

Spearville Middle/High School Student Handbook

2021-2022

Learn...Grow...Lead

USD 381 Spearville /Windthorst
Spearville Middle / High School
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www.usd381.org

School Safety Hotline: 1-877-626-8203

This Planner Belongs to:

Name: _____

Address: _____

City/State/Zip: _____ / _____ / _____

Phone Number: _____

Locker Number: _____

USD 381 Board of Education and Administration

| | |
|-----------------|--------------|
| Brad Ackerman | Board Member |
| Michael Hubbell | Board Member |
| Erin Huston | Board Member |
| Randy Mettling | Board Member |
| Myron Ricke | Board Member |
| Riley Schmidt | Board Member |
| Clayton Stein | Board Member |

| | |
|---------------|-----------------|
| Daryl Stegman | Superintendent |
| Kevin Rueb | MS/HS Principal |
| Daina Butler | Elem. Principal |

Spearville Middle and High School Personnel

| | |
|---------------------|---------------------------|
| Katie Ackerman | Pre-K thru 12 Counselor |
| Eli Applegate | PE |
| Michael Benish | Math / Science Teacher |
| Jesse Bishop | Computer Technician |
| Josue Blanco | Custodian/Grounds |
| Robert Burcher | Gifted Instructor |
| Cassandra Burkhardt | Science Teacher |
| Travis Callaway | Physical Education/A.D. |
| Janell Calvin | Special Education Para |
| David Friess | Social Studies Teacher |
| Rakel Halling | Special Education Teacher |
| Teri Hendrickson | Art Teacher |
| Connie Heskamp | Business Teacher |
| Sandy Hines | Head Cook |
| Ashley Hubbell | HS English/Yearbook |
| Amy Indiek | Special Education Para |
| Amber Johnson | MS/HS Library Aide |
| Andrew Kempke | MS/HS Science Teacher |
| Amy Kreger | Special Education Para |
| Katie Linke | Campus/District Secretary |
| Jacque Miller | Special Education Para |
| Becky Ratzlaff | Special Education Para |
| Rena Ryberg | English Teacher |
| Casey Rynerson | Industrial Arts Teacher |
| Gari-Ann Stein | MS Teacher |
| Lorie Stein | Math Teacher |
| Tayler Stull | Social Studies Teacher |
| Lisa Zimmerman | Cook |

USD 381 Mission Statement

The mission of USD 381 is to ensure every child is proficient in all subject areas with the ability to use the knowledge, skills, and behaviors learned to meet the challenges of tomorrow.

Spearville Lancers' Fight Song

Fight all you Royal Lancers
Fight for the Blue and White Forever
For we are pushing, showing our might
Fight, Fight, Fight
Fight on and make them see
We're out for a victory
So fight on and do it right for
Spearville Blue and White
F...I...G...H...T

Purpose and Uses of the Handbook

The purpose of this handbook is to acquaint students and parents with your school, its activities, organizations, and opportunities. This handbook contains school policies and procedures that are in effect in the Spearville Middle School / High School. Realizing that no handbook printed could answer all questions or problems, we invite the parents and students to visit us in the office. Some policies in this handbook will change as the need arises. All students are to obey all USD 381 employees. The principal's authority is not limited to the items listed in this policy.

Student Agenda Planners

Each middle school student will be issued a student agenda planner. High school students may request a planner at the beginning of the school year. Students can use this booklet to plan their activities at school and at home. The planner is intended to help the student with goal setting, time management, and study skills. Students will use their planners as hall passes. Teachers will be emphasizing planning as a school wide goal and assignments and grading of the planners may occur. Note: Students who lose or destroy their agenda books will have to pay the cost of replacement at \$5.00 each.

Visitor Expectations

Any non-student entering the Middle and High School building during normal school hours are requested to do the following:

- Enter the Middle School High School through the Main entrance located on Avenue B.
- Check into the office and receive a visitor's sticker prior to entering any other area of the building.
- Check out in the office when leaving the building.

Student Expectations

School will begin at 7:50 A.M. daily and dismiss at 3:17 P.M. Students are allowed to enter the halls if they are going to study hall or to work with a teacher. All students should wait in the downstairs commons area until 7:40 A.M.

Unless students are waiting for a parent/guardian, or other transportation, they will need to be off the school grounds by 3:30 P.M. School sponsored activities are an exception.

Personal Items

The school will assume no responsibility for personal items. Do not carry money in wallets or purses, except what you may need during the day. Do not leave purses and other personal belongings in the restrooms. If you have money or other items, please bring to the office for safekeeping. During P.E. classes and athletic practices, please keep personal belongings safely secured in your locked lockers. Skateboards of any kind are not allowed on school property.

Cell Phones and other Electronic Devices

Cell phones and other personal electronic device usage will be prohibited from 7:50 a.m. to 3:17 p.m. each school day unless specific permission has been granted by a staff member. Students who are caught using a phone will have the phone confiscated and it will be released after 3:17 p.m. to the student. A second offense will result in confiscation of the phone and it will only be released to a parent/guardian. Additional violations of the cell phone policy will result in a discipline referral to the office.

Music Devices

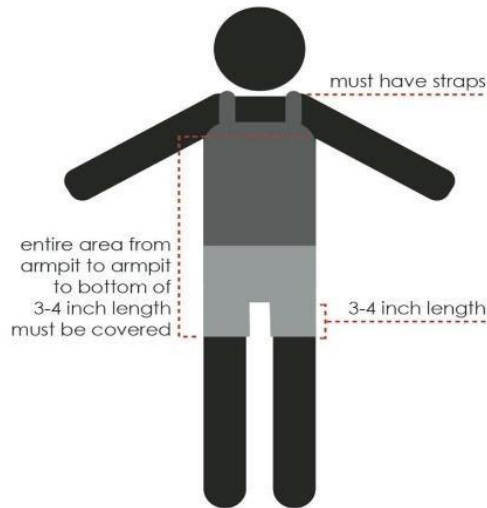
Music devices of any kind (this includes, but is not limited to IPODS, Air PODS, etc.) are not allowed to be on, or in sight during the school day. Students are not allowed to bring recorders and cameras to school as well without permission.

Clothing and Appearance

Each student at Spearville MS/HS is responsible for proper dress, and for a neat, clean appearance. Extreme styles or sloppiness will not be allowed, and undergarments must be worn at all times. The principal is responsible for requiring students to make improvements in grooming when needed. The principal has the authority to send students home or to provide alternate clothing for students who are not properly attired. While it is impossible to list every item that should be included in the dress code, the following paragraph does provide some specifics. The principal has the authority to determine proper student attire and grooming. The principal's authority is not limited to the items listed in this policy.

Dress Code

Spearville school students are expected to dress in a respectable, modest fashion during school and while attending school activities. Apparel such as spaghetti straps, halter tops, backless tops, mesh unlined shorts, pants with holes in areas that would be covered by a bathing suit, pajama pants, chains, bandanas, and apparel with inappropriate advertising (alcoholic, tobacco, etc.), tights, tight-fitting pants, cut-offs, or objectionable sayings are prohibited. The principal must approve school team apparel (such as track sweats) for classroom wear. There are no tank tops allowed. Tops and shirts must cover the midriff. Appropriate caps and hats are allowed at activities, but not in the school buildings during the school day. Shoes or sandals are to be worn at all times. Sandals should have protection for the foot. Students will be allowed to wear shorts and flip-flops only during hot weather in the fall and spring. Shorts should be loose fitting. Shorts may not be rolled at the top. Shorts will be allowed the first and fourth nine weeks. Please follow the diagram below to consider appropriate lengths for shorts, skirts, etc.



Cheating

Academic cheating will not be tolerated. Any student found cheating or assisting in the act of cheating will receive a zero grade for the exam, project, paper, etc., and parents will be notified by the classroom teacher.

Care of School Property

Students should respect and help maintain the condition of school property. This includes lockers, textbooks, Chromebooks, etc. If property is damaged, report it to the office immediately. Payment by students for damages will depend upon the circumstances.

Lockers are assigned to students at the beginning of the year. Lockers are the possession of the school district. School personnel reserve the right to search lockers at any time. Students have no expectation of privacy in the school locker. Students are required to keep their lockers neat and the door closed. The school is not responsible for missing items. Students may only use one locker. Locker locks are the student's responsibility. If you elect to use a lock, the office needs the combination/spare key.

All textbooks are loaned to students. Students are expected to take very good care of textbooks. Textbooks are to be covered with a book cover. Books not returned in similar condition as checked out are subject to damage charges.

Telephone Calls

Students may come to the office to use the phone to contact parents, and only for emergencies. Any long distance calls made on the school phone must be logged in on the phone ledger, and only after obtaining permission from the office secretary. Calls to parents for homework assignments, etc. are not considered emergencies.

Parking

Handicapped parking will be allowed in designated areas. Student parking is available west of the middle school and gym. Students will also be allowed to park in the east parking lot. No parking areas include: north of the Middle School and High School, spaces designated by signs and handicapped parking. Parking East of the High School will be designated for staff only, unless otherwise marked. Student vehicles and belongings are subject to search at the discretion of the principal.

Medication

Students taking prescription or over the counter medication that parent's desire the school to administer must bring a signed permission form to give the medication to the student. The note must list the dosage and how long he/she will be taking the medication. All medications will be in prescription bottles or original containers and will be kept in the office. A first aid kit is available in the office for minor emergencies. Over the counter medicines will need to be kept in the office as well.

Food and Drink

No beverage or food is allowed in the classrooms during the school day without the permission of the principal. Students are allowed to carry clear bottles with water throughout the day.

Lunch / Food Service

Spearville Middle and High School has a closed lunch policy. Students are not allowed to leave the campus or be at their vehicles during lunch. Students may bring sack lunches in the morning. Students are not allowed to have restaurant or fast-food lunches delivered to school. No outside food or drinks are allowed. Students will report to the cafeteria area during their assigned lunchtime. Students are not allowed into the main building without permission and supervision by a staff member. Food is not to be taken out of the cafeteria and plates are to be cleaned when finished. After lunch, students are encouraged to relax in the cafeteria or go enjoy the activities in the upstairs Common's area. All other areas of the school are off limits.

School lunch prices can be found on the fee schedule. Families may purchase lunches at any amount desired. All meal purchases go into a family account and the meal price is deducted at the correct amount for each student when they purchase a lunch at lunchtime. Low account notices will be sent out weekly with the student and monthly notices will be mailed out. We will not charge meals unless your parents contact the office and make arrangements. Meal payment by students may be made before school, after lunch, or after school. One carton of milk is included with each meal. Additional milk may be purchased as per fee agreement. Prices of meals and extra milk are subject to change.

Kansas Attendance Laws

According to the attendance laws of Kansas (72977, 72111, and 721113), every child is to attend school until they reach 18 years of age. Specifically, the law states: "Each time that a child is required to attend a public school and that child is absent inexcusably for 3 consecutive days, 5 days in a semester, or 7 days in a school year, the attendance official from the district will make a report of their absences to the designated authorities of the state." This means that the child will be referred to appropriate legal authorities if they are absent three (3) consecutive days, five (5)

days in a semester, or seven (7) days in a school year inexcusably. School administration may request that parents/guardians provide a doctor's note at their discretion. Absences of one to three hours shall be counted as one half (.5) day of absence. Absences of 4 or more hours of school will count as a full day absence.

Tardies

Students are given three-minute passing periods to switch classes. Students are to be in class when the bell rings. Teachers will record and discipline students tardy to all classes. Problems that are not the student's fault, such as talking to a teacher or being in the office, etc. shall receive a pass to class. Students late to a class more than fifteen minutes of the period will be counted as absent rather than tardy. Tardy count will zero out each semester.

Attendance

If a student arrives at school after the school day starts, they must report to the office and receive a pass before reporting to class. If you are going to leave school early for a doctor's appointment, etc., parents should send a note from home and give it to the office the morning of the appointment. The student will then receive a permission slip to leave at the designated time. Students must sign in and out on the checkout sheet in the office. Students will not be allowed to check out and run home because they forgot items needed for school.

When a student is absent, it is the responsibility of the parent or legal guardian to call the school between 7:30 and 8:30 a.m. to explain the nature of the absence. If a student is aware they are going to be absent, the office should be contacted prior to the absence. This applies to missing a single class or the entire day. If the school has not been contacted by 8:30 a.m. about a student's absence, an attempt will be made to contact the parents to obtain the status of the student. Failure to provide written medical verification within one school days of return from school will result in the absence being unexcused. The principal has been designated to determine the acceptability and validity of the excuses presented by the parent(s) or the student.

Students accumulating six (6) absences in the same class during the semester will be contacted by a school administrator. A letter and copy of the attendance policy will be sent to the parents informing them of the six absences. Parents will be notified again and will meet with the principal to develop an attendance contract when students accumulate nine (9) absences in the same class during the semester. A conference with the parents will be required. The County Attorney or SRS may be contacted. Twelve (12) absences in the same class during the semester will result in truancy being filed. The County Attorney or SRS may be contacted. Students of active Duty Personnel shall have additional excused absences at the discretion of the district for visitations of relatives for leave or deployment.

Excused Absences

It is the student's responsibility to clear absences with the attendance office within 24 hours. Failure to clear absences within 24 hours will result in an unexcused absence. The State of Kansas delegates to the Board of Education the responsibility of determining reasons for excusable absences.

The following are reasons for excusable absences:

- * Personal illness (Physician's note will be required for any absence over three days).
- * Serious illness or death of a family member or close friend.
- * Obligatory religious observance of the student's own faith.
- * Participation in a school approved student activity.
- * Verified physician or dentist appointments (which can be verified by appointment card)
- * Court appearance (which can be verified through court services' officer)
- * Emergency situations requiring immediate action (which can be verified)
- * An absence, which has been requested in writing and approved in advance by the building administrator. An extended absence form must be filled out and on file in the office before the absence occurs.

Unexcused Absences

An unexcused absence is one which has been classified as such by the building administration. An absence will be classified unexcused if it does not fit one of the Board of Education's stated reasons for excusable absences or if the building attendance procedure is not followed by the student and the parent/guardian. Students with unexcused absences may be excluded from attending before or after school activities. Students with an unexcused absence will receive a 0% for any class work (tests, quizzes, assignments, etc.) for the date of the unexcused absence.

Absences shall be unexcused if:

- * Such absence is not excusable under the Board of Education's approved reasons for absences.
- * The student leaves during school hours without permission.
- * The student does not attend class.
- * The student fails to comply with building attendance procedures. This includes situations in which a parent/guardian fails to notify the attendance office within twenty-four hours of the student's return to school.

Truancy:

Each principal is designated as a school attendance officer with the authority to report cases of truancy to the Office of the County Attorney. A student is truant if:

1. The child is subject to the compulsory attendance law (ages 7-17) but is not enrolled in a public or nonpublic school, or,
2. The child is subject to the compulsory attendance law and is enrolled in school, but is inexcusably absent for either three consecutive days or five days in a semester, or seven total days during the academic year. (K.S.A. 72-113)
3. A 16 or 17-year-old student may be exempt from the compulsory attendance requirement if one of the following criteria is met:
 - a) The student is regularly enrolled in a program recognized by the local board of education as an approved alternative educational program.
 - b) The student and parent attend a final counseling session at the school and both sign a disclaimer, provided by the school acknowledging the ramifications of terminating the student's educational program. Alternative educational options available to the student will be reviewed during the final counseling session. Students who are eighteen years of age may request that they be responsible for their attendance, with parental approval. In such instances, the school will notify the parent/guardian of this change in notification requirements. An eighteen-year-old

student is not subject to the compulsory attendance statute and may be dropped from the active roll if not in regular school attendance. Participation in extracurricular activities (trips, sports, parties, cheerleading, etc.), requires that you must attend classes. All students planning to attend any extracurricular activities will need to be in attendance at 7:50 a.m. Exceptions to this policy must have prior administrative approval. If a student leaves school due to illness or other emergency the student should not attend athletic practice after school of the same day without administrative approval.

Illness

In the event of a student being ill, we would request parents keep the student at home until the student has been 24 hour fever free and not thrown-up for 24 hours. Fever would be considered 100 degrees Fahrenheit or above.

Make-up Work

All work missed because of absence is to be made up. Students who know they will be absent and are sure they will be excused, should get assignments and complete them in advance. Upon his/her return to school, the student's first consideration must be for the immediate assignment. Students will be given 2 days for the initial day they were absent, and one day for everyday missed after the first day. Example; Two school days missed, equals three school days to make up all missed work. The work should be turned in on the third day. Please remember it is the responsibility of the student to obtain and make up his or her work.

Counselor - Guidance Office

Spearville MS/HS provides counseling services through our school counselor. Services provided, but certainly not limited to, are:

1. Planning your class schedule and enrollment.
2. Standardized testing and interpretation of the results.
3. Scholarship and financial aid services.
4. Career information and planning.
5. Personal problem solving.

Students may come to the guidance office on a drop-in basis or may make an appointment. Ask your instructor for a pass to the counselor's office or get a pass ahead of time from the counselor. If your parent wishes to come, it is usually best to phone in first and set up an appointment. The counselor is a K-12 counselor and is out of her office at least one day per week at the elementary. Students need to realize that your counselor wants to visit with you whenever the need arises.

College Visits

Students are highly encouraged to make formal and informal visits to college campuses throughout high school. Students will need to contact the schools they are interested in to schedule their visits and arrange their own transportation. Many schools offer specific day "Junior Days" or "Senior Days" as well as the opportunity to schedule individual visits. Students are expected to complete a college visitation form prior to attending the visit and may be asked to provide evidence of their visit in order the absence to be considered an excused absence. The form can be picked up from the hanging file in the front entry or from the counselor.

Grading Scale and Reporting

Spearville Middle School and High School records at the end of each nine weeks. At the end of each semester the grades from the two nine weeks are averaged together to get a student's semester grade. Classes provided from outside entities such as online courses and Dual Credit courses may only provide us with an official grade at the end of the semester. The semester grade is what is used to calculate a student's cumulative G.P.A. The following grading scale is used:

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

Students can earn recognition for their academic achievement by making the "A" Honor Roll or "B" Honor Roll at the end of each nine weeks. To be placed on the "A" Honor Roll, a student must have received grades no lower than 90%. To be on the "B" Honor Roll, a student must have received grades no lower than 80%.

Graduation Requirements

USD 381 requires each graduate to earn a minimum of twenty-four (24) credits. The graduation requirements from Spearville High School are as follows:

Five Credits of Language Arts

- English 1 (9) 1 Credit
- English 2 (10) 1 Credit
- English 3 (11) 1 Credit
- English 4 (12) 1 Credit or Applied Communications
- Speech 1 Credit

Three Credits of Mathematics-one credit must be either:

- Algebra 1 Credit or Geometry 1 Credit

Three Credits of Social Science – two credits must be :

- American History (11) 1 Credit
- American Government (12) 1 Credit

Three Credits of Science – Two credits must be:

- Physical Science (9) 1 Credit
- Biology (10) 1 Credit

One Credit Physical Education and Health – one credit must be:

- Physical Education & Health (9) 1 Credit

One Credit of Fine Arts

The remaining units may be selected from the elective courses offered at Spearville High School. Students not obtaining the required credits will not be allowed to participate in graduation activities.

Students are encouraged to start looking into post high school options early as many post-secondary schools have admission requirements that could include specific courses and test scores. Students who are interested in participating in collegiate athletics and activities need to be in communication with the counselor to determine the extra requirements. Students may also want to consider completing the Qualified Admissions Curriculum and Kansas State Scholar Curriculum.

Student Teacher Aides

Any senior student who is interested in becoming a teacher or office aid may request this option at enrollment time. Not all requests will be granted. Determination of who will be selected as an aide will be made by the Principal and Counselor. The following information will be used to guide their decision: future plans of the student, G.P.A., attendance, and discipline record. Student Teacher Aides will be awarded one-quarter credit per semester based upon a “pass or fail” grade. This grade will not be figured into a student’s overall grade point average.

Foreign Exchange Students

Foreign Exchange Students on a one-year program will not be eligible for a Graduation Diploma from USD #381. There is one exception to the above policy: A student that has graduated from his school in his home country, is not yet 20 years of age, and the following criteria is met:

1. Must have had at least 4 years of English before enrolling at USD #381.
2. Complete all subjects satisfactorily, including all required subjects for graduation.
3. Must have reached their 16th birthday upon enrolling.
4. Must furnish documentation with conversion and translation of schoolwork from their school in their home country.
5. Is a student in good standing the full year.

Foreign Exchange Students may receive a Certificate of Attendance Diploma from USD #381 if the following is completed:

1. Is a student in good standing the full year.
2. Complete all subjects satisfactorily.
3. Must furnish documentation with conversion and translation of schoolwork from their home country school.

Lancer Time

The purpose of Lancer Time is to serve as an extension and enrichment of the educational program. Lancer Time provides opportunities to seek individual help from teachers and participate in school activities. Lancer Time will reduce classroom interruptions and alleviate problems associated with make-up work. Lancer Time will be used for lessons on social/emotional growth, ACT preparation and review, Tutorials, Class Meetings, Career research, and reading interventions. Seminar guidelines:

1. Grades will be assigned for participation and assignment completion in Lancer Time. Students will earn $\frac{1}{4}$ credit per semester and will figure into your overall grade point average.
2. Students will be assigned to Lancer Time classrooms by grade level.
3. Students will report to their classroom for attendance.
4. Students who have a D or an F in a class will not be permitted to attend class or activity meetings held during Lancer Time. Instead, they will need to attend tutorials. Students are expected to report to Lancer Time with all necessary materials (books, paper, pen, calculator, etc.).
5. Lancer Time is not a free time for game playing and visiting.

Discipline

The rules of good school behavior are simple. If a student is respectful and reasonable in all actions, good conduct is being observed. Teachers have the right to teach and students have the right to learn from instruction. Students whose behavior distracts from the normal classroom-learning environment will be dealt with in a variety of ways. Some examples are after-school detention, campus/lunch clean up, lunchtime detention, in-school suspension, room clean up or suspension from school. Students are reminded that respect for staff members and other students are very important. We conduct an educational program and no behavior of any student will be allowed to continually disrupt the classroom-learning environment. Breaking a rule means you are willing to pay the consequences. The following board of education adopted disciplinary procedure will be used at Spearville MS / HS.

| Level 1 Infractions | Possible Disciplinary Actions |
|-------------------------------|--------------------------------------|
| 1-3 Tardies | Student Conference / Warning |
| 1-2 Unexcused Absences | Parent Contact |
| Public Displays of Affection | 1-3 days detention |
| Dress Code Violation | 1 day in school suspension |
| Defiance / Failure to Comply | 1-3 hours of community service |
| Disruptive Behavior | Confiscation of device |
| Academic Dishonesty | Removal from extra-curricular event |
| Vehicle / Driving Infractions | Zero for class assignment |
| Cell Phone infractions | |

| Level 2 Infractions | Possible Disciplinary Actions |
|---|--|
| Disrespect to staff | Parent contact |
| Sexual innuendos towards either students or staff | 2-4 days detention |
| Student hazing | 2-4 days in school suspension |
| Theft of less than \$50 | 2-6 hours of community service |
| Destruction of property less than \$50 | 1-4 days out of school suspension |
| Possession or use of tobacco | Parent retrieval |
| Vaping | Removal from min. 3 extracurricular activities |
| Possession of alcohol | |
| Bullying or taunting of other students | |
| Flagrant misbehavior | |
| 4-6 tardies | |
| 3-5 unexcused absences | |
| Repeated insubordination of Level 1 offenses | |
| Contraband items | |

| Level 3 Infractions | Possible Disciplinary Actions |
|---|--------------------------------------|
| 7 or more tardies | Parent Contact |
| 6 or more unexcused absences | 4-10 days in school suspension |
| Theft of \$50-\$150 | 4-10 days out of school suspension |
| Destruction of property \$50-\$150 | 8-12 hours of community service |
| Verbal assault or threat of violence to student | Behavior management contract |
| Verbal assault or threat of violence to staff | Confiscation of device |
| Sexual harassment towards another student | Parent retrieval |
| Sexual harassment towards staff | Attendance hearing |
| Fighting | Academic plan |
| Repeated Flagrant Misbehavior | |

| Level 4 Infractions | Possible Disciplinary Actions |
|--|---|
| Aggravated assault or battery with a weapon against a student | Referral to law enforcement |
| Aggravated assault or battery with a weapon against a staff member | Long term out of school suspension (greater than 10 days) |
| Simple assault of a staff member | Expulsion |
| Theft of more than \$150 | |
| Destruction of school property over \$150 | |
| Possession of illegal drugs | |
| Possession of a weapon | |

Guidelines will be followed; however, each incident will be handled on an individual basis. The school recognizes that incidents may also occur which are not listed. In this case, the situation will be handled at the discretion of the building principal.

Public Display of Affection

Holding hands is permissible for high school students only. Other activities such as kissing, sitting on laps, etc. is inappropriate. These activities are not permissible on school grounds, or at school activities.

Suspension and Expulsion

If a student (or any number of students) causes disruption or disorderly conduct, the result could be suspension or expulsion from school based upon the level of the infraction.

In-School Suspension

- A. Any school administrator may assign a student to an In-School Suspension.
- B. In School Suspensions may not exceed a period of five (5) consecutive school days.
- C. The due process procedures listed in the USD #381 Policy Handbook will be followed in all In-School Suspension cases.
- D. An attempt to contact parents/guardian shall be made before placing a student on In School Suspension.
- E. Written note of In School Suspension, an explanation of the incidents involved, and a copy of the I.S.S. program may be given to the student and shall be given or mailed to parents/guardian within 24 hours of the imposed In School Suspension.
- F. If placed on In School Suspension, the student and parents must agree to carry out all terms of the I.S.S. rules and regulations. If these terms are not met, Out of School suspension or other consequence shall be invoked.
- G. Students will receive credit during In School suspension for all assignments completed during the in-school suspension time.
- H. In School Suspension students are “not in good standing” and are prohibited from participating in school activities and programs for the duration of the suspension, until the following day. The student may practice at the discretion of the principal. “Not in good standing,” status may last longer than the imposed in-school suspension depending upon the circumstances of the disciplinary infraction.

Rules and Obligations

1. Students shall obtain assignments on the provided assignment sheets between 7:30-7:50 a.m. It is the student's responsibility to obtain his/her assignments.
2. Students shall arrive at the designated site by 7:50 a.m. unless special permission by the principal is granted.
3. If tardy, additional time will be assigned immediately following the school day. I.S.S. students will be dismissed from school at 3:20 P.M.
4. Students shall turn in assignment sheets to the principal upon arrival for inspection.
5. Students are expected to work on assigned schoolwork. The assignment sheet and all work will be turned in to the principal at 3:20 P.M. the same day. No further time will be given for completion of assignments.
6. Students who miss I.S.S. time for any reason shall make up the time after the originally scheduled I.S.S. (between 7:45 - 3: 20).
7. Students are not to talk, sleep, chew gum, have food or drink while on In School Suspension.
8. Students will receive a 20-minute lunch break. Students will eat school lunch or bring a sack lunch to school. Four-minute breaks will occur at the discretion of the supervisor. All breaks will take place in the assigned I.S.S. area.
9. Teachers are to provide enough work to keep the student busy for each class period the student misses. Students shall receive credit for schoolwork completed, to the satisfaction of the teacher and the principal, while on In School Suspension. Bring Accelerated Reading materials with you to I.S.S.
10. Failure to obtain necessary books, pencils, paper, or failure to abide by the regulations may result in additional In School Suspension or an Out of School Suspension.

11. Students on In-school suspension are considered “not in good standing,” and will not be allowed on school premises, at school activities, or participate in any school function until after the first day back at school.

Out of School Suspension and Expulsion

For cases of extreme disorderly conduct or refusal to cooperate, involving levels three and four of the disciplinary code, students may be sent home from one (1) to ten (10) days.

1. A student who is suspended out of school may not return until the parents have a conference with the principal. Additional faculty and staff members may be present at the conference as determined by the principal.
2. The student and parents may be required to appear before the Board of Education before being reinstated in school.
3. If the Administration and Board of Education decides that a student will not be allowed to return to school, the student will be expelled under the due process procedure.
4. Students serving out-of-school suspension will be given assignments, within one school day by his/her instructors to be completed while on suspension. The assignments are due the first day back to school. Work not submitted upon return to school will receive no credit (a zero grade).
5. Students on out-of-school suspension are considered “not in good standing,” and will not be allowed on school premises, at school activities, or participate in any school function until after the first day back at school.
6. Depending upon the incident, a student may be considered “not in good standing,” by the principal for student and school activities purposes longer than the out-of-school suspension.

Drug Dogs

Spearville MS/HS contracts with an outside company for access to drug dogs. Drug dogs will show up randomly throughout the school year. Administration has the right to search student backpacks, lockers, locker rooms, classrooms, and vehicles on school property. Drug dogs will not search individual students.

Complaints and Grievances

Any student may file a complaint with the principal concerning the application of any school rule or regulation to the student. The complaint must be in writing, filed within twenty days following the application of the rule or regulation to the student, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution of the complaint within ten days after the complaint is filed. Students who have concerns about the application of any school rule or regulation may file a complaint through procedures established in board policy.

Crime Stoppers

Spearville Jr./Sr. High School will use the local crime-stoppers theme to investigate and solve problems that arise during the school year. In the event that the Building Administrator decides that a crime-stopper reward will be used for information dealing with a crime on school premises, students should do one of the following:

- Contact one of the adult board members face to face to report the information.
- Contact one of the adult board members by phone and leave a codename to report information.

- Contact local law enforcement to report information.
- Rewards will be paid for information depending on the severity of the crime committed.

Instrument Rental Fees

All students using a school instrument for the majority of the year will need to pay the band rental fee for the instrument; this includes percussion instruments.

Family Nights and Sundays

All Wednesday evening practices will be finished and students gone by 6:30 p.m. Wednesday night is family night; no activities other than unavoidable ones will be scheduled on Wednesday evening. There will be no school activities scheduled on Sunday.

Student Meetings

The Principal must approve all student organizational meetings. Student meetings will be held during Lancer Time on Tuesdays and Thursdays and will be scheduled on the calendar in advance in the office. Sponsors are required to attend all student meetings. Treasurers are required to keep their monthly financial statements for organizational use. Students who have a D or an F in a class will not be permitted to attend class/organizational meetings until they have a C or better in all classes.

Fundraising and Organizational Purchases

A completed and signed voucher by the student officer (preferred), sponsor, and principal is required before ordering merchandise or spending organization monies. Scheduling and approval of organizational activities and fundraisers requires sponsor and principal approval. An adult must be acting in a supervisory capacity for all student activities or fundraisers.

Activity Trips and Transportation

All students riding in a school vehicle to attend a school-sponsored activity must return in a school-sponsored vehicle unless one of the following conditions is met:

1. The parents or legal guardians of a student are at the activity and personally take responsibility for the student from the sponsor with a written notice.
2. The parent or legal guardian of a student comes to the school at least one day in advance of a specific activity and personally signs a form, provided by the school, which allows the student to be turned over to the responsibility of another adult after the activity. **NOTES AND TELEPHONE CALLS WILL NOT BE ACCEPTABLE.** The parent / guardian must come to the school and sign the release form authorizing the student to be released to another adult.
3. In extreme emergencies, the Principal has the authority to release the student from riding school-sponsored transportation without signing the release or the one-day notice.
4. Students participating in school-sponsored activities will ride school transportation to the activity. Parents and administration must approve exceptions at least one day in advance.
5. Students are to remain seated on the bus while the bus is moving.
6. No drinks or food is allowed on the bus without sponsor approval. Absolutely no sunflower seeds. Students and sponsor(s) are responsible for cleaning up the bus.
7. Bus misconduct will result in forfeiture to ride the bus for at least one activity.
8. Loading and unloading along the activity trip route shall be limited to stops designated in advance by the Principal or the Activities Director.

9. The Board of Education has designated additional loading and unloading locations. The Larry Tasset residence (south of Spearville), Offerle Convenience Store, the KDOT parking lot or the mall parking lot in Dodge City, the Catholic Church in Wright and the Blue Herford in Ford. Students may be picked up or unloaded at these locations with notice.

Spearville MS/HS Eligibility Policy

Students involved in activities offered at Spearville Schools are recognized as official representatives of the school. Their conduct and sportsmanship on and off the school premises should display the highest possible standards.

This eligibility policy pertains to all students, both Middle School and High School, and regulates the following:

1. An ineligible student may attend the following list of activities as directed below:
 - If attendance is required for a grade; or need to work concession stand for the student's class.
2. An ineligible student may not attend the following list of activities:
 - Non-Academic Field Trips, Academic Olympics, Stuco Seminars, Curricular Area Competitions, Cheerleading Camps/Seminars, Drill Team, Camps/Seminars, Spelling Bees, League Math Contest, Swiss Quiz Bowl, Honor Band and Honor Choir, Homecoming Dances, Junior/Senior Prom Activities, All-School Play, Awards Assemblies, Activities Banquet.
 - Additional activities not included in the above lists will be reviewed and added to the proper attendance category as determined by the administration.

Spearville Middle School and High School will follow the KSHSAA guidelines and the following requirements:

1. Student eligibility will be based on their current nine week's grade in each class.
2. The first week a student is failing any class, they will be on probation the following week and will be required to attend study halls with the teacher(s) of the failing class(es) before school, after school and during Lancer Time. Teachers are available and in the building from 7:35 a.m. to 3:37 p.m., unless the teacher has coaching responsibilities.
3. If a student is failing any class for the second or more consecutive weeks, then they shall attend study hall with the teacher of the failing class before school, after school, and during Lancer Time. The student will be ineligible for the entire week.
4. An activity week runs from Monday through Saturday.
5. Study hall and tutorials will be held during Lancer Time on Tuesday and Thursday of each week for students who have a D or an F in any class. Tutorials will be offered before and after school Monday through Thursday each week.

6. Eligibility week runs from Monday through the next Sunday. Students and parents/guardians will be notified of the student's ineligibility on Friday of each week.

Eligibility Requirements for KSHSAA

Below is a brief summary of important Kansas State High School Activities Association eligibility requirements. Students may consult their coach or principal for additional information.

- 1. An annual physical examination form or an optional physical exam with parental consent shall be completed and physical exam with parental consent shall be completed and filed with the school prior to the first scheduled event in which the student participates.*
- 2. Students shall have passed five subjects of unit weight the previous semester of attendance.*
- 3. Students shall be enrolled in and attending at least five subjects of unit weight.*
- 4. Students shall be a bona fide member of the school and in good standing.*
 - a. Shall not be under penalty of suspension; character or conduct must not bring is credit to the school or the student.*
 - b. Shall not be using any form of tobacco, illegal drugs, or alcoholic beverages, etc. at school events.*
 - c. Shall not be using an assumed name while competing.*
- 5. Students shall be regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which they are participating;*
- 6. Students shall not have more than two (2) semesters of possible eligibility in grade seven and two (2) semesters in grade eight.*
- 7. Students who reach the age of 14 by the 7th grade, or 15 by the 8th grade, after September 1, shall be eligible for the remainder of that school year.*
- 8. Transfer students shall be eligible if their parents have made a bona fide move to a new permanent residence in the vicinity of the new school to which the student transfers.*
- 9. Students shall not have competed for money or merchandise, and shall have observed all other provisions of the Amateur and Awards Rules.*
- 10. Students shall not engage in outside athletic competition in the same sport while a member of a school squad.*
- 11. Students shall not be a member of a fraternity or other organization prohibited by law or by the rules of KSHSAA.*
- 12. Students shall not participate in training sessions or tryouts held by colleges or other outside agencies in a sport while a member of a school athletic team in an identical sport.*

Athletic Insurance

Insurance coverage is compulsory for students participating in athletics. Students having private insurance are to fill out a verification form and return it to the office prior to being allowed to practice. Insurance can be purchased through the school insurance program.

Dual Participation

Students will be allowed to participate in two spring sports if certain requirements are met. They must have approval of both coaches, parents, and administration. They must choose a primary

sport and the primary sport takes precedence in case of a conflict. Students must maintain at least C's in all classes during the season or they will be removed from their second sport.

Switching Spring Sports

Students should consider all factors when choosing a sport in the spring. Students who decide they would like to switch from one sport to another during the spring season will need to participate in no fewer than 8 practices of the new sport before being able to participate in a competition. Administration will be informed of any switch by the athlete and each of the coaching staffs.

Spearville Student Contract - Alcohol, Drug, and Tobacco Policy

Student activities are an important part of the educational process offered at Spearville MS/HS. Students participate in activities on a volunteer basis or as required by curricular classes. All students who represent Spearville MS/HS in activities are held to a high level of citizenship, sportsmanship, and character. Through the experiences and responsibilities students accept while representing Spearville MS/HS in activities, the following goals will be attained:

The exit outcomes for USD 381 include the following:

- To develop desirable social, communication, and basic skills
- To develop good physical and mental health
- To develop critical thinking skills
- To develop positive self-concept
- To promote good citizenship

In addition to these exit outcomes, the Spearville MS/HS School Improvement Plan states: All students will develop positive character traits.

Student Contract Objective

The purpose for this student contract is twofold:

1. To provide policy information to each student and parent.
2. To assign responsibility upon each student to follow the policies of the KSHSAA, Spearville MS/HS Handbooks, Student Activity Handbooks, Individual Activity/Team Rules and USD 381.

Each student that is involved in activities must abide by the following policies: Rule 14, Article 2 of the KSHSAA guidelines states: A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

Student Alcohol, Drug, and Tobacco Policy

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances (such as all tobacco products), vaporizers and e-cigarettes or alcoholic beverages on school district property, or at any school activity (any activity where students are representing a school club, group, team, etc. regardless of location or time of year). Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

(1) First Offense.

- (A). A punishment up to and including short-term suspension (up to four days);
- (B). Suspension from participation in and attendance of all student activities for no more than 5 days while school is in session.
- (C) The student must also successfully complete a rehabilitation program that is focused on the student's offense prior to any suspension of activities being lifted.

Addition #1 or #2 listed below may apply.

(2) Second Offense.

- (A) A punishment up to and including long-term suspension;
- (B) Suspension from participation in and attendance of all student activities for 14 days while school is in session.
- (C) The student must also successfully complete a rehabilitation program that is focused on the student's offense prior to any suspension of activities being lifted.

Addition #1 or #2 listed below may apply

(3) Third Offense.

- (a) A punishment up to and including expulsion from school for the remainder of the year.
- (b) Suspension from participation in and attendance at all school activities for the year.

Addition #1 or #2 listed below may apply

Addition #1: Suspensions for offenses occurring between the end of football season and the beginning of basketball season will begin on Monday of the calendar week that includes the first varsity basketball game of the year.

Addition #2: Suspensions for offenses occurring between the end of basketball season and the beginning of spring sports seasons will begin on Monday of the calendar week that includes the first varsity spring sports game of the year.

Activity Handbook: Student Activity Drug & Alcohol Policy - Further Guidelines

A student, regardless of the quantity, shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances (such as all tobacco products), vaporizers and e-cigarettes or alcoholic beverages. This policy applies to students as follows:

- The policy is in effect from the beginning of pre-school year activities until the end of post-school year activities. Buffer week, holidays, days between activity seasons, vacations; all calendar days are included.
- The policy is in effect for situations occurring off of school property, which are not connected to a school activity (violations connected to school activities are subject to the on school property policy).
- Every student who is currently participating in student activities.
- Every student who will be participating at a future date in student activities.
- Every student who has participated in a student activity even though that activity has ended for the school year. Both the parents and the student are encouraged to sign a copy of this contract at

enrollment time. A copy will be kept on file in the High School Office. A student will not be allowed to participate in any extracurricular activities until a form is on file in the office.

Sportsmanship and Behavior at Games and Activities

KSHSAA Citizenship/Sportsmanship

The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist; they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected, and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

Philosophy:

Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of sportsmanship and teamwork. They are an opportunity for coaches and school staff to teach and model sportsmanship, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of sportsmanship for our youth as respected representatives of society.

SPORTSMANSHIP IS GOOD CITIZENSHIP IN ACTION!

Policy:

Sportsmanship is a general way of thinking and behaving. The following sportsmanship policy items are listed below with examples for clarification:

1. Be courteous to all participants, coaches, officials staff and fans

(Desirable Behavior) - Cheerleaders "Welcome/Good Luck" yells to opposing fans/cheerleaders; combined yells by both cheerleading squads to the entire crowd; opposing coaches and players shaking hands before and after game; applause during introduction of players, coaches and officials; players shaking hand of opponent fouling out while both sets of fans recognize player's performance with applause; all showing concern for injured player; respectfully addressing officials during competition and thanking them for their performance, regardless of agreement with all calls; host school should extend hospitality to visiting players, coaches, cheerleaders, and fans.

(Unacceptable Behavior) – The following behaviors are examples: Fans reading newspapers, turning their backs, making disrespectful actions, etc. during introduction of opponents; yelling, waving, etc. during opponent's free throws; derogatory yells, chants, songs, gestures, including "goodbye," "air ball," "you, you," "what's the score?", "warm up the bus," and other expressions.

2. Know the rules and respect the official's decisions.

(Desirable Behavior) - Use every opportunity to promote understanding of the rules of the contest within the school and community; players utilize the team captain or coach for clarification of the call; accept the decisions of the officials; cheerleaders lead fans in

positive school yells in a positive manner; cooperate with the news media in interpretation of clarification of rules.

(Unacceptable Behavior) - Booing or heckling an official's decision; criticizing the merits of officiating; displays of temper and arguing with an official's call; derogatory remarks toward the official.

3. Win with character and lose with dignity.

(Desirable Behavior) - Handshakes between opposing players and coaches at end of contests, despite the outcome; opposing players, coaches and fans engaging in friendly conversations before and following contest; treating competition as a game, not a war; applause at end of contest for performance of all players.

(Unacceptable Behavior) - Yells that antagonize your opponents, when you feel you have won the game; refusing to shake hands or give recognition to winner or good performance; blame loss on officials, coaching, individual player's performance, or other rationalizations; victory celebrations on the playing surface.

4. Display appreciation for good performance regardless of the team.

(Desirable Behavior) - Coach/players search out opposing participants to recognize them for outstanding performance or coaching; all fans recognize an outstanding participant's performance by applause, regardless of its impact on the contest; discuss outstanding performance of opponent with visiting and home fans.

(Unacceptable Behavior) - Laughing, pointing finger, name calling, etc. of opponents in an attempt to distract; to degrade an excellent performance by opponents.

5. Exercise self-control and reflect positively upon yourself, team, and school.

(Desirable Behavior) - Support the activity by learning yells of cheerleaders and displaying total unity as fans in following their lead.

(Unacceptable Behavior) - Displays of anger, boasting, use of profanity, bouncing beach balls, antics that draw attention to you instead of the contest; doing own yells instead of following lead of the cheerleaders; doing unsportsmanlike yells/gestures like "you, you, you!" while pointing finger at fouling opponent.

6. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

(Desirable Behavior) - Positively encourage those around you to display only sportsmanlike conduct; report poor sportsmanship to school officials; boards of education insist that sportsmanship be a priority; administrators help coaches to teach, model and reinforce sportsmanship; recognize coaches for sportsmanlike conduct; coaches will play those who exhibit positive sportsmanship; administrators will take appropriate action to ensure sportsmanlike behavior.

(Unacceptable Behavior) - Fans, players, coaches, administrators, or board of education's unwillingness to get involved and take a stand to defend the main principles of school activities teaching and promotion of sportsmanship.

Enforcement procedure

1. Violations of the Code of Ethics, KSHSAA rules and regulations or sportsmanship regulations by member schools and/or individuals shall be subject to consideration by the KSHSAA.

2. Actions may result as a reprimand, probation or suspension of the school and/or individual depending upon the degree of the violation.
3. If a member school is not willing to impose disciplinary measures acceptable to the KSHSAA, a hearing (informal or formal) will be held and restrictions imposed by the KSHSAA.
4. School/coaches are encouraged to use the NCR Report Form to call attention to the KSHSAA any unusual situations, positive or negative, immediately following the contest.
5. If a problem is severe, then the KSHSAA should be notified by telephone so the situation can be followed up right away.

Additional guidelines

Students who fail to measure up to proper standards of conduct will be subject to disciplinary action. Extracurricular activities shall be considered a privilege to be enjoyed by those who act in accordance with the best interests of the school. The principal may end participation in any activity to any student he considers to be acting or to have acted improperly. Students who represent Spearville Schools should be on their best behavior at all times.

Guidelines to communication with coaches

Please keep in mind that Spearville coaches, assistant coaches and administrators have the team's and student's best interest at hand at all times. We expect our coaches to be open to communication from players and parents during the school year and a sport season. [DH9] Regardless of the season, coaches are attempting to develop each athlete's abilities so that the abilities of all the team members are improved. Each athlete will be given a fair opportunity to compete for the available positions on the team. It is our promise that playing time decisions made by coaches are based on the abilities and performance that each player displays to the coaches on the playing field or court. These decisions are not personal. These decisions are made with the best interest of the team and each individual player in mind. We understand that there may be times of frustration for athletes and parents that need to be discussed with the coach. In an attempt to help student athletes and their parents to better understand how to communicate with our Spearville Lancer coaching staff, the following guidelines have been created:

- 1.) Please remember that lines of communication between student athletes, parents and coaches are always open, and encouraged. If you are uncertain how to approach a coach, please contact the high school office.
- 2.) If you have concerns please contact the coach first. If you are emotional over an incident a 24 hour cooling off period is suggested. Please do not talk to coaches after games.
- 3.) Coaches will maintain open contact with parents at all times. Parents will be notified of major concerns, injuries, as well as students that quit the team.
- 4.) In attempt to maintain issues of confidentiality, please contact the coach at school if you have a concern. The coach will contact you as soon as possible. Please note, our coaches cannot discuss other students.
- 5.) Parent communication is encouraged and welcome. If there is a breakdown in communication, please contact the administration so a meeting can be scheduled to discuss your situation.

Library

Students and teachers are welcome to use the library. The librarian and student assistants are happy to assist you at any time. If you have questions or problems, please ask for help. Materials must be checked out on the computer for the time of use. Accounts are listed under your student identification number. Magazines and marked reference books are to remain in the library for general use. Materials that are lost or damaged must be paid for in order to replace them. No food and drink will be allowed in the Library.

Additional Middle School Policies and Guidelines

Academic Council

Middle School Academic Council shall consist of: Principal, Counselor, a minimum of two-core classroom Teachers, and Parents.

1. Students will be referred to the Academic Council by teachers, parents, or administration.
2. The Academic Council will determine the academic program for the student.
3. Students who are in jeopardy of not passing their classes will have a meeting prior to February of each school year. Parents, students, teachers, counselor, and the principal will be involved in the meeting to create a plan of action for the student. A final decision regarding whether or not to retain the student will be made towards the end of April.

Middle School Retention Policy

All students receiving a 59% or lower yearly semester grade average in any course shall be subject to an academic review conducted by the principal. Parents may also request a meeting of the middle school academic council as part of the academic review. Academic recommendations shall be made to the Superintendent and Board of Education. Possible recommendations are:

- 1) promotion without summer school programming,
- 2) promotion with successful summer school programming,
- 3) promotion or retention following unsatisfactory summer school performance, or
- 4) grade retention without summer school programming. Students failing four core courses or failing any combination of 5 core/non-core courses will be retained for the next academic year.

Core Courses: English, Science, Mathematics, Social Studies, Computers / Keyboarding, Technology, and Reading

Non-Core Courses: Band, Chorus, Art, Foreign Languages, Physical Education

Non-discrimination Statement

Spearville – Windthorst Unified School District #381, Spearville, Kansas, shall not discriminate against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment, or employment in the district's programs and activities which it operates.

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

including termination. Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct will be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school. Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment, or employment in the district's programs is prohibited. The USD 381 District Counselor, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) 1998.

Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonably interfering within an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's educational status. Students who believe that they have been subject to sexual harassment should discuss the problem with their principal, guidance counselor or teacher.

If students feel that the situation has not been resolved in a reasonable amount of time or manner, then the student should contact the next person in authority.

USD 381 Emergency Safety Interventions (See JRB, JQ, JQA, and KN) GAAF

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

USD 381 Emergency Safety Interventions GAAF-2

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;

- o Any device used by law enforcement officers to carry out law enforcement duties; or
- o Seat belts 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.

USD 381 Emergency Safety Interventions GAAF-3

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 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.

USD 381 Emergency Safety Interventions GAAF-4

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

USD 381 SPEARVILLE

ESI Acknowledgement Form

Kansas regulations now require that we provide all parents with notice of our written policies regarding Emergency Safety Interventions (“ESI”). Our district policy is available on our website. In addition, we will provide a copy of the policy at any time upon request.

Please select one of the following options:

I have been informed of the district’s policy, and I do not want a copy of the policy.

I have been informed of the district’s policy, and I do want a copy of the policy. By my signature below, I acknowledge that I have received a copy of the policy.

DATE

PARENT SIGNATURE

USD 381 SPEARVILLE EMERGENCY SAFETY INTERVENTION DOCUMENTATION

Date: _____

Dear: _____

The purpose of this letter is to inform you that on _____, at _____ (a.m./p.m.) _____ (date) _____ (time) the need for the use of an Emergency Safety Intervention was required for _____ (name of student).

K.A.R. 91-42-1(c) defines Emergency Safety Interventions (ESI) as “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 ESI.” Whenever an ESI is used, the parent(s)/guardian(s) must be informed within (2) school days.

Type of Emergency Safety Intervention Used: Seclusion _____ Restraint _____

Duration of Seclusion/Restraint: _____ (minutes) Location: _____

Name of Staff Member: _____ Witnesses: _____

Description of Incident: _____

Please contact the building principal if you have any questions regarding this use of ESI.

(Signature of person completing report) (Date)

*Parent(s)/guardian(s) notified of this incident on _____ by _____
(Date) (Name of staff member)

*Original provided to Building Principal

*Copy provided to (Parents/Guardians, Administrative Office)
