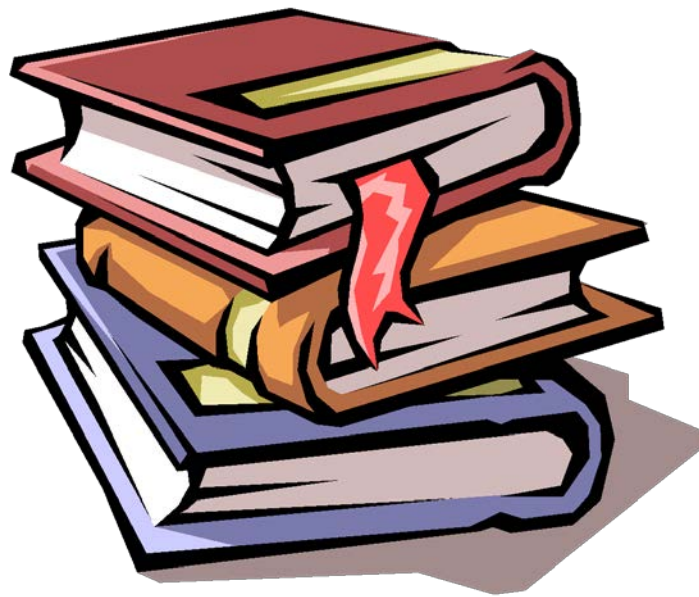


ROLLA JUNIOR HIGH & HIGH SCHOOL

STUDENT - PARENT HANDBOOK



**ROLLA SCHOOL DISTRICT
USD #217**

2018-2019

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Dear Parents and Students,

This handbook has been considered and discussed by the Board of Education and the Administration. It contains many regulations and policies. It has been authorized by the Superintendent of Schools and was approved by the Board of Education of USD 217 for distribution to parents and students. Rolla High and Junior High School have an excellent staff and a fine student body. If each individual assumes the proper responsibilities with a sincere attitude, the results will be most rewarding.

Let’s be proud that Rolla High and Junior High Schools are our schools and that they are the best!

Rolla Schools, USD 217 Vision

Rolla Pirates Quest

Relationships that encourage Opportunities for Learning and Lasting Achievements



Our Goals

- Every student will create relationships with caring adults at Rolla USD 217 that foster their desire and ability to succeed as they enter the working world.
- Every student will receive individualized learning opportunities.
- Every student graduating from Rolla Schools will have a personal plan for their immediate future and relationships with Rolla staff to extend into that future.
- Every student will increase their capacity to interact with others in a positive and fruitful manner.
- Every student and their family will have opportunities to participate in school events and build community relationships.

Our Values

We Are:

Grateful

We seek opportunities to express thanks to our community

Humble

We acknowledge our limitations and learn from those around us

Collaborative

We work in concert with each other to find constructive solutions

We Believe In:

Ownership

We believe we are essential to the success of our school

Optimism

We believe that positivity fosters a joyful atmosphere

We Act With:

Welcome

We actively greet each other

Positivity

We speak more about strengths and options than weaknesses and obstacles



Recognizing the dynamic nature of the world, our school will periodically assess and adjust the curriculum to insure that our students receive the best possible preparation for the world they will encounter.

Notice of Nondiscrimination

USD 217 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the compliance with Title VI or Title IX may be directed to the Title IX Coordinator, Kim Mauk. Any questions regarding the compliance with Section 504 may be directed to the 504 Coordinator, Kim Mauk. These Coordinators may be reached by calling (620) 593-4344, 204 Van Buren, P. O. Box 167, Rolla, KS 67954.

Grievance Procedure

U.S.D. 217 does not discriminate against any individual or groups of individuals based upon Section 504 of the Rehabilitation Act of 1973.

Should any person believe that U.S.D. 217 has failed to apply any of the regulations set forth in the above name acts, he or she may register a complaint, which will begin the grievance process, with the district's 504/ADA Coordinator. Address complaints to:

Kim Mauk
U.S.D. 217, Rolla Schools
PO Box 167
Rolla, Kansas 67954

If any person believes that he/she has a valid reason for grievance, he/she shall informally discuss the grievance on a verbal basis with the coordinator. The district coordinator shall then investigate the complaint and provide a written reply to the complainant. If the complainant is unsatisfied with the written reply, formal procedures may be initiated through the following procedures:

Formal Procedures

- A. A signed written complaint shall be submitted by the complainant to the 504/ADA coordinator within 10 business days following receipt of the answers to the informal process. The Coordinator shall further investigate the grievance and reply within 10 business days.
- B. If the complainant wishes to appeal the decision of the Coordinator, he/she may submit a signed statement of appeal to the U.S.D. 217 Board of Education within 10 business days of receipt of the Coordinator's response. The Board of Education shall meet with all parties involved, reach a conclusion, and respond in writing to the complainant within 10 business days.

- C. If the complainant remains unsatisfied, he/she may appeal the Board of Education's decision within 10 business days of receipt of the written decision in step 2 above. The Board of Education shall meet with the complainant within forty days of the receipt of the appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within 10 business days of the meeting.
- D. Mediation is voluntary to both parties and offers another avenue to resolve the complainant's concern. Mediation may be utilized at any step of the grievance process. If the complainant and the Board of Education are unable to resolve a conflict concerning a student with a disability, then mediation is an available option. The mediator is a neutral third party and therefore has no power to make a decision regarding the dispute. He/she will listen to the views of each party and will assist in developing an acceptable solution to the problem. The mediator has been trained to handle special education and Section 504/ADA disputes.
- E. At any time, the complainant may file a complaint with the Office of Civil Rights:

Office of Civil Rights
Department of Education
10220 North Executive Hills Boulevard
Kansas City, MO 64153
(816) 891-8103 Voice
(816) 374-6461 TDD

- F. Parents of the qualified student with disabilities, or the school may call for a due process hearing regarding differences involving the education of the 504/ADA qualified student.

Section 504 Due Process Hearing Procedure

The impartial due process hearing is to resolve differences involving the education of Section 504 qualified students with disabilities when such differences cannot be solved by means of a less formal procedure.

DUE PROCESS is defined here as an opportunity to present objections and reasons for the objections to the decisions and/or procedures used by the school under Section 504. A Section 504 due process hearing may be called at the request of the school, or a parent, guardian, or surrogate parent of the student.

The proceedings will be presided over and decided by an impartial hearing officer. An impartial hearing officer is a person selected to preside at a due process hearing to assure that *proper procedures are followed and to assure the protection of the rights of both parties.*

A copy of the hearing officer's decision shall be delivered to the school and the parent or guardian following completion of the hearing.

A written or verbatim recording of the due process hearing should be on file at the school office and should be available for review upon request by the parents or involved parties.

It is important the PARENTS OR GUARDIANS be notified of their right to request a hearing regarding the identification, evaluation, or educational placement of persons with disabilities.

Section 504/ADA Discrimination/Grievance

Date: _____

Name: _____ Title: _____

School: _____

Address: _____

Phone: _____

Summary of Grievance:

If others are affected by the possible violation, please give their names and/or positions:

Signature of Grievant Date

Signature of Person Receiving Grievance Date

Kansas School Safety Hotline

The 1999 Kansas Legislature has appropriated funds to assist the State Department of Education, in cooperation with the Kansas Highway Patrol, in establishing a school safety hotline. This hotline is a toll free number available 24 hours a day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. Students usually have knowledge of potential school violence before it occurs. **This hotline will give students the opportunity to anonymously report any potential violence.**

The Kansas School Safety Hotline Number is 1-877-626-8203. This is a toll free number.

Announcements

Announcements will be read at start of school and again at the start of 7th hour. Anyone wanting to have an announcement read during the daily announcements **will need to email or bring the announcement to the office.**

Activity Eligibility

If a student is absent for any part of the school day or on the day of an activity, the student will be ineligible to **play/practice** unless the student has a valid doctor's note or the absence is approved by the principal.

Attendance Policy

Attendance Philosophy

Regular and prompt school attendance is vital to a good education as well as to the development of responsibility and personal discipline. Regular attendance demonstrates respect for teachers and peers by minimizing the time used to help a student catch up after an absence.

Opportunities for education and growth sometimes occur outside the school. USD 217 encourages you, with the guidance of your parents or guardians, to evaluate these opportunities and take advantage of those that promote your personal development. Illness and family concerns may also require time away from school.

Responsible use of this policy will give you and your parents a chance to arrange your priorities and provide for illness without the threat of disciplinary consequences. **You must understand, however, that not every opportunity or need justifies an absence from school. We expect you to give school attendance priority over matters of personal convenience and desire. USD 217 will not excuse absences that serve no constructive purpose or which, regardless of the purpose, are excessive or generally avoidable.**

Definitions

1. **Absence:** Failure to attend a class.
2. **Tardy:** Getting to class late without a valid excuse.
3. **Truancy:**

Truancy is defined by law as any:

Three consecutive unexcused absences

Five consecutive unexcused absences in a semester

Seven consecutive unexcused absences in a year, whichever comes first.

The compulsory attendance law mandates that any child who has reached the age of seven years and is under the age of eighteen years be enrolled in school. Students who are absent because of long term suspension or expulsion from school are exempted from these compulsory attendance provisions. Along with reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant. Students 16 or 17 years of age may be exempted from compulsory attendance regulations if the parent attends the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempted from compulsory attendance requirements pursuant to a court order.

There are three types of absences:

1. **Excused**
2. **Unexcused**
3. **Prearranged**

1. **Excused** absences will be given for illness or injury to the student, medical and dental appointments, funeral of an immediate family member or grandparent, religious holiday, or other circumstances deemed appropriate by the principal. **Parents must call the high school to notify us whenever a student needs to leave for any type of medical appointment.** The student must make sure he/she checks out at the office when he/she leaves and check back in when he/she returns. Any student who leaves the building without checking out at the office will be considered truant. A written confirmation of appointment on a doctor's letterhead stationery may be required of students who are excessively absent for doctor appointments. Each day a student is absent; there will be one additional day to make up work. **Each student will be allowed no more than 15% of the total days per semester for absences. Grades but no credit will be given to those who exceed the 15% limit unless the attendance committee determines there are sufficient grounds to make an exception.**
2. **Unexcused** absences are all other absences. A student is presumed to be unexcused until his/her parent or guardian calls the school. **It is the responsibility of the parent/guardian to contact the school on the day of the student's absence so the absence can be recorded as excused. Unexcused absences will result in detention time along with no credit received for the assignments or class time missed.**
3. **Prearranged** absences must be used for any type of absence other than illness or medical appointments. This includes 4-H trips, church trips, being out of town with parents, college visits, etc. Parents must contact the school far enough in advance that the child can get the proper "Prearranged Absence Form" filled out by all their teachers and returned to the office before the first day of the absence.

The building principal shall report students who are inexcusably absent from school to the appropriate authority.

CONSEQUENCES:

Absences

The following will occur when a student reaches:

4 absences in a Semester: The parent / guardian will be notified by the principal that the student's attendance needs to be closely monitored in order to avoid academic difficulties.

8 absences in a Semester: The parent / guardian will be required to meet with the principal and possibly the High School intervention Team. Students who do not improve school attendance may be required to attend **FRIDAY SCHOOL** and it could result in a loss of class grade advancement in Jr. High, or loss of credit for those classes in High School. This policy is in place for each class (hour), if a student reaches the 8 absences in any particular class the above policy is in place for any and all of those classes. Failure by a student to meet with the principal or intervention team, or failing to comply with agreed consequences as set forth by the principal / intervention team, may result in loss of class credit or daily credit.

Tardies

Tardiness can become a bad habit and is detrimental to the classroom environment. USD 217 will apply the following guidelines for tardies:

- A. Teachers will record tardiness on a per-class basis and report it to the office.
- B. After 3 unexcused tardies, **(on the 4th)** you will be required to serve detention before, after school or during lunch. Bring homework or a book to read. There will be no grade penalty because of tardiness on *assignments* made or due that period.
- C. Should the student continue to have tardies the principal may elect to impose **Friday School Attendance (8:30 am and ends at 11:30 am)** in lieu of the 30 minute detention.
- D. If you are late to any class by twenty minutes or more for an unexcused reason, it will not be counted as a tardy but instead as an absence in that class.

Reporting Absences

- A. **Parents must notify the school of your absence and the reason for the absence as soon as possible in person or by telephone.** Because your parents are legally responsible for your attendance, it is important that they know whether you are in school. To assist your parents, the school will telephone them if your absence has not been reported by 9:30 am each day. **A student is presumed to be unexcused until his/her parent or guardian calls the school. It is the responsibility of the parent/guardian to contact the school on the day of the student's absence so the absence can be recorded as excused or unexcused. Unexcused absences can result in detention along with no credit received for the assignments/materials due that class period.** You must understand, however, that not every opportunity or need justifies an absence from school. We expect you to give school attendance priority over matters of personal convenience and desire. USD 217 will not excuse absences that serve no constructive purpose or which, regardless of the purpose, are excessive or generally avoidable.
- B. **Handling Your Make-up Assignments.** You may be assigned make-up work to help you learn the material taught in your absence.
 1. **Getting Your Assignments.** If you know you are going to be absent, notify your teachers well in advance and make arrangements to pick up your assignments before you leave. If your absence is unexpected, make arrangements for someone to get your assignments to you as soon as you are able to work on them. **If you believe you may be absent for an extended period, contact the principal as soon as possible. The school can help you protect your educational opportunities.**

2. Turning in Your Make-up Assignments. You will be allowed **one school day for every day you were absent plus one day** to turn in your make-up assignments.

C. Credit for Make-Up Assignments

Make-up assignments will be graded and credited the same as regular assignments. The grade may be penalized if not turned in on time.

Appeal Procedure

- A. **Appealing a Teacher's Decision.** If you feel make-up assignments or credit given for make-up assignments are unreasonable, discuss your concern with your teacher. If you are dissatisfied with your teacher's decision, you may appeal to the principal.
- B. **Appealing the Principal or Student Leave Board's Decision.** If you believe a decision of the principal or the **student leave board** is incorrect or unjust, you may appeal to the superintendent.
- C. **Appealing the Superintendent's Decision.** If you believe the decision of the superintendent is incorrect or unjust, you may appeal to the USD 217 Board of Education. This appeal must be made through the office of the superintendent so that the appeal can be placed on the board agenda. The board decision shall be final.

Student Information

Admission of New Students

Admission of students entering Rolla Junior High or High School will be made at the discretion of the administration and / or Board of Education. Placement of students will be determined by the principal and counselor. Students entering the school for the first time will be admitted upon presentation of their official transcript from the previous school.

Those students not making a Bona Fide Move will follow these steps:

1. Background check to the previous school by administration.
2. Must be in good standing in the following two areas:
 - Academics - Making academics progress for grade level.
 - Behavior - Students not in good standing due to discipline imposed by their school or district does not become eligible buy transferring to a new school. Good standing status resumes when the disciplinary requirements of the imposing school have been fulfilled and written notice is provided.
3. Probation for six weeks to determine if they will be allowed to stay permanently.

Bona Fide Move. A student whose parents make a **bona fide move** completely out of one school zone into another may transfer all his/her rights and privileges to the member school that serves the area where his/her parents reside.

Student in Good Standing

Good Standing is defined as: Any student who will be representing Rolla Schools will be required to be a student in good standing. Students who are ineligible cannot be considered for elected positions or extra- curricular activities. If a student is elected, and then becomes ineligible, that student will not be allowed to serve in the elected capacity until eligibility is re-established. If eligibility has not been re-established by the end of the semester, that student will be removed from

office. Any student who is under disciplinary action by the school may be considered “not in good standing” and therefore may be prevented from participating in extra-curricular activities.

Immunizations

Any student enrolling in school must be current on all immunizations and provide the school with proof of immunizations, according to Kansas State Law (KSA 72-5209). If your child’s immunizations are not up to date or the school does not have a copy of the immunizations within 12 months prior to, or ninety (90) days upon school entry, your child will be excluded from school until the requirements are met.

Withdrawal of Student from School

Students planning to withdraw from school should report their intentions to the office. It is important that the student’s record be marked to this effect, textbooks checked in, equipment and properties checked in, student be cleared through the library, and settlement of outstanding bills be made.

Medications at School

According to Kansas State Law, any child requiring medication while at school must have a doctor’s written order, including dosage, and a parent’s signature on file before the medication can be administered either by a school employee or the student. A medication form can be obtained from the school nurse. A new form is required yearly, even if the medication and dosage do not change. Any over-the-counter medication that you wish for your child to have while at school (including cough drops, Tylenol, Motrin, allergy or cold preparations, etc.), also require a doctor’s order and parent’s signature to be on file before they will be administered. If your child has asthma and/or uses an inhaler, an inhaler release form will also need to be completed in order for your child to use and carry an inhaler.

Telephone Use

A student is not permitted to use the **telephone during school hours without special permission**. No students will be called from class, activity or study hall to answer the telephone except in cases of emergency. If it becomes necessary for a parent to talk to his child in cases other than emergencies, the parent may call and leave his number and we shall have the student call back between classes. If it is a message that we can deliver, we shall be glad to do so. We would like to urge you to keep all calls to a minimum. We are asking this cooperation in order to avoid interruption during class time. A telephone will be made available to students before the first hour, during the noon hour, and after school. Any other time, permission to use the telephone must be obtained from the office. Students are not to make long distance calls over the school phone at any time unless arrangements are made with the principal or secretary before the call is made.

Electronic Devices

Student beepers, CD or tape players, i-pods, laser lights, cellular phones and other electronic devices are not to be used in the building during school hours. Exceptions will only be made in cases in which individual teachers have asked for administrative approval in advance and the devices are being used for specific classroom purposes. **Headphones are not to be worn outside the classroom. Personal Laptops - Only with prior approval from teacher and administrator. Personal Kindles - student using a Kindle for reading may only do so after all classroom work is completed and permission is given by the instructor. RHS will not be responsible for lost or stolen items.**

Cell Phones

Student use of cellular telephones to make phone calls, to text message, to email, and/or to use the internet during the school day (7:55a.m.-4:00p.m.) is not allowed. Cell phones will be confiscated when they are seen or heard. **RJH/RS does not assume responsibility for lost or stolen cellular phones.**

If students are found to be using any electronic devices without approval the following steps will be enforced:

1st offense – electronic device will be placed in the office and given back at the end of the day.

2nd offense – electronic device will be placed in the office and released to parent. The student will serve a 30 minute detention.

3rd offense – electronic device will be placed in the office and one day of ISS will be given. One day of ISS or FRIDAY school will be given for each additional offense.

Inappropriate Items or Paraphernalia

This is a “catch all” category for administrative discretion for items that do not belong at school. This includes cell phones, CD players, iPods, etc. After 4th incident, student may not bring item back to school and now becomes refusal to obey reasonable request.

1st Incident: Confiscation, parent/guardian must retrieve item

2nd Incident: Confiscation, parent/guardian must retrieve item, 1 detention.

3rd Incident: Confiscation, parent/guardian must retrieve item, 3 detentions.

4th Incident: Confiscation, parent/guardian must retrieve item, 1 day ISS or FRIDAY School (**8:30 am** and ends at **11:30 am**).

Leaving the Building / Use of Cars

Students will not be allowed to leave the building without permission from the office. Students will not be permitted to drive cars, motor scooters and cycles during school hours. Students are not to drive **or occupy** cars during the noon hour. You must have permission from the office to leave the building or get something from your car during the day. In emergencies and special situations, permission may be obtained from the principal to use cars during the day.

Student Discipline

General Conduct

In maintaining proper order, all teachers and other school employees have full authority over students during the school day. A school is a very busy place and orderly conduct is imperative.

Each Student is Expected to:

- Demonstrate courtesy and respect for others.
- Behave in a responsible manner.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Be well-groomed and dress appropriately.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students and of teachers and other district staff.
- Respect the property of others, including district property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Handbook.
- Refrain from **public displays of affection**. The school day is not the time and the school building is not the place for holding hands or other PDA.

Public Displays of Affection

It is quite natural for young men and women to be attracted to one another while at school. Some displays of affection are not appropriate to the setting of a school. Kissing, walking with your arms around each other, and sitting in each other’s lap, intertwining arms and legs while sitting, lying together, or hands stuck in each other’s pockets are examples of inappropriate behavior. Please refrain from expressing these more ardent behaviors at school. If observed, the first time you will both be warned; the second time, the help of your parents will be solicited.

Conduct Code

In general, good common sense coupled with cooperation will help dictate appropriate behavior necessary to have a satisfactory experience at Rolla Jr. /Sr. High School. The students are expected to conduct themselves in a manner that will not interfere with the rights of others. Each student is responsible for his/her own behavior and should contact staff to discuss any unexpected behavior.

Students are expected to arrive in class on time prepared to engage in active learning with the appropriate homework assignments and materials. Students are expected to remain in class until the end of the hour. Students are expected to follow directions given by any staff member, including stopping when asked, giving names when requested. Students are expected to demonstrate courtesy and respect toward themselves, other students, guests, staff members, and substitute teachers as well as respect for school property and equipment. Students are asked to demonstrate **PRIDE**.

PRIDE is an acronym for preparation, respect, integrity, discipline, and excellence. Behavior that exhibits PRIDE is described below.

PRIDE: SCHOOL-WIDE BEHAVIOR EXPECTATIONS	Hallways	Restrooms	Cafeteria	Classrooms
Preparation	Have hall pass. Sign out and in of O-hour	Ask at an appropriate time, 1 person at a time Sign out and in. Have Hall Pass	Put money on Lunch before school Have and use <i>your</i> ID	Be on time with your required materials BE FAT (Focused, Attentive & Teachable)
Respect	Be considerate of on-coming traffic Take care of your school Maintain personal space boundaries Be quiet while class is in session	Take care of the facilities. Pick up trash. No vandalism. Be courteous	Show courtesy to staff and peers. Clean up after yourself. Use appropriate language. Take care of the facilities.	Be attentive and responsive Respect the learning environment Respect self and others
Integrity	Be where you should be Have Pride in your school Interact positively with others	Report problems to a staff member Clean your own messes	Demonstrate honesty (use your own ID, don't steal, etc.) Keep your place in line	Accept responsibility for your actions Demonstrate honesty academically and socially

<p style="text-align: center;">Discipline</p>	<p style="text-align: center;">Be polite Use appropriate voice and language Show self-control</p>	<p style="text-align: center;">Be Timely Restrooms are not a social area (no cell phones) & no food) Report Vandalism</p>	<p style="text-align: center;">Maintain self-control Be where you should be</p>	<p style="text-align: center;">Follow school and classroom policies Use self-control Hold self and others accountable</p>
<p style="text-align: center;">Excellence</p>	<p style="text-align: center;">Keep it clean Keep to the right Keep moving</p>	<p style="text-align: center;">Practice Personal Hygiene Rush, Flush, Wash, Trash Leave it cleaner than you found it</p>	<p style="text-align: center;">Be polite and use good manners Include others</p>	<p style="text-align: center;">Do your best Be actively engaged Take initiative to get make-up work</p>

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved on or off school grounds in conjunction with or independent of classes and school-sponsored activities.

Horseplay

Horseplay is defined as physical actions that are disruptive to the learning environment plus could result in injury to participants and others even though there was not any intent to cause injury.

1st Incident: Warning.

2nd Incident: 1-3 detentions.

3rd Incident: 1-3 days ISS.

Inappropriate Behavior

There are inappropriate behaviors that will not fit precisely into other violation categories. This category is defined as a “catch all” category.

1st Incident: 1-5 detentions.

2nd Incident: 1 day ISS.

3rd Incident: 2 day ISS.

Refusal to Obey Reasonable Requests (Insubordination)

Students are to obey reasonable requests from adult supervisors immediately and without argument.

1st Incident: 1 - days ISS

2nd Incident: 2 - day ISS

3rd Incident: 3 - days ISS

Detention is another means of discipline used when deemed necessary. It holds the students for 30 minutes before or after school or during student’s lunch.

The District has Disciplinary Authority over a Student:

- During the regular school day and while a student is going to and from school on district transportation
- While the student is participating in any activity during the school day on school grounds
- While the student is in attendance at any school-related activity, regardless of time or location
- For any school-related misconduct, regardless of time or location
- When misconduct or aggression against a school employee occurs or is threatened, regardless of time or location
- When a student commits a felony - **Student is no longer in Good Standing.**

- When criminal mischief is committed on or off school property or at a school-related event-
Student is no longer in Good Standing.

Good Standing is defined as: Any student who will be representing Rolla Schools will be required to be a student in good standing. Students who are ineligible cannot be considered for elected positions or extra-curricular activities. If a student is elected, and then becomes ineligible, that student will not be allowed to serve in the elected capacity until eligibility is re-established. If eligibility has not been re-established by the end of the semester, that student will be removed from office. Any student who is under disciplinary action by the school may be considered “not in good standing” and therefore may be prevented from participating in extra-curricular activities.

At school activities you are a representative of Rolla Schools. You will be expected to conduct yourself in the same manner that you would during the day at school, whether you are a contestant or a spectator.

Care of School Property

Students causing excessive damage to school property (at Rolla or elsewhere) during or after school hours will be required to pay for the cost of damages and be subjected to necessary punishment. We have fine facilities and excellent equipment; let's keep it that way.

School Lockers

LOCKERS: HALL/GYM Students are not to go into another student's locker without their consent.

Locker Rules and Responsibilities

Student assigned lockers (with Locks) and physical education and athletic lockers are to be locked at all times. Do not bring large amounts of cash or valuables to school with you.

- The district cannot reimburse you if your personal property is stolen.
- Items left in lockers at the end of the school year will be donated to charity.

The Rolla School District policy concerning lockers is as follows: School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's possessions, the school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOCKERS

1. Students may only use the locker assigned to them.
2. A section of the high school lockers **will not have locks on them**. Students may choose a locker with or without a lock. **See page 50 for signoff sheet to use a locker without a lock.** Students may only use school-issued locks, which are still available on some of the lockers. If the student chooses a locker without a lock they will be required to sign a waiver stating that they understand the risks involved. Personal locks **will not be allowed** and will be removed.
4. Students are responsible for the content and condition of their locker.
5. No items are to be posted on the outside of student lockers.
6. School lockers are the property of the school district. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent,

and without a search warrant. The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. The student assigned to the locker can and will be held responsible for any illicit materials found in the locker during a search.

7. Students are to immediately report locker vandalism to the Principal.

8. Absolutely NOTHING can be posted outside of the lockers unless approved by the office.

There are to be no stickers applied anywhere in or out of the lockers. Any photos or other items (activity posters) that you wish to post inside your lockers may be done so on the inside of the door only. Magnetic strips are preferred for posting. All students are required to clean up their lockers at the end of the school year.

HALLWAY BEHAVIOR Pride in a school is built around the behavior of its students. Therefore, regulations regarding students in the halls are necessary. Students will be expected to follow these rules of hallway conduct.

1. Our halls are crowded between classes. Walk - never run. Keep your hands to yourself. Student "horseplay" will not be tolerated.
2. Close your lockers completely and quietly. Lock it. Remember that classes are in session.
3. Please keep the corridors clean. Use the wastebaskets.
4. The only appropriate display of affection for one's girl/boyfriend is hand holding. "Intimacy" is defined as "personal and private." As students are required by law to attend school, students should not have to watch personal affection between others. Some find it embarrassing and/or disgusting. Please respect the feelings of others.
5. Loud or disruptive noises are not acceptable.

VALUABLES It is the student's responsibility to keep valuables safe throughout the day. Students are responsible for all valuables brought to school: such as, jewelry, watches, cash, purses, cell phones, i-pods, MP3 players, laptops, etc. The school strongly encourages students not to bring valuables to school. The school accepts no responsibility and is not liable for lost, misplaced, or stolen valuables.

Academic Dishonesty

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own, and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures up to and including suspension or expulsion.

Prohibited Activities: (JDD and JDDA)

1. Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia.
2. The improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances.

Hazing/Harassment/Intimidation/Bullying/Menacing

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

What is bullying exactly?

Bullying is difficult to define, because in today's society it extends much further beyond someone taking your child's lunch money or pushing him or her around on the playground, and the effects of this type of behavior go much deeper than a black eye. Teasing, taunting, ethnic slurs and sexual harassment are all forms of bullying. Bullying behavior is generally repetitive hostility and aggression directed toward a victim who is physically or mentally weaker than the bully. This can come in various forms:

1. **Physical bullying** -- This is perhaps the most obvious form of intimidation. It can be anything from intentionally bumping into another child in the hall to hitting or threatening with a weapon.
2. **Verbal bullying** -- This can include name-calling, spreading rumors and persistent teasing. Girls typically bully and are bullied this way.
3. **Emotional intimidation** -- A bully may deliberately exclude a child from a group activity like a class party. The bully may also make other kids turn against a child by not letting that child play with them. Emotional intimidation is closely connected to physical and verbal bullying.
4. **Racist bullying** -- Racial slurs, spray painting graffiti, mocking the victim's cultural traditions and making offensive gestures are all examples of racist bullying.
5. **Sexual bullying** -- This form of bullying is characterized by unwanted physical contact or abusive comments.

DRESS CODE

In an attempt to establish conditions that are favorable to the growth and progress of each individual student, it is felt by the school administrator, faculty members, representatives of the student body, and community members that the Dress Code be revised. Although it is agreed that the dress code should be general and flexible, it also should have some specific limitations. These are to give security to those required to follow the regulations and stability to those who enforce them. All rules apply to male and female students. Exceptions to the dress code may be granted on designated days by the principal.

Blankets will not be allowed in the classroom. If students need help with appropriate cold-weather clothing, please see the high school office.

Dresses and skirts must be appropriate for **school and school-related activities (School Dances)**. Backless dresses or outfits of any type, midriffs, see-through blouses-slacks-or other garments, spaghetti strap outfits, or low cut blouses or dresses are not allowed. All shirts or blouses must be of a length that will cover and extend past the waistband of the skirt, shorts, jeans, slacks, or trousers. The stomach must not be exposed when standing normal. All straps on sleeveless shirts or blouses must be no less than three (3) fingers in width. Strapless tops are not allowed. Shorts, dresses, and skirts (to include slits) must be lower than fingertip length (no fingers on skin) when arms are extended down the individual's side. Underwear type "T" shirts, tank tops, or cutout garments are not allowed.

Leggings/jeggings/tights/skinny spandex jeans/yoga pants, etc., **may not be worn as slacks/pants** unless dress code appropriate top/shorts are worn over the top.

ALL students must wear shoes. House slippers or other footwear that may be deemed unsafe will not be allowed.

Items of wear may not advertise or display alcohol, tobacco, drugs, weapons, violence, or inappropriate language. Clothing that has any connotations of immorality, obscenity, nudity, racial, or gang activity is not appropriate for school or school activities. Items of wear in poor taste or otherwise detrimental to the educational setting are not permitted.

Hats, caps, or other headgear will not be allowed in the building.

Jeans or pants with holes above the knee are not allowed. Holes at the knee that the administration considers as an attempt to circumvent this rule will also be determined unacceptable and subject to disciplinary action.

All clothing must be properly fitted and worn with the proper foundation. Shirts or blouses that have large armholes that expose undergarments or body parts are not permitted.

Gloves, bandannas, or other items of wear which have been related to gang recognition will not be worn.

Sagging trousers or the wearing of trousers in an inappropriate low manner is prohibited.

Chains are not to be worn as part of apparel.

Any display (earrings, tattoos, or other) that depicts weapons, violence, drugs or obscenity is also prohibited.

All clothing must be appropriate for school according to weather and activity. Any manner of dress or grooming that is offensive or disruptive will be corrected.

If clothing is not appropriate, students will be required to change into clothing provided by the office for the first violation of the Dress Code. If the violation is determined to be unsuitable for the classroom and no other solution is available, the student may be sent to the principal's office immediately. The student will remain in office until suitable clothes are provided. Subsequent violations will receive (1) days of lunch detention. If the principal deems the behavior to be habitual or previous actions to be ineffective in deterring the behavior, more serious action may be required. The clothing provided by the office will be clean but perhaps not fashionable to all individuals. Examples: T-shirts, longer shorts, sweats.

It is impossible to list all of the acceptable and unacceptable types of dress and grooming and therefore a judgment decision must be made at certain times.

IF A STUDENT CHOOSES NOT TO CHANGE, THE PARENT/GUARDIAN WILL BE CALLED TO PICK UP THE STUDENT. THE ABSENCE WILL BE CONSIDERED UNEXCUSED.

ALL FINAL DECISIONS REGARDING SCHOOL DRESS WILL BE MADE BY THE BUILDING PRINCIPAL.

PE / Sports Practice Attire

Remember that your clothes for PE and Sports Practice must meet school dress code!

No tank tops, spaghetti straps, midriff shirts, low cut shirts, or short shorts allowed. Shoes should be non-marking and shoes worn outdoors should not be used on the court.

School Dress

In order to promote an atmosphere of study, the administration and the Board of Education encourages Rolla students to dress appropriately. **All staff members** are expected to enforce the dress code with the principal having the final authority on the appropriateness of student dress. Violations will be dealt with as any other discipline issue. Any type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, and/or written communications by the student shall not disrupt or interfere with the school environment or activity and/or educational objectives. Exceptions to the dress code may be granted on designated days by the principal.

USD 217 Prohibits Clothing That:

- Displays pictures, emblems, and writings or have double meanings that are lewd, offensive, vulgar, or obscene.
- Advertises or depicts tobacco products, alcoholic beverages, drugs, or any other prohibited substances
- Is associated or can be associated with identification to a gang or inappropriate group

Description of clothing that is **prohibited** includes but is not limited to:

- Sunglasses, hats, caps, bandanas, handkerchiefs, or any other type of head covering **during the school day**. It is recommended that these items not be brought to school.
- Clothes that do not conceal undergarments at all times. Students may not wear as outer clothing, any clothing that is designed to be worn as an undergarment.
- Garments with holes that are too large or in inappropriate places. Any Jean/Pants with the cuts across the legs and these cuts are above the knee must have some kind of material coving the skin.
- Shirts or tops that do not cover the midriff, back, or chest area (**Female Cleavage should be covered**). These are inappropriate for school activities.
- See-through or fish-net fabrics, halter tops, spaghetti straps, tube tops, tank tops, muscle shirts, off-the-shoulder tops, low cut tops, bare midriffs, short skirts, and short shorts. Pants worn low at the waist (sagging) are prohibited including cases where shirts appear to cover the waist and sagging pants.
- Shorts, dresses, skirts, skorts, etc. that are too short. They must measure no more than 5" from the bottom of the hemmed garment to the top of the kneecap. If there is a slit in front, back, or side of the garment, measure the length from the top of the slit, not the hemline, to the top of the kneecap. The top of the slit must meet the 5" rule. (*One idea is to carry a 3" x 5" card while shopping.*)

It is impossible to list all of the acceptable and unacceptable types of dress and grooming and therefore a judgment decision must be made at certain times.

Friday School

Friday School assignment may be given to students for minor disciplinary infractions especially in the cases of repeat offenses (ie. Tardies, absences, electronic device infractions, etc.) **FRIDAY SCHOOL** begins at **8:30 am** and ends at **11:30 am**. The student will be responsible for bringing any assignments and necessary books, paper, supplies, etc.

SUSPENSION:

A student on any type of suspension **shall not** attend, or participate in, any school sponsored activities either in Rolla or at visiting schools during the suspension period.

In-School Suspension

In certain situations, in-school suspension (ISS) will be used when warranted. Students will be required to turn in assigned work for credit and students remain wards of the school. In-school suspension will run 1-5 days depending on the disciplinary action of the principal.

Students on In-School suspension will be allowed to practice with school sponsored teams or groups of which they are a member.

Out-of-School Suspension / Expulsion

Any disciplinary action involving students will be handled on an individual basis. Administrative suspension can range from one to five days. Board of Education expulsion can range from six days to the remainder of the present school year.

A student who is on Out-of-School suspension will receive 0's for those days of suspension. A student on Out-of-School Suspension is not to be on school property during the suspension time and shall not attend any school sponsored activities either in Rolla or at visiting schools. Students on Out-of-School suspension will not practice with school sponsored teams or groups.

Any long term suspension for possession of weapons; use, sale or distribution of drugs; behavior resulting in serious bodily harm, or any felonious crime will be reported to the local law enforcement. The school's legal responsibility ends with the reporting.

Drug, Tobacco, or Alcohol Use on School Grounds

A student who is found to be using or have possession of any illegal drug, tobacco, or alcoholic beverage regardless of quantity while on school grounds or school functions **will face from 1 to 20 days of suspension depending on the situation and the recommendation of the principal.**

As a condition of continued enrollment in USD 217, Rolla Schools, students shall abide by the terms of the following adopted board policy (JDDA).

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, tobacco or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to suspension or expulsion, the length of which will be determined by the principal or his/her designee based upon the nature of the violation.

Students found in violation of this policy are subject to the following consequences:

Possession of tobacco products: Up to five days out-of-school suspension.

Possession of alcoholic beverages: Up to 10 days out-of-school suspension, which may be reduced to five days or less if the student provides the principal with proof (such as a letter from the counseling agency) that he/she has entered a rehabilitation/counseling program.

Possession of illicit drugs or any other controlled substance: Up to twenty days out-of-school suspension, which may be reduced to five days or less if the student provides the principal with proof (such as a letter from the counseling agency) that he/she has entered a rehabilitation/counseling program.

Drug and alcohol counseling and rehabilitation programs are available for students of this district. A list of available programs along with names and addresses of contact persons for the program is on file with the principal and counselor. Parents or students should contact the directors of the programs to determine cost and length of the program. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his/her parents.

Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. The student shall have due process according to Kansas laws, and board policy.

Weapons

Weapons of any kind will not be tolerated by USD 217. Possession of a firearm or other weapon or facsimile of a weapon can result in expulsion from school for a period up to one calendar year.

School Safety Violation Consequences

When a student who is 13 years of age is suspended or expelled for committing a School Safety Violation, the chief administrative officer of the school is required to notify the appropriate law enforcement agency within 10 days of the suspension / expulsion, not including holidays and weekends. Following receipt of this notice the law enforcement agency is required to notify the Kansas Division of Motor Vehicles within ten days. The Division of Motor Vehicles will be required to immediately suspend the student’s driver’s license or right to operate a motor vehicle for one year. The definition of a School Safety Violation is: The possession of a weapon or illegal drug at school, on school property, or at a school supervised activity; or, an act or behavior committed at school, upon school property, or at a school supervised activity which resulted in, or was substantially likely to have resulted in serious bodily injury to others.

Fighting on School Grounds or at School Activities – The determination of whether an altercation may fall under this policy will be left to the discretion of the principal.

- 1. First offense up to 3 days out of school suspension
or In School Suspension
- 2. Second offense up to 5 days out of school suspension
or In School Suspension
- 3. Third offense up to long term suspension

Referral of Students for Disciplinary Reasons by a Teacher

A teacher may send a student to the office who is disrespectful, discourteous, disruptive, or a discipline problem at any time! Teachers will complete a behavior incident report on the school student information system (edustar). Students will not return to the class that day from which they were referred.

Before step one is used, the teacher should have a conference with the student and discuss any necessary improvement to avoid going to step one. The teacher should contact the parents about the student.

Step 1 -- Visit with the principal and a phone call or letter to the parents.

Step 2 -- In-school suspension of 1 to 5 days.

Step 3 -- Short term out of school suspension of 1 to 5 days.

Step 4 -- Long term out of school suspension of 6 days to the end of the semester.

Every one of the above steps will be followed with a letter to notify the parents. The letters for 3 and 4 will be sent certified mail. All steps will be at the discretion of the principal.

Extreme Discipline Problems

Bypass steps one and two.

Search of Lockers

Student lockers are part of the school district property and their use by students is a privilege granted without charge to the students. Students have the use of their assigned lockers, but the lockers remain the exclusive property of the school. School authorities have the right and the duty to inspect the lockers when they believe that something of an illegal nature may be stored in a locker or to remove school property from a locker. Students should keep nothing in the locker that would not bear inspection by the school administrators.

Interrogations and Investigations

Building administrators and others designated by the Superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the Principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building Principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the Principal or a certified school staff member shall be present.

Trained Dogs to Search

Upon reasonable suspicion and at the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students or district employees. If a student is involved, a parent will be contacted and asked to come to the school if suspected materials are found. Law enforcement agencies will be notified.

Food Service Program

The Rolla Unified School District has excellent breakfast and lunch programs and all students and teachers are urged to participate. If you eat in the lunch room, remember that this is a privilege and that you are expected to be orderly and mannerly at all times. Students should purchase meal tickets at the high school office.

EZSchoolPay

USD 217 now has access to EZSchool.com. You may track your child's lunch account at any time. EZSchoolPay will also send you an email when your child's lunch account gets low. This is a free service. If you wish to pay online with a credit card EZSchoolPay will charge you \$3.00. Call the High School Office for any questions.

Meals Are Served On A Cash Basis. You will need to send money for your child's meal account at the first of every week or the first of every month (whichever is most convenient). **Charges will no longer be allowed.** We are no longer sending out bills, or calling on a daily basis. It will be your responsibility to make sure your child has money in their account. Your child must have money in their account to eat that day, or you may send a sack lunch. If that is not possible, he/she will be served only canned fruit and crackers until the account is brought up to date. A form for reduced or free meals is enclosed for any family wishing to make application. This form needs to be followed in detail and all areas pertaining to your household must be completed. Be sure to read and follow the instructions which are located on the back of the application. These applications should be returned to the high school office on or before August 22nd. This will facilitate getting the applications processed by the first day of school. **Full prices for meals must be paid until your application is approved.** **There will be no reimbursement for paid meals.**

We apologize for any inconvenience this causes, however the school district does not recover any money through the Kansas Dept. of Ed. Food Service Program if you fail to pay. Therefore every day your child eats without money in their account the district forfeits that money.

Breakfast Program

Each day students will be offered the complete breakfast which includes a serving of:

1. Milk
2. Two or more other food items of which one is ½ cup of fruit.

A school breakfast provides approximately one-fourth of a student's nutritional needs. Students may select the full meal, or decline certain items. However, the fewer items students take and eat, the less nutrition benefit they receive. **The price per meal remains the same whether students select the minimum number of items or the full meal.**

Students must select at least three out of four menu items that are offered. If four or more items are offered, students may decline only one item. There is no requirement for which items must be selected at breakfast.

Lunch Program

Each day students will be offered the complete lunch which includes:

1. Entrée
2. Milk
3. Fruit, Vegetable, and Grain

A school lunch provides approximately one-third of your daily nutritional needs. You may select the full meal or decline certain menu items. However, the fewer menu items students take and eat, the less nutrition benefit you receive. **The price per meal remains the same whether you select the minimum number of items or the full meal.** No one may compete with the lunch program during the lunch hour.

Students must select at least three different menu items. One of these items must be a ½ cup of Fruit or Vegetables.

No food or cups (Styrofoam) may be taken from the lunch room. Second helpings will be served by the cooks if they have food remaining after everyone has been served. **No pop or candy bars are allowed in the lunch room.**

Food and Beverages

USD #217 has entered into a contract with the Pepsi Bottling Group (PBG) which is in accordance with their K-12 School Beverage Guidelines. This agreement restricts the type and amounts of specific drinks which may be provided to our students. Drink machines in our buildings offer only drinks which are in accordance with these guidelines. Any situations in which drinks are provided to

students during the school day must be approved by the principal. A copy of these guidelines is on file in the high school office. District policy is that there is to be **no food or drinks in classrooms or lockers**, unless having prior permission from administration. **Only Water Bottles purchased from the Stucco machine will be allowed into the classrooms. Water bottles are not to be taken to Student lockers. Snacks on the food cart must meet USAA guidelines.**

High School Curriculum

Course Regulations

1. Students enrolled in class will remain there and not be permitted to transfer from one subject field to another because of grades. Any time a transfer is to be considered it will involve concerned staff members, the counselor, and the principal. Any conflicts in scheduling should be worked out during the first five (5) days of school. Students will be expected to adhere to their schedule after that time. Further information can be found in the handbook section **DROPPING AND CHANGING CLASSES**.
2. No credit will be given for any class not completed. An incomplete will be posted.

Textbooks

All necessary textbooks for regular coursework will be furnished by the district without rental fee; however, excessive damage or lost books must be paid for by the student. Any textbooks needed for college courses are the student's responsibility to acquire.

GRADUATION EXERCISES

- For students to take part in the graduation exercises, they must meet these criteria to satisfy school administration:
 1. Not under any disciplinary action that will not allow them to participate.
 2. Have met their financial obligations to the school and class.
 3. Be a student with good academic and behavioral standing.
 4. Meet prescribed behavior and dress that is required.
 5. A student must have successfully completed all the requirements for graduation before participating in the commencement exercises.

Graduation Requirements

Graduation requirements for students of Rolla High School shall be as follows:

1. Four units in English, which must be English I, English II, English III, and English IV or College English.
2. Three units in Science, one is Biology; the other must be a General Science.
3. Three units of Mathematics including Algebra I.
4. One unit of Physical Education/Health.
5. Three units of History & Government, including World History, American History, and American Government.
6. One unit of Personal Finance and One unit of Introduction of Computers (Computer Applications I & II).
7. One unit of Fine Arts
8. A student's total credits must equal at least 22.

A student must complete at least three (3) courses in five (5) of the eight (8) following areas:

ENGLISH	SCIENCE	MATH	SOCIAL SCIENCE	BUSINESS	FACS	FINE ARTS	INDUS. ARTS
English I English II English III English IV College English	Phys Science Biology Sci.Methods/ Biology II Physics Chemistry	Pre-Algebra Gen. Math Algebra I Algebra II Geometry Business Math Trigonometry Calculus Col. Algebra Col. Trig	American History American Govt. World History Geography Street Law Col. Psych/ Col. Human Growth & Dev.	Personal Finance Computer I/II Computer III Yearbook	Bal. Career/ Family Career Exploration Career/Life Planning Personal Management Skills Parenting Independent Living Clothing Wellness and Nutrition Human Growth & Dev.	Band Vocal Theater Arts Speech College Speech <u>FOREIGN LANGUAGE</u> Spanish 1 Spanish 2	Int. to Drafting Int. to Drafting & Auto CAD Int. to Technology Cab/Making & Furn. Design I & II Carpentry Welding I & II <u>MISCELLANIES</u> PE/Health Weightlifting Driver's Ed

The classes listed are required at the grade level indicated:

FRESHMAN

English I
Math
Physical Science
Computer Apps I/II
PE/Health

SOPHOMORES

English II
Biology
Personal Finance

JUNIORS

English III
American History

SENIORS

English IV
American Government

Grading Scale

The following grading system has been adopted and will be used in all regular coursework:

- A: 90-100 - **excellent; outstanding**
- B: 80-89 - **above average; does more than required**
- C: 70-79 - **average**
- D: 60-69 - **below average; low but passing**
- F: 59 and **below - failure to pass**

Standard Grade Points A = 4 B = 3 C = 2 D = 1 F = is still no credit for the course.

Dual credit classes will receive grades according to the college grading scale.

Summer Driver's Education class will receive a pass or fail grade. No letter grade will be given on the grade card or transcript only a pass or fail. (Starting in 2014)

**Valedictorian / Salutatorian / Top Five Students
Class of 2009 and Beyond**

High School

First consideration for Valedictorian and Salutatorian and Top Five candidates will be those students who complete the Kansas Scholars Curriculum as outlined by the Kansas Board of Regents. If there are no completers then the cumulative Grade Point Average of the core subjects including English (Reading/Literature), Mathematics, Science, Social Studies will be used. If there are not five completers of the Kansas Scholars Curriculum then the next highest non-completer GPA's in the five core subject areas will be used to determine the Top Five. Semester grades will be calculated from grades 9 – 11 and the first semester of the senior year. Calculations of student grades will be figured to three decimal points to the right of the decimal and rounded to 2 positions to the right of the decimal. When students' grade point averages are the same at 2 positions to the right of the decimal (hundredths), multiple-awards will be announced. The high school/middle school principal and K-12 counselor will calculate and verify the top five students.

Junior High School

The top five academic positions in the middle school will be selected at the end of the third nine weeks of the eighth grade. The semester grades from the sixth grade, seventh grade, first semester grades of the eighth grade year, and the third nine weeks grade of the eighth grade year will be calculated. The five core subjects of English, Mathematics, Science, Social Studies, and Reading/Literature will be calculated. Calculations of student grades will be figured to three decimal points to the right of the decimal and rounded to 2 positions to the right of the decimal. When students' grade point averages are the same at 2 positions to the right of the decimal (hundredths), multiple-awards will be announced. The high school/middle school principal and K-12 counselor will calculate and verify the top five students.

Standard Grade Points A=4 B=3 C=2 D=1

F is still no credit for the course.

Reporting of Grades

The new student information system is set up on a semester format rather than nine weeks. However, parents / guardians with computer access and an email account will have access to student grades at anytime. Four weeks prior to the first and third nine week grading period's parents will be sent notification via email if their student has a failing grade. At the end of each semester grading period an email will be sent notifying parents that they may access Grade cards on line. Parents without computer / email access or who request it, will receive hard copy forms of the 4 week, 9 week and semester reports.

A complete individual cumulative record is kept on each student from grades K through 12. All personal data will be kept in this record, including all test results from standardized tests. A record of all high school subjects taken and grades and credits received in each will be kept in this record.

Student Retention Policy

Promotion is a highlight of a school year and affects the teacher, student, and parents. Therefore serious consideration should be given to the following factors:

- Number of Years Retained.
- Chronological Age.
- Scholastic Achievement.
- Cognitive Ability.
- Developmental and Social Maturity.

Whenever a teacher or teachers recommend that a student be retained at the present grade level, the parent/guardian should be notified of the recommendation no later than the end of the third quarter. Parents/guardians and teachers are encouraged to communicate regularly about the child's progress.

It shall be the policy of Rolla Public School that whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

Parent/Guardian will have 30 days to file an appeal with the Principal. If the parent does not file an appeal to the Principal within 30 days then the student shall be placed in the grade recommended by the teacher. Upon receipt of notice to appeal the Principal will form a hearing committee composed of the Principal, parent, teacher and an unbiased teacher to hear the parents appeal. Upon receipt of the committee's decision, if still not satisfied the parent/guardian will have 10 days to file an appeal with the Superintendent. If still not satisfied the parent/guardian will have 10 days to notify the Superintendent, a hearing with the Board of Education is requested. The Superintendent will notify the Board that a hearing has been requested within 10 days. The Superintendent schedules a hearing with the Board. The hearing is conducted within 30 days from the date of notification to the board.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program as created by the IEP team.

Guidance and Counseling Services

Through the effort of the school's guidance counselor, a complete guidance program will be maintained. Counseling is the process in which an experienced and trained person assists a second person (1) to understand himself and his opportunities, (2) to make appropriate adjustments and decisions in light of this understanding, (3) to accept the responsibility for choices, (4) to follow a course of action in harmony with those choices. Guidance services will ensure nondiscrimination on the basis of race, color, national origin, gender or disability.

Counseling time will be given to each student, whereby he may counsel with the Guidance Director as to educational, vocational and personal problems and decisions. All interviews will be held in the strictest confidence. Extra conferences will be held whenever the student feels the need. These conferences have proven to be extremely valuable to the students. Students may say what they please and feel without fear of anyone else knowing what is being said.

In addition to counseling time for all students, time is made available to all parents to come in and visit with the counselor concerning their child. Test results are discussed and explained along with other material that may help parents understand and assist their children in furthering their education. Parents are definitely encouraged to make inquiries concerning the guidance program.

The guidance goal for each student shall be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility.

Student Activity Program

Expectations for School Sponsored Activities

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:

- Parent notification
- Police involvement
- Suspension or expulsion; and/or;
- Exclusion from future extracurricular activities

Student Transportation To and From School Activities

All students who participate in school activities must ride the activity bus or school bus to and from such activities. Students leaving with parents after an activity **MUST** be signed out by a **parent or legal guardian**. Any exceptions must have prior approval from the principal or his designee **both verbally and by a signed note**. Arrangements can be made in regards to students who live along the route taken by the activity bus. They may make arrangements with the sponsor to be picked up along the route. If other students are permitted to ride the bus, they will be expected to observe the rules.

A signed consent form must be turned into the office before a student will be allowed to participate in field trips or other activities.

Activities

A school's curriculum might be defined to include **all** of the experiences of the students for which the school accepts responsibility. Many of these experiences cannot take place in the classroom during the school day. We define these experiences as extra-curricular activities. They are as follows:

- | | |
|-----------------------|---------------------|
| 1. Vocal Music | 6. Class Activities |
| 2. Instrumental Music | 7. Organizations |
| 3. Athletics | 8. Dances |
| 4. Forensics | 9. Lyceum Programs |
| 5. Scholars' Bowl | 10. Cheerleading |

Each of the school's extra-curricular activities is sponsored by school personnel. Many of the school's activities are regulated by the *Kansas State High School Activities Association*, of which Rolla School is a member.

USD 217 has an Activities Department. Its purpose is to organize and administer the activities program. Given below is the activities code adopted by the department. The members of the activities department are the activities director, the coaching staff, sponsors, and the principal. It is the wish of the department that the students will participate in as many activities as possible. We encourage students to participate in extracurricular activities for their own benefit, as well as for the benefit of the school and the activities department.

All students representing our school are expected to conduct themselves at the highest moral and sportsmanship levels.

I. Rolla Schools Activities Code

- A. Use of Alcohol, Drugs, and Tobacco
 - 1. Students shall not use, nor be in possession of any alcoholic beverage, regardless of quantity, while subject to this code.
 - 2. Students shall not use tobacco nor have it in his/her possession while subject to this code. This includes chewing tobacco.
- B. Students shall not take part in any illegal activities, i.e. vandalism, shoplifting, theft, or other violations on school days or during school activities.
- C. Hours to be followed during athletic season: Imposition of curfew will be the responsibility of parents.
- D. Students who are involved in classroom activities such as band or chorus will be given a grade for classroom work, but if the *Activities Code* is broken he/she will not be allowed to participate in activities outside class.

II. Activities Suspension Policy

- A. First offense: Suspension from activities for two weeks. The two week suspension from activities will start after the due process meeting.
- B. Second offense: Suspension from activities for six weeks. The six week suspension from activities will start after the due process meeting. If the offense is drug or alcohol related, the student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency at the expense of the student.
- C. Third offense: Suspension for remainder of school year.
- D. During the first two suspensions the student will be required to practice with the group, or his time off the team will not count.
- E. If a student comes to a teacher or coach with a drug or alcohol problem and gets professional help, there will be no discipline.
- F. The student is under the code for the current school year.
- G. The student will be under suspension if an identified adult, coach, administrator, teacher or law enforcement officer turns the student in for an offense.
- H. Violations **do** carry over from season to season.

III. Due Process

- A. When a participant is accused of a violation, a meeting with the parents of that athlete is to be arranged by the principal. This meeting will be attended by parents, athletic director, head coach/sponsor of that activity, and the person making the accusation.
- B. No suspension will take place until after this meeting. The length of time of the suspension will start after the due process meeting.

IV. Attendance

- A. You must attend every practice session unless personally excused by your coach or sponsor.
- B. Failure to comply will result in appropriate action by the coach or sponsor.

Rules for Pep Club and Activity Buses

- 1. Students riding the bus to games must meet eligibility requirements as set up by USD 217 and be in good standing in school.

2. Sign-up sheets for those planning to ride the bus will be posted the day before a game and must be signed by noon the day of the game. Both the time for departure of the bus and its expected time of arrival home will be on these sign-up sheets.
3. Approved food will be allowed on the bus as will bottled drinks with caps. However it is the responsibility of the coach/sponsor to see that student's place all trash in the containers and that the bus is reasonably clean before allowing students to leave the bus.

Pep and Short Afternoon Assemblies

Each afternoon class may be shortened to give the amount of time desired for an assembly rather than skipping the last period of the day or taking all the time out of one class. Under certain circumstances, the administration may elect to use a different arrangement for an assembly.

USD 217 Eligibility Policy

Article 1: A student in grades 6-12 shall meet the following requirements for eligibility in extra-curricular activities, student council, school organization officers, class officers, queen and king candidates, ushers, and servers.

- A. **Activity Eligibility:** If a student is absent for any part of the school day on the day of an activity, the student will be ineligible to play unless the student has a valid doctor's note or the absence is approved by the principal.
- B. **Scholarship:** The students shall have passed at least six new subjects (those not previously passed), or unit weight, or its equivalency, the previous semester or the last semester in attendance.
- C. **Enrollment:** The student shall be enrolled in and attending a minimum of seven subjects, of unit weight, or its equivalency, during the present semester.
- D. **Weekly Academic Eligibility:** In order to be eligible, the student must pass six new subjects starting the third week of school. Students who are failing more than one class, or are failing the same class for two consecutive weeks, will be ineligible to participate in extra-curricular games or activities that week (Monday – Sunday). The eligibility list will be established starting the Monday of the fourth week, which will be cumulative to the end of the semester. As well, students deemed academically ineligible will be required to report to the teacher of the class (es) that are in jeopardy on Tuesday, Wednesday, and Thursday during "O Hour". Failure to report could result in additional consequences. The building principal will be responsible for parent notification of the student's non-participation due to failing eligibility requirements. Parents will be notified on the same Monday following the receipt of the eligibility lists, each week, of the student's non-participation.
- E. **Students in Good Standing:** Any student who will be representing Rolla Schools will be required to be a student in good standing. Students who are ineligible cannot be considered for these positions. If a student is elected, and then becomes ineligible, that student will not be allowed to serve in the elected capacity until eligibility is re-established. If eligibility has not been re-established by the end of the semester, that student will be removed from office. Any student who is under disciplinary action by the school may be considered "not in good standing" and therefore may be prevented from participating in extra-curricular activities.
- F. **Students will not be allowed to come to home or away activities if they are ineligible.**

Student Council

The Student Councils of the junior high and high schools are very important organizations. Their functions are to promote the welfare of the school, sponsor school parties and school assemblies, serve as a liaison between students and faculty, and demonstrate the art of democratic living.

Pep Rallies - JH/HS Student Council will be responsible for organization and promoting School Pep Assemblies.

Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student in accordance with the law, and yet be guarded as confidential information. It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with state law and federal requirements, and to standardize procedures for the collection of necessary information about individual students throughout the district.

The Board wishes to make clear that all individual student records of the district are confidential (this prohibits divulging individual addresses and telephone numbers). The exception is directory information. School officials will designate certain data relating to the students as *directory or public information*. The release of this data does not require the consent of students, parents or guardian. Directory information may include the student's name, date and place of birth, participation in official activities, weight and height of members of athletics teams, and date of attendance.

In accordance with the Board's policy pertaining to student records, the following regulations have been established:

1. Permanent record cards are on file in the school office.
2. The student record policy will be placed in the Student/Parent Handbook each year.
3. Those categories of information designated as *directory information* may be released by the school district without the written consent of the parents to any party except for use in a profit-making plan or activity.
4. Those categories of information that are not designated as *directory information* will not be released to any third party excluding administrative use for a legitimate educational purpose, without the written consent of the parent or guardian. This written consent will specifically include which records are to be released, and the reasons that such disclosure may be made.
5. The school district will comply with a request to inspect and review the educational records of a student within a reasonable time but in all cases within 45 days.
6. A parent or guardian has the right to obtain copies of the records when this is necessary to adequately review the records. The cost for reproduction of these records will be paid by the requesting party.
7. After inspection of the records, a parent or guardian who believes that information contained in the record is inaccurate, misleading or otherwise violates the privacy rights of the student, may request the school district to amend them.
8. If the school district refuses to amend the record, it will inform the parent of the right to have a hearing. The hearing will be with the administration and will allow the parent full and fair opportunities to be represented by counsel and to present evidence regarding the issue.
9. If, as a result of the hearing, the district again decides that the record does not contain inappropriate material and refuses to amend it, the district will inform the parent of the right to place a statement in the record commenting on the disputed information and the reasons for

disagreeing with the decision of the school district. Such a statement will be maintained as a permanent part of the student's record and will be disclosed along with the rest of the record.

10. If any records are to be released to comply with a judicial order of subpoena, the parent or guardian will be given advance notice of such an order.
11. Any transfer of records to a third party will be on the express condition that he will not permit any other party to have access to the information without the written consent of the parents.
12. Whenever a student who has attained 18 years of age is enrolled in an institution of post-secondary education, the rights accorded to and the consent previously required of the parents shall only be accorded to and required of the student.
13. Absent a court order to the contrary, divorced parents of a student shall have equal access to their child's educational records.

Dropping or Changing Classes

In order for a student to be permitted to drop or change a class, a slip from the office must be obtained. This slip must be approved and signed by the student, teachers, counselor, and principal. Dropping or changing classes must be done during the first week of a semester. Fees are paid for online courses at the start of the year and are sometimes a full year in length. Students in these classes should understand that they cannot drop classes at semester unless it is a semester class.

Extra-Curricular and Social Activities

All activities must be placed on the school calendar and approved by the principal and superintendent at least one week ahead of time. The following general rules will apply.

1. School sponsored social functions or dances are under the jurisdiction of the school administration and the organization sponsor.
2. Only Junior High students and their approved guests will be allowed to attend Jr. High dances.
3. Only High School students and approved guests (will not be over the age of 21) will be allowed to attend high school dances.
4. The names of all outside dates shall have been signed on the guest list in the office prior to the dance. Student guests must submit a signed ***Student in Good Standing*** form to the Rolla JH/HS office before being allowed to attend USD 217 social functions. This form may be obtained in the JH/HS office.
5. Any student who brings a date from outside our school will assume full responsibility for his/her guest's behavior.
6. Times of dances will vary with occasion. All students attending the dance must enter within **30 minutes after the beginning of the dance**, unless special arrangements have been made with the principal prior to the start of the dance.
7. Once the student has entered the party/dance, he/she may leave at any time, but having left the building or areas, HE/SHE MAY NOT RETURN.
8. All rules and regulations (including dress code and drug/alcohol policies ~ **See Pages 15 and 16**) are in effect for RHS Student and their guests.
9. **Inappropriate or sexually suggestive dancing is prohibited.** Students will be given one warning; parents will be called to pick up their student upon a second infraction.
10. Students will only be allowed to bring 1 date to dances.
11. Guests will not be over the age of 21.
12. Prom - In order to attend prom all fines must be paid and all equipment returned.

Decorating Guidelines for Dances, Proms, and Banquets

1. No decorations hanging from ceilings
2. No tape on floor

3. Do not cover EXIT signs or doorways
4. No chains or cables on doors
5. Remove tape on tables before putting away

Queen Candidates

Homecoming Queen candidates must have attended Rolla Schools for a period of nine weeks before becoming a candidate and meet all other eligibility requirements (**Student in Good Standing**). Two candidates may be elected from the Senior Class and one each from the other three classes. Once a young lady has been elected queen, she is no longer eligible to be nominated again.

Athletic Lettering Policies

The Rolla High School is a member of the Santa Fe Trail League. Other member schools are: Moscow, and Deerfield.

Activity letters for team members will be given at the end of the school year when he/she has met the following requirements. One letter per eligible student will be awarded during the high school years.

Requirements:

1. **Football:** must play in one more than half of the total varsity quarters.
2. **Basketball:** must play in one more than half of the total varsity quarters.
3. **Volleyball:** must have significant varsity time during regular season. Regular season is defined as play up to and including league play.
4. **Track:** Must have 16 cumulative points for the regular season or score 1 point at the league meet.
5. **Golf:** Must participate on a team that places in any tournament, medal in any tournament as an individual, or participate in at least half of the tournaments scheduled.

A deserving team member may be lettered by the coach and the administration, if so warranted. A weekly eligibility list will be issued for all students out for athletics.

Class Meetings and Functions

A sponsor will be present at all class meetings. All class meetings must be cleared through the office and approved by the principal before they are planned. It is a state regulation that all money earned or collected by classes and organizations is to be turned in to the school office, and will be credited to the account of the respective class or organization. The class is to keep an account of all money received and spent, and verify the balance with the activity fund account in the office. The office secretary will give a receipt for all money received and all expenditures will be made by the office secretary.

When it is necessary to make a purchase for a school organization, the student must first have the approval of the sponsor. Under no circumstances are students to charge items to the school without first securing permission through the office. Any student so purchasing an article and charging it to a class or organization will be liable for that purchase, if he/she has not secured permission.

Academic Honors

Honor Roll

The Board of Education has adopted the following grade point system for Rolla High School: A-4 points, B-3 points, C-2 points, D-1 point. In order for a student to be on the Superintendent's Honor Roll, that student must have all A's.

To qualify for the Principal's Honor Roll, a student must have A's and B's, with the exception that one C is allowed if it is offset by an A. The student must also have a grade point average of at least 3.3.

National Honor Society

The **Rolla National Honor Society** exists to recognize those persons who have high academic performance, are involved in school and community activities, have shown leadership, and are of the highest character. **As a branch of the National Honor Society, membership in the organization is the highest recognition that may be given to a high school student.**

All individuals will be considered for membership at the second semester of their sophomore year and again at the beginning of each semester thereafter. To be considered, a student must have a cumulative grade point average of at least 3.50. Anyone who meets this requirement and wishes to be considered for membership must complete a *NHS* student activity information form. This form will be used by the Faculty Committee, a five-member council that is chosen annually by the principal and *NHS* advisor, along with the information listed below, to determine if the student meets the *NHS* requirements of Service, Leadership, and Character. The five-member council will use the following criteria:

- A. Student activity information sheet
- B. Student scholastic average
- C. Faculty evaluation forms in character, leadership, and service
- D. Discipline records
- E. Attendance in school and school tardies.

Students may be removed from **NHS** membership if they fail to maintain the standards of the organization. To maintain their membership all members will be expected to

1. Maintain their 3.3 average
2. Actively participate in the various activities of the chapter
3. Maintain their involvement in school and community activities that led to their selection
4. Follow all school rules
5. Follow all the rules of the local, state, and national organizations.

Removal can take place only after the student has been properly notified and only by action of the Faculty Committee. Once removed from membership, a student cannot be readmitted.

The Rolla Chapter is a branch of the **National Honor Society**, subject to its rules and procedures.

Student Awards

KSHSAA (Kansas State High School Activities Association) Citizenship Award

Description of Award

The *Kansas State High School Activities Association Citizenship Award* is awarded to students who in the opinion of the administration and faculty best demonstrate the citizenship qualities of *Respect, Responsibility, and Reverence*.

Eligibility for Award

The *Kansas State High School Activities Association Citizenship Award* is awarded annually to one eighth grade girl and one eighth grade boy and to one senior girl and one senior boy.

Who Is Eligible to vote for the citizenship award?

Certified staff who work with students on a daily basis may vote for the citizenship award. This would include junior high and high school certified staff (teachers and administrators), HPEC resource teacher, ESL teachers, and coaches (except rule 10 coaches).

Management of this student award

The board policy on Student Award Management (**JNA**) will be the guide for administering this award.

I Dare You Award

Description of Award

The American Youth Foundation sponsors the *I Dare You Leadership Award*. The purpose of this award is to recognize **emerging leaders** --- young adults who possess personal integrity, live balanced lives, and hold the potential for leadership. This award is particularly to recognize those who may have been passed over by their peers, or those who have not yet come to view themselves as leaders. .

Eligibility for Award

The American Youth Foundation *I Dare You Leadership Award* is awarded annually to one girl and one boy selected from the senior or junior class.

Who Is Eligible to vote for the *I Dare You* award?

Certified staff who work with students on a daily basis may vote for the *I Dare You Award*. This would include high school certified staff (teachers and administrators), HPEC resource teacher, ESL teachers, and coaches (except rule 10 coaches).

Management of this student award

The board policy on Student Award Management (**JNA**) will be the guide for administering this award.

Academic All-Star Award

Description of Award

The purpose of this award is to recognize those students who have excelled in the classroom and in the extracurricular areas.

Who Is Eligible for Award

Senior Boys and Girls.

Requirements for the Award

Students must letter in the fall, winter, and spring of each of their 4 years of high school. Total of 12 letters earned. Must have a combined GPA of 3.5,

Management of this student award

The board policy on Student Award Management (**JNA**) will be the guide for administering this award.

The Triple “A” Award

Description of Award

This award recognizes students for Academics, Attitude, and Attendance

Who Is Eligible for Award

All high school students

Requirements for the Award.

Students are eligible for this award if they have a combined GPA (3.6) or better, have no unexcused absences, and have received no discipline referrals for the first 3 (three) 9-weeks.

Management of this student award

The board policy on Student Award Management (**JNA**) will be the guide for administering this award.

Student Publications

School-sponsored student publications shall be under the supervision of the building Principal or designated faculty representative. Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any school publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive or obscene may be distributed on school property during school hours at times and in areas designated by the building Principal. If a decision to disapprove distribution of a publication is made, the Principal shall state reasons for the decision to the student(s). If the student is dissatisfied with the Principal's decision, the student may appeal the decision to the Superintendent. Non-School Sponsored Student Publications may be distributed on school property at times and in areas designated by the building Principal. Distribution of any non-school-sponsored publication may be halted if the material is obscene or libelous, or creates a material or substantial disruption of normal school activity or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

Fire Drills

Every person within the school building must vacate the building at any time the fire bell rings (under penalty of state law). The building must be cleared by at least 30 feet.

Teachers are to close windows and the door to their room and must **take the grade book** with them (for taking roll to ensure everyone is out of the building). Move as quickly as possible, but do not run.

Students are not to re-enter the building until the all-clear signal is given.

Directions for exiting the buildings are posted in each classroom and public area.

Students will march in a single file, directed by the teacher in charge, to a safe place on the school grounds and reasonably far from the building (over 30 feet). They are to remain there with their teacher, without loud talk, laughter, or any kind of confusion until the signal is given for orderly return to the building by the same route by which they abandoned the building.

A fire drill will be held at least once every month. Teachers will be in charge of the students that are under their supervision when the alarm is sounded. **Fire drills must be taken seriously.** Fire exit rules for each room will be posted in every room. **Students, teachers, and staff are expected to read and become familiar with these rules.**

Tornado Warning and Drill Information

The information included will apply specifically to the Rolla Junior High/High School. It will be made available to all concerned individuals and will be posted in all classrooms.

Weather Bureau Announcements

A tornado **watch** is an announcement that conditions are favorable for the development of a tornado. When a tornado watch is announced by the weather bureau, school personnel will be notified that a Tornado Watch is in effect.

A tornado **warning** is an announcement that a tornado has been sighted. The procedure to follow in case of a tornado warning is given below. The same procedure will be followed for a tornado drill.

When a tornado **watch** is announced by the weather bureau, these preliminary actions will be taken:

1. School personnel will be notified that a *Tornado Watch* is in effect.
 2. The school secretary will monitor the radio and will report weather conditions and announcements to the principal.
 3. Two staff members will be appointed as spotters to observe and to report conditions.
 4. The custodian will turn off gas lines to the school building.
- Teachers will go with their students to their assigned areas. Normal school conduct will be observed. Students will kneel on the floor, face to knees and clasp their hands over their neck and head. The Tornado Warning or drill will remain in effect until the all-clear is given. This will be done by the principal.

The procedure to follow in case of a tornado **warning** is given below. The same procedure will be followed for a tornado drill. The tornado drill will be announced over the P.A. system. In case the electricity should fail, a series of loud horn blasts will be sounded in the hallway.

Normal Response: Students in the Jr. High or High School classrooms will go to the Computer classroom downstairs in the high school. Students in the gyms, music room, or multi-purpose room will go to the old JH girl's visitor's locker room on the west side of the stage in the old gym. Students in the shop classrooms will go down into the Jr. High boy's locker room.

Quick Response: In the event of a tornado with little warning, Jr. High teachers should instruct their students to go to the boys and girls bathroom hallways, or get into proper position in the hallway outside their rooms if the bathroom hallways are full. HS students should go to the hallways away from windows and doors.

Dismissal of School Because of Weather Conditions

School will not be dismissed because of storms that arise during the school day as long as it is feasible for students and teachers to remain at school in safety.

Parents are urged not to send their children to school when storm conditions exist or when road conditions are such as to create a definite hazard.

If adverse weather conditions exist before school begins, the superintendent, in consultation with the building principals, will personally survey the roads by touring the district bus routes and assess the overall condition of the roads and the weather. The superintendent will also consult with the National Weather Bureau, the Kansas Highway Patrol, and Kansas Department of Transportation. The superintendent may also consult patrons living on the bus routes and with other informed individuals who are at the time versed on the weather and road conditions. A decision will be made

(as early as possible in the a.m.) concerning whether or not school shall be conducted. Options may include operating mud routes, delaying the buses, delaying the opening of school, and/or canceling school.

If the superintendent decides the weather to be of such a nature that the safety of students is threatened, he will implement the school closing plan. As part of this plan the superintendent will notify the following radio and televisions stations and request a closing of school bulletin be broadcast:

Radio stations KFXX (106.7 FM), KULY (1420 AM), KJIL (99.1 FM), KKBS (92.7 FM), KGYN (1210 AM), KSCB (107.5 FM), KSLS (101.5 FM), and KLDG (102.7 FM)

TV stations KSNB (Channel 11), KUPK (Channel 13), and KBSD (Channel 6), and have a school closing announcement broadcast. An announcement will also be broadcast on the Rolla educational access cable channel 12.

Students will be notified of these rules and regulations at the beginning of each school term during the review of the student handbook conducted during the opening of school each year.

Internet www.ksn.com

Crisis Intervention Plan

The following procedures would be implemented in the case of:

- Death of Student
 - Death of Staff Member
 - Injury of Student or Staff
 - Natural Disaster (i.e. fire, tornado)
 - Terrorism
1. The superintendent or his designee will implement this intervention plan.
 2. An information black-out will be imposed at each building level.
 3. All inquiries and all releases of information will be handled through the office of the superintendent.
 4. A crisis intervention team of trained mental health workers will be called to work with staff, parents and students on a tiered level.
 5. A general announcement will be prepared for students, staff, parents, and public.
 6. Staff meetings will be called immediately at each building level and support level.
 7. Parents will be invited into the school, but schools will remain open and as normal as possible.

Library

Introduction

The library is an attractive, quiet place where students may, with a teacher's permission, come to look up references on research projects or read for enjoyment. It is hoped that this aim can be achieved with a large measure of freedom for reasonable movement incidental to purposeful activity and with increasing self-direction on the part of each student in using the library. However, a student should never hesitate to ask the librarian for help in using any of the library tools or in locating materials that he requires whenever such help is needed. The librarian needs the cooperation of each student in making the library a quiet, pleasant place in which to read and study, and in keeping it orderly and attractive. Magazines and videos will be checked out for one week. Books will be checked out for two weeks.

Check-Out Procedures

All material taken from the library, whether for one period or for a longer time, must be checked out by a librarian or a library assistant. All materials must be returned to the circulating desk. A book may be rechecked, unless it has been reserved for another patron. Videos may only be renewed one time. Other materials must be present to be rechecked. Reference books are not to leave the library, but can be checked out by a teacher.

Fines and Lost Material

If you lose a library book, you will have to pay the replacement cost. In the case of a lost magazine, you will have to pay the per copy price. Should you later find and return the lost book or magazine to the library, your money will be refunded provided it is in the same school year. There will be a fine of \$1.00 per day for overdue videos. You will be charged replacement cost for lost or damaged videos.

Technology Handbook

Internet Use Guidelines

Students and their parents will be required to read and sign a contract relating to the use of the Internet. These contracts will be handed out at enrollment and are available in the school offices.

Acceptable use of the internet:

The purpose of student use of the Internet is to enhance the student's educational experience and to increase the availability of resources necessary to complete specific research assignments.

Inappropriate use of the internet:

Hacking by definition means getting into computer areas for which you are an unauthorized user. Examples of unauthorized student areas include pornography, alternative lifestyles, chat lines, news groups, the district student management system, and the district server.

Consequences of Violation of Technology Policies

All of the policies and handbook procedures for acceptable use of computers and networks are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of the computers for programs, software, e-mail, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of Rolla School concerning use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

Level 1: Warning:

Student would lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

Level 2: Pattern of abuse, repeated abuse or flagrant violations:

Student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from

any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable offense:

Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuses of technology will also lose computer privileges for the remainder of the school year or school years.

(Note: The above policy has been adopted by the USD 217 Board of Education and the Morton County Library Board.)

'Netiquette' on the Internet

All users of the Rolla public school's computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of communications on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

1. Be polite. Do not write or send abusive messages to others.
89232448. Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
89232449. Do not reveal your personal address or phone numbers or that of other students or colleagues.
89232450. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
89232451. All communications and information accessible *via* the network should be assumed to be private property that is subject to copyright laws.
89232452. Do not place unlawful information on any network system.
89232453. Keep paragraphs and messages short and to the point. Focus on one subject per message.

Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages).

K.S.A. 21-3755 Computer crime; criminal computer.

A) As used in this section, the following words and phrases shall have the meanings respectively ascribed thereto:

- (1) **Access** means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system or computer network.
- (2) **Computer** means an electronic device which performs work using programmed instruction and which has one or more of the capabilities of storage, logic, arithmetic or communication and includes all input, output, processing, and storage, connected or related to such a device in a system or network.
- (3) **Computer Network** means the interconnection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals, or a complex consisting of two or more interconnected computers.
- (4) **Computer program** means a series of instructions or statements in a form acceptable to a computer which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer system.

- (5) **Computer software** means computer programs, procedures, and associated documentation concerned with the operation of a computer system.
- (6) **Computer system** means a set of related computer equipment or devices and computer software which may be connected or unconnected.
- (7) **Financial instrument** means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card, or marketable security.
- (8) **Property** includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation, and computer software in either machine or human readable form.
- (9) "Services" includes, but is not limited to, computer time, data processing, and storage functions and other uses of a computer, computer system, or computer network to perform useful work.
- (10) **Supporting documentation** includes, but is not limited to, all documentation used in the construction, classification, implementation, use, or modification of computer software, computer programs, or data.

B) Computer crime is:

- (1) Intentionally and without authorization gaining or attempting to gain access to and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
- (2) using a computer, computer system, computer network, or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation; or
- (3) intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network, or any other property.

C) Consequences of Violations

- (1) Computer crime which causes a loss of the value of less than \$500 is a class A nonperson misdemeanor.
- (2) Computer crime which causes a loss of the value of at least \$500 but less than \$25,000 is a severity level 9, nonperson felony.
- (3) Computer crime which causes a loss of the value of \$25,000 or more is a severity level 7, nonperson felony.

D) In any prosecution for computer crime, it is a defense that the property or services were appropriated openly and avowedly under a claim of title made in good faith.

E) Criminal computer access is intentionally, fraudulently and without authorization gaining or attempting to gain access to any computer , computer system, computer network or to any computer software, program documentation, data or property contained in any computer, computer system or computer network. Criminal computer access is a class A nonperson misdemeanor.

F) This section shall be part of and supplemental to the Kansas criminal code.

Video Surveillance Cameras

The district may use video surveillance cameras to monitor the activity of any individual in district facilities or on district property. Videotapes that are records of an individual's behavior shall be secured in a locked file until the tapes are either reused or erased. Video surveillance recordings are created, used by and maintained by the district's Safety and Security Department for law enforcement purposes. Such video surveillance recordings are considered to be official law enforcement unit records.

Kansas Qualified Admissions Quick Facts

High School Graduates Beginning Academic Year 2014-2015 and After



For more information contact the Kansas Board of Regents at (785) 296-3721 or visit www.kansasregents.org.

What are Qualified Admissions?

Qualified Admissions (QA) are a set of standards used by the six state universities to review applicants for undergraduate admission. The universities that use QA are Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, the University of Kansas, and Wichita State University. These standards are set by the Kansas Board of Regents, the governing body for the state universities.

When are the new standards effective?

State universities will use the standards for 2015 summer applicants. The standards will apply to freshmen entering high school in the fall of 2011.

What are the new QA standards?

- Students graduating from an accredited Kansas high school, under the age of 21, MUST;
- Complete the precollege or Kansas Scholars Curriculum with at least a 2.0 GPA; AND
 - Achieve ONE of the following:
 - ACT score of 21 or higher; OR
 - SAT score of 980 or higher; OR
 - Graduate in the top one-third of their class; AND
 - Achieve a 2.0 GPA or higher on any college credit taken in high school.

New standards were also approved for graduates of unaccredited high schools (including home-schooled students), GED students, students 21 or older and international students. The standards can be viewed online at www.kansasregents.org in the December Board agenda.

Were changes made to the precollege curriculum?

Yes. Changes were made to the English and Math requirements. Electives were added to the curriculum. (For complete details see the chart at right.)

Qualified Admissions Precollege Curriculum

English	4 approved units of English, one unit taken each year of high school, 1/2 unit may be Speech
Natural Science	3 approved units from the following, one unit must be Chemistry or Physics: <ul style="list-style-type: none"> • Biology • Advanced Biology (2nd Year Biology) • Earth/Space Science
Math	4 approved units. One taken in the graduating year. Three units from the following: <ul style="list-style-type: none"> • Algebra I • Geometry • Algebra II • Any course with Algebra II as a prerequisite. AND students must meet the ACT college readiness math benchmark (22)
Social Science	3 approved units from the following: <ul style="list-style-type: none"> • Algebra I • Geometry • Algebra II • Any course with Algebra II as a prerequisite AND students must meet the ACT college readiness math benchmark (22)
Electives	3 approved units from the following: <ul style="list-style-type: none"> • Foreign Languages • Personal Finance • Speech, Debate, Forensics • Journalism • Career and Technical Education



Kansas Scholars Curriculum & State Scholar Quick Facts

What is the Kansas Scholars Curriculum?

The Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation during the Senior year. This curriculum is NOT the same as the Qualified Admissions Curriculum.

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.

What is the benefit of completing the Kansas Scholars Curriculum?

Students that complete the curriculum, and meet the other requirements, may be designated as State Scholars, which makes them eligible to receive State Financial Aid as provided by the Kansas Legislature.

The academic profile of scholars included an average ACT of 30 and an average GPA of 3.90.

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.

How is financial need determined?

Financial need is measured by the Federal Methodology using data submitted on the FAFSA.

Kansas Scholars Curriculum

English Same as the Qualified Admissions Curriculum.

3 approved units including:

- Biology
- Chemistry
- Physics

Natural Science

A fourth year of science is recommended.

4 approved units.

Students must complete the following:

- Algebra I*
- Algebra II
- Geometry

In addition, students must complete at least one of the following:

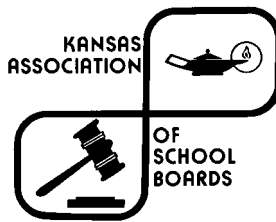
- Analytic Geometry
- Trigonometry
- Advanced Algebra
- Probability & Statistics
- Functions
- Calculus

**Algebra taken in the 8th Grade is accepted.*

Social Science Same as the Qualified Admissions Curriculum.

Foreign Language 2 approved units of one foreign language.

For more information about the Kansas Scholars Curriculum or State Scholar designation, contact the Kansas Board of Regents at (785) 296-3421 or visit the Board's website at www.kansasregents.org.



JUNE 2013 KASB POLICY UPDATES

Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

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

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

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

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;

- Any device used by law enforcement officers to carry out law enforcement duties; or
- Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school

administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.

Approved: KASB Recommendation – 6/13

Emergency Safety Interventions

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN)GAAF

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

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

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

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

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

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

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

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

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a

written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to

discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the

documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report

of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: July 9, 2018

Superintendent: _____

KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 6/18

Hallway Student Locker

I have chosen to use a school locker which does not have a lock on it. By choosing a locker without a lock on it I accept the responsibility for any item that may be taken out of my locker.

The school strongly encourages students not to bring valuables to school.

The school accepts no responsibility and is not liable for lost, misplaced, or stolen valuables.

Student Signature

Date