



**Hiawatha High School
Student Handbook
2026-2027**

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Approved by USD415 BOE July 2026**

USD 415 provides a translator for conferences to ensure effective communication between the teacher & the student's family. Legally, parents have the right to have an interpreter present. If you prefer, you may provide your own interpreter, in addition to the USD 415 provided interpreter. KSDE prohibits the use of students for interpretation; therefore, USD 415 does not allow the use of student interpreters.

The USD 415 interpreters have signed a confidentiality agreement with the district & are qualified to act in this capacity.

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Welcome to the Roundhouse

This is **your** school and it is a great one! Take full advantage of every opportunity that is available to you in academics and school activities. Always strive to do your best in all of your classes. The faculty and administration at Hiawatha High School are here to help you reach your academic and future goals.

Hiawatha High School Mission Statement

Every student matters. Every moment counts.

Expectations of Students

As a student, you play the biggest role in your academic success at Hiawatha High School. Students are expected to exhibit the following core values.

1. Accountability
2. Respect
3. Pride
4. Attitude

Philosophy

We believe that all students **can** and will **learn**. Teachers and staff at Hiawatha High School will work to develop or find new strategies and methods to help with **all** students' learning.

Fight Song

Stand up and Cheer
Stand up and cheer
Stand up and cheer for old Hiawatha,
For today we raise,
The red and blue above the rest
Our team is fighting,
And we are bound to win the fray.
We've got the team (rah rah)
We've got the steam (rah rah)
This is Hiawatha's Day.

Alma Mater

Come all loyal sons and daughters
Gather round and let us sing
To our Hiawatha High School:
Loudly let our praises ring.
Truth and honor be our watchwords.
As we ever onward go,
Grant us grace, oh God our Father,
That Thy blessings on us bestow.

The administration reserves the right & authority to
enforce or change any policy in student handbook.

Student Classification

Hiawatha High School student	is defined as being enrolled and attending Hiawatha High School
Alternative Program student	defined as students who are either not succeeding in the regular school setting or need an environment better suited to meet their educational and behavior needs. Alternative setting students are considered full time Hiawatha High School students and are expected to follow the rules set forth by the Alternative Program Handbook in addition to all of the same policies as their peers in the main high school. Alternative setting students may participate in all school activities and the main campus graduation ceremonies (if eligible). Students will still be expected to take responsibility for their education in this program. Enrollment will be made following the policy set forth in the alternative program handbook with final determination being made by administration.
Credit Recovery Student	is expected to make up lost credits through summer school or by retaking the class. Extended day or in the alternative setting may be utilized if necessary. Credit Recovery students may participate in all school activities and the main campus graduation ceremonies (if eligible). Final determination will be made by administration.
Virtual Student	this is an opportunity for high school students and non-traditional students (19+) living within the District 415 boundaries an opportunity to earn a high school diploma. This placement is for students over the age of nineteen who did not succeed when initially enrolled in high school or current high school age students needing an environment better suited to meet their educational needs. Virtual students do not participate in main campus graduation ceremonies or other main campus events/activities.
Part Time Students	Board Policy JBC: Part-time students may enroll with the (board's/administration's) permission if they complete all paperwork in a timely fashion and are in attendance no later than the first day of class following enrollment. Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available and the students follow the district's student conduct policies and rules. Seniors may apply for part time enrollment to occur in the second semester of their senior year. These students will take a minimum of 5 new courses during the 2nd semester of their senior year. To apply for early release the student must pick up an application form from the office. The form must be signed by parents and then returned to the office for consideration prior to two weeks before winter break. Students who have demonstrated a struggle in previous classes may not be approved. Students in good standing may participate in KSHSAA sponsored activities. Part-time students may be permitted to participate in school sponsored activities as approved by administration. Per KSHSAA guidelines, students must be enrolled in at least 5 new classes in order to participate in any KSHSAA sponsored activity or athletics. During the hours that the student is in school or involved with a school activity, the student shall abide by all student rules. When not in class they are expected to leave school grounds or make special arrangements with the office to use the school building. If a student applies and is granted early release, this privilege can be revoked or suspended if the student's grades drop below a C, students miss more than 10% of their classes on campus or if they fail to abide by school rules. Students must sign in and sign out in the office each day at arrival and departure from the building. Bus transportation would not be available outside of normal route times.

A student will not graduate until they complete the required courses and the number of credits to meet graduation requirements. A student is classified by their graduating cohort.

Grading Scale

Hiawatha High School uses a building wide grading scale for all classes:

A+	97 – 100	B	84 – 86	C-	70 – 73
A	94 – 96	B-	80 – 83	D+	67 – 69
A-	90 – 93	C+	77 – 79	D	64 – 66
B+	87 – 89	C	74 – 76	D-	60 – 63
				F	0 – 59

P1 (60-69%) and P2 (70% and above) will be utilized in classes such as college courses (non concurrent), life skills and study skills.

Some classes may use a PASS or FAIL grade with administrative approval.

Graduation Requirements (for classes of 2027)--27 credits required

English	4 credits	
Social Studies	3 credits	American History (1), World History (1), American Government (1)(consisting of ½ of Government & ½ of Civics)
Math	3 credits	Algebra 1, Geometry & one other of student choosing
Science	3 credits	Biology (1), Foundations of Chemistry & Physics (1), one other of student choosing
Physical Education/Health	1 credit	
Practical Arts	1.5 credits	Personal Finance (.5) & 1 additional elective <i>*Practical Arts credit can be earned by taking courses from any of the following Departments: Business/Computer, Family & Consumer Science, Health Science, Industrial Technology and Agricultural Science</i>
Fine Arts	1 credit	Can be earned by taking courses from the Music and/or Art departments
Electives	11 credits	

Graduation Requirements (for classes of 2028 & Beyond)--27 credits required

Communications	4 credits	3.5 ELA .5 Communications
Society & Humanities	4 credits	3.0 Social Studies 1.0 Fine Art
STEM	7 credits	3.0 Math 3.0 Science 1.0 STEM Elective
Employability & Life Skills	6 credits	.5 PE .5 Health .5 Personal Finance 4.5 IPS choices
Electives	6 credits	6.0 electives

Students in the Class of 2028 and beyond are required by the Kansas State Board of Education to complete at least two Post Secondary Assets prior to graduating. Approved assets for the 26-27 school year are:

• 40 or more community service hours • Youth apprenticeships • Client-centered Projects • Workplace learning experience directly related to a student's IPS • 9+ college hours • State assessment scores of 3 or 4 for math, ELA, science (demonstrating College Readiness) • Seal of Biliteracy	• Industry-recognized certifications • ACT Composite (score of 21 or higher) • WorkKeys Level (Silver or higher) • SAT score (1200 or higher) • Completing the Board of Regents Curriculum • International Baccalaureate Exam (4+) • ASVAB per the requirements of the military branch selected	• Advanced Placement Exam (3+) • CTE Scholar • Eagle Scout or Gold Scout • 4-H Kansas Key Award • Two or more high school athletics/activities • JROTC • 90% attendance in high school • Senior exit interview/senior projects • CTSO officers
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Students will be required to enroll in a minimum of eight credits for each of their four years. Any exception to this rule will be considered on an individual basis by administration.

Classes outside of HHS must be approved by administration prior to attending to receive HHS credit, for example: Pathway Certification courses, College Electives, etc.

All HHS class projects, i.e. Woods, Ag, etc, must be paid at the end of each semester.

Any summer courses taken through entities outside of USD 415 do not go on the USD 415 transcript or count as credits toward graduation. If taken as a prerequisite for a class offered at Hiawatha High School, an official transcript from the institution will serve as evidence that that prerequisite has been met and will become part of the student's permanent district file.

Students will not receive high school dual credit for college courses taken from an entity other than USD 415 during the school year that are offered by USD 415. Nor do these classes fulfill the requirements for graduation from Hiawatha High School. For example, a student can not take College English online instead of taking it in the classroom. He or she is welcome to take College English online, but the student would still need to fulfill the requirement for a fourth English class in order to graduate.

On-Line College Class Offerings

Numerous opportunities are available for juniors and seniors to take online classes. Students can enroll in a maximum of 12 college credits per semester during the school day at HHS.

Students who choose to take an online class will enroll in a block of the school day to work independently on the course and will be responsible for any tuition and fees. Students also have the opportunity to take Excel in CTE classes offered by numerous colleges and funded by the state. Some colleges even cover the book fee, while others, such as Highland, charge a book fee per credit hour for each class.

Students who take an Independent Online Course block and enroll in a college course during that block will receive a Pass/Fail grade on the high school transcript for the college course, which does not impact the student's high school GPA. However, weekly progress will be monitored by the supervising teacher of the Independent Online Course block, and the grade earned for this will impact the student's high school GPA. If a student fails the college course, he or she automatically fails the Independent Online Course Study section. In terms of final high school credits, a student will earn .5 for the college course once the college transcript is received.

Grades for online courses in which students take under the supervision of a proctor in the curriculum area (such as College Biology) may be different on the high school transcript than on the college transcript. High school grades will include daily participation grades. This difference is due to the participation and weekly progress monitored by the HHS supervising teacher. The High School grade will also be factored into the student's high school GPA.

When deciding to take a college class, keep in mind that the actual grade earned in a college course also impacts a student's GPA on all college transcripts after high school. Therefore, if the actual college grade is a D for the course, the D will be on all college transcripts beginning in the student's freshman year of college.

Honor Roll

The grade point average will be on the 4.0-point system for each semester.

- A student whose semester grade point average is 4.0 will be listed on the Excellence Honor Roll.
- A student whose semester grade point average is 3.50-3.99 will be listed on the Red Honor Roll.
- A student whose semester grade point average is 3.0-3.49 will be listed on the Blue Honor Roll.

A "D" or an "F" grade will eliminate a student from consideration. An "incomplete" grade will disqualify a student from the honor rolls. Honor roll recognition will not be given after the incomplete grade has been updated. Credit recovery courses completed on edgenuity will not be factored into GPA. Virtual students are not eligible for the honor roll.

Graduation

Seniors should realize walking with their class at graduation is a privilege and not a right. Any student who is not in good standing or who does not meet graduation requirements at the time of graduation may not be allowed to participate in the graduation ceremony. Students must have all fees paid prior to graduation in order to participate. Students must maintain 80% attendance their senior year in order to participate in the graduation ceremonies.

Students who do not meet the 80% attendance rate due to extenuating circumstances may be allowed to participate pending administrator approval.

Early Graduation

Students who will complete all graduation requirements prior to completing eight semesters of enrollment may request an early graduation from Hiawatha High School. To request early graduation, the student must complete an application form and include a letter to the superintendent from the student and a letter from the parent stating the reasons for wanting early graduation. These letters should include specific plans after graduation. Applications should be turned in to the counselor.

Students granted early graduation may not attend prom, unless invited as a guest of a current HHS junior or senior. Students granted early graduation forfeit their ability to participate in school activities and/or athletic activities, and are ineligible for any athletic or academic awards. If early graduation is granted, the student needs to understand that he or she cannot attend social activities such as a senior trip, prom, etc.

The student will be classified as their grade level (i.e. a junior graduating early, etc) and that may impact whether or not that student is included as a senior in the yearbook, slideshow, etc. Students who graduate their junior year are not considered part of the senior class and thus will not be included in the senior slideshow, senior group photo, senior homecoming events, senior ads, etc. Students who graduate at semester their senior year will be classified as a senior & thus may be included in those items.

Virtual Students

The purpose of the virtual program is to offer an opportunity for high school students and non-traditional students (19+) living within the District 415 boundaries an opportunity to earn a high school diploma. This placement is for students over the age of nineteen who did not succeed when initially enrolled in high school or current high school age students needing an environment better suited to meet their educational needs. Consideration for the virtual school may be made either by the student/parents, school administration, or SIT team.

The process for applying to the alternative setting will include the following:

- The student will submit an application form for the virtual school and complete online enrollment if not already a current student.
- The school will request records from all schools the student has previously attended.
- Once all transcripts are on file, a credit workup sheet will be completed.
- The committee will review the application and interview the prospective student.
- A decision will be made on the student's entrance into the program.
- If accepted, each student will meet with the virtual school director for initial information and create a contract specifying exceptions as a virtual student.

The curriculum of the virtual school will be based on the state standards. Students will work individually on their coursework through the online SchoolsPLP program. This will require the student to have access to a computer with reliable Internet connectivity. The school district will not provide a computer, nor will the student be allowed to access computers on school property. Students work and advance at their own pace to maintain adequate progress. Course options are limited to SchoolsPLP availability. Because course options are limited due to SchoolsPLP availability, students cannot take dual credit options. If students meet requirements, they can take independent online classes on their own through HCC and/or an accredited university.

It is the responsibility of each student to contact the director of the virtual school (Mr. Brady Jasper bjasper@usd415.org) when needing to have quizzes and tests unlocked. Please be mindful that during typical after-school hours, weekends, holidays, and summer break, your requests will be addressed according to the director's access to the SchoolsPLP program.

If enrolled as a virtual student at the age of current high school student, students will be expected to make adequate progress towards credits required for graduation by the end of each semester, which is typically four credits per semester. Failure to complete progress each semester as compared to your graduating cohort will result in a probationary semester followed by dismissal from the virtual school and the requirement to return to the physical high school setting the following semester.

Virtual students will be graded on mastery and receive a letter grade for their work. The purpose of the letter grade is for establishing a student's GPA.

Bus transportation and the school lunch program are not available for virtual students. In addition, virtual students forfeit the opportunity to participate in athletic programs and school activities such as dances, prom, sports, and clubs.

Students who elect to be full-time virtual students forfeit the opportunity to participate in commencement exercises.

If you are applying for the virtual school with the intention of also graduating early, you must also complete the Early Graduation Application. Please note that your acceptance into the virtual school DOES NOT guarantee approval for Early Graduation.

Virtual students will take all required school testing during the academic year when required. This will include coming to campus when asked to do so.

Graduation with Academic Honors

In order to be eligible for graduation honors at Hiawatha High School, students must complete the Kansas State Board of Regents Qualified Admission Curriculum given below. Students may graduate with the following honors:

- Summa cum Laude - cumulative GPA of 3.95 or above
- Magna cum Laude - cumulative GPA between 3.80 and 3.94
- Cum Laude - cumulative GPA between 3.65 and 3.79

Kansas Governor's Scholar

Hiawatha High School participates in the Kansas Governor's Scholar program. Each year, KSHSAA determines how many HHS seniors are eligible to participate. Selection is based on

- 1) GPA
- 2) ACT Scores
- 3) Completion of Regents Qualified Admissions Standards.

Regents Qualified Admissions Criteria

The Qualified Admissions criteria for those pursuing postsecondary admission at a Kansas public university as of the summer 2021 session or later focuses on cumulative GPA and/or ACT score. This varies across institutions as outlined below. The curriculum units (credits) previously required are no longer required, but they are still recommended.

- Emporia State University, Fort Hays State University, Pittsburg State University, and Wichita State University
 - Must have an ACT score of 21+ OR a cumulative 2.25+ GPA
- Kansas State University
 - Must have an ACT score of 21+ OR a cumulative 3.25+ GPA
- University of Kansas
 - Must have an ACT score of 21+ AND a cumulative 3.25+ GPA

Graduation Recognition: Citizenship

Seniors have the opportunity to be recognized for their citizenship during their senior year. The criteria for this program are as follows:

- 98% of class work handed in on time
- 97% attendance
- No significant discipline issues
- Five points from active involvement:
 - 2 points from community service (10 hours = 1 pt.)
 - Up to 10 hours can be shared with NHS requirements
 - Up to 10 hours can be shared with JAGK requirements
 - Hours must occur after June 1 prior to senior year
 - 1 point from active participation in a school organization or activity/sport
 - The remaining 2 points from a combination of community service and participation in school organizations.

State Scholar's Curriculum

This program recognizes outstanding Kansas high school seniors. Any student who completes the State Scholars Curriculum will be designated as a "Kansas State Scholar Curriculum Completer" and can be eligible for Scholarships from the State of Kansas.

The State Scholars Curriculum is the following:

English	4 credits (one per year)
Mathematics	4 credits ● Algebra I, Algebra II and Geometry (Algebra I taken in the 8th grade is accepted) ● <u>plus</u> one of the following: Trigonometry, Advanced Algebra, Calculus or College Algebra
Social Studies	3 credits
Natural Science	3 credits must be Biology, Chemistry, and Physics
Foreign Language	2 credits of one foreign language

National Honor Society

The object of this organization is to create an enthusiasm for scholarship, stimulate a desire to offer service, promote worthy leadership, and encourage the development of character in students of Hiawatha High School. Candidates must have spent at least one semester at HHS, be members of the junior or senior classes, and have a minimum cumulative 3.5 grade point average. The selection and active status of members are based on students satisfying and maintaining the requirements of scholarship, service, leadership, and character, as determined by the evaluating Faculty Council.



KANSAS BOARD OF REGENTS

Kansas Scholars Curriculum & State Scholar Quick Facts

Completion of the Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation. This occurs during the senior year of high school.

What are the other requirements to become a State Scholar?

- Students must have taken the ACT between April of the sophomore year and December of the senior year.
- Students must be a Kansas resident.
- Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official.

KANSAS SCHOLARS CURRICULUM

English - 4 years

One unit to be taken each year. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening.

Mathematics - 4 years

Algebra I, Algebra II, Geometry, and one unit of advanced mathematics-- suggested courses include: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions or Calculus. Completion of Algebra I in 8th grade is acceptable for the Kansas Scholars Curriculum.

Science - 3 years

One year each in Biology, Chemistry, and Physics, each of which include an average of one laboratory period a week. Applied/technical courses may not substitute for a unit of natural science credit.

Social Studies - 3 years

One unit of U.S. History; minimum of one-half unit of U.S. Government and minimum of one-half unit selected from: World History, World Geography or International Relations; and one unit selected from: Psychology, Economics, U.S. Government, U.S. History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations. Half unit courses may be combined to make this a whole unit.

World Language - 2 years

Two years of one language. Latin and Sign Language are accepted.

Please note, this curriculum is NOT the same as the Qualified Admissions Curriculum.

What is the benefit of completing the Kansas Scholars Curriculum?

Students that complete this curriculum and meet the other requirements, may be designated as State Scholars, which makes one eligible to receive the Kansas State Scholarship as provided by the Kansas Legislature. The academic profile of recent scholars include an average ACT of 30 and an average GPA of 3.91. State Scholars may receive up to \$1,000 annually for up to four undergraduate years (five, if enrolled in a designated five-year program), based on financial need and the availability of State funds. Financial need is measured by federal methodology using data submitted on the FAFSA.

For more information, contact us at 785.430.4255 or at kansasregents.org/students/student_financial_aid.

kansasregents.org

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Class Changes/Drops & Transfers

Students will have the opportunity to request class changes during the first four full days of each semester, which gives students two full class periods in each class before their schedule is final. Changes will only be considered for the following reasons and will be made at the discretion of the administration. Some changes may require parental approval.

- 1) There is currently a block in your schedule in which you have not been assigned to a class.
- 2) There is a class in your schedule which you have already taken and passed. Remember, there are numerous classes that you are allowed to retake such as band, creative writing, current events, etc.
- 3) You are a senior and you are missing a class required for graduation.
- 4) You are enrolled in a class in which you know you have not met the prerequisites. For example, you are enrolled in advanced art but you have not taken Art I and Art II, or you are in College Algebra but you have not met the qualifying placement test score.
- 5) You failed a required class that you must retake, and it is not on your schedule.

NO CHANGES WILL BE MADE TO ACCOMMODATE A PREFERRED LUNCH, CLASS WITH A FRIEND, OR TEACHER PREFERENCES.

After this Add/Drop Period, the administrator may approve a change due to extenuating circumstances.

Final Exams

- All students take final exams in all classes
- Students will have the option to take the final on a designated overload day/time if they have more than 3 finals scheduled for one day
 - If a student is electing to take an overload final, they must notify that teacher by the day of review
- Finals will be content related (i.e. no cleaning rooms, organizing books, movies, feedback surveys, etc)
- ****NO EARLY FINALS MAY BE GIVEN****
- NO underclassman should be taking the final during the same time as the seniors. (for spring finals)
- No students shall grade any finals

****Administration reserves the right to make all final decisions regarding the final exams****

Attendance Policy

Parents need to notify the office when their child will not be in attendance. Please call between 7:30 and 9:00 am. If no notification of the absence is received, a call home will be made. When a student is gone from school, they will need to complete the work missed in class as determined by the teacher. Failure to do so within a timely manner will lead to no credit for the missed day.

If a student is absent more than three (3) days a semester with illness as an excuse, the administration may ask for a letter of doctor's verification. Until those notes are received, any further absences will be considered unexcused.

Students must be in attendance at least ½ day to attend or participate in school activities that day/evening or the next day. An unexcused absence eliminates that student from any activities scheduled for that day. Students must be at school by 11:15 a.m. in order to participate in any school activities that day/evening.

Students enrolled in Vo-Tech are expected to be in attendance at HHS when Vo-Tech is not in session if they are not in good standing or are missing work from any of their HHS classes. Students wishing to enroll in Vo-Tech will sign a contract.

Students enrolled in a Work Based Learning experience or a self-directed study are expected to report to the location of the WBL/SDS for those class periods. If a student is not going to the location of their WBL/SDS, they are expected to report to their supervising teacher's room.

Any student who knows that they will be absent in advance for reasons such as vacation, college visits etc. should notify administration 3 days prior to being absent or the days will be unexcused.

The principal has the final authority to determine if an absence is excused or unexcused.

A student missing in excess of 1/3 of a class period (28 min.) will be considered absent for that period.

Truant Student –

A student who has skipped school or is unexcused for three consecutive days, or a significant part thereof; or five, or more school days in one semester or seven days in a school year, or a significant amount thereof, will be considered truant. The procedures of K.S.A. 72-1113 will be followed in reporting of a truant student.

Skipping School –

An absence when neither the school nor the parents know the whereabouts of a student shall be considered skipping school. No one will leave without making prior arrangements with the administration or the office. Any student who does so will be considered skipping. A student who has skipped school will receive zero credit for daily work for time missed with no opportunity for makeup. Students will be allowed to make up major work: i.e. unit tests, projects, and semester tests, which will be evaluated as “late” work with a 20% penalty.

****Once a student arrives on school grounds they are to stay on school grounds unless they are given permission to leave, check out of the office, or the final bell rings to dismiss them. (This applies even before the first bell rings)**

Late to School

Any student who habitually reports to school late without a valid excuse will have their parents notified and will be subject to disciplinary action from the administration. Third time tardy to school (in a semester) will be considered an unexcused absence.

Tardies

Tardy	All students should be in class and seated (or in a designated area) with all necessary materials when the bell rings
Excused Tardies	Are those excused by school personnel (with a note or phone call). Excused tardies will be given to students who are detained by school personnel for school-related business or are late to class due to unforeseen circumstances
Unexcused Tardies	Are given when a student is not in class (or designated area) with all necessary learning materials when the tardy bell rings. Unexcused tardies will be documented by the classroom teacher as well as the office. If a student accumulates excessive tardies for the semester, the following penalties will result: • A total of 3 unexcused tardies to a class in a semester will be equivalent to 1 unexcused absence. • 1-2 Student notified by teacher or office • 3, 4, 5 Assigned 1/2 hour detention for each • 6 or more Additional consequences assigned

Students are notified via school email of detention time owed for tardies. Students accumulating a total of 10 hours of detention without making a good faith effort to serve the time will be assigned one day of OSS.

*Students are expected to also keep abreast of tardies via Powerschool

Suspended Student –

A suspended student is one who has been suspended in accordance with K.S.A. 72-8901, et seq. Students will be allowed to make up work which will be evaluated as “late” work. Suspended students are not allowed on USD 415 property or at any student/school events.

Job Shadows

Each senior is allowed one job shadow day their senior year provided the student is a “student in good standing” and the following steps are completed:

1. Job Shadow Packet is obtained from the counselor and all required components are completed.
2. Job Shadow Packet is returned to the counselor after the job shadow takes place and all required components are completed.

Failure to complete all requirements will result in an unexcused absence.

College visits

Each sophomore, junior, and senior will be allowed an excused absence(s) to visit a post-secondary college or university provided the student is a “student in good standing” and the following steps are completed:

- 1) Provide to the main office or counselor a confirmation of your scheduled visit that includes the exact date, time, and location of visit along with the completed Visit Permission Form. The visiting school usually sends an email confirmation once the appointment is set up. This must be turned in at least seven school days prior to the visit.
- 2) The student will then be given the Post-Secondary Visit packet to complete. This will include a sign-out form to have teachers complete at least two class periods prior to missing school, a form to be completed on the day of the visit, and a follow-up activity the student will submit to the college & career counselor upon return.

By following these steps, each year sophomores are allowed one post-secondary visit, juniors are allowed two post-secondary visits, and seniors are allowed three post-secondary visits. Any group visit organized by the school will count as one of these excused days as well.

VoTech

Hiawatha High School students may attend Highland Community College Technical Center during their junior and/or senior years of high school free of charge if they meet the following criteria:

- 1) The student is of junior or senior status and is on track to graduate with class.
- 2) The student may have no more than five absences (excused/unexcused per semester during the previous year). Administration has the final determination concerning attendance.
- 3) No history of major discipline issues.
- 4) The student must meet the entrance testing requirements established by HCC.

Students & parents must sign a Vo-Tech Agreement that outlines the guidelines outlined in the agreement to maintain enrollment in the program.

The student must ride to and from the Atchison Vo-Tech campus via transportation arranged by USD 415. Students will need to arrive at the HHS parking lot for departure at 7:00 a.m. Students will return to HHS at approximately 12:00 p.m. via the same transportation. For special circumstances when the student needs to not ride the bus, parents must notify the high school by 7am on the day the student will not be on the bus. You may call and leave a message at 785-742-3312 or email rwright@usd415.org. If the student is not on the bus and we have not been notified they will be marked absent for their HCC classes that day. If a student attends the Precision Ag program in Baileyville, a transportation agreement between the district/student/parents will be signed by both parent & guardian.

Any tools, materials, and books required and not provided by the HCC Vo-Tech program are the responsibility of the student.

The student will maintain satisfactory grades in all classes at both HHS and the HCC. Students may be withdrawn from the HCC program if progress towards high school graduation is not maintained.

HHS monitors bus behavior. If the bus driver reports disrespectful and/or inappropriate behavior on the bus, disciplinary action will be taken in accordance with the HHS discipline plan.

The student will remain a student in good standing at HHS and HCC. The HHS Discipline Plan will be followed and violations may lead to the student being removed from the HCC program and enrolled full time at HHS.

After the student begins a course at HCC Vo-Tech, he/she will not be considered for a change of classes until the end of the first semester.

If these expectations are not met, the student may be subject to withdrawal from the HCC Vo-Tech program.

Red Hawk Rewards

Hiawatha High School will utilize Red Hawk Rewards as an incentive for students who meet tardy, attendance, behavior and academic expectations. Rewards will be issued monthly based on criteria met. These benchmarks may vary and will be announced in advance.

Red Hawk rewards may include, but are not limited to early release, participation in a special activity held during school or other opportunities or incentives that arise.

General Guidelines

Teacher / Staff Authority –

Students are under the authority of any teacher or staff member at Hiawatha High School at any time they are on the school grounds for classes, activities, or other school events. This applies to all school activities away from school grounds. Students are expected to follow the requests and directions of all staff in the building.

Rules and Regulations –

The administration and staff of each school may make rules and regulations necessary for implementing this policy and maintaining good discipline. Any rules or regulations made within a specific school building or property must not be in conflict with the policy set forth in the school handbook or adopted by the Board of Education of Unified School District 415.

Use of Telephone –

Anyone desiring to contact pupils may request them to call during their free time. Except in cases of emergency, pupils will not be called out of class to take phone calls. There is a student phone located in the office for all local calls. Student use of the office phones will be restricted. Teachers should not permit students out of class to use the telephone during class time unless it is an emergency. Students should not answer classroom telephones.

Library Rules and Regulations-

The library is an area set aside for the use of all students. Maintaining an academic study setting is of utmost importance. The library will be used for research, individual study, class activities, or reading. Students will be expected to have a pass from a teacher or the librarian before using the library. The librarian has the authority to deny privileges to students who cannot conduct themselves in the proper manner. Networked computers are available for student use in the library during regular school hours and academic nights. Payment for lost library books must be received before the student will be allowed to check out additional books.

Transportation to Out of Town School Sponsored Events

All school groups will be transported by district school transportation unless emergency circumstances are present and administrator approval given. In that case, any vehicles transporting students must be driven by a licensed adult. All participants on the trip will be expected to ride the bus to and from the event. A student may be allowed to ride home with their parent(s) provided that the parent(s) contact the sponsor prior to the trip and at the event when they are taking their child. Sponsors cannot give permission for a student to ride home from an event with another student's parents. Violation of this policy will result in disciplinary action. Any deviation of this rule must be cleared by the administration in advance of the trip.

Students attending Vo-Tech are expected to ride the school provided transportation to and from each day Vo-Tech is in session. Students are not allowed to drive themselves without administrator approval.

Early Release

On occasion, administration may opt to enact early release. Early release occurs after the student signs in in advisory and the teacher has taken attendance. The criteria for earning early release will be set by the administration and may include: grades, attendance, tardies and/or discipline. Students will be notified prior to the early release what the requirements will be.

Advisory

Advisory is scheduled every day. All students will be in an advisory period with a teacher who will serve as their advisor. Students may use the advisory period to study, conduct research, or receive academic help from other teachers. Advisory time may also be used for social-emotional learning activities, individual plans of study work, student led conference preparation or any other administrator approved activities.

The teachers will help the student with career and academic planning, course enrollment and post-secondary exploration. Individual plans of study are an opportunity for students to plan and explore possible paths to future employment. The individual plan of study offers the student the chance to keep their own record of their high school academic and activity accomplishments. Students may also explore college opportunities, majors, etc., as well as locate and work on scholarship applications and ACT/ SAT prep. Students must get advanced permission from teachers in order to visit their classroom for academic assistance during this time.

Guided Studies

Guided Studies will occur each day and is a time for individual intervention, learning, and activities.

Extended Learning Day

Students who are in need of academic assistance (as indicated by grades or credits) may be assigned to extended learning days from 3:30 to 4:30 pm at the discretion of the administration.

Student Services Center

The school counselor is always ready to help you plan your high school program, develop your Individual Plan of Study as well as supply you with information on post-high school education and vocational opportunities. The counselor will work with you and your advisor on your career cluster and class scheduling choices.

If you have any personal or school problems which you feel you want to talk to someone about, feel free to contact your counselor to discuss the problem. Your problems will be dealt with in a confidential and friendly atmosphere.

The school counselor recognizes his/her primary obligation for confidentiality is to the student but balances that obligation with an understanding of the legal and inherent rights of parents/guardians to be the guiding voice in their children's lives. The professional school counselor informs parents/guardians or appropriate authorities when the student's condition indicates a clear and imminent danger to the student or others. The school counselor will attempt to minimize any threat to a student and/or others. The school counselor will attempt to minimize threat to a student and may choose to 1) inform the student of actions to be taken, 2) involve the student in a three-way communication with parents/guardians when breaching confidentiality or 3) allow the student to have input as to how and to whom the breach will be made.

School Lunch Program

Hiawatha High School offers a lunch and breakfast program each school day. This is a non-profit activity and is operated under the supervision of the state and national school lunch program. Students may bring their lunch from home or have the school lunch. There will be no fast food brought in for or by students. Students who have charged the maximum allowance will be provided an alternate meal of a sandwich and milk. A la Carte or extra items must be prepaid.

Lunch periods at Hiawatha High School are closed. Students must keep in mind that the use of the lunchroom is a privilege and not a right. Abuse and improper conduct by a student could result in that student being denied access to the lunchroom. Each student is asked to cooperate in helping make the lunchroom a pleasant place to eat.

Any students with special dietary needs are to contact the office so that the necessary arrangements can be made. A letter from a family physician will need to accompany the request.

Senior Lunch Refund--Any senior with less than \$1.00 or less in their lunch account will not be refunded. It will be pooled and distributed at administration discretion.

Students may only eat in a classroom if permission has been granted by that teacher and the office has been notified. Students must remain in that classroom for the duration of the lunch period. No cell phone use may occur.

Guests and Visitors

Any outside guests and visitors to the school must first check in with the main office and receive a visitor's pass before entering any other part of the building. The administration reserves the right to prevent any unauthorized persons from entering the school building or being on school grounds without permission from school officials. All guests/visitors are asked to get prior approval before coming to the school.

Late Work

Completing coursework on time is extremely important for the success of student learning. However, learning still occurs no matter when the coursework is completed. ALL teachers will have a posted policy on late work in both their class syllabus and in their classroom.

Senior Class Funds

If any funds are left in the current senior class account after all senior class financial obligations are complete, the seniors may spend the money on a school project or the money will be placed in the high school account and be dispensed for the benefit of other students.

Test Retake Policy

All teachers shall make test retakes available subject to the following conditions:

1. One test retake is available for major tests (ex. Unit tests, etc.) (Semester or yearly tests are not included).
2. Students who have failed a major test can be granted the opportunity to retake that test.
3. It is the responsibility of the student to seek the test retake.
4. Test retakes must be requested no longer than three class periods after the test was given.
5. There must be some teacher initiated intervention strategies used by the student before a test retake can be taken.
6. The highest grade will be up to the discretion of the individual teacher and posted in their syllabus
7. The type of test retake to be given is at the discretion of the teacher.

Class Schedule

Hiawatha High School is on a rotating block schedule. The A day consists of 4 courses (1A, 2A, 3A, 4A) Advisory and a Guided Studies period. The B day consists of 4 courses (1B, 2B, 3B, 4B) Advisory and a Guided Studies period. There will be a sign in the office window identifying which day is in session.

The school building opens at 7:50 am. Students may wait in the vestibule area in the event of severe weather. Students should enter the building through the main entrance. Gym doors are not to be used after 7:50 am. If a group or team is using the gym prior to 7:50 am, those students should use the front doors to re enter the building.

2026-27 HHS Bell Schedule <i>Rotating A & B Days</i>	
1st block	8:15 - 9:33 (78)
<i>2nd Chance Breakfast</i>	9:33 - 9:43 (10)
2nd block	9:43 - 11:00 (77)
Advisory + Lunch	11:05 - 12:05
1st Lunch	11:00 - 11:30 (30)
Advisory Class	11:35 - 12:05 (30)
Advisory Class	11:05 - 11:35 (30)
2nd Lunch	11:35 - 12:05 (30)
3rd block	12:10 - 1:27 (77)
4th block	1:32 - 2:50 (78)
Guided Studies	2:55 - 3:25 (30)

Physical Education Class Attire Guidelines

All students participating in any physical education class offered at HHS must change into athletic wear clothing before class and change back into school attire after class. All athletic wear must follow school dress code guidelines. Tennis shoes are required.

Fundraising/Handling of Money

Students are never to collect money for shirts and all shirts should be paid for BEFORE ordering them.

Student Activities

Hiawatha High School offers a wide variety of extra-curricular activities for students. Several organizations & clubs are available in most student interests. Also, Hiawatha High School offers interscholastic athletic & activity programs as a member of the Kansas State High School Activities Association and the Big East League.

Additionally, a school activity policy book with the regulations governing participation in Hiawatha High School activities outlines specific policies regarding activities. Questions regarding activity participation and policies should be addressed to the Activities Director.

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

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

Family Night

No activities are to be held on Wednesday night after 6:00 pm. Exceptions to this rule will be considered on an individual basis (extenuating circumstances).

School Eligibility

"Student in good standing" – Reflects the KSHSAA guidelines – except that it will also apply to the current season and to spectators as well as participants.

Per the KSHSAA, students must have passed 5 classes during the previous semester to be eligible for the current semester. In addition they must currently not have more than one failing grade to participate in practices, games, dances, and all other extracurricular activities. Students enrolled in computer-based or virtual courses must also be making adequate progress toward completion (equivalent to 50% complete at midterm for year long courses and 25% complete at quarter for semester long courses). Students enrolled in independent study, credit recovery or alternative setting do not count toward the KSHSAA five new class requirement.

Students with pending discipline issues, suspensions, and unresolved detention time or attendance issues are not to be considered "In good standing" and may not attend or participate in any school activity or function without direct administrative approval (in advance).

Eligibility will be determined on a weekly basis. Grades will be run & discipline reviewed on Wednesdays to determine eligibility for that week (Wednesday to Tuesday).

Students who are academically ineligible **must** attend extended learning day prior to attending any extracurricular activity and/or practice. Attendance and proper behavior at extended learning day is required before eligibility will be reinstated.

STUDENTS WHO ARE CONSIDERED INELIGIBLE OR NOT IN GOOD STANDING MAY NOT ATTEND OR PARTICIPATE IN EXTRACURRICULAR ACTIVITIES. Being found in attendance will result in further disciplinary consequences.

Inappropriate Conduct (both Inside and Outside of School)

Participation in extracurricular activities and events is a privilege for students of USD 415 schools. Appropriate conduct should occur not only while in attendance at school but also while a member of society. Any student who commits any act which results in criminal charges, conviction or would have resulted in a conviction during their current sport/activity season will be deemed not in good standing and ineligible for attending and/or participating in all extra-curricular activities during their current sports/activity season. Additionally, any student found to commit any act that will bring disrespect to an individual, team or the school or their character or conduct brings discredit to the school or the student will be removed or prohibited from participating in any activities during the current sports/activity season..

School Dance Regulations

All dances at Hiawatha High School are for the enjoyment of currently enrolled HHS Students. Outside guests may be invited by a student with prior approval by the administration. For dances other than prom, outside guests must be a high school graduate from an accredited school or currently enrolled in another high school in ninth grade or above and may not be older than 20 yrs of age. School dropouts and middle school students are not allowed to attend. Students who bring a guest are responsible for the behavior of their guest. All guests to a dance are subject to administrative approval – The administration reserves the right to refuse entry to any and all guests at their discretion. Entry to the dance will end one hour after the posted start time, unless prior arrangements have been made with the administration. A student may leave the dance before the end but will not be allowed to return. A student must be a junior or senior in order to attend Prom. Outside dates to prom may not be older than 20. Freshmen and sophomores may not attend prom. Any student attending any dance must be a student in good standing and considered eligible. In order for HHS students to attend a dance, they must be present the day of the dance or the day immediately preceding the dance. Juniors & seniors must maintain an attendance rate of 80% for the year in order to attend prom. *Students who do not meet the 80% attendance rate due to extenuating circumstances may be allowed to participate pending administrator approval.*

Alcohol Detecting Device

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

If a supervising administrator believes that a student has used alcohol based on the observation of behavior, lack of coordination, or smelling alcohol on the student's breath, he or she may take action to confirm the suspicion. An assessment of a student's possible or suspected alcohol use may be aided by utilizing breath alcohol testing devices, such as breathalyzers, which indicate the presence or absence of alcohol in a person's system. The intended purpose of having breath alcohol testing available is to prevent alcohol use by students. Any student who is determined to be under the influence of alcohol will be dealt with by the Hiawatha Police Department according to the law. That includes the possible issuance of a criminal citation, transportation to the jail for processing, and later court appearances, as other possible consequences.

Students and their guests may be screened by alcohol Breathalyzer at school dances as well as other school activities. If a student blows positive, the student will be retested after ten minutes. If the student should blow positive a second time, law enforcement procedures will take effect, and parents will be contacted. Any student who wishes to bring a guest to a school dance must provide the principal with a breathalyzer test submission form, signed by the guest and the guest's parent(s), prior to attending the dance. As a condition of admission to a school-sponsored activity, a signed copy of the Alcohol Screening Acknowledgement must be on file at the school.

Election to School Offices and Royalty

King and Queen Candidates

In order for any student to be considered for candidacy in the Fall Homecoming, Winter Homecoming or Prom courts, no significant discipline actions against the student may have occurred during the junior and senior academic years. Significant discipline actions are considered discipline resulting in In-School Suspension or Out-of-School Suspension. Candidacy can be revoked at any time at the discretion of the school administration.

In order for any student to be considered for candidacy in the Fall Homecoming, Winter Homecoming, or Prom courts, a student must meet the requirements of a student in good standing as of the Wednesday of the week candidates are selected by student vote. A student in good standing is defined in the student handbook as a student with no significant discipline problems, no outstanding detentions, no attendance issues (including excessive tardies), and must be currently academically eligible.

Selection of the Male and Female Candidates: Given appropriate circumstances, the list of possible candidates who meet the requirements will be collected and adapted for a vote taken by the student body and will occur two Thursdays before the specific event. All possible candidates will be separated by gender and listed on the ballot. Each voter will select three names of each gender as representatives of the court. Once all the votes have been made, a tally will occur as counted by the Student Council Sponsor and the top three male and female vote getters will be submitted to the principal, as the Court of the current event, for approval. Announcement of the candidates will be made at least one week prior to the event for publicity purposes.

Selection of the King and Queen: Once candidacy has been met, a final vote by the student body will occur the Thursday before the specific event. Each voter will be presented with the three male and female candidates and may select only one per gender as representative of the school. Once all the votes have been made, the Student Council Sponsor will tally the votes and present the findings to the principal for approval. The King and Queen vote will remain with the principal and kept secret until the announcement of the winners at the appropriate event and time.

*The school administration reserves the right to remove any candidate, after candidacy has been established, for actions un-becoming a school representative including but not limited to school discipline, rules violations, academic reasons, non-school related incidents involving law enforcement, etc....,

Student Council

The HHS STUCO shall consist of five (5) executive officers to be elected from the student body after meeting the specific office's qualifications. There shall be a President, Vice President, Secretary, Treasurer, and Reporter. In addition to the executive officers, the HHS STUCO will have three (3) representatives from each class, with the exception of the Senior class who will have four (4) representatives. The class members will consist of the Class President, Class Vice President, and an Elected HHS STUCO Representative (seniors allowing two (2) representatives). The HHS STUCO will include one representative from each recognized organization within the school. The HHS STUCO will allow At-Large membership from the Runners-up in both the Presidential and Vice-Presidential elections (if they choose). It is also permissible for the principal to designate students who were not elected members as At-Large members with the same voting rights as elected members.

The HHS STUCO Election Committee shall be composed of senior class HHS STUCO members who shall be in charge of election procedures, including setting dates for campaigning, speeches, and voting.

Qualifications to Run for an Office

President of the HHS STUCO

- Must be a senior the year following his/her election.
- Must have at least one (1) year of experience on HHS STUCO.
- Must have and maintain at least a 3.00 GPA on a 4.00 Scale equals "A" and be passing in all subjects at the end of each semester he/she holds office.
- Must have attended or will attend a summer Student Council workshop. If unable to attend, will forfeit position to runner-up who then must meet qualifications.
- Must obtain a petition from the HHS STUCO sponsor and get the signatures of 25 people who will be members of next year's student body and also the signatures of his/her parents, the school principal, and at least two (2) of the school's teachers. This must be returned to the sponsor at least seven (7) days prior to the spring election.

Vice President of the HHS STUCO

- Must be a junior or senior the year following his/her election.
- Must meet the same qualifications as the President.

Secretary, Treasurer, Reporter/Historian of HHS STUCO

- Must have maintained at least a 2.75 GPA on a 4.00 scale and be passing in all subjects at the end of the semester.
- Must obtain a petition from the HHS STUCO sponsor and get the signatures of 25 people who will be members of next year's student body. This must be returned to the sponsor at least seven (7) days prior to the spring election.

HHS STUCO Organization/ Class Representatives

- Will be chosen by the organization before school end in the spring.
- Must be a member of the organization from which he/she is seeking office.
- Must hold and maintain a 2.5 GPA on a scale of 4.00 equals "A" and be passing in at least six (6) subjects at the end of each quarter they hold office.
- Must not have significant school discipline during the year in which they hold office.

Class Officers

- Must be a member of the class from which they are seeking election.
- Neither class nor organizational Presidents will be allowed to hold an Executive Presidency in STUCO.

Organizational Officers

- Organizational Officers will be selected in a manner as prescribed by their constitutions except for HHS STUCO representatives, who will be elected as prescribed previously.

Voting

- The dates for the election of all HHS STUCO officers and representatives shall be decided by the Elections Committee. If there are more than three (3) candidates for a position, the council may require a preliminary election to reduce the total to three
- There shall be no write-in candidates.
- Ballots shall be distributed by the election committee to the members of the student body at the designated time. Members of the student body will then have the opportunity to mark their ballots in a secret manner. The ballots shall be tallied by the principal or his designated representative and the HHS STUCO sponsor.

Campaigning will consist of and limited to a maximum of four (4) Posters placed in halls and mandatory speeches for all executive positions, even if unopposed, given prior to Election Day.

Discipline Policy

Hiawatha USD 415 and Hiawatha High School believe that discipline is a process to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behaviors to acceptable behavior.

The staff at Hiawatha High School believes that:

- Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student . . .
 - will not be allowed to interfere with the learning opportunities of another student.
 - will not be allowed to interfere with the teacher's responsibility to teach all students.
 - will not excuse the misbehaving student from completing the learning objectives.
- Acknowledging and reinforcing appropriate behavior is the best way to achieve change.
- In the handling of unacceptable behaviors, the focus will be on judging the behavior of a student, not on judging the student.
- Parents have a responsibility to ensure their children's behaviors do not take away from a safe and productive learning environment for others.
- Staff will handle all discipline situations in a professional manner.
- Self-discipline is the expected outcome.

The following expectations are shared by our staff:

- Students and staff will demonstrate self-respect, respect for others, and respect for their environment.
- A safe and productive learning environment will be maintained for all individuals at school and at school related activities.
- Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
- Staff and students will be expected to be on task at all times while in the classroom or at other learning activities.
- Staff, students, and parents will assist misbehaving students in changing their unacceptable behavior to acceptable behavior.

Addition to the USD # 415 discipline policy--

Hiawatha High School Bullying Policy follows the Kansas State Law regarding bullying:

1) 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 that is sufficiently severe, persistent, or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- a. Harming a student or staff member, whether physically or mentally;
- b. Damaging a student or staff member in reasonable fear of harm to the student or staff member; or
- c. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- d. Cyberbullying; or
- e. Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection € of K.S.A. 72-8205 and amendments thereto.

Cyber bullying- Bullying by use of any electronic communication device. Any act of bullying by either an individual student, group of students, is prohibited on or while utilizing school property, in a school vehicle or at school sponsored functions. Bullying that occurs offsite and causes a significant disruption to learning is also punishable as a bullying offense. This policy also applies to students who support another's act of bullying.

All Teachers will receive in-service training in bullying prevention methods.

Teachers are required to report any cases of bullying to the appropriate administrator. Coaches will educate their athletes in regards to hazing and will make clear that participation in hazing will result in dismissal from that activity.

Racial and Disability Harassment (USD 415 Policy JGECA) (See also GAACA, GAAB, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability.

Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

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

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

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

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

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

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

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

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

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

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

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

Drug Free School Policy

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Drug Policy

Use or possession of alcohol or illegal drugs (including being under the influence) during school or at school functions is prohibited.

First Offense: A first-time violator shall be subject to the following sanctions:

- A. A punishment up to, and including, long-term suspension
- B. Suspension from all student activities for a period of 18 weeks or 90 school days, whichever is longer

Second and Subsequent Offenses: A second time violator shall be subject to the following sanctions:

- A. A punishment up to, and including expulsion from school for the remainder of the year
- B. Suspension from all student activities for a period of one year

A student who is expelled under this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program. Name(s) of acceptable programs are on file with the board clerk.

Hiawatha High School has established the following guidelines for determining unacceptable behavior at any school function or on school properties:

“Minor” Unacceptable Behaviors

Consequences at minimum teacher proximity; maximum detention

- Cheating/Academic Misconduct
 - May include, but not limited to, copying answers, changing answers while grading, or giving other students answers on homework
- Disrespect
 - Any deliberate rude, offensive spoken, written, or nonverbal communication that insults, mocks, belittles, or slanders another person
- Disruption
 - Any behavior that takes the focus away from learning
- Inappropriate Language
 - Low intensity inappropriate language. May include, but not limited to, name calling, situational profanity, slang terms, inappropriate innuendos, and/or Illustrations/drawings
- Misuse of Computer/Phone/Electronics
 - Using school computers and/or electronic devices when they are not allowed and/ or assigned; Minor violations of the district acceptable use policy and/or laptop agreement; Inappropriate use of the copier/printer
- Non-Compliance
 - Failure to respond to a reasonable request by any school personnel on school grounds or at a school activity (Brief or of low intensity)
 - May include, but not limited to, dress code violation, PDA, food/drink violation, parking violation, skipping detention, misuse of passes, backpack violation
- Inappropriate Location
 - Intentionally not being in a designated location
 - May include, but not limited to, hiding, not going to location specified in pass, leaving class without permission, in parking lot without permission, going to a different location than where student was directed, etc.
- Physical Contact
 - Physical contact due to lack of impulse control without the intent to harm.
 - May include, but not limited to, horseplay or touching in a non-aggressive manner.
- Theft
 - Minor or petty theft.
 - May include, but not limited to, “borrowing” an item without permission, taking food off someone’s tray without permission, taking teacher’s or student’s supplies/belongings without permission
- Vandalism
 - Minor acts of vandalism.
 - May include, but not limited to, writing on school property, etc.
- Inappropriate Behavior
 - May include, but not limited to, lying, false note/call, cafeteria violation, or any other inappropriate behaviors that do not fall in other discipline categories

“Major” Unacceptable Behaviors

Consequences at minimum teacher proximity; maximum 10 days out of school suspension AND a long term suspension/expulsion hearing.

- Bullying/harassment/threat/hazing
 - see Bullying policy
- Cheating/Academic Misconduct/Academic Fraud
 - Academic fraud--Any type of cheating that occurs in relation to a formal academic exercise (tests/quizzes/formal writing assignments).
 - May include, but not limited to, plagiarism, deception, bribery, or sabotage.
 - Repeated offenses of minors cheating/academic misconduct
- Disrespect
 - Intense, deliberate spoken, written, or nonverbal communication that insults, mocks, belittles, or slanders another person. May include cases where student cannot regain self-control or is excessively argumentative.

- Disruption
 - Behavior which substantially disrupts the orderly learning environment without violence, property damage, or obscenity. May include cases where student cannot regain self-control.
- Fighting/Physical Aggression
 - Incident involving physical violence and/or aggression toward another person or intentionally wanting to hurt
- Inappropriate Language
 - Intense profanity or inappropriate subject matter directed at an individual/group. May include, but not limited to, name calling, racial slurs, situational profanity, slang terms, inappropriate innuendos and/or illustrations/drawings.
- Misuse Computer/Phone/Electronics
 - Using school computers and/or any electronic devices for inappropriate reasons. May include, but not limited to, viewing inappropriate material, inappropriate use of school email, changing school records, accessing another person's files or info without permission, etc.
 - Major violations of the district acceptable use policy and/or laptop agreement.
 - Repeated minor offenses
- Insubordination
 - Persistent refusal and/or unwillingness to respond to a reasonable request by any school personnel on school grounds or at a school activity (intense)
- Inappropriate Location
 - Intentionally leaving the school building and/or school property without permission. May require staff retrieval and/or law enforcement.
- Physical Contact
 - Inappropriate or unwanted physical actions toward another person
- Theft
 - The unlawful taking of property belonging to another person
 - Repeated minor offenses
- Unsafe Act
 - Any act on school grounds or school event that is considered unsafe
 - May include, but not limited to improper driving, bomb threat, weapon, criminal statutes, threat, arson, false alarm/report, etc.
- Vandalism
 - Willful destruction or defacement of property.
 - Vandalism is further defined by one of the following classifiers: school property, personal property, or other.
- Illegal Substance
 - Possession, use and/or distribution of drugs, tobacco, vaping and/or alcohol on school grounds or at a school event. This would include being at school, on school grounds or a school event under the influence of drugs or alcohol.
- Inappropriate Behavior
 - May include, but not limited to inappropriate sexual behaviors, pornography (possession, use or distribution of), invasion of privacy or any other inappropriate behaviors that do not fall in other discipline categories

The following system reflects these beliefs and defines the consequences facing students who violate school rules and policies.

- Detentions can be served 3:30–4:30pm Monday - Thursday in the library. Lunch detentions may be served with permission from an administrator. Morning detention can be served from 7:00-8:00am with prior administrator approval.
- Detention will be served by the deadline established by the administration or further consequences will be assigned.
- Activities, athletic practices, or after school employment will not be an excuse to miss assigned detention time.
- Teacher assigned detention & make up time for missed class is not to be served in the detention room. It is to be completed with the assigning teacher.
- Administration reserves the right and authority to set level and consequences for any specific violation.
- Repeated violations of the discipline plan may lead to a long term suspension / expulsion hearing due to chronic discipline problems.

The following section applies to all students. Students who violate the rules and regulations are subject to the consequences described. Conduct of students away from school grounds is subject to school discipline if it directly affects the good order, efficiency, management, or welfare of the school. The consequences are guidelines by which the students may familiarize themselves.

Although most violations have a specific consequence assigned to them a student may be subject to a more severe consequence if the act is severe or excessive in nature or if the student has received previous warnings. The following act(s) will result in administrative disciplinary action as noted for first, second, and third offenses. The total number of offenses will take into consideration the entire school year and not reset at semester.

- A. Warning
- B. 1 hour detention
- C. 2 hours detention
- D. 1 - 3 day(s) of out of school suspension
- E. 3 - 5 day(s) of out of school suspension
- F. Will be asked to change attire or will be sent home to change
- G. Completion of VapeEducate program

Major Behavior	1st Instance	2nd Instance	3rd Instance
Illegal Substance or device	D/G	E	E
Public Display of Affection	A	B	C
Disruptive Behavior	B	C	D/E
Inappropriate language, gesture or images	B/C	C/D	D/E
Disrespect	C	D	E/Hearing
Insubordination	D	E	E/Hearing
Inappropriate Location	C/D	D	D/E
Skipping class (not reporting to class as scheduled or leaving without permission)	B	C	D/E
Violation of Dress Code	A/F	B/F	C/F
Bullying / Threat / Harassment	B/C	C/D	D/E
Physical Contact	C	D	E
Fighting/Physical Aggression	D	E	E/Hearing
Inappropriate Behavior	B	C/D	D/E
Theft	C	D	E
Unsafe Act	C	D	E/Hearing
Vandalism	C	D	E

***The administration reserves the right and authority to exercise discretion in applying consequences given specific violations and cases.**

Additional Discipline Definitions

Appearance - The school reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste. If any administration, faculty or staff feels that what a student is wearing is inappropriate or a distraction to the learning of others they will be asked to change.

- All student tops should cover the shoulder with at least two inches of material and be long enough to reach the top of the waist band during all motion of the upper body. Strapless or backless tops are not permitted.
- No undergarments should be visible in any capacity during all movements of the body. Tops may not be excessively long, low cut or tight. Exposed torsos are not allowed.
- "Cut off" shirts that show an exposed torso or chest are not allowed.
- Bottoms must be worn at waist level and not be excessively baggy, tight, or long. Bottoms must not be excessively short. Pockets should not be showing out of the bottom.
- All clothing shall have no large or excessive amounts of holes, rips or tears.
- No hats, caps, hoods, beanies or other head coverings are to be worn into the building before, during, or after school.
- Clothing that has slogans, advertising or pictures/words which are controversial, obscene, or promote alcohol, tobacco, weapons, drugs, or sexual activity will not be permitted.
- Undergarments shall not be worn as outerwear, such as white tank undershirts, boxers, etc. Undergarments should not show.
- House slippers are not permitted.
- ~~The wearing of pajama pants is not permitted.~~
- No gang related clothing, jewelry, gestures, language, designs, bandanas or other displays are allowed in school.
- Footwear must be worn at all times.
- Personal tools are not permitted to be carried. This includes pliers, screwdrivers, knives, etc.

Backpacks and Bags – All personal backpacks, bags, and purses must be kept in lockers during the school day unless students are entering or leaving the building. There will be no school issued bags.

Cafeteria Violations – This involves food throwing, leaving trays, making undue mess, improper use of lunch account, and any other inappropriate behavior during lunch.

Copier Violation – Misuse of the school copy machines. This means unauthorized use of the machines or copy for personal reasons without paying for the copies.

Inappropriate use of technology – Use of technology is a privilege and not a right. A student and his/her parent/guardian must sign the technology use agreement before a student may use any computers at Hiawatha High School. Students are responsible for proper computer use. Users should not expect that files stored on district servers will always be private. It is expected that students will use district technology ethically and legally. Unacceptable use will include but not be limited to the following: Violating state and federal statutes; Accessing another person's files or information without permission; Vandalizing or damaging the reputation or property of another person; Disrupting, interfering or tampering with district hardware and/or software; transmitting obscene, abusive, sexually explicit, harassing, or threatening language; and accessing or distributing pornographic and sexually explicit material, leaving laptop unattended, inappropriate or unauthorized usage, inappropriate music or voice recordings, abuse of laptop and/or accessories, inappropriate pictures or internet sites. Students must keep their USD 415 issued laptop in the school issued cover at all times. Students are expected to bring their school issued laptops to class everyday.

No student shall use a cell phone or personal mobile communication device (including personal laptop) to violate any Student Code of Conduct, including computer usage agreements, and/or bullying/harassment policies. Students may not connect to the USD 415 network with any of their personal mobile devices/laptops. USD 415 does not allow students to bring personal devices or hotspots to class.

One laptop, charger and case is being loaned to the student borrower, in good working order. Protective cases are not to be removed for any reason. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains, the property of Hiawatha Public Schools, and is herewith loaned to the student for educational purposes only for the academic school year. Student may not deface or destroy this property in any way. If the laptop is damaged or not working properly, it must be turned in to the district technology department for repair & student/parents may be charged for the damage. Parents/guardians/students are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the laptop. Inappropriate use of the machine may result in the student

losing his/her right to use this device. The equipment will be returned when requested if the student withdraws from Hiawatha Public Schools prior to the end of the school year. Borrower acknowledges and agrees that the use of the district property is a privilege and by agreement to the terms thereof, borrower acknowledges responsibility to protect and safeguard the district property and to return the same in good working condition upon request by Hiawatha Public Schools. Students must abide by the Hiawatha Public Schools' Acceptable Use Policy and Laptop Agreement policies at all times while using the school issued device.

USD 415 TECHNOLOGY ACCEPTABLE USE POLICY 2026-2027

The use of instructional technology, including information retrieval systems, at school is a privilege, not a right. Activities while using technology must be in support of education and research, and consistent with the objectives of USD 415. Students may not use any school device without a signed Acceptable Use Policy form.

The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review any and all technology systems, including computers and files, accessed by users. Such monitoring may be conducted without notice. Students have no expectation of privacy.

USD 415 is pleased to offer internet access for student use. In order for students to use the internet, students and their parents must read, understand, and agree to the following.

It is expected that students will comply with the following rules:

- Students will not cause any physical damage to either computers/devices or any part of the information system.
- Students may not attach stickers, or any propaganda items on the devices for any reason.
- If the device is damaged or not working properly, it must be turned in to the district technology department for repair. Parents/guardians/students are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device. Parent/guardian may be responsible for the cost of repairs.
- Students will not use someone else's account number or password or allow someone else to use their account number or password.
- Installation or online access of peer-to-peer file-sharing programs or web sites is forbidden.
- Students may not use technology to make sound recordings without the consent of all individuals being recorded.
- School administrators reserve the right to remove student accounts on the network
- Student use of the internet is contingent upon parent/guardian permission. Parents/guardians may revoke approval at any time.
- Students are not permitted to access personal email or social media accounts. They will only have access to district-provided email accounts.
- Students may not download, copy, or store software, shareware, or freeware.
- Students will not trespass in folders not authorized to students.
- Students will not use technology systems for personal or private business, for product advertisement or political lobbying, or for incurring financial commitments over the internal or external network.
- Students will not play internet games, access chat rooms, stream music or videos, etc.
- Students will not reveal any personal, confidential, or private information about themselves or another individual such as home address, phone number, etc.
- Students will not use technology to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to computer systems or programs, or to initiate any type of virus in any computer system or program.
- Students will not violate any federal or state copyright or unfair trade law.
- Students will not use profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, sexually suggestive content, graphics or sounds
- Personal Hotspots are forbidden for any reason.
- Students will promptly disclose to their teacher or another school employee any message they receive that is inappropriate or makes the user feel uncomfortable.
- Students will not conduct any activity that exposes the district to litigation or expenses.

Violation	1st Offense	2nd Offense
Unattended/failure to check-in device	1 Day	3 Days
Inappropriate or unauthorized apps/usage	1 Day	3 Days
Inappropriate music/voice recordings	3 Days	6-10 Days
Failure to comply with teacher request	3 Days	6-10 Days
Abuse of device and/or accessories	3 Days	6-10 Days
Inappropriate pictures / internet site	3-10 Days	20 Days

Device Cases - Students must use the district-provided device case at all times.

Damage Fee - Students may be assessed a fee for the repair of the device.

Replacement Cost - If the device is irreparable, total replacement cost will be assessed to the student.

Administration Discretion - Administration retains the right to use discretion at any time.

Laptop/Chromebook replacement	\$250.00
IPad replacement	\$299.00
Chromebook Keyboard (broken or missing keys)	\$40.00
IPad/Chromebook charger	\$20.00
Chromebook screen replacement	\$85.00

I understand and will abide by the guidelines outlined in this Acceptable Use Policy Agreement. I understand that any violation of this agreement will result in disciplinary action and /or will be turned over to proper law enforcement authorities.

Modified 6/4/25

Cell Phones/Electronic Devices

Kansas law prohibits students from using or having access to their cell phones and other personal electronic communication devices from the start of school until the dismissal bell, except as otherwise provided in board policy JCDC.

Before entering the school each day, HHS students will be required to have cell phones, smartwatches and other personal electronic communication devices turned off. Upon entering, students must place powered off devices in their locker.

Hiawatha High School recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. Students are free to use the phone in the front office as needed. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- Cell phones, earbuds, and all mobile devices must be **TURNED OFF** when **entering** the high school building or west campus.
- Cell phones, earbuds, and all mobile devices shall be kept at home, in a vehicle or in the students' locker – **not with the student.**
- Cell phones, earbuds, and all mobile devices are not allowed to be used in a classroom, library, hallways/common areas, locker rooms, or restrooms.
- Cell phones, earbuds, and all mobile devices can be turned back on at the end of the school day and used to communicate directly with parents/friends who are assisting in transportation.
- If a student is assigned to Detention and/or Extended Day, cell phones, earbuds, and all mobile devices must remain in their locker until they are dismissed from Detention and/or Extended Day.
- Cell phones, earbuds, and all mobile devices are not allowed to be used during transition times or between classes.
- If a student needs to make an emergency call during the day, they are to come up to the office and use the phone in the office.

Failure to follow cell phone guidelines listed above will result in the following consequences:

- 1st offense - student assigned 1 hour of detention and parent/guardian must pick up the phone
- 2nd offense - student assigned 2 hours of detention, parent must pick up, and phone must be turned into the school office upon arrival to be kept in the school safe for the duration of the school day for one week
- 3rd offense - students will serve one day of OSS, parent must pick up, and phone must be turned into the school office upon arrival to be kept in the school safe for the duration of the school day for two weeks
- Any subsequent offenses will require a student, parent and administrator meeting to determine a long term solution.

The use of these devices during instructional time could be viewed as defiance of authority.

Students are only allowed to use school-issued, wired headphones at school.

Students may not connect to the USD 415 network with any of their personal devices at any time in the school building. Students should only use school issued computers during the school day.

No student shall use a cell phone or mobile communication device to violate any Student Code of Conduct, including technology usage agreements, and/or bullying/harassment policies.

Students may be asked to turn in their smartwatches to teachers during tests to ensure academic integrity.

If a student needs to use their cell phone for medical purposes or have their cell phone on them for emergency situations, they must make arrangements with the school administration in advance.

The student assumes all risks in bringing such devices onto school property or to school-related functions. USD 415 IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

Messaging Between Students and Employees

Safety of our students and staff is our top priority. This includes the use of digital communication tools that are used with district oversight. At Hiawatha High School, messaging between our students and teachers, coaches, sponsors, or other employees is only permissible using the district's email system or Rooms - Apptegy. Please allow an employee up to 24 hours for a response during a school week. School staff members are not requested nor required to monitor messages over weekends or other times when the school is closed for breaks or holidays, unless they are working in an official capacity during that time.

If you have an urgent need, please contact the school office or proper authorities for assistance.

Use of other digital communication tools for direct communication between a student and employee is otherwise limited to academic platforms and direct message services only as authorized by law. Two-way communication between employees and students is not permitted through any social media platform, such as Facebook, Instagram, Snapchat, X, and TikTok. Individuals making unauthorized two-way communications using social media may be subject to disciplinary action. For assistance accessing your Rooms-Apptegy account, contact the high school office. If you ever have concerns about communication between a student and employee, please contact Rhonda Wright, HHS Principal, without delay to request assistance or make a report.

Food and Drink Violation – No food or non-water drink will be allowed in any classrooms. Exceptions include special permission from the instructor or use in a class activity for that period. Water bottles are allowed in all classrooms.

Harassment – Any verbal or physical action towards another person which is unwanted and causes great discomfort for that person. Any student who feels they are a victim of harassment should file a written account with the administration.

Sexual Harassment – No district employee or student shall engage in the sexual harassment of an employee or non-employee or permit harassment of an employee or student by an employee or student. Violation of this policy shall result in disciplinary action. Any harassment incidents should have a written report filed with the immediate supervisor. If the immediate supervisor is the object of the complaint, the report should go to the next level of supervisor.

P.D.A. – Public Display of Affection. No public display of affection other than holding hands will be permitted before, during, or after school on school grounds.

Threats – Making a threatening statement which could involve physical harm or damage to school or personal property.

Tobacco --Tobacco-Free School Grounds for Students--JCDA (See GAOC and KMA)

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

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

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), 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, lighters, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

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

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

Approved: KASB Recommendation 7/96; 9/97; 4/07; 6/13; 6/16; 12/18; 7/20

First offense: Confiscation of tobacco product, parent/guardian notification, meeting with school staff to learn about facts & dangers of use and provision of information to students available about tobacco education programs and cessation programs/resources, student classified as “not in good standing” for the week’s eligibility period

Second offense: Confiscation of tobacco product, meeting with student & parent/guardian, student completion of tobacco education program, and provision of information to students available about tobacco education programs and cessation programs/resources, student classified as “not in good standing” for the week’s eligibility period

Third offense: Confiscation of tobacco product, meeting with student & parent/guardian, nurse & SRO, student completion of tobacco education program, student completion of a cessation program, student classified as “not in good standing” for the week’s eligibility period.

Use of Automobiles – Students who drive to school will not be allowed to drive their vehicles during school hours, unless permission from the administration is received. All vehicles must be parked in the designated spaces. Student parking is located in the main lot north of the building in any marked spaces. Students are not to park in the lot behind the school, the circle drive, or the front row of the main lot. Students are not to loiter in the parking lot before or after school. Students should not be in the parking lot between 8:15 am to 3:25 pm. All traffic and speed laws are to be followed on school grounds. The school cannot assume responsibility for private vehicles. You bring them to school at your own risk.

Weapons--See board policy JCDBB.

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. **This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon when said facsimile is used in a threatening or menacing way. (Laser pens, knives, and other objects that could cause injury to others are not allowed at school.)**

As used in this policy, the term "weapon" and/or destructive device means:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device
- Any weapon which will, or which may be readily converted to, expel a projective 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 in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in that the handle of the knife, or any knife having a blade that opens or falls is ejecting into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

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

It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

REMINDER: In accordance with the Drug Free/Gun Free Act, only a law enforcement officer can possess a firearm within 1,000 feet of a school.

****The administration reserves the right and authority to set level and consequences for any specific violation.****

INFOGRAPHICS

Secondary School Level Graphic



Nondiscrimination Policies

Equal Employment Opportunity and Nondiscrimination (USD 415 Board Policy GAAA)

The board shall hire all employees on the basis of ability and the district's needs.

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, national origin, religion, sex, age, disability, or genetic information. Discrimination on any of these characteristics will not be tolerated. The district will make reasonable accommodations to applicants and employees who need them for medical or religious reasons, as required by law.

Inquiries regarding compliance may be directed to the Superintendent Moser at 706 South 1st St., Hiawatha, KS 66434, phone number 785-742-2224 or to:

Equal Employment Opportunity Commission Gateway Tower II 400 State Ave., Suite 905 Kansas City, KS 66101 (913) 551-5655 kansascityintake@eeoc.gov	or	Kansas Human Rights Commission 900 SW Jackson, Suite 568-S Topeka, KS 66612-1258 (785) 296-3206 khrc@ks.gov	or	United States Department of Education Office for Civil Rights One Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, Missouri 64106 (816) 268-0550 OCR.KansasCity@ed.gov
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Complaints of Discrimination - Personnel/Students (USD 415 Board Policy GAAB)

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, national origin, religion, sex, age, genetic information, or disability. Except as otherwise provided in this policy and board policies GAAC, JGEC, and KNA, any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. Lori Fordyce, 706 South 1st St, Hiawatha, KS 66434, lfordyce@usd415.org, 785-742-2224 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 except discrimination on the basis of sex, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX

Coordinator Lori Fordyce, 706 South 1st St, Hiawatha, KS 66434, lfordyce@usd415.org, 785-742-2224. More information may be obtained on discrimination on the basis of sex by contacting the Title IX Coordinator.

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA, and more information may be obtained on procedures for such complaint by contacting the district compliance coordinator.

Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education.

Unless otherwise provided herein, complaints of discrimination will be resolved using the district's discrimination complaint procedures in policy KN.

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

(Cross References GAAC, GAACA, JDDC, JGEC, JGECA, KN, and KNA)

Sexual Harassment Policies

Sexual Harassment - Students (USD 415 Board Policy JGEC)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Lori Fordyce, 706 South 1st St, Hiawatha, KS 66434, lfordyce@usd415.org, 785-742-2224 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The "complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a

consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person’s acts by Kansas or applicable federal law.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

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

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

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

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
 - the identities of the parties involved, if known;
 - the conduct allegedly constituting sexual harassment; and
 - the date and location of the alleged incident, if known.
- An explanation of the district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;

- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

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

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

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

A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees.

Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed; or on the date the opportunity for an appeal expires.

Appeals

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

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be on the record and heard by an attorney, an independent hearing officer

appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

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

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

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

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

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

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility shall be published in student handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In

addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

(Cross References GAAC, GAAD, GAF, JDDC, and KN)

Sexual Harassment - Personnel (USD 415 Board Policy GAAC)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Lori Fordyce, 706 South 1st St, Hiawatha, KS 66434, lfordyce@usd415.org, 785-742-2224 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building administrator or the Title IX Coordinator. All employees receiving reports of alleged sexual harassment shall notify the Title IX Coordinator.

Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The “complainant” means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person’s acts by Kansas or applicable federal law.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

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

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

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

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
 - the identities of the parties involved, if known;
 - the conduct allegedly constituting sexual harassment; and
 - the date and location of the alleged incident, if known.
- The district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondent;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

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

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

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

A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees.

Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires.

Appeals

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

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be on the record and heard by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

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

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

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

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing

involving sex discrimination including sexual harassment is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible while still following the above procedures, confidentiality will be maintained throughout the investigation and resolution of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to provide supportive measures to both parties, to take appropriate corrective action, and to provide due process to the complainant and the respondent.

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

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility, shall be published in employee handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

(Cross References GAF and JGEC)

Bullying & Harassment Policies

Racial and Disability Harassment - Students (USD 415 Policy JGECA)

Located on pages 21-22

Racial and Disability Harassment (USD 415 Policy GAACA)

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

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

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

Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

Affords an employee different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;

Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;

Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial or disability harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial or disability harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

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

Any employee who witnesses an act of racial or disability harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action, up to and including termination.

Initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination from employment.

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

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

A summary of this policy shall be posted in each district facility and shall be published in employee handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Complaints concerning racial and/or disability harassment should be directed to:

USD 415 Superintendent
P.O. Box 398
Hiawatha, KS 66434
(785)742-2224

Bullying by Staff (USD 415 Policy GAAB)

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or 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.

(Cross References EBC, GAAB, JDD, JDDC, and KGC)

Bullying - Students (USD 415 Board Policy JDDC)

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

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

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

(Cross References EBC, GAAE, JCE, JDD, JGEC, JGECA, and KGC)

Bullying Plan (USD 415 Board Policy JDDC-E)

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. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 415 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)

Complaint Procedure Policies

Complaints Procedures - Personnel (USD 415 Board Policy GAE)

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of, and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

Complaints should be directed to the immediate supervisor or to the Superintendent.

USD 415 Superintendent

P.O. Box 398

Hiawatha, KS 66434

(785)742-2224

The complaint form can be accessed at the following link:

[https://go.boarddocs.com/ks/usd415/Board.nsf/files/BVVQLG69D2A1/\\$file/KNA-E%20COMPLAINT%20of%20FORM.pdf](https://go.boarddocs.com/ks/usd415/Board.nsf/files/BVVQLG69D2A1/$file/KNA-E%20COMPLAINT%20of%20FORM.pdf)

Complaints General (USD 415 Board Policy KN)

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. Lori Fordyce, 706 South 1st St, Hiawatha, KS 66434, lfordyce@usd415.org, 785-742-2224 has been designated to coordinate compliance with nondiscrimination requirements contained in [Title VI of the Civil Rights Act of 1964](#) regarding discrimination on the basis of sex, Title VII of the Civil Rights Act of 1964, [Section 504 of the Rehabilitation Act of 1973](#), the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee, excluding complaints regarding discrimination or harassment on the basis of sex or in child nutrition programs, should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Such complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of such discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging such discrimination should be addressed to the building principal or the district compliance coordinator. Except as otherwise provided in this policy regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint. If such discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

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 school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, 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 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 will be forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.
 - If the investigation results in a recommendation that a student or staff member be subject to discipline, the specifics will not be included in the written determination provided to the parties to protect the privacy rights of the student or staff member.
 - 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 (as applicable), and 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.
- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.
- 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.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator at (position or name, address, email address, and phone number of Title IX Coordinator).

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

The complaint form can be found using the following link

[https://go.boarddocs.com/ks/usd415/Board.nsf/files/BVVQLG69D2A1/\\$file/KNA-E%20COMPLAINT%20of%20FORM.pdf](https://go.boarddocs.com/ks/usd415/Board.nsf/files/BVVQLG69D2A1/$file/KNA-E%20COMPLAINT%20of%20FORM.pdf)

(Cross References BCBI, GAAB, GAAC, GAACA, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)