor.

ASBESTOS

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the superintendent of schools.

WEATHER EMERGENCIES

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements on district social media and available radio/TV stations such as:

KKOY Radio (Chanute) KIKS Radio (Iola) KOAM TV (Pittsburg)
If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day.

SAFETY DRILLS

Students shall be informed of emergency drill procedures at the beginning of each school year. Each year our school will have a minimum of four fire drills and two tornado drills and 3 crisis drills at various times. Students have been informed about what they are to do and where they are to go during these drills. Students are to observe the no talking regulations. Copies of the emergency procedures are available upon request.

HEALTH

School Illness Policy

To help maintain a healthy learning environment for all students and staff, the following guidelines apply:

When Students Should Stay Home or Be Sent Home
Students will be sent home from school if they exhibit any of the following symptoms:

- A temperature of **100.4°F (38°C) or higher**
- Vomiting
- Diarrhea
- Any other symptoms that prevent them from participating comfortably in school activities or may pose a risk to others

Return to School Guidelines
Students may return to school when they meet all of the following criteria:

- Fever-free (below 100.4°F) for at least 24 hours **without the use of fever-reducing medication**
- Free from vomiting for at least 24 hours **without the use of medication**
- Free from diarrhea for at least 24 hours **without the use of medication**
- Have a doctor's note to return
- Well enough to participate in normal school activities

Additional Notes

- Parents/guardians may be contacted to pick up their child promptly if symptoms develop during the school day.
- In cases of contagious illness, additional clearance from a healthcare provider may be required.

REPORTING OF ACCIDENTS

Students should immediately report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor / coach.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

FIRST AID

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- Send for medical help;

- Make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- Notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

IMMUNIZATIONS

(JGCB)
Each school year, every pupil enrolling or enrolled in any school for the first time, and each child enrolling or enrolled for the first time in a preschool operated by a school, shall present proof that the pupil has received such tests and inoculations as are deemed necessary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to complete all required immunizations within 90 days shall be deemed non-compliance.

As an alternative to the certification required:

- An annual written statement signed by a licensed physician stating the physical condition of the child to be such that inoculations would seriously endanger the life or health of the child.

OR

- A written statement signed by one parent/guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to inoculations.

If one of the above documentation of immunizations is not received, a pupil may be subject to exclusion from school attendance until such time as the pupil shall have compiled with the requirements. A written notice will be sent to the parent/guardians stating the reason for exclusion.

HEALTH ASSESSMENT POLICY

As required by Kansas State law, all students up to the age of nine must have on file, at the appropriate school, a completed health assessment (physical) form. The assessment may be completed by a physician or by a nurse certified by the Kansas Department of Health and Environment. Failure to comply with this policy will result in a student being excluded from school until compliance is achieved. Exemption under this policy may be obtained by a written statement signed by one parent/guardian that the student is adherent of a religious denomination whose teachings are opposed to such assessments.

MEDICATION POLICY

Prescription Medication: Under certain conditions, prescribed medication may be given at school by the school RN or designated person. All prescriptions medication except inhalers, epipens, and diabetic supplies must be transported to the school office by the parent/guardian. Prescribed medications can be given only after the physician and parent/guardian have completed the district medication request form. The dosage intervals on many medications can be adjusted so that times for taking the dosages come outside the school hours. If at all possible, medication needs to be given prior to coming to school or after returning home from school under parent supervision. The initial dose of medication must be given by the parent/guardian to determine if the student will have an adverse reaction.

The following information must be completed and on file with the school office before the prescribed medication can be given:

- A complete request for Administration of Medication.
- The medication needs the correct information; student name, medication, dosage, frequency, date, prescription number, physician, pharmacy, expiration date.
- Parents/guardians shall submit their instructions in written form and understand that school personnel and/or the school district will not be held liable for any action resulting from this request to self-medicate. Inappropriate decisions by the student relative to this policy may result in disciplinary action. Students K-5 may carry their medication for asthma or anaphylactic reactions but need school personnel to supervise administration.

COMMUNICABLE DISEASES/EXCLUSION FROM SCHOOL

Whenever the school principal, school nurse or teacher in any public school has reason to suspect a pupil is suffering from or has been exposed to any infections, contagious or communicable disease, Rules and Regulations of State Board of Health require the student be excluded from school. Students will be excluded for the duration of the illness or until authorized to return by the student's health care provider. The board reserves the right to require a written statement from the health care provider. The principal may request a written release if a student is absent 3 or more days.

ANIMALS

Animals are not allowed to be brought to school due to allergies and the possibility of children getting bitten.

HEAD LICE POLICY

If your child has head lice, please call the school nurse to request further information if needed. Head lice do not pose a serious health threat, but can be frustrating to deal with as a parent.
USD 258 Head lice procedure is as follows:

- The parents of a student identified as having head lice will be notified of the infestation and the student will be sent home on the day of identification at the discretion of the school nurse or other school official.
- Kansas Administrative Regulation (KAR 28-1-1) states that the student with head lice may return to school when he/she has been treated with a pediculicide (lice shampoo). The effectiveness of treatment will be determined by the school nurse or other school official.
- Classroom screenings will not be routinely conducted.
- If it is determined that a specific case is resistant to the topical pediculicide then referral to a student's physician and evidence of treatment plan will be required before they return to school.

This procedure is based upon the recommendations of the National Association of School Nurses and the American Academy of Pediatrics. More information is available at http://www.nasn.org/ToolsResources/HeadLicePediculosisCapitis/LiceLessons.

Rationale:

- By the time a child with an active head lice infestation is identified, he/she has likely had the infestation for several weeks and is of little risk to others.
- According to the law a student no longer must be nit-free before returning to school.
- Head lice screening programs, classroom or school-wide, have not been proven to have a significant effect on the incident of head lice in school over time and are not cost- effective or time-effective practices.
- There is increasing evidence that lice are becoming permethrin resistant and therefore require additional therapies to resolve the infestation. These interventions include oral medication and/or professional nit removal

services.

http://www.medscape.com/viewarticle/738671

http://www.healthline.com/health-news/head-lice-developing-resistance-to-common-treatments-081815#2

Kansas State Law K.A.R. 28-1-1 states: "EACH STUDENT INFESTED WITH HEAD LICE SHALL BE EXCLUDED FROM SCHOOL, CHILD CARE FACILITY OR FAMILY DAY CARE HOME UNTIL THE TREATMENT WITH AN ANTIPARASITIC DRUG IS INITIATED."

PERSONAL ITEMS

Period products will be available in main restrooms of the middle and high school and in a designated area at the elementary school. Students struggling with other personal items, such as deodorant, toothpaste, or body wash are encouraged to reach out to the school nurse who, at times, has items to assist.

MISCELLANEOUS

TEACHER QUALIFICATIONS

As the parent of a student attending a school that receives federal funds under the "No Child Left Behind" Act, you have the right to know the professional qualifications of each of your child's teachers. You have the right to ask for the following information about your child's teachers:

- Whether the teacher is certified by the state of Kansas to teach the grades and subjects he/she teaches.
- Whether the teacher is teaching under an emergency or other provisional certificate.
- The teacher's college major.
- Whether the teacher has any advanced degrees and, if so, the subject of those degrees.
- Whether aides or paraprofessionals provide services to your child and, if so, qualifications of the aide or paraprofessional.

If you would like to receive any or all of this information, please contact the district office.

STUDENT IMPROVEMENT TEAM

The Student Improvement Team is a team of dedicated personnel, which helps to ensure that all children reach their full potential. The parents are important members of this team. The team is designed to work with teachers and parents to make sure that a program is implemented which addresses the three fundamentals of the Student Improvement Team:

- Success for every child.
- Empowerment of parents through partnership.
- Integration of services to children by using a team approach.

Children may be referred to this team for several reasons:

- Teachers, parents, or students may be asking for help to better serve the child's needs.

- Students may be having a difficult time learning.
- Students may be achieving above grade level and have a need for additional enrichment.
- Students may be exhibiting behavioral problems.
- Students may have a physical impairment that needs to be addressed and accommodations made.

PARENT INVOLVEMENT POLICY STATEMENT

USD 258 recognizes that parental involvement is a vital component of student learning. Parents will be actively involved in the support of student success and academic achievement. In order to assure collaborative partnerships between parents and school, participants are committed to:

Standard 1: Welcoming all families into the school Community:
Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

Back to School Night: Students bring materials; teachers meet with parents and students in the classroom.

Kindergarten Round-up: Parents fill out forms; meet the teacher; medical history and shots; school screening (D.I.A.L.)

Study Trips: Planned trips that reinforce classroom instruction with encouragement to Parent/Guardians to accompany their child's class.

Room Parents: Parent/Guardians coordinate treats and activities for holiday classroom activities.

School Lunch: Family members are invited to eat lunch with their child at school.

Standard 2: Communicating Effectively
Families and school staff engage in regular, meaningful communication about student learning.

Thrillshare Notification System: In the case of school closings, early-dismissals, emergencies or other notifications, Thrillshare will broadcast the same message via phone.
Power School: For parents and students this is a vital link in obtaining information about classroom assignments, test scores and attendance. Also available is the Daily Bulletin for items posted by school staff, lunch balances, and a link to contact teachers. Parents may also choose an option of receiving attendance reports, grade reports and the daily bulletin at selected intervals via email.

Parent Communication to School: Encourage two-way communication via email, notes, phone, face to face, planners, and formal individual notes.

Parent Teacher Conferences: In addition to ongoing communication regarding student progress, formal conferences are held between parents and teacher twice yearly.

Home Visits as Needed: Home visits are available to discuss student progress in the event a parent is unable to attend conferences at school.

Annual District Meeting: Representatives from each school meet to discuss the effectiveness of parent involvement in the district.

Stakeholder Surveys: A yearly survey designed to obtain parental input on the effectiveness of school programs.

Site Council: A team of teachers, administrators, parents and community members who meet monthly and work collaboratively to improve the school learning environment.

Standard 3: Supporting Student Success
Families and school staff continuously collaborate to support student's learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Parent/Teacher Conferences: Parents and teachers meet, discuss, and work together to improve student learning.

Web Based Games: Safe, educational websites are listed in newsletters and on district websites.

Study Island: Students grades 3-5 are provided access to this educational tool in game format that provides reading and math practice based on Kansas State Standards.

Student Improvement Team (SIT): A team of teachers whose role is to work collaboratively with parents to provide a plan of action to support struggling students.

Multi-Tier System of Support (MTSS): Struggling students are placed in small groups to practice specific skills to improve reading, math, or behavior.

Power School: Parents have access to their child's grades through PowerSchool, the online student information system.

Letters with Assessment Information: Communication to parents regarding a student's achievement level on the MAP and Kansas State Assessments.

Standard 4: Speaking up for every child
Families are empowered to be advocates for their own children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Site Council: Parents and community members monitor and support learning.

Big Brothers/Sisters: Community members support and encourage at-risk students.
SIT: Members of the Student Improvement Team arrange academic and behavioral support for the student as needed.

School Counselors: Our counselor communicates with parents and is a strong advocate for all students.

Multi-Tier System of Support: MTSS provides academic and behavioral support for students who are in need.
Special Education Services:

- 504 Plans
- Professional development for parents to support student needs Greenbush Parents as Teachers program
- Title I funds to support parent training

Standard 5: Sharing Power
Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.

Encourage and support parent participation in district and school meetings:

- H.E.L.P.

- District Parent Advisory Council Site Council
- Parent Volunteers

IEP Planning and Processing Monitoring MTSS/SIT Processes

Standard 6: Collaborating with community
Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

The following agencies support our school:

- Allen County (Extension) Services (EFNEP)
- Allen County Health Department
- School Resource Officers
- Ministerial Alliance
- Greenbush Education Center
- Upward Bound
- Talent Search
- Dental Screening

Annual Evaluation
The Advisory Council will review student achievement data, reports on parent involvement activities, parent feedback, and teacher feedback to revise, improve, and or sustain parent involvement plans at the district and school site. (May of each school year)

School-Parent Compact (attached)
This agreement outlines how parents, school staff, and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

This notice informs parents and eligible students (those 18 and older) of their rights concerning access to education records, limitations on disclosure or record information, the opportunity to challenge the content of education records and provisions for filing a complaint with HEW. These rights are spelled out in Public Law 98-380, as amended by Public Law 93-568, and in regulations published by the Department of Health, Education and Welfare in the June 17, 1976 Federal Register. The rights are as follows:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent the FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FORMAL COMPLAINT PROCEDURES

A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint.
Forms for filing written complaints are available in each building office and central office.

A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violations, unless the conduct forming the basis for the complaint is ongoing.

If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the Superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance officer/coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.

- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

NON-DISCRIMINATION STATEMENT

As stated in the Kansas State Board of Education's Policy Statement, Section 504—Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the school district

are hereby notified that this district does not discriminate on the basis of race, religion, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Humboldt school district's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504 is directed to contact the superintendent, who has been designated by the Humboldt school district to coordinate the district's efforts to comply with the regulations, implementing these laws. Location: 801 New York, Humboldt, Kansas 66748.Telephone 620-473-3121. You can also contact the Section 504 Coordinator at the Kansas State Board of Education by calling 785-296-2424.

STUDENT PERSONAL ELECTRONIC DEVICE POLICY

- Cell phones/wireless headphones/other devices, such as a smart watch being used as a phone, must be off and not visible from 7:55 am - 3:25 pm. Phones/devices seen or heard during this time must be taken to the office.
- Consequences of the misuse of personal electronic devices addressed in this policy will be as follows:
    - Cell phones seen between 7:55am-3:25pm are to be turned in to the office immediately. As long as students are compliant:
        - 1st offense - Student turns the phone into the office. The student cannot pick it up until the end of the day. The student will serve 1 detention.
        - 2nd offense - Phone taken and sent to the office. The student cannot pick it up until the end of the day. If it is a high school student, they will serve a Friday school. If it is a middle school student, they will serve 2 detentions.
        - 3rd offense - Student turns the phone into the office. The student cannot pick it up until the end of the day. If the student is a high school student, they will serve a Saturday school and will turn in their phone to the office daily. If the student is a middle schooler, they will receive ISS.
        - Consequences will restart every semester.
        - Repeated violations may result in additional disciplinary consequences.
        - Any student who refuses to comply with a request to turn in their phone will be subject to disciplinary action under the disciplinary plan for noncompliance.
- Students must request teacher and/or administrator permission to video or audio record classes.
- Students may not use personal devices to take pictures or videos of other students or staff without their consent. Use of electronic devices with photo capability is strictly prohibited in restrooms, dressing rooms, and locker rooms.
- USD 258 is not responsible for damaged, lost, or stolen personal devices.
- Students with an IEP or 504 Plan that requires the use of personal electronic devices to meet goals or accommodations may be exempt from this policy. Viable alternatives to using a cell phone or personal electronic communication device should be explored and implemented in collaboration with the student's family.

***PERSONAL ELECTRONIC DEVICES:** Student-owned devices capable of cellular, Wi-Fi, and/or Bluetooth connectivity such as cell phones, tablets, smart watches, wireless headphones, or fitness trackers.

IMPORTANT BOARD POLICY

ANTI-BULLYING

(See JDDC)

Bullying on USD 258 property, in a USD 258 vehicle or at any USD 258 sponsored activity or event is prohibited. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

As used in this policy, the following definitions apply.

"Bullying" means:

- Any intentional gesture or any unintentional written, verbal, or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
    - Harming a student or staff member, whether physically or mentally;
    - Damaging a student's or staff member's property;
    - Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

- Any other form of intimidation or harassment prohibited by any policy of USD 258.

CYBERBULLYING

(See JT, IIBG)

The board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as "cyberbullying," by students, staff or third parties is prohibited and will not be tolerated in the district. "Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Students and staff will refrain from using personal communication devices or district property to harass or stalk another.

The district will take any report of cyber bullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal, who will take appropriate action.
Students who make a report are expected, but not required, to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult or humiliate.

The district may revoke the privilege of a student who uses district equipment or equipment or electronic communication system to engage in cyberbullying, to use any district electronic equipment the procedures described in policies JT: Telecommunications Acceptable Use and IIGB: Computer Use. The district may revoke the privilege of a student to use a personal communication device on school property or during school sponsored activities.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Staff whose behavior is found in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or Board. The district may also report individuals to law

enforcement if necessary.

HARASSMENT RACIAL/ETHNIC

The Humboldt Unified School District USD 258 is committed to providing a learning environment conducive to teaching and learning for all students. Therefore, racial/ethnic 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. Any student who violates this policy will be subject to the disciplinary actions as outlined below in JGED-R. Any school employee violating this policy will be subject to personnel disciplinary procedures as outlined in board policy GAAA-R Equal Opportunity Employment and Nondiscrimination.

It shall be a violation of this policy for any school employee to engage in racial/ethnic harassment of a student or another school employee, for a student to engage in racial/ethnic harassment of another person or for any employee or student to discourage a student or other school employee from filing a complaint or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.

Racial and ethnic harassment in any conduct of a racial and/or ethnic nature, which has the effect of creating, in a reasonable person, an intimidating, hostile or offensive educational or work environment and ay take the following forms:

- Racial and/or ethnic comments: derogatory comments directed at an individual which are demeaning and or degrading to the individual's racial and/or ethnic group, including, but not limited to slurs, jokes, insults and name-calling.
- Racial and/or ethnic written materials: written materials which directly degrades an individual's race and or ethnic group, including, but not limited to pictures, posters, cartoons, symbols and/or written materials.
- Racial and/or ethnic visual displays: displays of racial and/or ethnic materials, which create a hostile intimidating and/or demeaning school environment including but not limited to pictures, posters, cartoons, symbols and/or written materials.
- Defacing or damaging personal property and/or school property: Any incident involving the defacing and/or damaging property belonging to an individual, that intimidates or harasses the individual due to his/her racial and/or ethnicity, is considered to be creating a hostile or offensive educational and/or work environment.
- Racial and/or ethnic physical threats: threats against an individual due to person's racial and/or ethnic identity including both verbal and actual physical threats.

Reasonable Person Standard is the conduct, action and or speech which would be considered harassment by a reasonable person and which would diminish the dignity of another individual with respect to race and/or national origin.

It shall be the responsibility for each school employee to promote understanding and acceptance of and assure compliance with Federal, State and Board Policy governing harassment and/or discrimination within the school district. All complaints and suspected incidents of racial/ethnic harassment should be reported in accordance with the procedure outlined in board policy. Any student who believes that he/she has been subjected to racial/ethnic harassment should discuss the alleged harassment with the principal, guidance counselor or other certified staff member. If the matter is not resolved to the satisfaction of the student in the meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

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

The following is a continuum of possible consequences to be administered considering the student's age, the severity of

the offense and the reoccurrence of the harassing behaviors:

- First step: detention and parent/guardian conference to discuss seriousness or racial/ethnic harassment.
- Second step: one (1) day suspension.
- Third step: two (2) days suspension
- Fourth step: three (3) days suspension.
- Fifth step: five (5) days suspension and a due process hearing, which could result in a long-term expulsion.

All students and school employees shall be informed annually about this policy. An explanation of the policy and disciplinary procedures for violation of the Racial/Ethnic Harassment Policy will be inserted in each of the student handbooks and employee's handbooks beginning with the 2012-13 school term and all years thereafter.

All students as a condition of their continued enrollment in Humboldt School District and participation in district-sponsored activities are required to abide by this policy. This policy as well as all school district policies regarding discrimination will be adhered to by all school district clubs, organizations and extra-curricular activities including athletics and performing groups.

All school employees are expected to abide by and enforce this policy by seeking to eliminate any and all types of discrimination. School employees will report all incidents of racial/ethnic harassment to the appropriate supervisor and will assist in the elimination of racial/ethnic harassment or any form of discrimination in any and all of the Humboldt Public Schools.

SEXUAL HARASSMENT POLICY

(JGEC-JGEC-R)

Sexual harassment will 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.

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

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

- Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual.
- Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with a 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 extracurricular activities, etc.

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

Consequences: (The following is a continuum of possible consequences to be administered considering the student's age, the severity of the offense and the recurrences of harassing behaviors.)

- First: detention and a parent/guardian conference
- Second: one (1) day suspension
- Third: three (3) day suspension
- Fourth: five (5) day suspension and a due process hearing, which could result in a long term expulsion

NON-NEGOTIABLE STUDENT RULES

(JCD-R)

The Humboldt Board of Education endorses the enforcement of the three non-negotiable rules and administrative regulations that follow. These rules will be enforced throughout the Humboldt School District. Throughout this policy, where there are consequences listed with a first step, second step, etc., the administrator imposing the discipline may move to a higher step depending upon the age and severity of the incident involved.

NON-NEGOTIABLE RULE NO.1: WEAPONS

- No student in the Humboldt School District may possess a dangerous weapon on school property or during any school-sponsored event. A dangerous weapon is considered to be any weapon so defined under state statute or deemed as such by an appropriate agency of the law. (see JCDBB)
- No student in the Humboldt School District may use any object to inflict bodily harm to another individual.
- No student in the Humboldt School District may possess any replica of a gun or another weapon.

Definition of a Weapon:
A weapon is any object used to inflict bodily harm to another individual. The definition of a weapon includes all illegal weapons, in addition to articles used as weapons or replicas of weapons. A replica of a weapon is a facsimile that a reasonable person might believe to be a true weapon. (See JCDBB)

Consequences:

- Possession of a gun or other weapon defined as a weapon under state statute or by an appropriate law enforcement agency will result in an immediate ten (10) day suspension and due process hearing with a recommendation of expulsion for 186 days.
- Use of any other object to inflict bodily harm will result in an immediate ten (10) day suspension and a due process hearing with the possibility of expulsion for 186 days.
- Any possession of a replica of a gun or other weapon may result in an immediate ten (10) day suspension and due process hearing with the possibility of expulsion for 186 days.

NON-NEGOTIABLE RULE NO. 2: DRUGS

- No Humboldt student may possess, distribute, use, sell or be under the influence of any drug, alcohol or tobacco products on school campus or during school-sponsored events.

Definition of Drugs:
Drugs include all illegal drugs, alcohol, controlled substances, tobacco products, age-restricted products and inhalants.

Prescription drugs that are administered as prescribed and reported to the schools as outlined in board policy are excluded from this definition.

Consequences:
If a student is seen with a tobacco product on school property, the tobacco will be confiscated and parents/guardians will be contacted:

- Sale, use, distribution or possession of a tobacco product on school property will result in:
    - First offense: one (1) to three (3) day suspension.
    - Second offense: three (3) to five (5) day suspension.
    - Third offense: ten (10) day suspension and due process hearing.

- Sale, use, distribution, under the influence of or possession of all other drugs will result in immediate ten day suspension with a due process hearing, recommendation of drug counseling and notification to the police.

NON-NEGOTIABLE RULE NO. 3: VIOLENCE

- No Humboldt student will engage in any violent act against any individual while on school property or during any school sponsored event.

Definition of Violence:
Violence is any aggression with the intent to harm another individual. For purposes of this policy, the following definitions apply:

- Threat: Student expresses intent to harm person or property.
- Assault: Real and actual harm done to a person or property.

Consequences:

- Any violent act will result in a minimum of three-day suspension with possible due process hearing.
- If significant harm is incurred to another person as a result of a violent act committed by a student, an immediate ten (10) day suspension and due process hearing will be imposed along with notification to the police.
- Threats, direct or indirect, to any individual's safety or well-being will result in:
    - First offense: one (1) to three (3) day suspension.
    - Second offense: three (3) to five (5) day suspension.
    - Third offense: ten (10) day suspension with a due process hearing.
- Any physical or verbal assault or any physical or verbal threat to any adult will result in an immediate ten (10) day suspension and due process hearing.

TELECOMMUNICATIONS ACCEPTABLE USE POLICY
(IIBG)

The Humboldt School District is now offering Internet access for students to use. This document is the Acceptable Use Policy for use of any computer or technology system. This internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high quality, self-discovery activities. It has not been established as a public access or public forum, and the Humboldt School system and all District Schools have the right to place reasonable restrictions on the material students access or post, the training students need to have before they are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Kansas. Further, students may not use the system for political lobbying. Access to the internet is available through this school only with permission of the principal or his/her designee and your parents.

The following uses of any computer or technology systems are unacceptable.

PERSONAL SAFETY
A student will not post contact information (e.g. address, phone number) about himself/herself or any other person. A student will not agree to meet with someone they have met online without approval of his/her parents. Any contact of this nature or the receipt of any message a student may feel is inappropriate or makes a student feel uncomfortable should be reported to school authorities immediately.

ILLEGAL ACTIVITIES
A student will not attempt to gain unauthorized access to this or any other computer system or go beyond his/her authorized access by entering another person's account number or accessing another person's files.

A student will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses

or by any other means.

A student will not use the computer or technology system to engage in any other illegal act, such as arranging a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

SYSTEM SECURITY

A student is responsible for his/her individual accounts and should take all reasonable precautions to prevent others from being able to use his/her account. Under no condition should a student give his/her password to another person. A student will immediately notify a teacher or the system administrator if he/she has identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.

A student will avoid the inadvertent spread of computer viruses by following the district viruses' protection procedures.

INAPPROPRIATE LANGUAGE

On any and all uses of the internet, whether in application to public or private messages or material posted on the web pages, a student will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. A student will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. A student will not harass another person by a persistent action that distresses or annoys another person and a student must stop if asked to do so.

RESPECT FOR PRIVACY

A student will not re-post a message that was sent to them privately without permission of the person who sent the message. A student will not post private information about himself/herself or another person.

RESPECTING RESOURCE LIMITS

A student will use the system only for educational and career development activities and limited high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities will be at the discretion of the teachers. A student will not print large files without the permission of the teacher.

PLAGIARISM AND COPYRIGHT INFRINGEMENT

A student will not plagiarize words that he/she finds on the internet or in other published documents. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Students must appropriately acknowledge sources of information. A student will respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, a student should follow the expressed requirements. If a student is unsure whether or not he/she can use a work, they should request permission from the copyright owner. A student should direct any questions regarding a copyright law to a teacher.

INAPPROPRIATE ACCESS TO MATERIAL

A student will not use the computer or technology systems to access materials that are profane or obscene (pornography) or that advocate illegal acts or violence or discrimination toward other people (hate literature).

If a student mistakenly accesses inappropriate information, the student should immediately tell a teacher or other district employee or other person designated by the school. This will protect the student against a claim of intentional violation of this policy.

A student's parents should instruct him/her if there is additional material they think would be inappropriate for their child to access. The district fully expects that students will follow their parents' instructions in this matter.

STUDENT RIGHTS FREE SPEECH

A student's right to free speech, as set forth in the school disciplinary code, applies also to a student's communication

on the internet. The internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's right to free speech for valid educational reasons. The district will not restrict a student's right to free speech on the basis of its disagreement with the opinion a student may express.

SEARCH AND SEIZURE

A student can expect no privacy of the contents of personal files on the district system. Routine maintenance and monitoring of the system may lead to discovery that a student has violated this policy, the school code, or the law.

An individual search will be conducted if there is reasonable suspicion that a student has violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspended violation. The student's parents have the right at any time to see the contents of their student's internet files.

DUE PROCESS

The district will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through the computer or technology systems. In the event of a claim that a student has violated this policy, the school disciplinary code, or the law in use of the computer or technology systems, a student will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on a student's use of his/her internet account.

The district makes no guarantee that the functions or the services provided by or through the district system will be error free or without defect. This district will not be responsible for any damage a student may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district is not responsible for financial obligations arising from unauthorized use of the system.

When a student uses the system, he/she may feel like they can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, students are likely to be caught if they break the rules.

KGC **Bullying by Parents** (See EBC, GAAE, JDDC, KGD) **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 {shall/may} be posted on the district's website and copies of such documents shall be made available to parents of current students upon request.

Approved: KASB Recommendation – 6/13

GAAE Bullying by Staff (See EBC, GAAB, JDD, JDDC, and KGC) **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.

Approved: KASB Recommendation – 6/08; 6/13

USD 258 Bullying Plan

(Also see Policies GAAE and JDDC)

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

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

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 258 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and

events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least {annually/biannually}.
The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. 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. (See Policies EBC, GAAC, GAACA, JGEC, JGECA and KN)

Report to Local Law Enforcement USD 258

Pursuant to K.S.A. 72-89b03, the administrator or other school employee whose signature appears below is reporting the following crimes.

{Briefly describe each incident and the person/s involved in felonies, misdemeanors and weapons}

Date	School/Location	Student/s or Person/s Involved	Brief Description
1.			
2.			
3.			
4.			
5.			

School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.

Signed: _____
(Administrator or other school employee)

cc: Superintendent of Schools, USD 258 Student/s file

Report to Staff Member USD 258

Pursuant to K.S.A. 72-89b03, administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter, and, if it is determined the student has been involved in the following, the superintendent shall provide information and the identity of the pupil to all employees who are involved, or likely to be directly involved, in teaching or providing related services to pupil:

- Any student who has been expelled for conduct which endangers the safety of others;
- Any student who has been expelled for commission of felony type offenses;
- Any student who has been expelled for possession of a weapon;
- Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

You are notified that _____, within the past 365 days, has been expelled, adjudged or convicted for an activity listed above.

School District staff are required by both Federal Law and K.S.A. 72-6214 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data, and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD 258 employees and officials. Violation of these privacy rights could include sanctions up to and including termination.

Signed: _____
(School employee who receives the report)

Signed: _____
(Administrator or school employee making report)

Emergency Safety Intervention

The information for all ESI procedures will be updated through this link:

Information Packet.pdf

Homeless Student Regulations

Required by Federal and State Law

Homeless students shall, by definition, include the following:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
- Migratory children who meet one of the above-described circumstances.

Enrollment/Placement (See JBC)

The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian or a homeless child or youth to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) working days' after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the

coordinator will inform the superintendent of the formal complaint and the disposition.

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the student's status as homeless.

Transportation (See EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting
the child. If an agreement cannot be reached, the costs will be shared equally.

Records (See JR and JGCB)

Any records ordinarily kept by the school, including immunizations records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator

The Board designates the following individual to act as the district's homeless Coordinator: Staci Hudlin, Principal, USD 258 Humboldt, 1100 Central Street, Humboldt, KS 66748, 620-473-24611; 620-473-2642 Fax.
The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

- Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
- Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
- Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referral to health care services, dental services, mental health services and other appropriate services.
- The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
- Enrollment disputes are mediated in accordance with law.
- The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
- Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and

they will be provided notice of the right to appeal.

- Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.