# **LOGAN**

# **USD 326**



# **STUDENT HANDBOOK**

**2023-2024**

**An Equal Employment/Educational Opportunity Agency**

USD 326 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Michael Gower, 305 N. Sherman, Logan, KS 67646, 785-689-7595 has been designated to handle inquiries regarding the non-discrimination policies.

**LOGAN UNIFIED SCHOOL DISTRICT #326**

**PERSONNEL DIRECTORY**

Web Site: www.logan326.net

**LOGAN U.S.D. #326 (785) 689-7595**

Superintendent Michael Gower

Clerk of the Board Joan Long

**LOGAN ELEMENTARY SCHOOL PreK-4 (785) 689-4631**

Principal David Kirkendall

Secretary Jessica Hofaker

Preschool Lisa Uhland

Kindergarten Karlee Braun

First Grade Kayla Moore

Second Grade Anissa Kats

Third Grade Hannah Wildeman

Fourth Grade Laura Jansonius

Music Paul Prewo

Band Payson Maydew

Physical Education Logan Waters

Special Education Jean Kiser

Title I Kristi Brown

**LOGAN JR. HIGH SCHOOL 5-8 (785) 689-7574**

Language Arts/Physical Education Michael Hensley

Math Nancy Jenner

Science Lynette Ehm, & Robin Van Laeys

Social Studies David Kirkendall

Title I Kristi Brown

**LOGAN SR. HIGH SCHOOL 9-12 (785) 689-7574**

Principal David Kirkendall

Assistant Administrator/Counselor/Chemistry Robin Van Laeys

Band Payson Maydew

Music Paul Prewo

Business Shannon Kats

Math Jerrod Hofaker

FACS Savannah Goscha

Industrial Arts Janet Gottstine

Language Arts Mike Jenner

Physical Education Logan Waters

Science Lynette Riemersma, Robin Van Laeys

Social Studies Lonnie Jansonius

Special Education Elsie Park

**BOARD OF EDUCATION**

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 **PARAPROFESSIONALS**

Karen Clements Diane VanDiest Denise Ruff Lisa Pinkerton

**COACH AIDES - SPONSORS**

H.S. Cheerleading Sponsors Kayla Moore

Junior High Cheerleading Sponsor Nancy Jenner

Dance Team Sponsor Kristi VanDerVeen

 **MAINTENANCE AND CUSTODIANS**

Myron Brown 785-689-4631

David Leanna 785-689-4631

Terry Dobias 785-689-4631

**KITCHEN PERSONNEL**

Tonya Gottschalk 785-689-4631

Nikki Leanna 785-689-4631

**BUS DRIVERS**

Kent Blake Speed Route

Velma Jansonius Prairie View Route

Terry Debias Lenora Route

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***PURPOSE***

 This handbook has been published for you, the parents/guardians and students of the Logan Unified School District #326 (hereafter called “USD #326”). It has been compiled so that you may understand some of the policies of your school district. It is only through a clear understanding of these purposes that we make the years most profitable and enjoyable for your student(s). The school and the home are both working for the welfare of your child(ren) and the better we understand one another, the better the educational opportunity we can present for them. Through the cooperation of parents and teachers the programs provided by USD #326 can be interesting, your child(ren) will be happier, and the experiences your child receives will be worthwhile.

 We hope that the students will take part in the many offered activities, support our campaigns, and do well in their scholastic work.

***USD #326 OBJECTIVES***

 The goals and objectives of USD #326 are on file with the clerk of the board of education (hereafter called “the clerk”) in the board offices in the elementary building, and are open for public inspection.

***ENROLLMENT—NON-RESIDENT STUDENTS***

 USD #326 will accept students who reside in another school district prior to September 20th of the current school year. Students who do not reside in USD #326 and want to transfer from another school district after September 20th of the school year will be accepted only with the permission of the superintendent of schools (hereafter called “the superintendent”). The board reserves the right to accept or reject the enrolling of any non-resident student on an individual basis.

(Adopted: 4-12-82, Revised: 5-13-2013)

***TELEPHONES***

The school telephone must be restricted to school business during school hours and may only be used in case of an emergency or with the permission of the building principal (hereafter called “the principal”) or the superintendent. Teachers and students will not be called from the classroom to answer the telephone unless it is an emergency.

 Books and other articles of any nature found by a student should be taken to the office. Students seeking lost items should report periodically to the office to see if the lost item has been turned in.

***DETENTION***

 After school detention allows a teacher to detain a student immediately after school (3:45 PM-4:15 PM) for disciplinary reasons. Each faculty member will be responsible for detaining the student(s) he/she assigns to detention and also to see that constructive work is done by the student during this time. All detentions will be reported to the principal in writing as soon as possible and the teacher will notify the parent prior to detention. Refusal on the part of a student to be detained in detention will result in an automatic in-school suspension beginning the morning following the reported offense.

***LEAVING THE BUILDING***

 Any student leaving the building or school premises at any time during the day without notifying school authorities will be given an unexcused absence and face possible suspension.

***BUS POLICY***

 The board of USD #326 feels that since a majority of our pupils will ride a school bus sometime during the school term, it is essential that pupils be instructed in bus safety and decorum. The State Highway Commission of Kansas has set the following rules for safe bus travel:

1. The driver is in charge of the pupils and the bus on regular bus routes. Pupils must obey the driver promptly and cheerfully;
2. The driver may assign a seat to each student; each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if

permission is first obtained from the driver and if the bus is not in motion;

1. Pupils must be on time, as the bus cannot wait for those who are tardy;
2. Pupils walk on the left side of the road facing traffic when going to the bus stop;
3. Pupils must never stand in the roadway while waiting for the bus. All should wait in an orderly manner and never push a fellow student.
4. Needless conversation with the driver is prohibited. Do not talk loud or distract the driver’s attention. Remember, your safety is in his hands;
5. Outside the ordinary conversation, classroom conduct is to be observed;
6. Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep the bus clean and sanitary at all times.
7. Pupils must not, at any time, extend arms or heads out of the bus window;
8. Pupils must not try to get on or off the bus, or move about within the bus

 while it is in motion;

1. When leaving the bus, pupils must observe the directions of the driver. If

 you cross the road, do so in front of the bus after making sure the

 highway is clear;

1. Any damage to the bus is to be reported at once to the driver;
2. On activity trips, the teacher or sponsor shall be responsible for the

 behavior of students; and

1. Students riding a bus during a storm season are advised to listen to their

 home radio for storm warnings and not attempt to reach school when so

 forewarned (such as heavy snows or floods).

 All students participating in a co-/extra-curricular activity shall ride the school provided transportation to the activity unless, due to schedule conflicts, the administration grants permission to make other arrangements. The students must remain with the group and return with the group. The only exception that will be made will be to allow parents/guardians to take their children home when they personally contact the bus sponsor. All students are encouraged to take advantage of, and use, the transportation by the district to school activities.

 Undesirable conduct will not be tolerated. PENALTY: For violating these rules, pupils will be reported to the superintendent who may deny the privilege of riding the bus to that student. (See also ***TRANSPORTATION—CO-/EXTRA-CURRICULAR ACTIVITIES***, Pg. 12)

 Weather Information: Radio stations KKAN/KQMA—Phillipsburg, KQNK—Norton, KRVN—Lexington, NE, KHAZ—Hays, and KJLS—Hays, and television stations KAKE—Wichita, KSNK—Oberlin, KWCH—Wichita, and the NTV Network—Kearney, NE, will be notified and you can receive the necessary information if the buses are not running on any given day.

School will be held each day schedule except in case of extremely severe weather or road conditions. In such situations, the superintendent’s judgment will

govern; thus, she/he may cancel school, begin classes at a later hour, or dismiss students early during the day if deemed necessary. These situations will be announced over the above-named radio and television stations, and notification will also be disseminated over the district’s ADT alert system.

**PARENT/TEACHER CONFERENCES**

 There shall be two (2) scheduled parent/teacher conferences at the elementary and secondary level during the school year. Parent/teacher conferences for the 2021-2022 school year will be scheduled individually with parents during the week of October 25th. Fall conferences will be scheduled at a mutually convenient time with individual parents during the first week of the fourth quarter. If you have a special problem to be handled by the principal or a teacher, please arrange to take care of these problems after school has been dismissed for the day. They would like to hear your problems before you talk to others. Conferences should be arranged so as not to interrupt classroom learning.

***CARE OF SCHOOL PROPERTY***

 A considerable amount of money has been expended to provide students with the best facilities available for securing a sound education. It is the responsibility of each student to preserve the buildings and equipment for themselves and future generations. Each mark or each bit of other unnecessary damage takes that much away from the beauty and usefulness of our school. Every year students should strive to pass on school property showing careful use and appreciation to the next classes. Students will be asked to replace or pay for any damage to, or defacement of, school property.

 Accidents may happen and may be forgiven, but deliberate or careless damage will not be condoned. You can show your appreciation to your parents/guardians and neighbors by leaving the buildings in the same desirable condition that you found upon entering. Try to leave only positive evidence that you were/are a student of the USD #326 school district.

***SEATING ARRANGEMENT IN CLASSROOMS***

 The classroom teacher will be responsible for the orderly seating arrangement for pupils in her/his classroom. The student is expected to use the seat assigned.

***TOBACCO USE***

*(This policy will apply to incidents occurring on school grounds.)*

 Student use or possession of tobacco/nicotine/a vaping device/or electronic cigarette in any form is prohibited on school property including the buildings or on the school grounds. Violators of this policy may be reported to the appropriate law enforcement official and be subject to the following sanctions:

1. The first offense will result in a punishment of short-term suspension as determined by the principal.
2. Subsequent offenses will result in a punishment of short- to long-term suspension as determined by the principal.

(See also ***DRUGS and ALCOHOL, STUDENT ACTIVITIES***)

***INSTRUMENT RENTAL***

 There will be an annual charge of forty dollars ($40.00) for rental of school-owned instruments and a charge of thirty dollars ($30.00) for each student in the percussion section. The student will be assessed any and all costs for all repairs of damage up to the insurance cost during the school year.

 ***CLASS PREPARATION***

 A student is expected to come to class prepared with the necessary pencils, pens, paper, textbooks, and other supplies that have been designated by the instructor. If a student comes without the necessary materials, he/she can hardly be expected to benefit fully from the class period. The teachers have been instructed to send these pupils to the office. Disciplinary action will be taken on individuals who come to class just to pass the time.

***BUILDINGS OPEN TO STUDENTS***

 The school buildings will be open to students only when properly supervised by school personnel.

***FIRE ALERT DRILL***

 The sounding of a fire horn is the signal for the fire drill. At that time the students will file out of the classroom in a prearranged route, usually to the nearest outside exit. The students will move to an area well clear of the building. The instructor and the last student will secure the doors and windows before leaving. All students will move, in silence, as quickly as possible with absolutely no running.

***TORNADO ALERT DRILL***

 Teachers are instructed to take the students from their classrooms to the nearest interior hallway and to have the students place themselves against the walls in a seated position with hands and arms covering their heads. Students in the east grade school building should go to the basement. The information concerning a tornado alert will come from the principal’s office.

***FOOD SERVICE***

School breakfast may be obtained at a cost of one dollar $1.60 for grades Kindergarten (K) through twelve (12) students and $1.75 for adults. School lunch at noon may be obtained at a cost of $2.30 for grades Kindergarten (K) through six (6), $2.60 for grades seven (7) through twelve (12), and $3.75 for adults. Reduced price breakfasts will be $.30 each and reduced price lunches will be $.40 each. Extra afternoon milk may be purchased for grades Kindergarten (K) through six (6). All payments for meals and afternoon milk will be made to the cafeteria accountant.

***CLASS PARTIES***

 Class parties will be approved through the principal.

***ACCREDITATION—KANSAS STATE DEPARTMENT OF EDUCATION (KSDE)***

 All schools in USD #326 are accredited by the Kansas State Department of Education (KSDE).

***Academic Awards***

An honor roll shall be established for students in grades five (5) through twelve (12). The standard of the district shall be a four (4) point system. The honor roll will consist of two (2) levels, the first being the “Honor Roll” for students who have a grade point average of 3.50 or better. The second level will be “Honorable Mention” for students who have a grade point average of 3.00 to 3.49. In figuring the honor roll the following scale is used: A=4, B=3, C=2, and D=1. Students that qualify for “Honor Roll” or “Honorable Mention” will have their names submitted for publication in the area papers.

 High school students who compile at least a 3.75 grade point average for each of the first three (3) marking periods and have no grade lower than a “B” will be awarded a scholastic medallion. Honor pins will be awarded to those high school students who attain a 3.50-3.74 grade point average for each of the first three (3) marking periods and have no grade lower than a “B.” (Approved 1-8-96)

The Administration will set criteria to determine one (1) Valedictorian and one (1) Salutatorian. The determining criteria will be based in order of 1. Overall GPA, 2. Cumulative ACT score, 3. Overall placement at League Academic Contest. 4. Total number of semester grades at a 95.0% or higher. To qualify for the Valedictorian or Salutatorian, the students must attend Logan High School for three (3) consecutive semesters. Revised (6-14-20) \*note - The number of Valedictorians and Salutatorians will be limited to one (1) each starting with the Class of 2025

***NATIONAL HONOR SOCIETY***

 To be eligible for membership in the National Honor Society, the candidate must be a member of the junior or senior class. Candidates must have been in attendance at Logan High School the equivalent of one (1) semester. Candidates must have a cumulative scholarship average of at least 3.50. Students who are eligible scholastically shall be notified and told that for further consideration for selection to the National Honor Society Chapter, they must complete the Student Activity Information form. Candidates shall then be evaluated by the Faculty Council (five [5] faculty members appointed by the principal) on the basis of service, leadership, and character. The selection of members shall be by a majority vote of the Faculty Council.

 Any school personnel with children that are candidates for membership in the National Honor Society will not be on the selection committee.

(Adopted: 1-9-84, Revised: 5-13-2013)

***HONOR CORDS***

 To wear an honor cord at graduation, a senior must meet one (1) of the two (2) following qualifications: Be a member of the National Honor Society; or, have achieved a 3.5 grade point average over his/her four (4)-year grades nine (9) through twelve (12) high school program.

***GRADUATION ATTENDANTS***

 The senior class may choose up to four (4) graduation attendants from the junior class.

***TRANSPORTATION—CO-/EXTRA-CURRICULAR ACTIVITIES***

 Transportation to and from school-sponsored activities will be provided or arranged by the administration. Activity buses will travel the shortest and best route on school activities except that when school activities are at any town on Highway 36 or at Northern Valley the activity buses will return through Prairie View to deposit students. All students participating in a co-/extra-curricular activity shall ride the school provided transportation to the activity unless, due to schedule conflicts, the administration grants permission to make other arrangements. The students must remain with the group and return with the group. The only exceptions to this rule will be as follows:

1. Parents/guardians may take their children home with them after the parent/guardian personally contact the bus sponsor; or
2. Parents/guardians sign a “Parental Consent” form which requests that their child be allowed to ride home with another adult as a means of convenience for the parent/guardian.

 This form should be in triplicate with one being given to the activity/bus sponsor, the second being put on file in the office prior to the scheduled activity, and the third being presented by the aforementioned adult to the activity/bus sponsor.

(See also ***BUS POLICY***)

**ATHLETIC AWARDS**

 Letter awards will be made for participation in each of the sports offered in the USD #326 schools. The awards will be granted on the basis of time spent in participation and the judgment of the coaches. It is commonly accepted that a letter award winner will be granted in football for playing in over half the number of quarters in the entire season. The same usually applies for basketball and volleyball. In track, the letter award is granted for an accumulation of points at various track meets throughout the season. The coaches will set the criteria as to the worthiness of the individual to be awarded the “L” letter. The administration reserves the right to award letters for individual sports and activities as deemed warranted. Revised (6-14-20)

 Any individual who has participated for four (4) years in a sport will be granted a letter in that sport. Senior letters will be awarded only to those who letter during their senior year. Coaches are to have a written policy on awarding letters.

***ACTIVITIES AWARDS***

 Letter awards will be given to students who participate in Scholars Bowl, band, vocal music, and forensics, and who, in the process, meet the standards set as criteria for lettering. The purpose of these awards is to give recognition to those students who have been actively involved in these activities, and who, in the process, have brought positive recognition to themselves as well as their school. The criteria for lettering in Scholars Bowl, an activity in which the students practice and compete outside the school day, is based upon a “points system”
established by the sponsor of the activity. In band, vocal music, and forensics, subjects taught during the school day but normally “performed” outside of class, the criteria for lettering centers around qualifying for the state festivals. In band and vocal music, any soloist or ensemble that qualifies for the state music festival will receive a music letter. Lettering in forensics is similar in that participants must qualify for the state speech and drama festival.

***VISITORS***

 Parents/guardians and patrons are cordially invited to visit school and become acquainted with the operation of the school as a whole. Particular emphasis is placed upon public visitation during American Education Week that comes during the month of November. Junior High and High School students that wish to have visitors during the school day must have prior approval of the administration. Boys and girls visiting the grade school must be accompanied by parents or have had special arrangements made with the teacher.

***CLASS DUES***

 Class dues will be limited to not more than one dollar ($1.00) per semester. Should the assessment of higher dues be necessary, a request for such an increase will be made in writing, approved by the Student Council, and submitted in writing to the principal, who will submit the request for board approval if, in his judgment, the increase is warranted.

***CLASS MEETINGS***

 All class meetings must be attended by a class sponsor and all class activities must be scheduled and approved through the principal’s office.

***GATE RECEIPTS AND CONCESSIONS***

 It is the responsibility of the principal to see that concessions and gate receipts are properly prepared for, managed, and maintained.

 The admission for home senior high volleyball, football, and basketball games will be: adults—$5.00, and students—$3.00. Junior high admission is $2.00 for adults and a $1.00 for students.

 No students or parent/guardian will be requested to pay for concession supplies nor be requested to furnish supplies for concessions. Concession supplies will be purchased in wholesale quantities as much as possible. Concession prices will be established by the school administration. The sponsorship of concession activities will be determined by the administration.

***STUDENT RECORDS, EXAMINATION OF***

 The purpose of this policy is to establish the general framework for guidelines in the use and distribution of student records. Students and parents are to be made aware of the provisions of this policy

 The use and examination of student educational records will be limited, unless otherwise authorized in specific instances in accordance with this policy, to the following persons or circumstances:

1. USD #326 school administrators;
2. Teachers or other licensed personnel employed by the district when such persons demonstrate a “need to know;”
3. Parents/guardians of students under the age of eighteen (18) years;
4. Individual students eighteen (18) years old and above;
5. Former students eighteen (18) years old and above;
6. Other schools where students may enroll;
7. To provide information in conjunction with a student’s application for, or receipt of, financial aid;
8. Federal and state governmental agencies authorized by law;
9. Prospective employers; and/or
10. Members of the board, when acting in an official capacity.

 Contents of Student Record Files:

 Only such information as may be authorized by the principal or superintendent shall be placed in a student’s personal file folder. Such information shall be generally limited to teacher evaluations of student performance, health records, standardized test scores, records of disciplinary action taken against the student, and such other information determined specifically relevant to the student’s performance in school. Under no circumstances shall psychological evaluation, other than specific test scores, be made a part of the student’s personal

file, but such reports will be considered a part of educational records, although kept in a separate file.

 Directory Information:

 Certain kinds of data are defined under the law as “directory information.” Such information shall include the following:

1. Student name;
2. Student address;
3. Student telephone number;
4. Student birth date;
5. Student place of birth;
6. Activities or sports in which the student participated;
7. Student weight and height;
8. Degrees or awards received (including honor roll lists); and/or
9. Most recent educational institution attended by the student.

 Parents shall have fifteen (15) days to notify the school if such information pertaining to a student is not to be released unless prior consent, in each instance, is granted by the parent/guardian. The same shall apply if the student has control of the records after reaching the age of eighteen (18).

 The school has the right to publish or otherwise make known any information classified as directory information except where the parent/guardian, or where appropriate, the student, withholds the right to publish such information. A notice of the kind of information that shall be classified as directory information shall be made public each school year during the month of August or September.

 Standardized Test Data and Psychological Data: In cases involving the examination of such data, all staff members must demonstrate the need to know. Parents/guardians and, where appropriate, students, will be granted access to such data, but only when someone qualified to interpret such data is present. Psychological profiles and detailed test date will not be kept in the general personal files of students. Such information will be secured in the principal’s office with a copy on file in the office of the superintendent. The school psychologist may also maintain a copy. Raw test scores of standardized achievement and aptitude tests may be filed in the student’s personal file folder.

 Waiver of Rights: Under no circumstances shall a parent/guardian, or where appropriate, a student, be required to waive rights to access or release of data covered under this policy. Such waiver may be granted on a voluntary basis, however, so long as the individual(s) are granted the opportunity, upon request, to see the sheet upon which is listed the individuals, institutions, or prospective employers to whom such records have been released. Any such waiver shall not extend for more than one (1) school year unless specifically stated in writing by the individual granting the waiver.

Authorization for Release of Educational Records of Students, Parents, etc.:

 The superintendent shall supervise the adoption of appropriate forms to cover the release or transfer of student records. The following circumstances are recognized as situations which must be dealt with in regard to this matter:

1. Parents’/guardians’ or student’s request for hearing;
2. Notice to parents/guardians or student of hearing;
3. Parents’/guardians’, student’s, educational institution, or prospective employer’s request for school records;
4. Parents’/guardians’ or student’s consent to release of school records;
5. Notice to parents/guardians of termination of rights (those eighteen [18] and above);
6. Parents’/guardians’ or student’s request to transfer student records;
7. Notice to parents/guardians or students of request for school records;
8. Notice to parents/guardians and students of subpoena/judicial order for school records;
9. Notice to parents/guardians or students of intent to transfer school records;
10. Parents’/guardians’ or student’s request for access to student records;

 and/or

1. Notice to educational institution or prospective employer of

 parents’/guardians’/students' rights.

Release of Records:

 School officials shall have a reasonable amount of time to grant access by authorized personnel to student records, but in no case shall access be delayed beyond forty-five (45) days, as authorized by law.

 Challenge of Educational Records:

 After examination of a student’s educational record by a parent/guardian, or where appropriate, a student, the contents of the file may be challenged as to the accuracy or relevance to the child’s performance. The following practice will be followed in challenging the records:

1. The parent/guardian or student shall bring to the attention of the principal any information that is challenged. Upon review, the principal may correct or remove such information as may be determined inaccurate, misleading, or irrelevant. If the principal does not agree with the challenge, the parent/guardian or student may request a hearing with the superintendent.
2. Upon notification of a request for a hearing to challenge the content of a student’s record, the superintendent shall set a time and place, during regular school time, for the hearing. Such hearing shall consider all evidence presented at the hearing and render a judgment. Notice of judgment shall be in writing and sent to parties concerned within seven (7) days.

 Hearing Guidelines:

 When a parent/guardian or student chooses to challenge the contents of personal records and appeals to the superintendent or the board, full due process rights will be granted, i.e., right to counsel, right to call witnesses, and right to challenge witnesses.

 It shall not be justified that a record be altered unless there is clear evidence that a record is in error, irrelevant, or misleading. No grade or other designated symbol of achievement shall be changed except upon approval of the teacher giving the grade unless there is clear evidence that the grade or symbol was recorded in error, or that the teacher clearly exercised prejudicial action in reporting the grade.

 No clear and accurate record of achievement shall be altered simply on the grounds that the parent/guardian or student does not desire the information in the record. Rather, the party in control of release of records should select not to authorize release of the contents of the personal file.

 Records Not Subject to this Policy:

 Certain exemptions are provided in regard to right to access of records. Access rights are restricted to records, documents, and other materials that contain information directly related to a student and are maintained by an educational agency or institution or a person acting for the agency or institution.

 Records of instrumental, supervisory, and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute are not classified under this policy as educational records and therefore are not granted access to under this policy. (See also ***Board Policy***, Art. XIII)

***TITLE IX COMPLIANCE (DISCRIMINATION)***

 USD #326 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact: Michael Gower, Superintendent of Schools, P.O. Box 98, Logan, KS 67646; telephone 785.689.7595. Michael Gower has been designated by the USD #326 board to coordinate the school district’s efforts to comply with Title IX. Any incident of discrimination in any form should promptly be reported to the principal or superintendent.

***ATTENDANCE***

 USD #326 schools shall promote regular attendance through the implementation and close enforcement of this policy.

Once a student has accumulated ten absences per class (excused or unexcused) per semester, any additional absences will be considered unexcused and handled as an unexcused absence, including vacations or trips. Exceptions to this policy are absences, which can be verified by a physician, and other situations which the administration has determined to be acceptable, or school sponsored activities. Disciplinary action will be taken as a result of an unexcused absence.  The student will be required to make up unexcused time beyond the ten absences. If a Senior has unexcused absences beyond the ten absences, he/she will be required to make up the time prior to graduation. Students will receive a zero for each class period missed passed the 10-day limit.

Note: The administration has the final authority to determine whether or not any absence will be excused.

 Procedure: Any student not in school, unless on a school-sponsored trip, will be counted absent. Attendance will be recorded to the nearest 1/8th of a day.

 Truancy: The board does not condone truancy for any reason and encourages all students to attend school on a regular and systematic basis. The superintendent is required to report truancies to the Kansas Department for Children and Families (KDCF) or the County Attorney.

 A child is considered truant if he/she is required by law to attend school and such child is inexcusably absent on either *three (3) consecutive days*, or *five (5) or more days in any semester or 7 or more days in a school year*.

 A child is inexcusably absent from school if the child is absent all or a significant part of a day without a valid excuse. The board has determined any time over two (2) hours to be a “significant part of a day.”

 In addition, excused absences may be granted for legitimate purposes *if* arrangements are made in advance with the school. Schoolwork is to be completed before the absence occurs, unless otherwise arranged with the teacher, and the student has not missed more days that board policy allows.

 Tardies: Students with a tardy will be admitted to class.

 A recommendation from a teacher, administrator, or parent/guardian will be accepted as an excuse for tardiness.

Students who accumulate three (3) unexcused tardies per semester in a given class will serve a thirty (30)-minute detention. Each additional tardy in the particular class will further result in a thirty (30)-minute detention. (BOE Policy)

 Guidelines for Grades five (5) – Twelve (12):

1. It will be necessary for the parent/guardian to contact the school prior to 10:00 AM of the day of the absence or the absence will be recorded as *unexcused.* The junior high/high school telephone number is: 785.689.7574. *Notes will be accepted from families with no telephone.*
2. Students absent because of an authorized school activity will not be counted absent; however, they will need to make up schoolwork in advance, when possible.
3. All worked missed because of absence must be made up by the student. Two (2) days will be allowed for each day missed in which to make up schoolwork. *A teacher may allow additional time if she/he determines it is warranted.*

A tardy becomes an absence when one-half (1/2) of a class is missed.

(Adopted: 7-13-98; Revised: 7-10-2000, 5-13-13)

***ACTIVITIES PARTICIPATION***

 No student will be allowed to participate in any school-sponsored activity during school hours or after school unless the student has reported for classes three hours prior to departure. If the departure time is in the morning, the student must be present at the start of the school day. A student must also be in class under the same time regulation to be eligible for any Saturday activity. (Intent: One must have attended school the day before at least in the afternoon according to the time schedule herein.) Pre-scheduled and/or appointments or emergencies are not subject to this regulation. (See also, ***ATTENDANCE***, and ***DRUGS and ALCOHOL, STUDENT ACTIVITIES***)

***DISCIPLINE***

 The board of USD #326 will expect and support a structured, firm, and fair discipline in Grades Pre-Kindergarten (Pre-K) – Twelve (12).

 Each teacher will establish his/her rules, along with the consequences. These rules with be submitted to the administration for approval and will be subject to Board of Education policies. The principal will work with her/his staff to develop school-wide rules and consequences to be administered by the staff and principal with the support of the superintendent and the board in a uniform manner.

 Parents/guardians are encouraged to contact individual teachers to receive a copy of the rules and consequences of each teacher who works with their child.

***SUSPENSION/EXPULSION, REASONS for***

 Students may be suspended or expelled for one (1) or more of the following reasons:

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

***IMMUNIZATION***

All students enrolled in any district school shall provide the principal with proof of immunization for certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Kansas Department of Health and Environment are also required.

 A copy of this policy and the applicable state law is available in the district office to students or their parents/guardians. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents/guardians may delegate in writing their ability to consent to immunizations.

If the parent/guardian is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other that the parent/guardian may consent to the immunizations as provided for in current law.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians, as prescribed by law.

 The principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student’s parents/guardians.

***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, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

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

 Sexual harassment may include, but is not limited to:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implication;
4. Unwelcome touching; or
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student’s grades, participation in co-/extra-curricular activities, etc.

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

***CRIMES at SCHOOL, REPORTING TO LAW ENFORCEMENT***

 Any district employee who knows, or has reason to believe, any of the following has occurred at school, on school property, or at a school-sponsored activity, shall immediately report this information to local law enforcement:

1. An act which constitutes the commission of a felony or a misdemeanor; or
2. An act that involves the possession, use, or disposal of explosives, firearms or other weapons as defined in current law.

***MEDICATIONS, DISPENSING***

 Administration of aspirin or other nonprescription medication shall not be practiced by any school personnel, including the school nurse.

 In certain explained circumstances, where medication is necessary in order that the pupil remain in school, the school will cooperate.

 The administration of a prescription medication will be given after receiving a written statement from the parent/guardian requesting that school personnel assist the pupil as recommended by the doctor, and a written statement from the doctor stating that the administration of medication at school is necessary, as no other time schedule for taking the drug is possible, diagnosis, method and amount, and the time the medication must be given. The school nurse can accept orders concerning medication changes by telephone.

 The administration of medications shall be delegated only in accordance with this regulation:

1. A licensed registered professional nurse may delegate the administration of prescription medications to unlicensed persons if:
2. The administration of the initial dose of medication has been previously administered to the pupil; and/or
3. The administration does not require calculation of any medication dosage. (Measuring a prescribed amount of liquid medication or breaking a tablet for administration is *not* calculation of medication dosage.)
4. The following acts shall not be delegated to unlicensed persons:
5. The administration of medications by intravenous or intramuscular injection route;
6. The administration of medications through intermittent positive pressure breathing machines; or
7. The administration of medications through a tube inserted into a cavity of the body, with the exception of medications administered through feeding tubes.

***DRUG-FREE, STUDENT CONDUCT***

 As a condition of enrollment in USD #326, students shall abide by the terms of this policy.

 Students shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, or alcoholic beverages on school 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 the following sanctions:

1. *First Offense:* A first-time violator will be subject to the following sanctions:
2. A punishment up to and including short-term suspension; and
3. Suspension from all student activities for a period of not less than one (1) month.
4. *Second Offense:* A second-time violator will be subject to the following sanctions:
5. A punishment up to and including long-term suspension of not less than one (1) semester or four (4) months.
6. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. If, at any time, the student fails to make satisfactory progress in the program, the suspension will be re-imposed.
7. *Third and Subsequent Offenses:* A student who violates the terms of this policy for the third time, and any subsequent violations, will be subject to the following sanctions:
8. A punishment up to and including expulsion from school for the remainder of the school year;
9. Suspension from participation in, and attendance at, all school activities for the year; and
10. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed an acceptable drug and alcohol education and rehabilitation program.

 Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. 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. In the event it is agreed that the student will enter into, and complete, a drug education or rehabilitation program, the cost of such program will be the responsibility of the student and her/his parents/guardians. A list of drug and alcohol counseling, treatment, and rehabilitation programs, along with the names and addresses of contact persons for the programs, is on file with the board clerk. Parents/guardians or students should

contact the directors of the programs to determine the cost and length of the program.

 A copy of this policy and the list of available counseling, treatment, and rehabilitation programs will be provided to all students, and the parents/guardians of all students. Parents/guardians of all students will be notified that compliance with this policy is mandatory.

***DRUGS and ALCOHOL, STUDENT ACTIVITIES***

*(This policy will apply to incidents occurring off school grounds.)*

Drug and Alcohol Policy for Logan Jr./Sr. High School Extra-Curricular Activities

*Section 1* – Philosophy and Purpose – It is USD #326’s belief that participation in extra-curricular activities is *not* a requirement, it is a privilege. Being a “student in good standing” is a requirement to participate. When a student chooses to participate in an activity, he/she is a member of that team for twenty-four (24) hours a day, seven (7) days a week during the duration of the season. USD #326 also recognizes that the abuse of illegal drugs (including, but not limited to, alcohol, tobacco/nicotine, prescription and non-prescription drugs, etc.) can pose a significant health risk. Their use can have negative effects not only on the users, but also on their families, team members, and other significant persons in their lives.

 It is the purpose of this policy to provide district-wide consistency in the attempt to eliminate the use of controlled substances such as alcohol, illegal drugs, and tobacco/nicotine products by doing the following:

1. Educate the students on the dangers of using controlled substances such as alcohol, illegal drugs, and tobacco/nicotine products;
2. Assist students that may be having problems as a result of using controlled substances such as alcohol, illegal drugs, and tobacco/nicotine products; and
3. Keep the students participating in the activities of the school.

*Section 2* – Rule – While a student is participating in an extra-curricular activity, she/he shall not:

1. Consume, possess, buy, sell, or give away a beverage containing alcohol;
2. Use, possess, buy, sell, or give away a tobacco/nicotine product; or
3. Use or consume, have in possession, buy, sell, or give away any other controlled substance defined by law as a drug.

 Interpretations:

1. This rule applies to all activities sponsored by the Kansas State High School Activities Association (KSHSAA), interscholastic activities, including KSHSAA-sponsored tournaments and non-athletic activities.
2. This rule applies to the entire school year and any portion of an activity season that occurs prior to the start of the school year or after the close of the school year. Fall “buffer week” is part of the basketball season, and spring “buffer week” is part of the track season.
3. Penalties for violations of the USD #326 school policy shall be reported to the principal and activities director, and investigated.

 It is the responsibility of each coach/sponsor to communicate this policy to his/her players/participants and their parents/guardians, along with additional rules pertaining to the activity supervised.

*Section 3* – Violations, Reporting of – Violations may be reported in the following ways:

1. Self-admission by the student following the incident;
2. Witnessed by a member of the school faculty, staff, administration, other student, or patron. The report will be investigated and if confirmed, the student will receive the appropriate penalty. A ticket or citation, or any other notification by a law enforcement officer will also come under this category; and/or
3. Violations reported in a manner other than those listed above will be handled on an individual basis.

*Section 4* – Penalties and Procedures – Violations will be handled as follows:

1. *First Violation:*

 Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive days of competition/activities in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program. Penalties will be assessed for each activity in which the student is involved at the time.

 Procedure:

1. A conference with the student, parent/guardian, coach, school administration, and others deemed necessary will be held. The student will be counseled on the consequences of subsequent violations;
2. The student will correctly complete educational materials assigned by the school administration;
3. In a timely manner, the student shall show evidence in writing

that he/she has sought, or has received, counseling from a

community agency or a professional individual such as a drug counselor, medical doctor, psychiatrist, or psychologist. This will be done at parent/guardian expense.

 Exception: If self-admission was initially made by the student, she/he will be

 eligible when items “A” through “C” are completed. Suspension will be limited to only one (1) day of competition.

1. *Second Violation:*

 Penalty: After confirmation of the second violation of this policy during a twelve (12) month period or during the school year, the student will be suspended from all remaining non-graded activities for the remainder of the school year.

 Procedure: The school will refer the student for assessment of potential chemical abuse, misuse, or dependency, to a community agency or a professional individual outside the school.

 Clarifications:

1. After the violation has been confirmed by an administrator, periods of ineligibility will begin with the first contest of the season in which the student participates.
2. Periods of ineligibility will not prohibit the student from participating in practices for an activity.
3. A contest will be considered the day on which interscholastic competition is held. It is considered as a day of competition in which the student would normally compete.

 The superintendent or principal shall have the authority to exclude pupils from participating in or representing the school in any activity or athletic contest for reasons of unsatisfactory conduct, attitude, scholastic achievement, or personal appearance.

 Questions about the intent of any section of this policy should be directed to the superintendent/pre-K-12 principal. The student must acknowledge that she/he has read them and understands them in their entirety. (See also ***TOBACCO USE***) (Adopted: 1999-2000, Revised: 7-11-11, 5-13-2013)

***GUN-FREE SCHOOLS***

 A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

 As used in this policy, the term “weapon” and or “destructive device” means:

1. Any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; this also includes any facsimile of a gun or any other device that is intentionally designed to propel/project objects.
2. The frame or receiver of any weapon described in the preceding example;
3. Any firearm muffler or firearm silencer;
4. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge, missile having an explosive or incendiary charge, mine, or similar device;
5. Any weapon that will, or that may, be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two (2) immediate preceding examples, and from which a destructive device may be readily assembled;
6. Any knife, commonly referred to as a switchblade, that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in that the knife, or any knife having a blade that opens, or falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust of movement.

 Penalties: Possession of a firearm or other weapons or facsimile of a weapon

 shall result in expulsion from school for a period of one (1) calendar year, except that the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

 Students violating this policy shall be referred to the appropriate laws enforcement agency(ies) and, if a juvenile, to KDCF or the Commissioner of Juvenile Justice.

 Reporting Criminal Possession of a Firearm by a Student: It is a crime for any person to possess a firearm at school, on school property, or at a school- sponsored event. A student who possesses a firearm shall be reported to law

 enforcement for criminal prosecution. (Adopted: 7-12-1999)

***VANDALISM/GRAFFITI***

 USD #326 will not condone any form of vandalism to its property. Graffiti written on the walls, curb, or other property will be considered vandalism. Acts of vandalism will be handled on a case-by-case basis by the school or may be turned over to local law enforcement agencies for prosecution.

***DRESS CODE***

 In keeping with the USD #326 board policy of “Education for the Future,” the students to approach this dress code with a “dress for success” attitude. Appearance *does* affect the learning atmosphere of a school. Neatness, decency, and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. All employed staff of USD #326 will be expected to set an example of professionalism and “dressing for success.”

1. The USD #326 dress code applies to pre-kindergarten (Pre-K) through Grade Twelve (12).
2. One’s appearance must be neat and clean: Clothing should not be unreasonably soiled, badly worn, or torn.
3. Decency and good taste are required.
4. Clothing guidelines are:
5. No midriff tops, halter tops, backless tops, one-shoulder tops, or low-cut tops may be worn;
6. Spaghetti strap tops, mesh tops, muscle shirts, tank tops or shirts with the arms cut out (with drooping armholes), *may* be worn with a shirt or blouse underneath them;
7. Shirts with less than a three (3)-finger width at the shoulder seam will require a shirt under or over;
8. No shirt may be worn with writing or pictures on clothing that displays or promotes alcoholic beverages,

 illegal drugs, suggestive or obscene language, or violent acts; and or

1. Sports or physical education clothing is up to the discretion of the teacher.

 B. Shorts may be worn throughout the year, but must be appropriate in length.

1. A good test for length of shorts or skirts is that they be at least a minimum of mid-thigh in length.
2. Concerning two-piece outfits such as shorts, skirts, jeans of slacks worn with a top, the outfit must touch at the waist and undergarments should not show.
3. Hats, caps, or “hoodies” (with the hood over the head) are not to be worn inside buildings at school or any indoor school-sponsored event during school hours.
* Students will be asked to remove their hats for the National Anthem at outside activities.
1. If any garment or apparel is distracting or potentially hazardous, it will be prohibited.
2. Shoes must be worn at all times.
3. This dress code is also in effect at co-/extra-curricular activities. Formal functions will be excluded, but decency is still expected. Blue jeans and t-shirts will not be considered appropriate attire for formal dances (Winter Formal and Prom).
4. If questions in dress arise, the principal shall make the final determination regarding the appropriateness of a student’s appearance.
5. The penalty for neglecting the USD #326 Dress Code is as follows:
6. *1ST Violation:* The student will be asked to change clothes, and parents will be contacted.
7. *2nd Violation:* Detention and request to change clothes.
8. *3rd Violation:* In-school suspension and request to change clothes.

***TECHNOLOGY, ACCEPTABLE USE POLICIES***

 USD #326 is committed to making advanced technology and increased access to learning opportunities available to all students. The goal of the district is to promote educational excellence in school by facilitating resource sharing, innovation, and communications. For purposes of this policy, the communications network includes, but is not limited to: desktop and laptop computers, iPads, the computer network, the Internet, e-mail, online services, digital handheld equipment, and storage devices.

 Because of the different ages of the students and their varying abilities as well as maturity levels, not all these communications devices or networks are available to every student. Copies of the individual policies applicable to grade pre-

Kindergarten (pre-K)-four (4)-year-old through grade two (2) are, grade three (3) through grade five (5), grade six (6) through twelve (12) are available in the school building and district offices or from the computer instructor(s) and/or the network administrator(s).

 *Student Responsibilities:* Students are responsible for behaving appropriately on computers, networks, the Internet, or other online services just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Network administrators, teachers, and other appropriate district staff may review student files and student communications from time to time to prevent misuse and to ensure students are using the system responsibly and in compliance with laws and district policies. Communications on the network are often public in nature; *students should not expect that files stored on district servers will be private.*

 *Permission:* Students must have permission from, and be under the supervision of, school district professional staff before utilizing district-provided computers, iPads, networks, the Internet, or other online services. Permission is not

transferable from one student to another and may not be shared. Students shall not be allowed to utilize the communications network unless a signed Student Acceptable Use Policy form is on file. To remain eligible as users, student use must be consistent with the educational objectives of the district. Access is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of those privileges. Students will display school-appropriate conduct when using the computer equipment or network, and shall maintain an environment conducive to learning.

*Inappropriate Use:* Certain uses of school-provided computers, networks, the Internet, or other online services are not permitted on the part of USD #326 students, and include, but are not limited to:

1. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
2. Transmitting obscene, abusive, sexually explicit, or threatening language;
3. Accessing another individual’s materials, information, or files without permission;
4. Using someone else’s account number or password, or allowing someone else to use one’s account number or password;
5. Using instant messaging or chat rooms at school, unless used for educational purposes and under teacher supervision;
6. Trespassing in folders not authorized to users;
7. Invading the privacy of individuals;
8. Harassing, insulting, or attacking others;
9. Representing oneself as someone other than she/he is;
10. Vandalizing, which is any unauthorized access and/or malicious attempt
11. to damage computer hardware/software or networks, or destroying the

date of another user, including creating, uploading, or intentionally introducing viruses;

1. Improperly altering the setup of computers (e/g., desktops, icons,

 wallpapers, screen savers, or installed software) as determined by the

 network administrator;

1. Failing to follow a district policy while using computers, or failing to

follow any other policies or guidelines established by district administration, teachers, or other appropriate district staff;

1. Using, possessing, or distributing any media containing applications or

 data inconsistent with educational objectives;

1. Removing hardware and/or software from the premises without prior

 authorization;

1. Violating any local, state, or federal statute;
2. Violating any federal or state copyright, or unfair trade law without

 permission;

1. Violating any federal, state, local, common law, or criminal law;
2. Violating any laws that might suggest libel or slander;
3. Conducting any activity that exposes the district to litigation expenses;
4. Violating copyright or otherwise using the intellectual property of

 another individual or organization without permission;

1. Intentionally wasting limited resources;
2. Using the network for commercial purposes;
3. Using, disclosing, or disseminating personal information online, such as

 full name, home address, telephone number, etc., except with the

 approval of licensed or administrative district staff;

1. Using software that has not been assigned or approved by staff;
2. Gaining, or seeking to gain, unauthorized access to information

 resources or other computing devices; or

1. Personally benefiting from the sale of “User-Developed Subject Matter”

 created while under the supervision or employment of USD #326, unless

 approved by the board.

 *Violations:* Administrators, teachers, and other appropriate district employees will decide what is inappropriate use. Violations may include, but are not limited to, levels of discipline that range from warning(s) to possible expulsion. Specific punishments for each of the aforementioned grade levels are available in each building and district office, or from the computer instructor(s) and/or the network administrator(s).

 *Security Risk:* Any student identified as a security risk or having a history of problems with other computer systems may be denied access.

 *Disclaimer:* The district makes no warranties of any kind, whether expressed or implied, for the access it is providing, not will it be responsible for any damages

suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or use errors or

omissions. Use of any information obtained via the Internet is at the user’s risk. The district denies any responsibility for the accuracy or quality of information obtained

through its system. The district is not liable for any commercial transactions conducted through its system.

 *Statements of Personal Belief:* Any statement of personal belief found on computers, networks, the Internet, e-mail, other online services, or any other telecommunication system shall be implicitly understood to be the author’s individual point of view, and not that of USD #326, its administrators, teachers, staff, or the participating school. No representations to the contrary shall be published without written approval from the designated administrator. Administrators or their designees may review all content in any Internet or online accounts paid for, in whole or in part, by the district, without notice of any kind.

 *Student Acceptable Use Policy Annual Review:* Prior to use of the school communication network, each student shall submit a signed Student Acceptable Use Policy form for his/her appropriate grade level for filing in the school office. If a student is under the age of eighteen (18), or has been adjudicated, a parent or guardian shall also sign the contract. New Student Acceptable Use Policy forms must be signed and submitted each school year. The Student Acceptable Use Policy applies to all students regardless of whether they have submitted a signed Student Acceptable Use Policy form. If a student does not have a current Student Acceptable Use Policy form on file, as required above, access to all district computer services and accounts is prohibited.

 *District Technology Plan:* The administrative implemental procedures in this policy shall be consistent with the USD #326 Technology Plan adopted by the board.

**STUDENT PRIVACY POLICY**

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

**STUDENT DATA RESTRICTIONS**

Any student data submitted to and maintained by a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall:

1. require parent or guardian’s signature; and
2. shall state student data submitted to and maintained by a statewide longitudinal data system only to be disclosed as follows.

Student data may be disclosed to:

* The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
* The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

* purpose, scope and duration of the data-sharing agreement;
* recipient of student data use such information solely for the purposes

specified in agreement;

* recipient of student data use such information solely for the purposes

specifically described in agreement; and

* recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
* student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement,

whichever occurs first.

\*A service provider engaged to perform a function of instructions may be

allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards

of data destruction.

Unless an adult student or parent or guardian of a minor student provides

written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. “Aggregate data” means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

* student directory information when necessary and the student’s parent of legal guardian has consented in writing;
* directory information to enhancement vendor providing photography services, class rings services, yearbook publishing services, memorabilia services, or similar services;
* any information requiring disclosure pursuant to state statutes;
* student data pursuant to any lawful subpoena or court order directing such disclosure; and
* student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

**STUDENT DATA SECURITY BREACH**

 If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

**BIOMETRIC DATA**

 The district shall not collect biometric data from a student or use any device or mechanism to assess a student’s physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing.

“Biometric data” includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings,

facial expression information, and student handwriting for:

* provision of counseling or psychological services,
* conducting student threat assessments,
* completing student disciplinary investigations or hearings, or
* conducting child abuse investigations

**SELECT STUDENT SURVEYS**

 No test, questionnaire, survey, or examination containing any questions about a student’s or the student’s parents’ or guardians’ personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

* the parent or guardian is notified in writing; and
* the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services,

including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

 Students may be questioned:

* in the provisions of psychological services,
* conducting of student threat assessments,
* completing student disciplinary investigations or hearings, or
* conducting child abuse investigations.

Collections of such information in these limited circumstances is permitted

Without prior written consent of the parent, guardian, or adult student.

Approved: KASB Recommendation – 7/03; 6/04; 4/07; 6/14; 6/16

**ANNUAL NOTICE OF AUTHORIZED STUDENT DATA DISCLOSURES**

In accordance with the Student Data Privacy Act and board policy IDEA, student data submitted to or maintained in a statewide longitudinal data system may only be disclosed as follows. Such data may be disclosed to:

* The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
* The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency,

or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

* purpose, scope and duration of the data-sharing agreement;
* recipient of student data use such information solely for the purposes specified in agreement;
* recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
* student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever comes first.

\*A service provider engaged to perform a function of instructions may be allowed to retain student transcripts as required by applicable laws and rules and regulations.

 Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data my only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data.

“Aggregate data” means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

 The district may disclose;

* student directory information when necessary and the student’s parent or legal guardian has consented in writing;
* directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
* any information requiring disclosure pursuant to state statues;
* student data pursuant to any lawful subpoena or court order directing such disclosure; and
* student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

**As the parent or legal guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I**

**acknowledge that I have been provided with notice of authorized student data disclosures under the Student Data Privacy Act.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent Signature Date

**North Central Kansas Special Education Cooperative**

**Special Education Child Find**

This school district and the North Central Kansas Special Education Cooperative (NCKSEC) work together to identify every student, age birth through 21, living within the district boundaries, that has developmental delays or may be in need of special education. If you have a child or know of a child who you think has development delays or special needs, contact the administrator in your district or Cher Greving, Director of NCKSEC at 205 F St. Suite 235; PO Box 369; Phillipsburg, KS 67661 (785-543-2149, fax 785-543-6654, www.ncksec.net).

Areas of special education include: birth through age two (infant-toddler), early childhood - disability, developmentally delayed, visual impairments including blindness, hearing impairments including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, speech or language impairments, and gifted.

Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional, and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment. If you have a child or know of a child who may need special education services, please notify the school district or the NCKSEC.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school offi­cial] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without con­sent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an ad­ministrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or com­pany with whom the School has contracted to perform a special task (such as an attorney, audi­tor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educa­tion record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School* *District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202.

Disclosure of Directory Information under FERPA

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. If you do not want your student’s directory information released, please notify your local school district office of your desire to “opt out”.

***PRE-SCHOOL AND ELEMENTARY***

TEXTBOOK RENTAL

 USD #326 will continue to maintain a textbook rental program. The textbook rental cost will be based upon the actual cost of workbooks plus 1/5 of the hardback book cost.

 The following textbook rental fees will be assessed:

 Pre-School: $250.00

 Kindergarten through Grade Six (6): $40.00

ACTIVITY TICKET: K-5

 Students in Kindergarten (K) through Grade Five (5) may purchase activity tickets for fifteen dollars ($15.00). These tickets allow admittance to all home junior and senior high athletic events. This is for regular season contests only.

 Students in grades Kindergarten (K) through grade five (5) must be accompanied by a parent/guardian.

(Adopted: 7-14-95/ Revised; 7/14/14)

GRADING PLAN

 In order to establish uniformity in the state, the following marking is designated as the official grading system:

 A - Exceeding instructor’s requirements

 B – Definitely above average

 C – Average

 D – Definitely below average

 F – Definitely unsatisfactory

 E – Work satisfactory for level of ability

 I - Incomplete

 WD – Withdrawn

 Kindergarten and grades one (1) and two (2) are to use skills mastery reports developed for each grade.

 *[IMPORTANT NOTE: 6th Grade students involved in junior high activities will generally be subject to the rules that apply to the junior high and high school students. (See* ***ACTIVITIES PARTICIPATION****,* ***ATTENDANC****E, and* ***DRUGS and ALCOHOL, STUDENT ACTIVITIES****)]*

REPORT CARDS

 Grade cards will be distributed at parent teacher conferences after the 1st and 3rd marking periods. After the 2nd and 4th marking periods, grade cards will be made available to parent/guardian(s). These will be available on approximately the 3rd school day following the close of the marking period.

REQUIREMENTS SPECIFIC TO THE PRE-SCHOOL

 A student may enter the USD #326 pre-school upon attaining the age of three (3) years until January 1 of the current school year. Students will be admitted after that date only with permission of the pre-school director and the principal.

 A student must be toilet trained when beginning pre-school unless a medical condition is present or in case of a disability. (Adopted: 5-13-2013)

***JUNIOR & SENIOR HIGH SCHOOL***

TEXTBOOK RENTAL

 A fee of $40.00 per student in grades seven (7) through twelve (12) will be assessed for the rental of textbooks. All workbooks will be purchased at a later date from the office. If a textbook becomes lost, we will rent an additional book to the individual until he has found his lost book or has paid for the book that was lost.

 *Extra fees include:*

 Percussion rental: $30.00 Photography: $10.00

 Horn rental: $40.00 Wood Shop: $15.00

 Welding: $15.00 Family & Consumer $10.00

 Art: $10.00 Driver Education: $110.00\*

 \*Students of legal age who wish to take part in the district’s summer driver education program will be assessed a fee of $110.00.

ACTIVITY TICKETS: 6-12

 All students in grades six (6) through twelve (12) shall purchase activity tickets; the price shall be ten dollars ($10.00). These tickets allow admittance to all home junior and senior high school regular season athletic events.

ACTIVITY PASSES, COMPLIMENTARY

 Individuals who are sixty-five (65) years of age and older will be issued complimentary passes to all school functions. Requests for passes may be made to any school administrator. (Adopted: 2-1-73)

GRADING PLAN

 In order to establish uniformity in the state, the following marking is designated as the official state system:

 A – Exceeding instructor’s requirements

 B – Definitely above average

 C – Below average

 D – Definitely below average

 F – Definitely unsatisfactory

 I -- Incomplete

 WD – Withdrawn

REPORT CARDS

 Grade cards will be distributed at parent teacher conferences after the 1st and 3rd marking periods. After the 2nd and 4th marking periods, grade cards will be made available to parent/guardian(s) who make a request. These will be available on approximately the 3rd school day following the close of the marking period.

PROGRESS REPORTS

 Junior and senior high school teachers will send out “progress reports” at the end of each five (5)-week reporting period to parents not having access to the Internet.

ADMISSION REQUIREMENTS

 Students are admitted to the Logan High School upon presentation of a diploma or evidence showing that they have completed grade eight (8). Students having completed work in other accredited high schools will be given such advance standing as their credits warrant.

 USD #326 will not accept any student over the age of twenty-one (21) years of age for enrollment without the permission of the board.

CLASSIFICATION OF STUDENTS

 Students will be classified at the opening of the school year. The only time a student will be reclassified will be when she/he cannot possibly graduate during a normal four (4)-year high school period. The classification will hold for all class activities.

GRADUATION REQUIREMENTS

 A student shall be eligible for graduation from grade twelve (12) upon completion of ten (10) units of elective courses and any additional requirements that may be imposed by the board of education, for a total of twenty-six (26) credits.

 \**Requirements for all four (4)-year courses:*

1. Four (4) units of English language arts, which shall include English

 I, II, & III plus either English IV or Speech;

2. Three (3) units of social studies, which shall include one (1) unit of

 American History and one (1) unit of American Government;

1. Three (3) units of science, including one (1) unit as a laboratory course;
2. Three (3) units of mathematics;
3. One (1) unit of health & physical education;
4. One (1) unit of computer technology;
5. One (1) unit of fine arts; and
6. Ten (10) units of elective courses.

(Adopted: 6-26-96)

DUAL-CREDIT CLASSES

 Logan High School will offer dual-credit classes as available for juniors and seniors. Credit will be given toward completion of high school credit and accepted by Colby Community College. No student is obligated to take any class for college credit. College credit will not be given for required high school courses without expressed permission of the administration.

ACTIVITIES MEAL ALLOWANCES

 Students who are away from Logan at meal time on a scheduled or approved trip, representing USD #326, will be entitled to a meal allowance not to exceed $5.00 for breakfast, $5.50 for lunch, and $6.00 for supper. Regularly scheduled ball games or league events are excluded. *Example:* Such things as shop and computer class participation at Hays, but disallows class trips or field trips, as the students would not be representing the school. (Adopted: 7-12-99)

ACTIVITY FUNDS

 The various activity money amounts for all attendance centers will be held by the secretary of the high school. All withdrawals and deposits will be through the same. All withdrawals will be made with accompanying vouchers.

GATE RECEIPTS

 Gate receipts for athletic activities shall be the responsibility of the building principal involved in the activity. The admission price for home high school football, volleyball, and basketball games will be five dollars ($5.00) for adults and three dollars ($3.00) for students. Admission price for junior high games will be two dollars ($3.00) for adults and one dollar ($2.00) for students.

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION (KSHSAA) ELIGIBILITY

 Scholastic eligibility to participate in KSHSAA sponsored activities is based on the policy as prescribed by the KSHSAA for both high school and junior high school students. The KSHSAA requires students to be in good standing with their school. Failure to meet eligibility requirements makes a student ineligible to

participate in interscholastic competition the following semester. The principal shall have the final decision in eligibility cases. (See also ***Board Policy***, ART XXIX, *Sec 2*)

 Before a student athlete is permitted to report for practice in a sport, she/he must have a physical examination or health review documented by a completed, current physical examination form furnished by the school. The form requires the signatures of the physician or licensed medical practitioner, student, and parent/guardian.

ATHLETIC/ACTIVITY ELIGIBILITY, 6-12

 Academic standing is very important and students must be performing in the classroom in order to represent USD #326. This eligibility rule applies to all students in grades six (6) through twelve (12) participating in any extra-curricular activities. This includes any and all extra-curricular activities, including dances, with the only exception being class-related activities that would negatively affect a student’s grade. The building administrator will make the final decision regarding eligibility.

 Teachers will turn in grades weekly on Monday. If a student has a failing grade(s) in subject, he/she will have until the next Monday to raise her/his grade(s). If at that time there is still an “F” in any subject, the student will be ineligible beginning immediately until the following Monday. He/she will remain ineligible until all grades are passing at check time.

 *NOTE: If a teacher has not entered at least one (1) new grade for the week following a student’s ineligibility, the student will again become eligible for that week.*

 Grades will be determined on an accumulative basis each marking period. Eligibility will not be checked until the 3rd Monday of each new marking period. This allows two (2) weeks for grades to be accumulated before beginning weekly checks.

Students will be allowed to practice during the time of eligibility. Ineligible students will not be allowed to travel to away contests but will be required to attend home games with their team. Ineligible athletes will not be allowed to attend home or away activities with their team. In addition, ineligible students will not be allowed to attend home or away activities (for example, but not limited to team attendance at college games, team lock-in’s, team motivational activities) with their school organization during or after school hours.

 *[See* also ***Board Policy****, ART XXII, Sec 1-4)*

DUAL PARTICIPATION IN SPORTS

 Each student shall be limited to participating in one (1) sport per season.

(Adopted: 3-30-94)

ATHLETIC PRACTICE

 Athletics are an important part of school in USD #326. We realize that practice makes perfect and one must practice to excel at anything. We also are aware that there are things besides athletics – example: family life.

 With this in mind, we encourage all boys and girls to participate in athletics. We communicate to the coaches, that on school days, all practice is to be over and everyone off the field or court in time to be out of the building by 6:15 PM. Wednesday nights, the building will be cleared by 6:00 PM. This will allow families to eat supper together, including the coaches. There will be no athletic practices on Sundays.

BAND UNIFORMS

 Students will be charged for damage to, or for missing parts from, band uniforms.

CLASS CHANGES

 Changes may be made in student enrollment during the first two (2) days of the semester. Students will be permitted to change classes each marking period

(involves quarterly courses and semester courses). Changes will be made through the office prior to the end of each marking period. Written permission must be obtained from the office for change of courses. No student may attend a class unless he/she is a regular enrollee in that class.

CONCESSIONS

 It is the responsibility of the building principal to see that the concessions are properly prepared for, managed, and maintained. A complete running inventory will be kept with a distribution of profits at the end of each season—football, basketball, and track. Profits will be distributed based on the class or organization operating the concessions. (Adopted: 8-8-83)

 No student or parent will be requested to pay for concession supplies nor requested to furnish supplies for concessions. Concession supplies will be purchased in wholesale quantities as much as possible. Concession prices will be established by the school administration. The sponsorship of concession activities will be determined by the administration.

FRESHMAN INITIATION

 Due to the difficulty of proper supervision, the school will not approve or sponsor any initiation of Freshman class members.

GUIDANCE SERVICES

 Most students are acquainted with the type of service the guidance counselor gives to the school community. At the senior high level, the counselor is always available to serve the students’ needs. Quite often, at high school age, students may experience the need for an adult with whom they can share, in confidence, a problem of a personal or social nature. The counselor may meet this need. In summary, the purpose of the guidance department is three-fold: to disseminate information regarding vocational and educational opportunities, to provide information on career options in which students can experience success, and to assist students with their social and personal problems.

KANSAS ASSOCIATION for YOUTH CLUB (KAY)

 The KAY Club is an open door for all students to belong to a positive group which has a broad base of interests. No special physical, aesthetic, or even leadership talents are required to belong. The KAY Club is creatively designed to identify and develop individual talents, whatever they may be. The KAY Pledge and Privileges help guide young people in the right way and encourage leadership. By putting into practice the high ideals upon which our country was founded, students learn to become caring, responsible leaders.

 By establishing the KAY Clubs, the KSHSAA provided the opportunity for all students to participate in a rewarding leadership activity. Its scope encompasses

home, school, community, nation, and the world, and fulfills the following six (6) objectives: religion, personality, leadership, service, appreciation, and recreation.

LOCKERS

 Lockers and locks will be provided to students at the time they enroll. A lock rental fee of $5.00 per lock will be assessed at enrollment and refunded when the lock is returned at the end of the school year. Students will be expected to keep their lockers locked at all times. Because they are the property of USD #326, lockers may be searched by school personnel if there is reasonable cause to do so. Students will be held responsible for the contents found in their lockers.

MONEY-MAKING PROJECTS

 All classes, clubs or teams desiring to participate in money-making projects will submit, in writing, the project in which they wish to participate, telling how, when, and where the project will be carried out and for what purpose the money will be raised. All class or organizational projects must have the written approval of the sponsor before presenting it to ~~the Student Council and~~ the principal. Revised (6-14-20)

ORGANIZATION FINANCES

 It shall be the responsibility of the class or organization sponsor and treasurer to collect and record all money due the class or organization. Collection of money shall be done and turned in to the high school activity fund accountant within forty-eight (48) hours from the time when the money was due. All expenditures will be made from an activity fund purchase order that must be signed by the sponsor and the treasurer before a check will be issued. Funds must be available before expenditures can be made. A report by the activity fund accountant will be given to the sponsor and treasurer at the end of each month.

LEAVING THE BUILDING/PASSES

 If for any reason it is necessary for a student to leave school during the day, she/he must first go to the principal’s office to get a pass to leave the school premises. If any absence is known in advance, the pupil should bring a note from his/her parent/guardian, or have his parent/guardian call the office so as to secure permission for the absence. Students leaving the building without checking with the office will be given an unexcused absence and face a possible in-school suspension for this violation.

Any student leaving the building or school premises at any time during the day without notifying school authorities will be given an unexcused absence and face possible suspension.

SCHOOL ORGANIZATIONS

 All plans, meetings, and activities of any organization or class within the school must be approved by the sponsor of that organization. All meetings of all groups must be cleared through the sponsor, then the office, and posted on the activities calendar well in advance of their happening. Organization activities outside of school must be approved through the student council and the building principal.

 All meetings must terminate at the dismissal bell.

 No business may be transacted or decisions made unless the class or organization sponsor is present. The final approval rests with the building principal.

MONEY, CLASS, and ORGANIZATION

 It shall be the responsibility of the class or organization sponsor and treasurer to collect and record all money due the class or organization. Collections of money are due and shall be completed and turned in to the high school activity fund accountant within forty-eight (48) hours. All expenditures will be made from an activity fund purchase order that must be signed by the sponsor and treasurer before a check will be issued. Funds must be available before expenditures can be made. A report will be given by the activity fund accountant to the sponsor and treasurer at the end of each month. (Adopted: 8-8-83, Revised: 5-13-2013)

SOCIAL ACTIVITIES and SCHOOL DANCES

 Attendance at all school social activities shall be limited to bona fide students of USD #326 and approved adult sponsors or supervisors. This includes all school parties and dances, excluding formal activities for the high school. Outside guests will be permitted at formal high school activities upon approval through the office of the principal. Guests must be a currently enrolled full time in a bona fide state accredited high school and will be subject to completion of a permission form.

*(See also* ***Board Policy****, ART XXII, Sec 1-4, Pgs 37-39, and ART XXIX, Sec 2, Page 47 for additional eligibility information regarding activities.)*

STUDENT COUNCIL

 The purpose of the Student Council is to create better understanding and cooperation between students and faculty, to further good sportsmanship, and to promote the general welfare of the school. The Student Council consists of: eight (8) members elected as representatives from the various classes, two (2) members

who are elected “at large” from the student body, and the presidents of the KAY Club, FFA and yearbook editor.

STUDENT INSURANCE

 A special student activities insurance policy has been secured for junior and senior high school students. This coverage is valid only while participating in KSHSAA sponsored activities and will make payment only after any other existing insurance has been used or denied.

AUTOMOBILES

 USD #326 prohibits students from driving their cars during the school day unless permission is granted by the principal.

~~COMMENCEMENT SPEAKER~~

 ~~Speakers for grade school and high school Commencements will be approved by the administration and the board~~. Removed 6-14-20

COMMENCEMENT LOCATION

 All Commencement exercises will be held in the school auditorium unless otherwise determined by the board. (Adopted: 9-14-87)

STUDENT CELL PHONE/MOBILE DEVICE POLICY

This cell phone/mobile device policy includes all electronic mobile devices but not limited to:  cell phone, iPod, iPad, kindle, or tablet.

Rules during the school day:

1. The preference is that all electronic devices are left in the students’ lockers or book bags.  If students keep them on their person, the teachers may ask that the devices should be turned off or to silent.
2. If devices become a distraction to learning, teachers may ask for the device to be placed in a designated area or confiscate the device.
3. Classroom teachers may establish a classroom management policy that requires the student’s devices to be stored in a secure location during class period.
4. If the student leaves during class for any reason, the classroom teacher may require that the device remain on the desk or teacher designated area.

Exceptions to rules:

1. Students should ask permission to use their electronic device. Usage will be granted on a day-to-day basis at the teacher’s discretion.

2. Students in Grades 5-12 may use their devices during lunch and between classes.

Violations to this policy could result in detention(s) assigned by the teacher.

Subsequent violations could result in ISS, or OSS including the loss of use of the device during school hours.  This will be handled at the principal’s discretion.

Parents and/or other persons needing to contact a student in the event of an emergency should call any of the school offices (High School:  785-689-7574; Elementary: 785-689-4631; District 785-689-7595).

BULLYING

 The USD #326 board prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event.

 The administration shall propose, and the board shall review and approve, a plan to address bullying on school property, in a school vehicle, or at a school-sponsored activity or event.

 The plan shall include provisions for the training and education of staff and students. The plan shall be submitted to the board for its approval. When the plan is approved, the superintendent shall assure that the plan is implemented.

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

 As used in this policy, the following definitions apply:

1. *Bullying* means:
2. Any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or

 pervasive that it creates an intimidating, threatening, or abusive

 educational environment for a student or staff member that a

 reasonable person, under the circumstances, knows, or should

 know, will have the effect of:

1. Harming a student or staff member, whether physically

 or mentally;

1. Damaging a student’s or staff member’s property;
2. Placing a student or staff member in a reasonable fear of harm to the student or staff member; or
3. Placing a student or staff member in a reasonable fear of damage to the student’s or staff member’s property.
4. Cyberbullying; or
5. Any other form of intimidation or harassment prohibited by any policy of USD #326.
6. *Cyberbullying* means bullying by use of any electronic communication device through means including, but not limited to, 3-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites
7. *School vehicle* means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event. (Adopted: 9-10-2007; Revised: 7-14-08, 5-13-13)

 **Appendix A**

**Logan USD 326 Device Acceptable Use Agreement**

**General Statements and Philosophy**

Realizing that technology is necessary to function in our ever-changing world, USD 326 has adopted a 1:1 Initiative so that every student has access to a device at school in order to support their learning.  **Students in Grades 9-12 who read the Device Acceptable Use Agreement, sign the Student Pledge, and pay the technology fee will also be allowed to take their devices home.**  The use of this resource is a privilege, not a right.  USD 326 will provide necessary tools to support the integration of technology into the learning processes at Logan School.  Cooperation from school staff, parents, and students is key to making this project work.

To ensure the success of this initiative, students and parents will read the Device Acceptable Use Agreement and sign the Student Pledge.  These documents are provided to make all aware of the responsibilities associated with efficient, ethical, and lawful use of available technology at USD 326.  If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.  The Logan USD 326 Student Handbook shall be applied to student infractions.  Violations may result in disciplinary action up to and including suspension and/or expulsion for students.  When applicable, law enforcement agencies may be involved.

The Device Acceptable Use Agreement and Student Pledge must be read and signed before devices will be checked out.  Devices will be allowed to go home with students provided the technology fee is paid and the documents are signed.  The technology fee provides insurance that will cover theft, accidental damage, fire, power surge, vandalism, and natural disasters.

It is the goal of the committee that high school students (Grades 9-12) will be issued the same device each year.

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**Device Agreement**

**I.    Obtaining Student Device and Device Check-In**

A.    Obtaining Student Device

1.    Students and parents will have the opportunity to attend “Device Orientation” prior to the start of school.  Devices/chargers may be issued and checked-out to students at this time.  The Device Acceptable Use Agreement and Student Pledge can be signed at this meeting.  Technology fees can also be paid at this time.  All documents must be signed before devices will be issued.  Lost power cords, batteries and school issued cases are not covered with the technology fee and are the responsibility of the student/parent.

a.    The Student Pledge AND fees must be signed and paid by the parent/guardian and student before the student will be allowed to take the device home.  If a student has not paid their fee and/or the agreement has not been signed, the student will not get their device until the first day of school and will not be able to take the device home until both of these are taken care of.

b.    All students and parents must complete the mandatory orientation.  If unable to attend, parents and students must watch a webinar.  Proof of completion needs to be on file at the school.  Either the printed certificate or an email containing the printed certificate will serve as proof of completion.  Devices will not go home until proof of completion is obtained.

B.    Device Check-in (Daily, End of the Year)

1.    Daily Check-In

a.    If a student is not allowed to take their device home, they will need to check it in to the library at the end of the day or if leaving early for any reason, when they leave.

b.    Students who wish not to take their devices home will have the   opportunity to check them into the library at the end of the day.  However, if they do not have their charger at school, the device will not be charged for the following day.

2.    Year End Check-In

1. Devices and accessories must be returned to the Logan High School office at the end of each school year for maintenance purposes.  Devices will be re-issued the following August.  Students who graduate early, withdraw, are suspended, expelled, or terminate enrollment at USD 326 for any reason, must return their school device on the date of check out.

b.    Just like a textbook issued by the district, if a device and/or accessory is lost, the parent/guardian will be held responsible for payment in full.  If a student fails to return the device at the end of the school year or upon termination of enrollment at USD 326, that student/parent will be subject to criminal prosecution or civil liability.  The student/parent will also pay the replacement cost of the device.  Failure to return the device will result in a theft report being filed with the Phillips County Sheriff’s Department.

c.    Furthermore, the student will be responsible for any damage to the device, consistent with the Device Agreement and must return the device and accessories to the LHS office in satisfactory condition.  The student will be charged for any needed repairs, not to exceed the replacement cost of the device.  Devices are insured.  However, there is a deductible of up to $250 per incident, which is the responsibility of the student/parent.  If insurance is not applicable, the student will be assessed the replacement cost of the device.

**II.    Taking Care of School-Issued Devices**

Students are responsible for maintaining their individual device, and the general care of the device they have been issued by the school.  Devices that are broken or fail to work properly must be taken to the Tech Coordinator or to the high school office.  It is the student’s responsibility to visit with the Tech Coordinator to describe the device failure.  Students should bear in mind the value of the device and take actions to prevent problems.

A.    General Precautions

1.    The device is school property and all users will follow this USD #326 Device Acceptable Use Agreement for technology.

2.    Cords and cables must be inserted carefully into the device to prevent damage.

3.    Devices must remain free of any writing, drawing, stickers, or labels that are not the property of USD 326.

4.    Devices should not be left in an unlocked locker, unlocked car, or any unsupervised area.

5.    Students are responsible for keeping their device battery charged for school each day.

6.    Computers can get so hot that they will turn off.  To avoid this:

a.    Do not block the airflow when the device is on.  Vents are located in the hinge.  Using the device on your lap, soft furnishings, or in bed will reduce its ability to cool itself.  A sturdy desk is a better place for extended periods of time.

b.    Exit out of programs that are not being used.

7.    Students should protect their device from extreme heat or cold.         Devices should never be left in a car.

8.    Avoid leaving devices in situations that increase the risk of theft.

9.    Be careful and gentle with your device.  It is built for use, but not for abuse.

10.    Pay attention when taking the device out of a case or bag to avoid dropping it.  Do not sling any bag with the computer in it onto the floor.

11.    Faculty will gather unattended devices and take them to the carts by the end of the day.  Consequences will be given.

12.    Devices must be kept in the protective cases provided by the district.

13.    It is recommended that devices be kept in a padded bag for protection.

14.    Devices must be carried with the lid shut.

15.    Refrain from keeping food or liquid around your machine.

16.    In cases of theft, vandalism and other criminal acts, the student must report this to the school administration so that a police report can be filed.

B.    Screen Care

1.    The device screens can be damaged if subjected to rough treatment.

2.    The screens are particularly sensitive to damage from excessive pressure on the screen.  Do not place anything near the device that could put pressure on the screen.

3.    Do not “bump” the device against lockers, walls, car doors, floors, etc. as it may crack or break.

4.    Only use a clean, soft cloth to clean the screen, no cleansers of any type.

**III.    Using School-Issued Devices at School**

1. Devices are intended for use at school each day.  Students should obey general school rules concerning behavior and communication that applies to device usage.  In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device.
2. The device and power cord must be brought to school daily.  The device must be charged and working efficiently at the beginning of each school day.
3. If students leave their device at home, they are responsible for getting the course work completed as if they had their device present.  If a student repeatedly leaves their device at home, they will be subject to appropriate disciplinary action.
4. Loaner devices may be issued to students whose machine is being repaired.  If the computer is damaged or not working properly, it must be turned in to the District Technology staff for repair.  Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.

1.    Students are responsible for any classwork or homework while the device is being repaired.

E.      Students will have the ability to customize their device (screen background).  In a community where mutual respect of all people is a core value, screen backgrounds, wallpaper, screen savers, etc, may not contain material-text or image-with lewd, suggestive, racist, sexist, or profane content.

F.    Students should use sound on their devices responsibly.

1.    Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

2.    Students should supply their own earbuds/headphones.

3.    Appropriate music is allowed on the device*.*Ear buds/headphones may be used in the classroom based upon individual teacher approval.  During passing periods, students may not use earbuds/headphones.

4.    Internet computer games are prohibited in classes and during enrichment without instructor permission.

G.    Limited printing services will be available with the device.  Students should talk to their teachers about the need to print and printer availability.  Students will be given information and instruction on printing with the device at school.

H.    Students are allowed to join additional wireless networks on their devices. This will be necessary to use web based services outside of the school setting.

I.    USD 326 will filter content/apps/music to be installed on the device.  In the event storage space becomes an issue on individual devices, student music, photos and apps will be deleted.

J.    Installation of peer-to-peer file-sharing programs is strictly forbidden.  Software run from external drives (such as a USB flash drive) is prohibited.  Using iTunes or similar programs to share music is also forbidden.  Copyright laws must be respected.  If you have any questions about what constitutes a copyright violation, please contact the technology coordinator.

K.    Deliberate attempts to degrade or bypass the USD 326 network (including use of smartphones/other devices as wifi hotspots) or to disrupt system performance will result in disciplinary action.

L.    Use of the device (including “Instant Messaging”) for anything other than a teacher-directed or approved activity is prohibited during instructional time.

M.    The internet is to be used for research and as a means of obtaining academically relevant information.  Material obtained through research on the Internet and then used in academic work is to be properly documented.  Students may not access websites, newsgroups, or chat areas that contain material that is obscene or promotes illegal activity.  If a student does accidentally access this type of information, he/she should immediately notify a teacher.

N.      Students should monitor all activity on all accounts and not share passwords or information regarding access to accounts.  Any security issues should be reported to USD 326 faculty and staff, the tech coordinator or administration.

**IV.    Email/Internet**

A.    Email and all other forms of electronic communication are to be used in a responsible manner.  Students must not use vulgar, derogatory, or obscene language.  Students must not engage in personal attacks or harass others.  All email sent from a USD 326 account is the property of USD 326.  USD 326 reserves the right to inspect any and all email messages sent from or to any USD 326 email account or connected accounts without informing the student.

1.    Students should notify USD 326 faculty and staff, the tech coordinator, or administration if any correspondence contains inappropriate or abusive language or questionable subject matter.

B.    All internet searches and website traffic both on and off the school network is documented.  USD 326 reserves the right to review these searches and traffic without notification.

C.    Students may not use their computers to record other people’s conversations without the consent of all those who are being recorded.

**V.    Managing Files and Saving Work**

A.    It is recommended that students save and regularly back up data to Google Drive or the district network.  Data will NOT be backed up in the event a device has to be re-imaged or restored to factory settings.  It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.  Device malfunctions are not an acceptable excuse for not submitting work.

**VI.    Software on Devices**

A.    The apps and operating system originally installed by USD 326 must remain on the devices in usable condition and be easily accessible at all times.

B.    Students will be selected at random to provide their device for inspection. Device use and contents will also be monitored remotely.  School administrators reserve the right to remove student accounts from the network to prevent unauthorized activity.  USD 326 reserves the right to define inappropriate use of technology.

C.    If technical difficulties occur, the device will be restored from a backup.  The school does not accept responsibility for the loss of any apps or documents deleted due to *the necessity of* a re-format and/or re-image.  All student data will be lost unless backed up previously.

D.    Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their devices for periodic updates.

E.    Technology support for devices will be available during the normal business day at Logan Junior/Senior High School between the hours of 7:45 and 3:15.  After hours support will not be available.

**VII.    Parent, School, and Student Responsibilities**

A.    Parent/Guardian Responsibilities

Parents should talk to their child(ren) about values and the standards that  children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.  Students will have access to their device 24/7.  We would recommend that parents establish ground rules for device use outside of the school day.

B.    School Responsibilities are to:

1.    Provide internet and email access to its students.

2.    Provide internet filtering.

3.    Provide school network monitoring.

(These will be treated similar to school lockers.  USD 326 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 326 owned equipment and to investigate inappropriate use of resources.)

4.    Provide staff guidance to aid students in doing research and help assure student compliance of the Device Acceptable Use Agreement.

5.    Provide user accounts for free information storage in cloud-based (off site/online) applications.

6.    Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

C.    Student Activities Strictly Prohibited:

1. Any action that violates existing Board policy or public law.
2. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, discriminatory, illegal, or sexually explicit materials.
3. Inappropriately utilizing photos, video, and/or audio recordings of any person without the consent of their teacher/sponsor.
4. Changing device settings in an effort to circumvent the filtering system.
5. Gaining access to other student’s accounts, files, and/or data or representing yourself as someone other than who you are.
6. Vandalism to your device or another student’s device.
7. Using any electronic device to harass, threaten, or bully others.
8. Intentionally introducing a virus or denial of service to other users.
9. Linking the school website to inappropriate websites.
10. Using technology systems for personal or private business, for product advertisement, or political lobbying, or for incurring financial commitments over the network.
11. Revealing personal, confidential, or private information about yourself or another individual such as home address, phone number, etc.
12. Conducting any activity that exposes the district to litigation or expenses.
13. Using the network for commercial purposes.
14. Using, possessing, or distributing any media containing applications or data inconsistent with educational objectives.
15. Using software that has not been assigned or approved by staff.
16. Personally benefiting from the sale of “User-Developed Subject Matter” created while under the supervision or employment of USD 326 unless approved by the Board of Education.

E.    Legal Propriety

1. Comply with trademark and copyright laws and all license agreements.  Ignorance of the law is not immunity.  If you are unsure, ask a teacher or parent.
2. Plagiarism is a violation of the USD 326 Student Handbook.  Give credit to all sources used, whether quoted or summarized.  This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

F.    Student Discipline

Violations of the *user terms and conditions* named in this policy are subject to disciplinary action.  Privileges may be terminated and access to the school district technology resources may be denied.  The Logan USD 326 Student Handbook shall be applied to student infractions.  Violations may result in disciplinary action up to and including suspension and/or expulsion for students.  When applicable, law enforcement agencies may be involved.  If a student violates any part of the above policy, board policy, or Logan Junior/Senior High School handbook policy, he/she may be subject to the following disciplinary steps:

* + 1. Student(s) will check-in/check-out their devices from the office daily.
		2. Required to attend a device policy refresher class.
		3. Loss of individual device and be issued a generic loaner device.
		4. Loss of device while being required to complete coursework.
		5. Disciplinary/legal action as deemed appropriate.

**USD 326 Student Pledge for Device Use**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, pledge to:

1. take good care of my device.
2. never leave the device unattended.
3. never loan out my device to other individuals.
4. know where my device is at all times.
5. charge my device battery as needed.
6. keep food and beverages away from my device.
7. not disassemble any part of my device or attempt any repairs.
8. protect my device by keeping it in a protective case.
9. use my device in ways that are appropriate, meet USD 326 expectations, and are educational in nature.
10. not place decorations (such as stickers, markers, etc.) on the device and do not deface the serial number.
11. follow the policies outlined in the Device Acceptable Use Agreementwhile at school, as well as outside the school day.
12. report cases of theft, vandalism, and other acts covered by insurance to the District Technology Coordinator and/or administration.
13. be responsible for all damage or loss caused by neglect or abuse.
14. to return the district device and power cords in good working condition.
15. not utilize photos, video, and/or audio recordings of any myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the above documents including the USD 326 Device Acceptable Use Agreement, device Protection Plan and the Student Pledge for device use.

Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        Grade\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (Please Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_

Device Serial Number is applicable:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual school devices and accessories must be returned to the LHS Office at the end of each school year.  Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 326 for any other reason must return their individual school device on the date of termination.

**Emergency Safety Interventions Appendix B**

 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. 72–8222, 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. 72-1046(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.