

**FREDONIA SCHOOLS**  
**2016-2017 STUDENT HANDBOOK**  
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**2016-2017 STUDENT HANDBOOK**

The faculty, support staff and administration welcome you to the 2016-17 school year. This-handbook has been prepared to provide you with information regarding the expectations and practices of Fredonia schools. These guidelines are designed to create a caring and safe learning environment for all students. It is impossible for the handbook to be inclusive of all situations for all buildings.

It is important for students to remember that Fredonia Schools is a learning environment with high expectations for appropriate behavior, academic work requirements, and the equal treatment of all students and staff. We challenge all students to always:

- represent Fredonia with dignity and class;
- treat the school facility with care;
- respect all students and staff regardless of ethnic background, economic background, or religious background;
- make healthy life decisions concerning alcohol and drugs;
- set goals that will add meaning to you life during and after graduation;
- develop a work ethic to develop academic and extracurricular schools.

We encourage you to participate in all aspects of the school community so that you may derive maximum benefit from being here, and so that your contribution will continue the excellent traditions of Fredonia Schools. We hope all students have an excellent year. If you ever have any concerns or problems, feel free to visit with any staff member or the administration.

Laura Fitzmorris, Lincoln Principal

Jamie Camacho, Fredonia Junior Senior High Principal



## **ACADEMIC HONOR CODE**

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

## **ACADEMIC DISHONESTY**

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

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

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

1st Offense: May result in an office referral. Parent contact is made, and no credit is given for the assignment.

2nd Offense: May result in an office referral. Parent conference is held, and no credit is given for the assignment.

3rd Offense: May result in an office referral. No credit is given for the assignment and additional consequences may be given at the discretion of the building principal.

## **ACCREDITATION**

Fredonia Schools are fully accredited schools and members of the AdvancEd Accreditation system.

## **ACTIVITY LEAVE POLICY**

Students are not permitted to leave and then re-enter any home or away activity, including school dances.

## **ATHLETIC/ACTIVITY CODE OF CONDUCT**

USD 484 recognizes that the unprescribed use of mood-altering chemicals (alcohol, tobacco, unprescribed drugs, etc.) can pose a significant health problem. Their use can have negative effects not only on the users, but also on their families, team members, and other significant persons in their lives. Students who use or have possession of mood-altering chemicals will be under violation of our substance abuse policy.

For the purpose of this policy, prohibited substances will be defined as alcohol or alcoholic beverages, tobacco in any form or nicotine products, illegal drugs as defined by state or federal law, or the intentional misuse of prescription or over-the-counter medication.

Students involved in KSHSAA and/or Fredonia Junior-Senior High athletics/activities will be subject to this policy year round. Guidelines for summer are included in the policy.

The Athletic/Activity Code of Conduct will provide a baseline standard to which all extra-curricular programs will adhere.

1. **Infractions**

THE FOLLOWING INFRACTIONS ARE CONSIDERED MAJOR VIOLATIONS OF THE ATHLETIC/ACTIVITY CODE OF CONDUCT AND WILL HAVE SIGNIFICANT CONSEQUENCES AS DETAILED BELOW:

- use or possession of tobacco, alcoholic beverages, steroids or other illegal drugs
- huffing
- any felony activities

2. **Privilege - Higher Standard of Conduct**

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

3. **Conduct Prohibited by This Policy**

Students cannot use tobacco, alcohol or drugs in violation of this policy. This policy will be in force from the first day of a student’s participation in any activity covered by this policy through the last day of participation, including breaks and holidays.

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

It is a violation of this policy and an offense subject to disciplinary action hereunder for a student participating in any extracurricular or KSHSAA activity to: (1) withhold requested information

from; (2) to make a false or misleading statement to any administrator, coach or sponsor investigating an alleged violation of this policy; (3) induce or request another student to withhold requested information from, or make a false or misleading statement to, any administrator, coach or sponsor investigating an alleged violation of this policy.

#### 4. **Disciplinary Action**

·**For a first offense** the student will not be eligible for participation in any recognized activity or event for fourteen (14) consecutive days beginning on the day of the suspension. If there is no recognized activity or event within the fourteen (14) day ineligibility period, the student will not be allowed to participate in the next two (2) recognized activities or events. If the suspension continues after the end of the season, the remaining days of the suspension will begin again on the first day of that athlete's first competition in the athlete's next season. Holiday Break, Spring Break, KSHSAA Buffer Week or KSHSAA Holiday Non-Practice Days will NOT count toward days of suspension.

·**For a second and additional offenses**, the student will not be eligible for participation in any recognized activity or event for eighteen (18) consecutive weeks beginning on the day of the suspension. If the suspension continues after the end of the season, the remaining days of the suspension will begin again on the first day of that athlete's first competition in the athlete's next season. Holiday Break, Spring Break, KSHSAA Buffer Week or KSHSAA Holiday Non-Practice Days will NOT count toward days of suspension. If the suspension occurs in the last 30 school days of the year, the student will not be eligible for the remainder of the school year. The student would then have the option to complete a USD #484 administrative-approved comprehensive Drug and Alcohol treatment program prior to the beginning of the next school year, or complete the remaining eighteen (18) weeks of the suspension. Any expense incurred for completion of the Drug and Alcohol treatment program would be solely the responsibility of the student and his/her parents/guardians.

#### **General**

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

**5. Definition of School Year/Summer**

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

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

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

**6. Confirmation of Violation (During the School Year)**

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

**7. Confirmation of Violation (During the Summer)**

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

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

**8. Awards**

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

**ATTENDANCE**

Regular attendance is a vital factor in school achievement. USD #484 Fredonia has provided facilities, equipment, materials, and staff so that all students may be provided proper educational opportunities. Mandatory school attendance is state law, as is our responsibility to notify the Wilson County Attorney when student attendance drops below an acceptable level. Three consecutive unexcused absences, or five unexcused absences in a semester, are considered a truancy situation in Kansas per Kansas Compulsory Attendance Law

(72-1113). A student must be present a minimum of 90% of the semester, which allows for a maximum of nine (9) absences per semester both excused and unexcused.

Exceptions: (Not counted in 9-day total)

- School-sponsored activities
- Doctor-ordered absence: must be covered, in writing by the doctor, describing the reason(s) the student cannot be in school
- Nurse/Administration-ordered absence
- Homebound-appropriate paperwork on file in the school office
- Childhood disease (measles, mumps, chicken pox, etc.)
- Post-secondary education visit-must be verified by an official of the institution visited (1 day)
- In-school suspension

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

A student absent from school may not practice or participate in any scheduled school sports or activities on that day unless:

1. He/she is in attendance by 8:25 am; or
2. Permission is granted by the principal.

### **Excessive absences**

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

### **AUTOMOBILE REGULATIONS**

1. Parking - students are to park immediately upon arrival in the designated student parking area.
2. Use of automobiles:
  - a. Students are to adhere to all state driving laws and school driving regulations to meet safety standards.
  - b. Students are to leave the vehicle immediately after parking and go to designated student areas. Upon returning to the vehicle, students will exit the parking area immediately.
  - c. Students are not to return to the parking area during the school day without permission from the office.
3. Those students qualifying for a reserved parking spot can expect their spot to be available prior to the 8:00 AM. After 8:00 AM, if a student leaves, the availability of that spot cannot be guaranteed.
  - a. Student repeatedly parking in reserved parking spots that have not been assigned one may be assigned appropriate consequences by administration.

## **CLASSROOM SIZE & CLASSROOM ASSIGNMENT**

Class assignments can be made at the discretion of the building principal and guidance counselor in order to maintain proper class sizes.

## **CELL PHONE, iPod, MP3 PLAYER POSSESSION**

Fredonia Schools will allow 7th-12th grade students to carry cellular phones or other electronic communication devices during the school day, but requires them to be turned off and out of sight during classroom hours. Thus, students will be permitted to properly use their cellular devices during all passing periods and lunch period. Improper use of a cellular phone or other electronic communication device during the school day will result in the item(s) being confiscated.

1. First Offense: Item(s) will be confiscated until the end of the school day, and then returned to the student.
2. Second Offense: Item(s) will be confiscated for a minimum of 24 hours and only released to their parents.
3. Third Offense and subsequent offenses: Items will be confiscated for a minimum of 24 hours and only released to their parents and the student will be placed in ISS.

Students attending Lincoln Elementary must turn off their cell phones during the school day. Any breaking of this rule will result in the confiscation of the cell phone and a 30-minute detention assignment. The detention must be served before the cell phone will be turned over to a parent or guardian. Cell phones may be taken on trips and used as allowed by sponsors.

Classroom use is at the discretion of the teacher. Unauthorized use will result in the consequences outlined above.

Cell phones, iPods and MP3 players may be taken on trips and used as allowed by the sponsors. Unauthorized use will result in the consequences outlined above.

## **CHECKOUT PROCEDURE**

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

## **COMPUTER/INTERNET POLICY**

Any iPad, laptop, or tablet device and carrying case that have been issued to you are the property of the Fredonia Schools. This technology is on loan to the student and must be used in accordance with the following policies and procedures, the district's Acceptable Use Policy, and any applicable laws. Use of this computer, as well as access to the computer network, the Internet and email are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of the Fredonia

Schools. **A general guideline for technology use is that during school hours and functions, all use must be educational and when not at school, all use should be appropriate and legal.**

**Inappropriate student usage, including any violation of these conditions and rules, may result in cancellation of student use of privileges. The building principal or his/her designee is delegated the authority to determine appropriate use and may deny, revoke, or suspend the use of technology by any student(s) who violates this policy. The principal shall have the authority to impose any additional disciplinary action as he/she deems necessary.**

USD #484 reserves the right to define inappropriate use of technology.

## **DELIVERIES**

Student deliveries (flowers, balloons, etc.) may be delivered to the Fredonia Junior-Senior High School office area. These deliveries may be picked up at the end of the school day. Deliveries are not permitted at Lincoln Elementary.

## **DETENTION TIME**

Unexcused absences and discipline may require assigned time. Detention time will be determined by the building administrators and staff.

## **DRUG AND ALCOHOL TESTING OF STUDENT ATHLETES**

### 1. General

- a. Findings and purpose: We recognize that some students in USD 484 and throughout our nation are involved in the illegal use of drugs and alcohol. The illegal use of drugs and alcohol by students during school hours and at other times has a detrimental impact on behavior, academic performance and safety. This may cause permanent physical and mental harm.

Student-athletes involved in such conduct may experience other harmful effect, including interference with athletic performance; interference with academic performance; increased risk of injuries to themselves, teammates and others; impairment of judgment; slowing of reaction time and reflexes; inability to adequately perceive pain; and reduction in motivation and the level of discipline necessary to any athletic program. And, because some students see student-athletes are role models, use of illegal drugs or alcohol may encourage other students to engage in such behavior.

For these reasons, USD 484 has determined to initiate a testing program and procedure to deter and reduce the illegal use of drugs and alcohol by student-athletes.

- b. Board of Education Authority: The Board of Education of USD 484 is authorized to adopt a policy allowing drug and alcohol testing of student-athletes in the United States Supreme Court opinion in *Vernonia School District 47J vs. Acton*, 115 S. Ct. 2386 (1995).

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

- a. Alcohol shall mean any beverage, mixture or preparation, including any medication or other products, containing alcohol or ethanol.
- b. Chain of custody shall mean the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each state in handling, testing and storing specimens and reporting test results.
- c. Confirmation test, confirmed test or confirmed drug test shall mean a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, and must be capable of providing reasonable specificity, sensitivity and quantitative accuracy. A qualified and licensed laboratory or testing company will perform the test.
- d. Drugs shall include without limitation cannabinoids (marijuana), amphetamines, alcohol, cocaine, opiates, phencyclidine (PCP), and barbiturates.
- e. Drug test, alcohol test, or test shall mean a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens, using a method that has a reasonable degree of acceptance in the scientific community.
- f. Initial drug test or initial alcohol test shall mean a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens, using a method that has a reasonable degree of acceptance in the scientific community.
- g. Prescription medication shall mean a drug or medication obtained pursuant to an order from a licensed physician.
- h. Non-prescription medication shall mean a drug or medication authorized pursuant to federal or state law for general distribution and use without an order from a licensed physician in the treatment of human disease, ailments or injuries.
- i. Specimen shall mean tissue, hair or a product of the human body, such as urine or breath, capable of revealing the presence or their metabolites as approved the US Food and Drug Administration or the Agency for Health Care Administration.
- j. Student-athletes shall mean any student enrolled in Fredonia Junior Senior High School, who is participating in any interscholastic athletic program, including practices and games or contests. This shall include cheers and poms.

### 3. General Prohibitions and Penalties

- a. Standard of Conduct for Student-Athletes: The use or possession of a drug or alcohol is defined herein, by a student-athlete at any time is both illegal and detrimental to that student-athlete's ability to participate in interscholastic athletics and is hereby prohibited. Any student-athlete determined to be in violation of this policy is subject to consequences specified in the Athletic/Activity Code of Conduct of Fredonia USD 484.
- b. Athletic/Activity Code of Conduct: Nothing contained in this drug or alcohol-testing policy for student-athletes shall be construed to limit or preempt the application and enforcement of the Athletic/Activity Code of Conduct, including all of its provisions pertaining to drugs and alcohol.
- c. Positive Test Results: A drug test or alcohol test administered pursuant to this policy will be deemed to have rendered a positive result indicating the presence of a drug if the quantity, as

determined by an initial drug test followed by a confirmation analysis of the remaining portion, is equal to or greater than the levels which have been established by the National Institute of Drug Abuse or the protocols and procedures established by the laboratory or other company that has performed the confirmation analysis. Fredonia Schools shall test for any or all of these substances: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, THC, methadone, methamphetamines, nicotine, opiates, phencyclidine PCP, tricyclic antidepressants or any other drug or substance that is illegal for student to possess and/or ingest on school property or at a school function.

#### 4. Drug Testing Procedures

- a. Consent: Each student-athlete and his/her parent(s) or guardian(s) are required to sign a written consent for drug testing form prior to participating in interscholastic athletics, cheers or poms. All random drug testing and random alcohol testing done throughout the course of the school year will be paid for by Fredonia High School. Any refusal by the student-athlete to be tested shall constitute a violation of this policy and shall be categorized as a positive test result with the appropriate consequences.
- b. Medication: student-athletes who have been selected for drug or alcohol testing and who are or have been taking prescription or nonprescription medication should disclose that fact at the time of testing and be prepared to provide verification. This may be done by either a copy of the prescription or by a physician's written verification.
- c. Random Selection Procedure: Every Friday of a sport season, USD 484 office personnel shall generate a list of the participants in each sport including cheers and poms. Each list shall be arranged in alphabetical order and each name assigned a number, with "1" assigned to the first name on the list, "2" assigned to the second name and so on. The Fredonia Schools principal shall not be given the lists, nor will he/she view the lists. The list shall be sent to the USD 484 superintendent of schools for completion of the random selection procedure. The principal shall determine the number of student-athletes to be selected for testing in each sport and shall inform the superintendent's designee of those numbers. The superintendent's designee shall use a computerized random number generator to produce the numbers to be used in selecting the student-athletes for testing, and the superintendent shall match the random numbers to the student-athletes' numbered names on the list. The superintendent shall inform the principal of the selectee's names before 7:45 AM each Monday. The principal shall keep the names in a secure place and no other person shall know the selectee's names.
- d. Sample Analysis Procedures: The sample will be given under the direction of the school nurse at a time and place determined by the Fredonia Schools principal. Samples will be collected as outlined under the Code of Federal Regulations 49 CFR part 40. Students selected randomly for testing who are not in school on the day of testing will be tested at the next available testing time. Any student unable to produce an adequate specimen of urine during the collection period will be subject to retesting at the next available testing time. Students not able to produce an adequate urine specimen at the next testing time will be viewed as refusing to test and subject to this Policy's actions in that regard.

The initial analysis will be determined by the results indicated by the collection container. If the initial analysis renders a negative result no further analysis will be conducted. If the initial analysis of the test is positive the school nurse will contact the student-athletes' parents or guardians to discuss the student-athlete's medical history and any other biomedical information that would assist in determining whether drug or alcohol tests should be deemed positive or negative. This will include consultation with the student-athlete's physician or physicians. If the initial analysis of the test is positive and there is no biomedical reason for the result, a confirmation test of the specimen will be conducted at the approved laboratory, which shall be a licensed testing facility. If this is necessary, the initial specimen will be sealed, identified by student identification number and delivered to the facility for testing. If such confirmation analysis renders a negative result, the drug test will be deemed negative and no further analysis or action will be taken. If the confirmation analysis renders a positive result, the drug test result will be deemed positive and a report of such result will be delivered to the school nurse.

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

## 5. Appeal Procedure

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

## 6. Non-Punitive Nature of Policy

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

## **EARLY GRADUATION**

Early graduation applications must be filed in the office by the first official day of school. Early graduates will receive their diplomas at the end of the first semester and will not be eligible for school activities and/or programs.

## **ENROLLMENT**

Class changes will be made during the first two (2) days of each semester and must be approved by the principal.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 484. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records, except those that are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - a. we have your prior written consent for disclosure;
  - b. the information is considered "directory information" and you have not objected to the release of such information; or
  - c. disclosure without your prior consent is permitted by law.

The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.

The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.

3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the US Department of Education if you believe that Unified School District No. 484 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of the Unified School District No. 484 policies for complying with FERPA. A copy may be obtained from Diana Bredehoft, Business Manager, Fredonia USD #484, PO Box 539, Fredonia, KS 66736.

**Directory Information:** For purposes of FERPA, Unified School District No. 484 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 484 at PO Box 539, Fredonia, KS 66736 on or before September 1, 2005. If a refusal is not filed, Unified School District No. 484 assumes you have no objection to the release of the directory information designated.

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

### **FIRE AND TORNADO DRILLS**

Fire and tornado drill procedures will be developed and announced to meet state safety guidelines. Drills are to be practiced in a serious and cooperative manner. Individual classroom teacher(s) and classroom aide(s) are responsible for overseeing that handicapped or disabled student(s) are escorted to the proper crisis response area.

## **GRADING POLICY**

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

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

1. Assignments
2. Activities and projects
3. Test results
4. Attendance and daily classroom participation

Grading standards at Fredonia Schools are:

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

## **GRADUATION REQUIREMENTS**

1. Twenty-five credits are required for graduation. State and USD 484 requirements are:

- 4 credits in English
- 3 credits in Math
- 3 credits in Science
- 1 credit in Health and PE
- 1 credit Computer Science
- 4-credits in Social Science (1 credit must be American History, 1 credit must be Economics 1 credit must be World History/Geography, 1 credit must be Government)
- 1 credit in Fine Arts
- ½ credit in Taking Charge of Your Finances
- the remaining credits will be electives

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

2. Many other requirements are established when a student selects a major area, college or university or special training school to attend. These requirements are the responsibility of the student and parents and must be reported to the Fredonia Junior-Senior High School principal and counselor.

Due to the special abilities of many individual students, the principal has the authority to develop, with the cooperation of the student, his/her parents, and the counselor, any individual program that will meet his/her goals, needs, and interests. This program, upon the approval of principal and parents, will then meet the graduation requirements provided state law is not violated.

## **GUESTS AND VISITORS**

### **At Fredonia Junior- Senior High:**

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

### **At Lincoln Elementary:**

- All visitors to our school must enter through the office and check-in with our office staff.
- Preschool or school age children not currently enrolled in U.S.D. #484 may visit school only when accompanied by an adult.
- All visitors who wish to eat lunch with a student, must notify the office by 9:00 AM.

## **GUIDANCE PROGRAM**

- The purpose of the guidance program is to help the student solve his/her vocational, educational, emotional, social, personal, financial, family adjustment, and health problems. All students should feel free to come to the guidance counselor for help with any kind of problem. The guidance counselor is available to assist students and parents with individual challenges and/or to help a student with adjustments to the school situation.
- We would advise all of our senior students to work closely with our counselor and student advocates to schedule the necessary college visits.
- The guidance counselor(s) and the student advocates are responsible for many of the academic tests given to our students. They are responsible for the proper administering of the test, data collection, data interpretation, and data reporting. The counselor and the student advocates are also responsible for working with the student and his/her parent(s) and or guardian when evaluating the data.

## **HONOR ROLL SYSTEM**

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

1. Straight "A" students
2. Honor students - those with a 3.2 grade point average or above with no grade lower than a "C" and no incomplete grades at the end of the semester grading period.

## **INELIGIBLE LIST**

Once the season has started the athlete must meet minimum weekly academic eligibility guidelines.

On the third Monday of the semester, or any Monday thereafter, any student with:

- One 'F'
- delinquent detention time

will be declared on "probation" or "ineligible." JH/HS Teaching staff and in-season coaches/sponsors will be given access to this information. Students will be notified by e-mail of their eligibility status. Once a student becomes ineligible, he/she will remain ineligible for one week unless cleared by the administration.

If this is the first time the student has been turned in, the student has a one-week "grace period" to improve the grade(s) or serve the detention time. If, at the end of the next week, the grades are failing in those same classes or the time has not been made up, the student will be placed on the Ineligible List.

Any student on the Ineligible List will not be allowed to participate in any school activity while his/her name is on the List. This will include games, contests, non-credit field trips, rated performances, Prom, etc. (The only exception would be made for activities in which a grade is awarded for participation; example – Band playing at a home game.)

### **KANSAS REGENTS QUALIFIED ADMISSIONS**

To qualify for admission to any of the Kansas Regents universities, you must meet one of the following requirements:

- Complete the Regents required curriculum with at least a 2.0 grade point average (GPA) on a 4.0 scale; or,
- Achieve an ACT score of 21 or above; or
- Rank in the top one-third of your high school's graduating class.

The curriculum consists of:

- 4 credits - English
- 3 credits - Natural Science
  - Students must take three units chosen from the following courses. At least one unit must be in Chemistry or Physics. -Biology; Advanced Biology; Physical/Earth/Space Science; and/or Principles of Technology 1
- 3 credits - Math and an ACT Math score of 22 OR a fourth unit of approved math.
- 3 credits - Social Studies
- Students must complete the following: One unit of American History; one-half unit of US Government; one unit selected from one or more courses in psychology, economics, civics, history, current social issues, sociology, anthropology and/or race and ethnic group relations. One-half unit from world history, world geography or international relations.
- 3 credits - Electives

### **KANSAS SCHOLARS CURRICULUM**

The curriculum consists of:

- 4 credits - English
- 4 credits - Math
  - Algebra I, Algebra II, Geometry, plus one year of higher-level mathematics such as Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics of Functions is required. Applied Math I and II may be substituted for Algebra I. Algebra I taken in 8th grade is acceptable.
- 3 credits - Science
  - Biology, Chemistry and Physics. Two years of one of these courses may not substitute for a third course. Anatomy and Physiology may not substitute for Physics, and Physical Science is not acceptable due to its general nature.
- 3 credits - Social Sciences
- 2 credits - Foreign Language

**NOTE:** Algebra I and Geometry successfully completed in middle school are accepted for the Kansas Scholars Curriculum.

Kansas scholars are selected from a school's roster of Regents Qualified Admissions Curriculum completers. A mathematical formula is applied to each completer's ACT scores and GPA and the highest scores from this computation are designated as State Scholars.

## **LOCKERS**

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

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, or safety of students and/or district employees.

## **MEDICATIONS**

**All the following conditions must be met for the administration of medications. No exceptions will be made.**

1. A completed and signed Request for Medication Administration form must accompany all medication brought to school. This includes prescription and over the counter (non-prescription) medication. Forms are available in the school office. Only one student name per form.
2. If a student must take more than one medication at school, a form is required for each medication.
3. For non-prescription medication, this form must be completed and signed by the parent or legal guardian.
4. For prescription medication, this form must be completed and signed by the ordering health care provider and the parent or legal guardian. If the form is not completed and signed by the ordering health care provider, then a written and signed order is required from the ordering health care provider with the following information:
  - student name and date of birth
  - name of medication
  - dosage
  - route of administration
  - date
  - reason the medication is prescribed
  - time(s) to be given
  - duration of administration (entire school year, 10 days, etc.)
5. The first dose of any medication must be given at home.
6. Prescription medication must be brought to school in a container/package labeled by the pharmacist or ordering health care provider with the following information clearly displayed on the container:
  - name of student
  - name of medication
  - dosage
  - route of administration
  - time or frequency to be given
  - date medication was filled

Upon filling the prescription, two containers should be requested from the pharmacist or ordering health care provider--one to be kept at school and one at home.
7. Non-prescription medication must be brought to school in the original container in which it was purchased with the student name clearly visible on the container.
8. Any change in type of medications, dosage and/or time of administration requires a newly completed and signed Request for Medication Administration form, along with a newly labeled pharmacy container for prescription medication.
9. Medication will not be sent home with Lincoln Elementary students.

### **MEDICATIONS PROVIDED BY THE SCHOOL**

Health room stock of acetaminophen (Tylenol), ibuprofen (Advil, Motrin), triple antibiotic cream, calamine (Caladryl) lotion and menthol cough drops may be administered by the school nurse and delegated medication personnel upon annual parent written authorization. A parent must complete and sign the Authorization for

Over-the-Counter Medications form before health room stock of medication will be given. This form will be provided during enrollment, and once completed and signed, will be in effect for the entire school year.

### **STUDENT SELF-ADMINISTRATION OF MEDICATION**

The self-administration of medication is allowed for eligible students in grades K-12. As used in the USD 484 self-administration of medication policy, medication means a medicine for the treatment of **anaphylaxis or asthma**, including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine (Epi-Pen). A completed and signed Authorization for Self-Administration of Medication form is required before any student may carry or self-administer this type of medication.

### **MEETING TIME SCHEDULE**

Any student meeting must be approved by the sponsor and principal.

### **OFF CAMPUS ACTIVITIES**

Students attending any type of summer camp, night trip or attending any Fredonia Schools activity will abide by the student rules and regulations.

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

#### **At Lincoln:**

Bus students who do not eat breakfast at school will exit onto the south playground upon arrival. Bus students eating school breakfast will exit at our east entrance and go directly to the Paulen Lobby. All remaining students should not arrive on the school grounds prior to 7:30 A.M. Kindergarten and first grade students should enter through the east primary wing doors and go directly to the Paulen Lobby. Second- sixth grade students are required to wait outside on the south playground until 7:50 A.M. Students may ride bicycles to school and park them in the racks provided at the south side of the playground. Students are not to ride bicycles on the sidewalks.

#### **At Fredonia Junior- Senior High:**

Doors will open at 7:00 AM unless otherwise authorized by a school sponsor or coach. **Students are not to be in any USD 484 facility without a sponsor or without a scheduled activity being in progress.**

**All Fredonia Schools are dismissed at 3:25, Monday thru Friday, unless otherwise notified.**

### **ATTENDANCE AWARDS**

Attendance awards will be given at the end of the year. The principal reserves the right to waive one day toward the attendance award.

### **PETITIONS, SIGNS**

Permission of the principal is required before anyone may circulate petitions or documents to be signed by individuals. Permission of the principal is required before posting signs or information anywhere in the school building or on school grounds.

## **PLANNERS**

A signed planner is required for passage from class. Students are responsible for carrying his/her own planner. If a student loses his/her planner they will need to pay to replace the lost planner. Jacket Planners may be purchased in the office.

## **PRIVACY RIGHTS OF STUDENTS**

Students shall have no expectation of privacy when using district e-mail or other district technology. Email messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to technology-use are subject to disciplinary action up to and including suspension from school.

Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school websites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not permitted during regular school hours.

## **PUBLICATIONS**

All school publications must meet school and district policies and standards.

## **PURCHASING**

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

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

## **RESIDENT POLICY**

1. Resident students - students in USD 484 will be considered resident students when:
  - a. the parents or legal guardian lives within the boundaries of the school district
  - b. due to the failure of a family home (death, separation, or divorce) he/she is living with a relative or adult friend who is contributing a major portion of financial support for the student

- c. the student is a ward of the court and the court has appointed a guardian, future parents, or parole supervisor
- d. SRS is custodian.

\* Non-resident students - all students that do not meet the residency requirements as outlined in the above paragraph are non-resident students. Non-resident students will be admitted to enroll only to the extent that facilities, personnel, and equipment are readily available and only with approval of building principal and superintendent. Non-resident students with poor discipline and behavior record in previous schools will receive a careful review of their records, and if necessary, a review of the case by the board.

\* Parents of students who are moving should contact the office for proper withdrawal procedures. Students' records will be forwarded to the new school upon request of that school. Parents will be required to complete the request upon entering a new school.

### **SEARCHES OF STUDENTS (JCABB)**

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

### **SENIOR LUNCH OPPORTUNITY**

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

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

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

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

### **TELEPHONE USE**

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

## **TITLE IX/NON-DISCRIMINATION STATEMENT**

Pursuant to the Title IX of the Educational Amendments of 1972 and also the requirements therein, notice is hereby given that the Fredonia Unified School District 484 does not discriminate on the basis of sex in the educational program and activities K-12, admission policies and practices, employment criteria and practices, and employment relations, policies and procedures.

## **TRANSPORTATION TO ACTIVITIES**

Students are to ride school transportation to and from Fredonia Schools activities unless an advance parent request in writing is arranged and school approval is granted. Students who miss the school transportation are not eligible to participate or perform in that scheduled school activity. Circumstances that justify consideration may be made to the school personnel in charge of the activity and the school designated administrators for a possible waiver. Students riding school transportation are expected to behave in a manner similar to all other educational settings.

## **VALEDICTORIAN/SALUTATORIAN**

The valedictorian/salutatorian must meet the Kansas Regents Qualified Admissions Curriculum standards and be a student at FHS their final year.

This does NOT qualify a student for application to be a State Scholar. **Seven classes must be taken each semester.** Valedictorian/Salutatorian will be determined based on the seven semester GPA.

## **YELLOWJACKET BEHAVIOR CODE**

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

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

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

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

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

## ***Dress Code***

Fredonia School's dress code is designed to encourage all students to set a standard that is reasonable and a credit to everyone that is part of our school. It is important that students dress in a way that shows respect for

themselves, their peers and their school's reputation for excellence. Proper dress in school enhances the learning environment and prepares students for the adult world. Parents are asked to make certain that children are dressed for the demands of the weather in case of unforeseen difficulties involving bus transportation.

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

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

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

All dress code violations will be referred to the Office, the situation remedied, and the student will return to class

### ***Drinks and Food***

Drinks and food are allowed in the commons area and outdoors. Plastic bottles with screw-on caps are the only drink containers allowed in the hallways. Exceptions may be granted to students accompanied by the teacher granting the exception. Snack items may be kept in lockers and are allowed in a classroom with the teacher's permission. Snack items may only be consumed in the commons or a classroom with the teacher's permission.

### ***Hallway Conduct***

Students may not sit on the floor in the halls at any time. All persons must leave adequate space for passage in the hallways at all times. Boisterous conduct, loud talking, pushing and shoving are unacceptable.

### ***Use or Possession***

The use or possession of tobacco, drugs or intoxicating beverages on school grounds or at a school activity is prohibited. Students who attend school or a school activity under the influence of a banned substance will have committed an alcohol/drug violation and receive the requisite consequences under the Fredonia Schools behavior code. Students may be checked for alcohol or drug use on suspicion of impairment.

### ***Weapons***

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school or at a school sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. By Kansas law, a student in possession of a weapon on school property is subject to a one-year expulsion and possible suspension of his/her driver's license. Any such item confiscated from a student will not be returned.

### **FIGHT SONG**

Fight, Fight, Fight, Fight, Fight, Fight, Fight  
We are the 'Jackets, we're big and strong  
And we will fight on to win this game.  
We're out for this win and as we begin,  
We'll cheer our team to fam. Rah! Rah!  
We tell you that we are Fredonia's crowd,  
And we will win where'er we play.  
You do your best team; we'll do the rest,  
We'll win this game today. Hey!

### **ALMA MATER**

All hail to thee Fredonia High,  
Our hearts will e'er be true.  
This tribute we will give to you,  
Keep it ever nigh.  
The memories held within your halls will linger  
through the years  
Your Gold and Black will bring us back to  
dear old F H S!

### **SEXUAL HARASSMENT (JGEC)**

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

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

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

made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term of condition of the individual's education; (2) submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to, verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra- curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt, corrective action to end the harassment. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified/classified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district superintendent. The building principal or district superintendent shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN) Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may, or may not, constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable, but do not constitute sexual harassment, may provide grounds for discipline under the code of student conduct.

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

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

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

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

#### RACIAL HARASSMENT (JGEC-A)

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

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

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

Racial Harassment is racially motivated conduct which:

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

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

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

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

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

When a complaint contains evidence of criminal activity or child abuse, the district superintendent shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD) To the greatest extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate, corrective action or to provide due process to the accused.

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

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

### BULLYING BY STAFF (GAAE)

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

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

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

### BULLYING (JDDC)

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

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

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

Online reporting forms will be available on the school’s webpage.

### BULLYING BY PARENTS (KGC)

The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

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

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