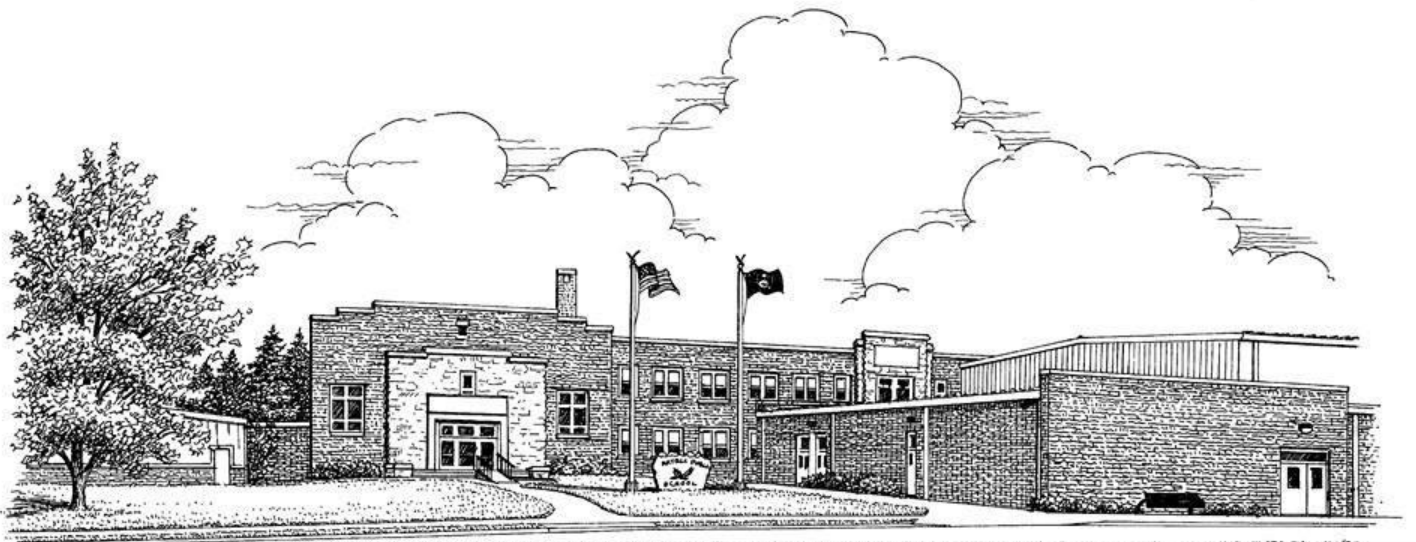


# **Axtell Public School**



## **2023-2024**

# **Student Handbook**

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**USD #113 Fee Schedule for Axtell Public Schools**  
2023-2024 School Year

<b>Textbook Fees</b>	
Pre-School	\$25.00
Grades K-5	\$25.00
Grades 6-12	\$30.00
<b>Instructional Fees</b>	\$20.00
<b>Laptop Technology Fee Grades 6-12</b>	\$40.00
<b>Class/Building Fees</b>	
Band – Music Instrument Rental	\$30.00
PE Locker Fee	\$1.00
Activity Pass Card Fee for Grades 6-12 (optional)	\$15.00
<b>Meal Costs</b>	
Adult Breakfast	\$2.30
Adult Lunch	\$4.05
Extra Milk	\$0.45
<b>Activity Participation Fee</b>	\$50.00
(For any KSHSAA sponsored activity not associated with a grade, excluding cheerleading)	
Summer Weights	\$20.00
<b>Athletic Gate</b> (as per OTL and TVL policy)	
Middle School Activities (student / adult)	\$3.00 / \$4.00
High School Activities (student / adult)	\$4.00 / \$6.00
<b>Yearbook</b> (additional name costs apply)	\$45.00
<b>Photocopies</b> (public–per side)	\$0.20
<b>Student Projects</b>	Students will reimburse the school for materials used in their major individual projects (woods, agriculture, sewing, exceptional printing/copying, etc.).

<b><i>Enrollment/Withdrawal from School</i></b>	
Attendance	<p>It shall be the policy of the board of education to encourage regular attendance at school by all students. Regular attendance contributes not only to the probability of scholastic success, but also to the development of attitudes of consistent performance that will carry over into adult life.</p> <p>Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to each teacher in the high schools, the junior high school, and to the classroom teacher in the elementary schools, under supervision of the building principal, and using forms prescribed by the superintendent of schools. The superintendent of schools shall include an attendance report as a section of the annual report to the board of education and may report attendance problems to the board at other times as he/she deems it may be necessary to do so.</p>
Admission Requirements	<p>All resident students shall be admitted to attend school in the district unless they have been expelled.</p> <p>A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.</p> <p>All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation that the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.</p> <p>The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.</p>
Enrollment	<p>The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.</p> <p>In order to obtain an estimate of the number of students who are expected to be enrolled in school during the following year, a pre-enrollment period will be scheduled during the spring months of each year. A registration date for resident students who have been enrolled during the previous year will be scheduled by the superintendent in August of each year.</p> <p><u>New Resident Students</u> New resident students are urged to contact the superintendent's office as soon as possible after establishing residence in the school district.</p> <p><u>Identification of Students</u> All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation that the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.</p>

<p>Non-Resident Students</p>	<p>Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.</p> <p>A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.</p> <p>Since the schools of the district are maintained for the primary benefit of the residents of the district, non-resident students will be admitted only to the extent that staff, facilities, equipment and supplies are available. In no event will a student be admitted who is under suspension or expulsion from the schools of another school district, or who has voluntarily withdrawn from the schools of another school district due to poor academic performance, except with the prior approval of the board of education.</p> <p>Any non-resident student who desires to be admitted to the schools of the district will make application to the superintendent, who shall report such application to the board at the next meeting following the receipt of the application, together with his/her recommendation thereon. The decision of the board on any such application shall be final.</p>
<p>Special Students / Part-Time Enrollment</p>	<p><u>Special Students</u> Students who have attained the age of 16 years may apply to the Principal to be recognized as a “special student.” Circumstances revolving around a student being classified as a special student need to be approved by the parent/guardian and the Superintendent. Then the student may attend classes of his choice at the Sabetha, Wetmore or Axtell High Schools so long as the credits earned are accumulating towards the high school diploma. The student shall participate in NO student activities and will receive NO student privileges. However, during the hours that the student is in school; the student shall abide by all student rules. Such status or classification may be removed at any time that a student fails to cooperate with school officials</p> <p><u>Part-Time Enrollment</u> Part-time students may enroll with the board’s/administration’s permission if they complete all paperwork in a timely fashion and are in attendance no later than a date determined by the board/administration part-time students may be admitted only to the extent that staff, facilities, equipment and supplies are available.</p>
<p>Foreign Exchange Students</p>	<p>The school district may cooperate with students who are interested in entering the foreign student exchange programs. The school district also may participate as a host school under approved programs as designated by KSHSAA.</p> <p>USD 113 Axtell Schools will not accept foreign exchange students unless they are affiliated with a student exchange program recognized by the National Association of Secondary School Principals in their current “Advisory List of International Travel and Exchange Programs.”</p> <p>Foreign exchange students may receive a “Certificate of Attendance” for faithful attendance and successful completion of a course of study assigned by the attendance center administrator.</p> <p>Foreign exchange students may receive a high school diploma upon recommendation of the high school principal, following a review of the student’s transcript to assure compliance to all Kansas requirements for high school graduation, and by Board action on each student’s request.</p>
<p>Assignment to School/Classes</p>	<p>Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.</p> <p>Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal’s decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.</p>

Purchasing Meals	<p>1. Total charges to each student account will be limited to the cost of 5 days of meals. Charges will only be allowed for full Main Menu meals. The student is reminded when their account is \$6.10 at the elementary level and \$6.50 at the middle and high school levels. A notice will be sent to the parents/guardian when the account reaches \$0.00.</p> <p>2. In order to conduct the end of the school year account closing, four weeks prior to the end of the school year parents and/or students will be notified that no charges of any kind will be allowed during the last two weeks of school.</p> <p><b>NOTE – Students in grades K-12 will never be allowed to be without some kind of food. An alternative food source will be given to these students if this form of action is required. (i.e. PB&amp;J, Cheese Sandwich, Fruit &amp; milk)</b></p> <p><u>Refunds</u> 1. Refunds are only to be given if a student is leaving the school district or at the end of the school year.</p>
Transferring Credit	<p>In the junior high and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.</p> <p><u>Transfers from Non-Accredited Schools</u> The principal will place students transferring from non-accredited schools. The principal will make initial placement after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student’s documented past educational experiences and performance on tests administered to determine grade level placement.</p>
Qualified Admissions	<p><b>Students graduating from an accredited Kansas high school, under the age of 21, MUST:</b></p> <ul style="list-style-type: none"> <li>● Complete the precollege or Kansas Scholars Curriculum with at least a 2.0 GPA; <u>AND</u></li> <li>● Achieve <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>○ ACT score of 21 or higher; OR</li> <li>○ SAT score of 980 or higher; OR</li> <li>○ Graduate in the top one-third of their class; <u>AND</u></li> </ul> </li> <li>● Achieve a 2.0 GPA or higher on any college credit taken in high school.</li> </ul> <p>The pre-college curriculum for graduates consists of:</p> <ul style="list-style-type: none"> <li>● English: 4 approved units of English, one unit taken each year of high school, 1/2 unit may be Speech;</li> <li>● Natural Science: 3 approved units, one unit must be Chemistry or Physics;</li> <li>● Math†: 3 approved units; <u>AND</u> students must meet the ACT college readiness math benchmark (22) <u>OR</u></li> </ul> <p>4 approved units--one taken in the graduating year. The fourth unit may be prescribed by the school district and must be designed to prepare students for college;</p> <ul style="list-style-type: none"> <li>● Social Science: 3 approved units (minimum one unit of U.S. History and one-half unit of U.S. Government); <u>AND</u></li> <li>● 3 approved units from the following: English, Math, Natural Science, Social Science, Fine Arts, Computer/Information Systems, Foreign Languages, Personal Finance, Speech, Debate, Forensics, Journalism, or Career and Technical Education</li> </ul> <p>†Dual enrollment, concurrent enrollment, and online courses may be used to fulfill the requirement. Courses completed in middle school/junior high do NOT fulfill the requirement.</p>
Student Records	<p>Records maintained by the building principals shall include, but not be limited to, the following: activity funds, student records, and personnel records.</p> <p>All student personnel records are to be treated as confidential and primarily for local school use or as otherwise stipulated. Where such records or data include information on more than one student, the parents of any student shall be entitled to receive, or be informed of, that part of such record of data as pertains to their child. Each school shall establish appropriate procedures</p>

	<p>for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.</p> <p>Parent shall have an opportunity for a hearing to challenge the content of their child's school records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein, and to insert into such records a written explanation of the parents respecting the content of such records.</p>
Directory Information	<p>For purposes of FERPA, USD #113 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.</p> <p>This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of team members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status, (e.g. undergraduate or graduate, full-time or part-time, major field of study and photographs).</p> <p>You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD #113 at the attendance principal's office on or before the beginning of the third week of school. If refusal is not filed, USD #113 assumes there is no objection to the release of the directory information designated.</p>
Pictures	<p>Each year students will have their pictures taken for various district publications including but not limited to the yearbook, classroom activities and sometimes the school district's website. No one is required to purchase pictures; however, each senior graduating from USD 113 Axtell High Schools must turn a color wallet sized picture into the attendance center office by February 1 to be used for the class composite.</p>

<b>Academics</b>			
Graduation Requirements	<u>Graduation Requirements</u> (25 units)	<u>Qualified Admissions Regents Schools</u>	<u>State of Kansas Scholarship Programs</u>
<i>Language Arts</i>	<p><u>Required Units: 4.0</u> English 1, 2, 3 (1 unit each) Fourth Credit Options: A) Advanced Composition (1) Dual Credit (AHS only) B) Public Speaking (.5) Dual Credit</p>	<p><u>Required Units: 4.0</u> English 1 (1) English 2 (1) English 3 (1) English 4 (1) --or-- Advanced Composition (1) Public Speaking (.5) Dual Credit (if taken during senior year) Speech (.5) (if taken during senior year)  * At least one unit of-Language Arts must be taken every year</p>	<p><u>Required Units: 4.0</u> English 1 (1) English 2 (1) English 3 (1) English 4 (1) --or-- Advanced Composition (1)  * At least one unit of English-Language Arts must be taken every year</p>
<i>Mathematics</i>	<u>Required Units: 3.0</u>	<u>Required Units: 3.0</u>	<u>Required Units: 4.0</u>



	<p><u>Any combination of the following courses:</u>  Math Concepts I (1)  Math Concepts II (1)  Algebra 1 (1)  Geometry (1)  Algebra 2 (1)  Trigonometry (.5) 1<sup>st</sup> semester  College Algebra (.5) 2<sup>nd</sup> Semester  Dual Credit  Calculus (.5) (Dual Credit on-line)</p>	<p><u>Completion of:</u>  Algebra 1 (1)  Geometry (1)  Algebra 2 (1)  OR any course with Algebra II as a prerequisite  AND students must meet the ACT college readiness math benchmark (22)  OR  4 approved units. One taken in the graduating year. Three units from the following:  Algebra 1 (1)  Geometry (1)  Algebra 2 (1)  OR any course with Algebra II as a prerequisite</p> <p><i>Courses completed in middle school/junior high do NOT fulfill the requirement</i></p>	<p><u>Completion of:</u>  Algebra 1 (1)  Geometry (1)  Algebra 2 (1)  Plus one year of higher level mathematics  Such as: Trigonometry  College Algebra  Calculus</p>
<p><i>Science</i></p>	<p><u>Required Units: 3.0</u>  General Science (1) (Grade 9)  Biology 1 (1) (Grade 10)</p> <p><u>One unit from the following:</u>  Chemistry 1 (1)  Physics (1)  Anatomy (1)  Environmental Science (1)  Animal Science (1)  Principles of Technology (1)  Science Projects (1)</p>	<p><u>Required Units: 3.0</u>  <u>Any Combination of the following courses:</u>  General Science (1)  Environmental Science (1)  Biology (1)  Chemistry (1)  Physics (1)  Principles of Technology (1)</p> <p><i>*At least one unit must be taken in either Chemistry or Physics.</i></p>	<p><u>Required Units: 3.0</u>  <u>Must Include:</u>  Biology (1)  Chemistry (1)  Physics (1)</p>
<p><i>Social Science</i></p>	<p><u>Required Units: 3.0</u>  World History (1) (Grade 9)  American History (1) (Grade 10)  American Government (1) (Grade 11)</p>	<p>USD #113 requirements fulfill QA requirements</p>	<p>USD #113 requirements fulfill this requirement</p>
<p><i>Technology Business</i></p>	<p><u>Required Units: 2.0</u>  Computer Applications I (1)  Consumer Education (1)</p>	<p>USD #113 requirements fulfill QA requirements</p>	<p>USD #113 requirements fulfill this requirement</p>
<p><i>Fine Arts</i></p>	<p><u>Required Units: 1.0</u></p>	<p><u>Not Required</u></p>	<p><u>Required Units: 2 of Foreign Language</u></p>

	<u>Fine Arts:</u> Band (1) Vocal Music (.5 or 1) Art (1)		Units must be in the same language  Spanish 1 (1) Spanish 2 (1)
<i>Physical Education &amp; Health</i>	<u>Required Units: 1.0</u> Physical Education/Health 1 (1) (Grade 9)	<u>Not Required</u>	<u>Not Required</u>
Teacher's Assistant (TA)	Each teacher or staff member approved by the administrator can accept one senior or junior student in good standing as a TA for one class period with the approval of the administration. Credit for being a TA will be reflected on the student transcript as pass/fail.		
Graduation Exercises	Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.		
Early Graduation	Students will not be permitted to graduate from high school in less than four years regardless of the number of credits, unless said student receives the written approval of the superintendent by the December board meeting. Approval shall only be granted when in the opinion of the principal and the superintendent, after conferring with parents, students, and faculty members, said student would benefit from early graduation. Students approved for early graduation will be allowed to participate in graduation ceremonies only; after early graduation the student(s) will not be allowed to participate in school activities, including the Junior-Senior Prom, except as a date, and the senior trip.		
Vocational Internship	<p>Guidelines for Vocational Internship Participation</p> <ol style="list-style-type: none"> <li>1. A student can only participate in the Internship curricula through one of the school vocational pathways approved by the Kansas Department of Education managed by the lead pathway teacher. The purpose of vocational internship experiences is for students to gain experiences in a particular vocational field that are high-skill and high-pay.</li> <li>2. A student may not be self-employed.</li> <li>3. A student may not work for a parent or an immediate family member.</li> <li>4. A student may not work for any faculty member.</li> <li>5. Internship participation shall be subject to a partnership agreement between the school, employer, student and parent, signed by each party, indicating that each party agrees to the expectations of each.</li> <li>6. Daily and weekly student timesheet must be closely monitored and routinely approved by the vocational instructor.</li> <li>7. If a student leaves or arrives during the school day, he or she must sign out of the office daily before leaving and/or upon returning.</li> <li>8. The internship experience must be based in direct and concise communication between the instructor and both a) the KSDE Pathway Consultant and b) the KSDE auditor, to confirm all documentation is accurate and valid.</li> <li>9. The partnership agreement shall be organized and maintained so that students are under the direction and supervision of the school.</li> <li>10. The partnership agreement shall have written policies pertaining to student enrollment, attendance, absenteeism and conduct.</li> <li>11. High school credit shall be awarded according to the terms of the KSDE vocational competencies.</li> </ol> <p>Each vocational internship experience shall include:</p> <ol style="list-style-type: none"> <li>1. Staff orientation to responsibilities.</li> <li>2. Student orientation as to the goals and objectives of the work experience program.</li> <li>3. Employer orientation explaining the purpose of the program and the employer's responsibilities.</li> <li>4. Employer's conference at the conclusion of the program to determine the employer's perception of how the program functioned and to obtain suggestions for improvement.</li> </ol>		

	<p>5. Student conferences at the conclusion of the program to determine the student's perception of how the program functioned and to obtain suggestions for improvement. The school shall maintain the following records for the internship program.</p> <ol style="list-style-type: none"> <li>1. Internship attendance records which the employer shall file each week.</li> <li>2. Student work schedule, which shall be filed by the employer.</li> <li>3. Employer's verification of work record.</li> <li>4. Employer's evaluation of student's work experience.</li> <li>5. Report of on-site visits made by the school.</li> <li>6. Documents verifying compliance with KSDE pathway competencies.</li> <li>7. The program/school shall maintain a record of employers, employer addresses, and employer phone numbers and make these available along with other listed documents for audit purposes.</li> </ol>
<p>Work Study Programs</p>	<p>Participation by students in a work-study program will be handled by the principal or his/her designated representative on an individual basis. The following guidelines will be used in approving/rejecting applications from students or the business community for participation in a work-study program:</p> <ol style="list-style-type: none"> <li>(a) The student shall be under the direction and supervision of the school.</li> <li>(b) The student shall meet board of education policies pertaining to enrollment, attendance, absenteeism, and conduct.</li> <li>(c) A unit of credit shall be defined as a minimum of 150 clock hours of work experience.</li> <li>(d) The student shall be 16 by the time the academic year starts and be a junior in standing.</li> <li>(e) The student must be a full time student: 5 class hours + 2 hours of work experience credit.</li> <li>(f) Accumulative credit will be 4 units, 2 units a year, with no more than one credit per semester.</li> <li>(g) The school will not find students jobs, but must approve them.</li> <li>(h) The student must secure employer's consent to cooperate with evaluating work experience credit.</li> <li>(i) The student shall not work for their parents or guardians.</li> <li>(j) Enrollment in the program can begin at semester only.</li> <li>(k) The student must be to work within 30 minutes of dismissal from school.</li> <li>(l) The student must work during school time designated for this credit.</li> <li>(m) Credit earned must depend on satisfactory job performance as determined by the supervising teacher, principal and employer.</li> <li>(n) No letter grades will be given for credit earned.</li> <li>(o) The teacher-coordinator will develop appropriate records for maintenance of this program.</li> </ol> <p><u>KSDE Work Experience (OJT) guidelines:</u></p> <ol style="list-style-type: none"> <li>1. The student may not be self-employed.</li> <li>2. Students may not work for their parents.</li> <li>3. Students may not work for the district office, any school office or for any faculty or staff.</li> <li>4. High School credit shall be awarded for work experience (OJT) programs.</li> <li>5. The program shall be organized and maintained so that students are under the direction and supervision of the school.</li> <li>6. The program shall have written policies pertaining to student enrollment, attendance, absenteeism and conduct.</li> <li>7. The director of the work experience (OJT) program and the teacher coordinator shall hold valid certificates. Certification shall not be required for persons responsible for training at the on-site location.</li> <li>8. A training agreement must be completed and signed for each work experience (OJT) student. The training agreement shall be signed by the employer, student, student's parent or guardian (if student is under 18 years of age), and the supervising teacher for the related class.</li> <li>9. The "work experience" (OJT) shall have job performance competencies showing relationship to an enrolled class (needs to be defined) and shall be based on a one to one ratio. One hour of classroom instruction to one hour of work experience. If classroom attendance is two hours and thirty minutes (2:30), the maximum work experience is two hours and thirty minutes. The combination of classroom and work experience or OJT may not exceed 1.0 FTE for state reimbursement.</li> </ol>

	<p>10. Classroom and work attendance records shall be maintained during the length of the program.</p> <p>Each work experience and On-the-Job training program shall include:</p> <ol style="list-style-type: none"> <li>1. A staff orientation as to responsibilities.</li> <li>2. A student orientation as to the goals and objectives of the work experience program.</li> <li>3. An employer orientation explaining the purpose of the program and the employer's responsibilities.</li> <li>4. An employer's conference at the conclusion of the program to determine the employer's perception of how the program functioned and to obtain suggestions for improvement.</li> <li>5. Student conferences at the conclusion of the program to determine the student's perception of how the program functioned and to obtain suggestions for improvement.</li> </ol> <p>The school shall maintain the following records:</p> <ol style="list-style-type: none"> <li>1. On-the-job attendance records which the employer shall file each week.</li> <li>2. Student work schedule, which shall be filed by the employer.</li> <li>3. Employer's verification of work record.</li> <li>4. Employer's evaluation of student's work experience.</li> <li>5. Report of on-site visits made by the school.</li> <li>6. Documents verifying compliance to the requirements stated above.</li> </ol> <p>The program/school shall maintain a record of employers, employer addresses, and employer phone numbers and make these available along with other listed documents for audit purposes. (Source: <a href="http://www.ksde.org/Default.aspx?tabid=113">http://www.ksde.org/Default.aspx?tabid=113</a>)</p>															
Promotion and Retention	<p>The general policy of the district is to encourage and assist each child to progress in a continuous growth pattern of academic achievement in harmony with his normal intellectual, social and emotional development. The best interest of the child will be the guiding philosophy for determining acceleration, promotion or retention.</p> <p>In arriving at a decision for either the promotion or retention of a pupil, the combined views of the teacher, principal, guidance counselor and the parents will be taken into consideration.</p> <p>The following criteria (based on students having earned these minimum number of credits) will be used as a guideline for classification of high school students into grades 9-12 during the summer enrollment prior to the start of each school year:</p> <table data-bbox="488 1268 854 1394"> <tr> <td>Grade 9</td> <td>0</td> <td>Credits</td> </tr> <tr> <td>Grade 10</td> <td>5</td> <td>Credits</td> </tr> <tr> <td>Grade 11</td> <td>11</td> <td>Credits</td> </tr> <tr> <td>Grade 12</td> <td>19</td> <td>Credits</td> </tr> </table> <p>Students will not be allowed to change grade level during the school year.</p>	Grade 9	0	Credits	Grade 10	5	Credits	Grade 11	11	Credits	Grade 12	19	Credits			
Grade 9	0	Credits														
Grade 10	5	Credits														
Grade 11	11	Credits														
Grade 12	19	Credits														
Grading/Grade Classification	<p>The evaluation of student progress and determination of GPA, honor roll, class rank, and the designation of valedictorian and salutatorian will be based on a 4-point system (per semester):</p> <table data-bbox="516 1528 865 1688"> <tr> <td>A</td> <td>4.00</td> <td>100 – 90 percent</td> </tr> <tr> <td>B</td> <td>3.00</td> <td>89 – 80 percent</td> </tr> <tr> <td>C</td> <td>2.00</td> <td>79 – 70 percent</td> </tr> <tr> <td>D</td> <td>1.00</td> <td>69 – 60 percent</td> </tr> <tr> <td>F</td> <td>0.00</td> <td>59 – 00 percent</td> </tr> </table>	A	4.00	100 – 90 percent	B	3.00	89 – 80 percent	C	2.00	79 – 70 percent	D	1.00	69 – 60 percent	F	0.00	59 – 00 percent
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D	1.00	69 – 60 percent														
F	0.00	59 – 00 percent														
Report Cards	<p>A report card(s) shall be issued to each student at the end of each specified grading period for each subject(s) taken. Teachers will make notations of failing or near-failing grades on the progress report that shall be mailed to the appropriate parents at the end of the fourth week of each grading period.</p>															
Parent/Student/Teacher Conferences	<p><u>Student Conferences</u></p>															

	<p>Teachers will make themselves available to students for conferences concerning their academic achievement at mutually convenient times.</p> <p><u>Parent Conferences</u> Elementary and middle school principals shall establish a schedule for parent-teacher conferences. Such conferences shall be held at least once each year in each building. Parents should be encouraged to request individual conferences whenever the need arises. Parents may request a conference with the high school faculty at any time that is convenient to both parties.</p> <p>In pre-kindergarten through grade eight, two school days will be scheduled by the superintendent of schools to be used for parent-teacher conferences.</p>
Honor Roll	<p>At the end of each semester, an honor roll will be compiled to give recognition to the students doing excellent work in academic areas. The following requirements must be met to qualify for the honor roll:</p> <ul style="list-style-type: none"> <li>● Superintendent's Honor Roll 4.0 GPA all A's</li> <li>● Principal's Honor Roll 3.50-3.99 GPA No C's or D's</li> <li>● Honor Mention Honor Roll 3.00-3.49 GPA no D's</li> </ul> <p>The following rules shall apply:</p> <ul style="list-style-type: none"> <li>● Honor rolls shall be computed and published for grades 6-12 only.</li> <li>● All credit classes shall carry the same weight for computing the honor roll.</li> <li>● All classes will count toward the total grade point average.</li> <li>● An adjusted grading scale may be used with selected students after administrative approval.</li> </ul>
Valedictorian and Salutatorian	<p>The valedictorian and salutatorian awards will be given to the top two grade point averages in the senior class. These honored students receive a plaque. In case there are 2 or more students who have the same top grade point average, all will receive the Valedictorian Award, and no salutatorian award will be awarded. All 8 semester grades will factor into the students ranking.</p>
Academic Dishonesty	<p>Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.</p> <p>A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures.</p>
Incompletes	<p>Incompletes must be completed within five days of the grading period or they become a failing grade. Additional time may be allowed with approval by the principal.</p>
Eligibility	<p>The first level requires students to meet the guidelines set forth by the Kansas State High School Athletic Association (KSHSAA). The KSHSAA has a minimum regulation, which requires students to pass at least five subjects of unit weight in their last semester of attendance. In addition to the KSHSAA requirements, AHS students must also meet the following eligibility standards:</p> <ul style="list-style-type: none"> <li>● In order to maintain eligibility to participate in extra-curricular activities or school sponsored social events, students must maintain a 67% or higher in a minimum of 6 subjects of unit weight (<b>If a student has a 66% or below in two or more classes, he or she will be ineligible</b>).</li> <li>● Eligibility will be determined on a weekly cumulative basis.</li> <li>● Students will be given a two-week grace period at the beginning of each semester to establish grades before eligibility reports will be run.</li> <li>● The period of ineligibility begins on the following Monday through Sunday.</li> <li>● Each instructor will update his or her grades a minimum of one time per week no later than 4:00 pm on Wednesdays.</li> <li>● A student may regain eligibility status prior to the weeks' end by providing the activities director written verification from their respective teacher(s) that they are in good standing. It is then the student's responsibility to provide this information to their coach/sponsor.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students enrolled in a co-curricular class that has activities or performance requirements scheduled after the school day will be allowed to perform or participate to meet the requirements of that class.</li> <li>• Students enrolled in a co-curricular class that has activities or performance requirements during the school day will not be able to attend and will be required to do an additional assignment created by the instructor.</li> </ul>
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<b>Attendance</b>	
Compulsory Attendance Requirements	<p>Kansas law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:</p> <ul style="list-style-type: none"> <li>• They have attained a diploma or GED; or</li> <li>• They are enrolled in an approved alternative education program, recognized by the local board of education; or</li> <li>• A court orders exemption; or</li> <li>• The parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.</li> </ul>
Excused Absences	<p><u>Excused Absence</u> The board of education has determined that a signed statement by a parent or guardian requesting absence of a student from classes will constitute a valid excuse for such absence from school up to a maximum of five (5) absences per semester. All absences in excess of five per semester will be “unexcused” unless the student presents a physician’s statement explaining the absence or a parent or guardian arranges a personal conference with the building principal to explain the absence. Accumulation of five (5) unexcused absences will be reported as required by the Kansas Child Care Code.</p> <p>Absences will be determined using combined half days or whole days. A “significant part of a school day” will be an absence longer than half the scheduled school day. Half days will be added to determine the accumulated absences. Building principals will be responsible for determining the differentiation between absences and tardies. A student, to be readmitted to school after being absent, shall present verification from a parent, guardian, or physician explaining the absence or it will be considered an unexcused absence.</p> <p>It is the responsibility of the student to obtain the necessary information from his/her teachers with respect to making up the schoolwork lost during the absence.</p> <p><b>Students will be given two school days and evenings per school day missed to make up work missed by their absence.</b></p> <p><u>Medically related excuses</u> Medically related absences will not count as a part of the accrued five (5) excused absences if the student submits a written excuse from a doctor, dentist, optometrist, psychiatrist, or certified counselor (i.e. KANZA, Pawnee Mental Health, etc.) These written, signed (by doctor, dentist, etc.), medically - related excuses are to be presented to the school office within two (2) days after the absence(s) in order to be considered valid.</p> <p><u>Adjudicating Committee</u> In each semester students who accumulate more than five (5) days of excused absences for illness or other health related appointments, or more than five (5) days for parental requests with prior approval, will be referred to a committee which will adjudicate whether additional excused absences should be given. This committee, appointed by the building administrator, will consist of three teachers, counselor, and the building administrator.</p> <p><u>Consequences for Excessive Excused Absences</u> If a student has exceeded his or her allowed excused absences, that student is allowed ten school days to fully make up time. If time is not made up by a student within ten school days of being notified by the administrator, that student will be considered a “student not in good</p>

	standing” until said time has be made up in full. The student is subject to all school policy restrictions placed on a “student not in good standing.”
Unexcused absences	<p><u>Definition of Unexcused Absences</u> Students who are absent from school for any instance in which a note is not received from the parent or guardian within two days after any form of absence(s) will be considered “Unexcused absences.”</p> <p><b>Students will be given one school day per day missed to make up work missed by their unexcused absence.</b></p> <p><u>Consequences for Unexcused Absences</u> Time that is missed from the classroom because of “unexcused absences” will be made up according to a schedule determined by the administration. If time is not made up by a student within five school days of being notified by the administrator, that student will be considered a “student not in good standing” until said time has be made up in full. The student is subject to all school policy restrictions placed on a “student not in good standing.”</p> <p><b>Any student participating in an organized “skip day” will be required to make up the time.</b></p>
Truancy	<p>The building principal or assistant principal shall report students who are inexcusably absent from school to the appropriate authority.</p> <p>Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered truant.</p> <p>Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student’s parent(s) or guardian notifying them that the student’s failure to attend school without a valid excuse shall result in the student being reported truant.</p> <p>The superintendent of schools shall include in his/her annual report any information relative to truancy that he/she feels should be called to the attention of the board and to the community. The superintendent shall attempt to enlist the support and cooperation of the juvenile court in dealing with the school problems created by truancy. The superintendent is authorized to report truanies to the juvenile court.</p> <p><u>Definition of Significant Part of the School Day</u> Significant part of the school day is defined as not attending one-half of the school day.</p> <p><u>Involvement of Law Enforcement</u> Law enforcement officers may return truant children to the school where the child is enrolled, to the child’s parent or guardian, or to another location designated by the board to address truancy issues.</p> <p><u>Reporting to Parents</u> If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.</p> <p>The building principal shall report students who are inexcusably absent from school to the appropriate authority (students 13 and under shall be reported to the local office of Social Rehabilitation Services and students over 13 shall be reported to the county or district attorney.)</p>
Waiver of Compulsory Attendance Requirements	Students 16 or 17 years of age may be exempted from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form, if the student earns a GED, or if the student is exempted from compulsory attendance requirements pursuant to a court order



	<p>The school district’s employees will make every effort to encourage students to continue their education until completion of their high school program.</p> <p>In the event a student does drop out of school, the school counselor will make an attempt to determine whether the student will return to regular classes and to follow up on each case history in the eventuality the student fails to re-enroll in school.</p> <p>The school district’s counselor, and other employees working with drop-outs, will present to the board of education, at an appropriate time, a report analyzing such case histories, with recommendations, if any, for improvement of the educational program to reduce further drop-outs.</p>
Tardies	<p>A student is tardy if he/she is not present at the beginning of a period. If the student is very tardy, this will be considered an unexcused absence. Parents may provide a parental excuse for tardies at the start of the school day with administrative approval. When a student arrives late to class; the teacher will notify office by recording a tardy in the attendance program.</p> <p>The teacher will inform student if he/she has been turned in as a tardy. Once a student gets his/her third tardy per class per semester, the student will be assigned 30 minutes of detention. Detention will be assigned up to three times. On the sixth tardy and any following a day of ISS will be issued. Administrators can assign OSS or other discipline actions if they feel they are necessary.</p> <ol style="list-style-type: none"> <li>1. Absences/tardies will be excused for medical, parental request or funeral excuses. <ol style="list-style-type: none"> <li>a. Parent written request is subject to approval by administration. After five such absences per semester, a written medical statement may be required from medical personnel.</li> <li>b. A student who has unexcused absences for three consecutive school days or five or more school days throughout a semester will be considered truant.</li> </ol> </li> </ol>
Sign In/Sign Out	<p>Students must sign out in the office before leaving school premises during the school day.</p>
Release of Student During School	<p>Students shall not be released during the school day except upon a written or verbal request from the student’s parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student’s release may be refused. Students shall not be allowed to run personal errands for school employees off school premises during the school day.</p> <p>Students will not be permitted to leave the school premises any time during the normal day except for school-sponsored activities. Before leaving the building the office must receive in advance either a note or phone call from the student's lawful custodian. If it is necessary for a student to leave during the school hours, a permit must first be secured from the school office and the student must check out in the office before leaving the building. He/She must check back in the office when returning to school. Failure to do so will result in an unexcused absence for the remainder of the day.</p> <p>Students, as a general rule, will not be allowed to leave school premises for schoolwork, books, projects, etc., which were left at home. See “Sign In/Sign Out” above.</p>



<b>Student Conduct/Discipline</b>	
Behavior/Conduct	<p>The following is a list of behavior expectations for the students of USD 113 Axtell Public School:</p> <p><u>Be prompt and be prepared</u></p> <ul style="list-style-type: none"> <li>● Come to class on time</li> <li>● Come to class with needed materials</li> <li>● Come to class with assignments complete</li> </ul> <p><u>Respect authority</u></p> <ul style="list-style-type: none"> <li>● Listen to authority</li> <li>● Follow directions promptly</li> <li>● Accept responsibility for behavior</li> </ul> <p><u>Display a concern for learning</u></p> <ul style="list-style-type: none"> <li>● Remain on task</li> <li>● Allow others to remain on task</li> </ul> <p><u>Respect rights of others</u></p> <ul style="list-style-type: none"> <li>● Use appropriate voice and language</li> <li>● Listen to speaker</li> <li>● Respect opinions and points of others</li> <li>● Refrain from harassment</li> </ul> <p><u>Display appropriate character</u></p> <ul style="list-style-type: none"> <li>● Display positive character</li> <li>● Display productive character</li> </ul> <p><u>Respect property</u></p> <ul style="list-style-type: none"> <li>● Respect property of others</li> <li>● Respect own property</li> </ul> <p><u>Display appropriate social skills</u></p> <ul style="list-style-type: none"> <li>● Interact with others appropriately</li> <li>● Display courtesy and tact</li> </ul>
Weapons	<p>A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on school grounds, school activity, or school event.</p> <p>This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.</p> <p>This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosive including firecrackers, any knife other than a small penknife, and other dangerous objects of no reasonable use to the pupil at school.</p> <p><u>Possession of a Firearm-Federal Law</u></p> <p>Possession of a firearm shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Expulsion hearings shall be conducted by the superintendent or other certified employee of the school in which the pupil is enrolled, by any committee of certified employees of the school in which the pupil is enrolled, or by a hearing officer appointed by the board of education of the school in which the pupil is enrolled.</p>
Vandalism	<p><u>Damage or destruction of school property</u></p> <p>A student shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school.</p> <p><u>Damage or destruction of private property</u></p> <p>A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage or</p>

	<p>theft involving private property of small value also shall be a basis for long-term suspension or expulsion from school.</p>
Bullying	<p>The board of education prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event.</p> <p>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.</p>
Sexual Harassment	<p>Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.</p> <p>It shall be a violation of district 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 district policy.</p> <p>Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:</p> <ul style="list-style-type: none"> <li>● submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;</li> <li>● submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or</li> <li>● 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.</li> </ul> <p>Sexual harassment may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>● verbal harassment or abuse;</li> <li>● pressure for sexual activity;</li> <li>● repeated remarks to a person, with sexual or demeaning implication;</li> <li>● unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc..</li> </ul> <p>Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.</p> <p>The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.</p>
Dress Code	<p><u>Personal Appearance</u></p> <p>The basic responsibility for the student's appearance remains with the student and parents. Any clothing that is revealing, suggestive, or distracts from the learning environment is inappropriate. The school board delegates the building principals and administrators the authority to correct a situation which may be interfering with the learning process. Students identified wearing inappropriate clothing, will be required to change to appropriate dress. Discipline procedures may be incorporated if the students fail to comply with the request to change to appropriate clothing as per building discipline policies.</p> <p>USD 113 Axtell Public School does not permit dress which:</p> <ul style="list-style-type: none"> <li>● Implies gang membership or affiliation;</li> </ul>

	<ul style="list-style-type: none"> <li>● Presents a physical safety hazard to self, students, staff, and other employees;</li> <li>● Displays vulgarity or implied vulgarity, implied racial comments that are inappropriate, sexual connotations, or inappropriate gender references;</li> <li>● Advertises alcohol, drugs or tobacco;</li> <li>● Harassment of others;</li> </ul> <p>No head coverings or head bands of any kind will be worn in the school buildings during the school instructional day. This also includes sunglasses. Special permission may be given to wear head coverings for special events or activities. Students representing USD 113 Axtell Public School in school activity or academic programs will not wear hats into other schools.</p> <p>Examples of inappropriate dress at school may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● Shirts – Low Riders, Tobacco, Alcohol, Drugs or other inappropriate pictures or sayings, cut off T-Shirts, muscle shirts, athletic bras, short blouses, halter-tops, spaghetti straps, tube tops and clothing that shows cleavage.</li> <li>● Straps on blouses and shirts need to be a dollar bill wide or the student should wear a shirt under the top, (layered look)</li> <li>● Shorts and pants – biker shorts, cut off sweats, ratty and dirty jeans or slacks <ul style="list-style-type: none"> <li>○ The short and skirt length will be determined in the following manner. The length of these garments is expected to be in good taste (mid-thigh length is recommended).</li> </ul> </li> <li>● Bulldog collars or bracelets will not be allowed;</li> <li>● Chains that hang down from the belt are not to be worn to school.</li> <li>● Shoes must be worn at all times.</li> </ul> <p>If there is a dress code violation, the student will be asked to change to an appropriate look. This request will include turning a shirt inside out, changing to a T-shirt, wearing a jacket over a shirt, changing to a pair of appropriate shorts, removing a hat, chain or collar. If the student in question fails to comply with the requested disciplinary action, intervention will follow as per our discipline policy.</p>
<p>Alcohol/Drug/Tobacco Policy</p>	<p>Students are prohibited from possessing, using, and selling any mood-altering chemicals in school, on school property, or at any school-related activity whether at home or away. Possession of actual or look alike alcohol, tobacco, e-cigarettes, drug(s) (Including, but not limited to: Alcoholic beverages, Marijuana, hashish, or any similar cannabis derivative, Methamphetamines, Steroids or paraphernalia will be subject to disciplinary action. Drug dogs may be used in the building or on school grounds. This is an effort to deter the presence of drugs on school property.</p> <ol style="list-style-type: none"> <li>1. Trained dog searches of school property, to include lockers, locker rooms, hallways, and parking lots shall be conducted randomly at the request of administration without notice and without student consent.</li> <li>2. The trainer and dog will be permitted to come into the school building accompanied by a school administrator, normally while students are in classrooms.</li> <li>3. The trained dog will not search students or student book bags unless school administration has independently determined that there is reasonable cause to do so.</li> <li>4. If the trained dog alerts on a locker or vehicle, the student will be called out of class to witness the search, if possible, and the student’s parent notified immediately after the search is concluded, regardless of whether or not contraband is found.</li> <li>5. In the event the search after an alert reveals contraband in the locker or vehicle, law enforcement officers will take custody of the contraband, the student’s parent notified, and the student removed to the building principal’s office for further processing.</li> </ol> <p>In an effort to maintain an alcohol-free environment at school dances, all students and guests of students in attendance will be required to take a breathalyzer test upon entry. Students will enter at one entrance point for the dance or activity so the breathalyzer test may be administered.</p>

	<p>If the breathalyzer registers that a student has been drinking alcohol, a second test will be administered after a 10 minute interval. Students will not be allowed to leave by themselves after a positive test. If the student’s test comes up positive again, the student will be questioned and his/her parents will be contacted to come pick up the student. Students who receive two positive test results will be subject to discipline up to and including suspension and expulsion. Any student or guest of a student, refusing to take the breathalyzer test will not be allowed to attend the dance.</p>
Hazing/Initiations	<p>Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited.</p>
Foul Language	<p>Foul language and/or swearing, has no place in or around an educational institution, or during a school sponsored activity. The teacher or sponsor in charge of the activity will discipline students in violation of this policy. Continued usage of foul language and/or swearing will result in suspension.</p>
Gambling	<p>Gambling in any form is prohibited in or around an educational institution.</p>
Excessive Emotional Display	<p>The school is much like a place of work. While personal affection for each other is not a harmful emotion, excessive displays of such emotion are not appropriate in schools. The steps to correction will be: (1) teacher warning/conference, (2) detention, (3) double time and parental notification by the principal.</p>
Fighting and Physical Assault	<p>Fighting is considered to be a type of conduct, which substantially disrupts, impedes or interferes with the operation of school and impinges upon or invades the rights of others. This type of behavior will not be tolerated. Students caught in violation of this policy will be subject to suspension and/or expulsion.</p> <p>Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under these rules.</p>
Classroom Conduct	<p>Classes are intended as educational opportunities. Behaviors that distract from the activities of the teacher are not acceptable. Cooperation will result in greater enjoyment and learning.</p>
Electronic Devices/Cell Phones	<p><b>Any non-school issued or personal electronic device (i.e. cell phones, headphones, air pods, iPods, etc.) used by students during school is prohibited.</b> Electronic devices may be used before school, during passing periods, and during lunch. If a student brings an electronic device to school (i.e. a cell phone) that device must remain in their locker and not to be seen or heard except before school, during passing periods, and during lunch.</p> <p><b>Electronic devices are not permitted in locker rooms, bathrooms, or other places where the potential for exploitation exists.</b></p> <p><b>Electronic devices are only permitted in the classroom at the discretion of the teacher, on a “special occasion” basis, not as a general rule. Student use of the electronic device is permissible only as specifically instructed by the teacher.</b></p> <p>Consequences for electronic devices violations are subject to the Infractions Student Code of Conduct:</p> <ol style="list-style-type: none"> <li>1. First offense – they are taken away for the remainder of the day and returned to the student after school, student is issued a detention</li> <li>2. Second offense – they are taken away, parents are contacted, parents pick up item after school, student is issued double time and the cell phone must be checked into the office each morning for 1 week.</li> <li>3. Third offense - they are taken away and returned to the parent. The student will check their phone/device into the office each morning for a period of 1 month.</li> <li>4. Fourth offense or subsequent offense(s) – they are taken away and returned to the parent. Students are subject to 1-3 days ISS. The student will check their phone/device into the office each morning for the rest of the year.</li> </ol>

	Students, who become habitual offenders, as determined by the Principal, will be subject to suspension. In the event of extenuating circumstances, such as a family medical emergency, students may request of the principal, the right to carry a phone during the school day.
Social Network Websites	Student use of any social network website (i.e. Facebook, Snapchat, Twitter, Tiktok, etc.) is prohibited during school (8:00 a.m.-3:25 p.m.), either through the school computer system or an external internet provider. The use of the school computer system to access any social network website is prohibited at <b>ALL TIMES</b> .
Backpacks/Bags	Students will only be allowed to have backpacks as they enter and exit the building. Backpacks will be stored in lockers and will not be allowed in classrooms, hallways, on tops of lockers, the gym, etc. This privilege may be revoked if at any time a backpack is used in a way that causes a disruption to the educational process or is used in a manner that is not congruent with acceptable school policy. Individual teachers are at liberty to ban all bags from classrooms. Bags that are considered to be used in place of a backpack are also not allowed in classrooms. Backpacks are not recognized by the school as personal possessions, but are defined as an item used to transport, or store, school owned materials. There is to be no expectation of privacy by students – searches may occur.

<b><i>Discipline Measures</i></b>	
Detention	The detention period begins five (5) minutes after dismissal time or thirty (30) minutes prior to the beginning of the school day, and will be at least 30 minutes in duration. Students may be required to stay during this time for either disciplinary or academic reasons. This period will also be used to make up time that is lost due to unexcused absences from school.
Suspension/Expulsion	<p>The use of probation is authorized when the achievement of discipline will be better served. Any punishment, suspension or expulsion may be set aside by the person having authority to impose same, and the student involved may be placed on probation for a fixed period of time. Said punishment, suspension or expulsion shall remain suspended so long as the conditions of probation are met by the student.</p> <p>Any punishment, suspension or expulsion may be set aside by the person having authority to impose same, and the student involved may be placed on probation for a fixed period of time. Said punishment, suspension or expulsion shall remain suspended so long as the conditions of probation are met by the student. Any student placed on probation shall be given a written list of the terms and conditions of his/her probation and the student shall sign a statement to the effect that he/she has had said terms and conditions fully explained to him/her, that he/she understands them and that he/she is willing to abide by them and that if he/she fails to do so, the punishment originally imposed may be reinstated at the discretion of the person granting such probation.</p> <p><u>Suspension and Expulsion Procedures</u>  Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any hearing officer appointed by the board.</p> <p><u>Reasons for Suspension or Expulsion</u>  Students may be suspended or expelled for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>● willful violation of any published, adopted student conduct regulation;</li> <li>● conduct which substantially disrupts, impedes, or interferes with school operation;</li> <li>● conduct which endangers the safety or substantially impinges on or invades the rights of others;</li> <li>● conduct which constitutes the commission of a felony;</li> <li>● conduct which constitutes commission of a misdemeanor;</li> </ul>

- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

#### Short-term Suspension Procedures

Except in an emergency, a short-term suspension (not to exceed 10 school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

#### Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

#### Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.

	<ul style="list-style-type: none"> <li>● The days a student is suspended or expelled are not subject to the compulsory attendance law.</li> <li>● During the time a student is suspended or expelled from school, the student may not: <ul style="list-style-type: none"> <li>○ Be on school property or in any school building without the permission of the principal.</li> <li>○ Attend any school activity as a spectator, participant or observer.</li> </ul> </li> </ul> <p>A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.</p> <p>When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.</p> <p style="text-align: center;"><u>Student Rights During a Long-Term Suspension/Expulsion Hearing</u></p> <p>The student shall have the right:</p> <ul style="list-style-type: none"> <li>● to counsel of his/her own choice;</li> <li>● to have a parent or guardian present;</li> <li>● to hear or read a full report of testimony of witnesses;</li> <li>● to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;</li> <li>● to testify in his or her own behalf and to give reasons for his or her conduct;</li> <li>● to an orderly hearing; and</li> <li>● to a fair and impartial decision based on substantial evidence.</li> </ul> <p><u>Appeal to the Board</u></p> <p>The following conditions shall apply if a student who is age 18 or older or the student’s parent or guardian files a written appeal of a suspension or expulsion:</p> <ul style="list-style-type: none"> <li>● Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.</li> <li>● The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.</li> <li>● The student and the student’s parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.</li> <li>● The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.</li> <li>● The board shall record the hearing.</li> </ul> <p>The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.</p>
<p style="text-align: center;">Probationary Status</p>	<p>Any punishment, suspension or expulsion, may be deferred by the principal {add other positions as appropriate}. The student involved may be placed on probation for a set period of time. See “Suspension/Expulsion.”</p> <p>The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student’s parent or guardian.</p> <p>A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.</p>



	The superintendent shall handle any probation arrangements resulting from violations of the weapons policy. See “Weapons.”
Interrogations and Searches	<p>The interrogation of students on school premises by law enforcement officials and persons other than school personnel shall be conducted in a manner designed to produce the least possible disruption of the school program. Whenever possible, such interrogations shall be conducted before or after school hours and off of school property. Whenever a student is questioned on school property during school hours, every effort will be made to advise the student’s parents or guardian prior to such interrogation.</p> <p><u>Searches</u> Any person other than the building principal who wishes to search a student’s locker shall report to the building principal before proceeding to the locker, and in no event shall such person be permitted to search the student’s locker without the principal’s consent unless such person has a valid search warrant authorizing him to make such search.</p> <p><u>Search of the Person</u> When it has been determined by the building principal that there is a reasonable cause to believe that a student is in possession of an object which can jeopardize the health, welfare or safety of other students, that student shall be ordered to report to the building principal’s office.</p>
Reporting Crimes to Law Enforcement	<p>Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school-supervised activity and/or has been found:</p> <ul style="list-style-type: none"> <li>● In possession of a weapon,</li> <li>● In possession of controlled substance or illegal drug; or;</li> <li>● To have engaged in behavior at school, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the (principal/superintendent) shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.</li> </ul>

<b>Health and Safety</b>	
Reporting Accidents	<p>Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.</p> <p>When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.</p>
First Aid	<p>First aid may be administered to students only by those school employees qualified by training approved by the school district and then only in case of emergency.</p> <p>First aid will be limited to the applying of simple bandages or infection preventatives--except that justifiable emergency aid to prevent further injury, disability, or death such as stopping excessive bleeding will be permitted.</p> <p>At least one person in every school building in the school district will be a trained person qualified to administer first aid.</p>
Administering Medications	<p>No school employee will dispense any prescription medicine, patent medicine or other drugs to any student at any time.</p> <p>The school nurse may be qualified to follow a physician’s orders on the dispensing and/or injection of medicine. This type of treatment, however, should be given only with the expressed, written approval of the student’s family and physician and should be renewed each semester in writing.</p> <p>Parents will notify the building principal in writing of any medicine taken by their child.</p> <p>In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the</p>



	<p>student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.</p>
Inoculations	<p>All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.</p>
Health Assessments	<p>The district shall endeavor to maintain a healthful environment for students during the school day and at school-sponsored activities.</p> <p>As required by current law all students shall submit evidence that they have undergone an appropriate health assessment prior to entering kindergarten or before enrolling in the district for the first time.</p> <ul style="list-style-type: none"> <li>o Inoculations (see above)</li> <li>o Physicals for Activities (see below)</li> </ul> <p>A copy of this policy and a copy of the applicable state law shall be distributed to all students new to the district at the beginning of the school year or at the time of first enrollment. The superintendent shall issue a news release each year prior to enrollment regarding the health assessment requirements of current state law.</p> <p>Students who fail to provide documentation that they have completed a health assessment as required by law may be excluded from school by the superintendent until legal requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Parents/guardians shall also be given notice that they may request a hearing on the issue.</p> <p><u>Cooperation With Other Agencies</u></p> <p>Every building principal shall cooperate with local, county and state health agencies in disseminating materials designed to encourage parents to maintain a healthy environment and good health standards for their children.</p> <p>The school nurse shall be responsible for the general conduct of health programs approved by the board and required by current law.</p>
Physicals	<p>All students participating in junior and senior high physical athletics are required to file a physical in the office of the principal by the first day of practice and said physical form shall be the same as presently used by the KSHAA</p>
Communicable Diseases	<p>Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.</p>
Safety	<p>Students shall observe the safety rules as established by the staff and administration of the attendance centers.</p> <p>The school district will endeavor to provide a safe environment for children while they are attending school or extra-class activities.</p> <p>Local building safety rules and regulations will be explained to students at the beginning of each school year and periodically thereafter by the building principal.</p> <p>Those teachers who instruct in hazardous curriculum areas, such as physical education, shop or science laboratories, will teach a unit of work, each year or semester as the case may be, dedicated to safety rules inherent in the particular subject matter.</p> <p>Appropriate safety signs, slogans or other safety items are to be posted on or in the near vicinity of potentially dangerous devices or machinery.</p>

	<p>Each student enrolled in a hazardous curriculum area will be given a test concerning the appropriate safety rules of the particular class. The test results will be kept on file until the end of the class term or the end of the school year whichever is appropriate. No student will be permitted to participate in the class until satisfactory knowledge of the safety rules is demonstrated to the teacher.</p> <p>Teachers will conduct periodic reviews of safety rules during the school year.</p> <p>The building principal, together with his/her custodial staff, will make frequent inspections of areas of the building and grounds that may be potential safety hazards. If any such hazards are found, the building principal will order the hazard removed, corrected or in some appropriate way marked as a “dangerous area.”</p> <p>All students will be notified of such “dangerous areas.” All hazards of “dangerous areas” will be reported in writing to the superintendent of schools if the costs exceed the local building maintenance budget and the building principal will immediately submit a requisition to the superintendent of schools asking for the appropriate funds to correct the situation.</p>
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<b>General Information</b>	
Complaints about Rules	<p>Any student or parent/guardian may file a complaint with the principal concerning a school rule or regulation if the rule of regulation has specific implications upon the student or dependent of the parent/guardian. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.</p>
Complaints to the Board	<p>Individuals or groups often confront a single board member with issues which usually should be handled by the administration of the school. In carrying out the policy for handling complaints, the board will observe the following procedures:</p> <p>Neither the board as a whole nor any individual member of the board will entertain or consider communications or complaints from teachers, parents or patrons until they have first been referred to the principal and/or superintendent.</p> <p>Only those cases where satisfactory adjustment cannot be made by the principal or superintendent shall communications and complaints be referred to the board. After hearing evidence submitted by the superintendent and principal in such event, the board will, if it seems advisable, grant a hearing to the parties interested. Such hearings will be held during a regular or special session of the board.</p>
Gifts	<p><u>Student Gifts to Staff Members</u> The giving of gifts between students and staff members is discouraged. Students shall be allowed to collect money or purchase gifts for faculty members with the principal’s approval.</p> <p><u>Gifts by Staff Members</u> Faculty members are discouraged from giving gifts to individual students or to classes of students. Staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity unless approved by the principal.</p> <p><u>Student Organization Gifts to the School</u> Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization’s funds to the district. These donations shall require prior board approval. Any student organization gift to the district shall become district property when accepted by the board.</p>
Personal Property	<p>The district is not responsible for students’ personal property and does not provide insurance on students’ personal property. If a student’s personal property is broken, damaged or stolen</p>

	repair or replacement is the student's responsibility. Please inquire in the principal's office about lost articles or bring found articles to the office. Report losses immediately.
Posters	The school office must approve all posters before they are placed in the halls or elsewhere. Organizations will be responsible for taking down outdated posters. No advertising of non-school sponsored activities is to be placed within the school without prior approval of the building principal.
Healthy Snacks & Water Machines	These machines may be used throughout the day according to the Kansas School Wellness Policy. If this is determined to be the cause of excessive tardies, the privilege may be revoked. Water is allowed in approved containers only.
Telephone Calls	District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal.  Students will not be called to the phone during school hours except with approval from the principal's office. The message will be taken and relayed to the student when he/she is not in class.
Use of Gym	Activities in the gym will be those approved by the staff as safe and non-destructive to the gym floor. Students on the gym floor before school, at noon, and after school for non-staff organized activities are to remove their street shoes. This is intended to help protect the gym floor.
Hallways	Any student, who is out in the hall for any reason whatsoever, must carry with him or her, a properly authorized pass or reason for being in the hall. Those who ignore this policy will be subject to disciplinary action.
Use of Personal Vehicle	There is a need for some students to drive personal automobiles to school. There is need for safety regulation governing the use of such automobiles on or near school property. The superintendent of schools shall formulate plans and procedures regulating the driving, parking and use of student automobiles during the school day. Failure of student drivers to observe the school district's regulations governing the use of student automobiles may result in disciplinary action.  All rules and regulations concerning use of automobiles on junior and senior high school property will be submitted to the board of education for approval.  All such rules and regulations will be given to each student driver and his/her parents (those rules listed here are considered such "given" notification)  <u>Such rules and regulations will include but will not be limited to the following:</u> <ul style="list-style-type: none"> <li>o Students who are observed driving recklessly on or near school property will be reported by any school district employee to the high school principal. The principal will warn the driver of the incident at the first opportunity thereafter and a written notice will be mailed to the parents of the driver.</li> <li>o After a second warning, the student will be reported to the local civil authorities.</li> <li>o Further violation of these rules and regulations may result in disciplinary action by the school pursuant to the disciplinary code.</li> </ul> <p>Students driving vehicles to school are expected to drive in a safe, legal, and courteous manner. Students who drive to school shall park in the designated parking areas. Students may not go to their vehicles during the school day without permission from the principal.</p>
Visitors	Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal.  To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds. Students are not allowed to bring visitors to school or guests to school for classroom visits without prior permission of the principal.

Animals in the School	<p>Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes.</p> <p>Under no circumstances are animals to be transported on school buses.</p>
Child Abuse	<p>Any employee of the school district who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonable result in abuse or neglect will immediately report or cause a report to be made to the district court or to the local Social Rehabilitation Services (SRS) office.</p> <p>School employees will not contact the child’s family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove that the child has been abused or neglected.</p>

<b>School Property</b>	
Appropriate Use of Equipment and Supplies	<p>Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher.</p> <p>Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.</p>
Email Use	<p>Students shall have no expectation of privacy when using district email or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.</p> <p>Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.</p>
Computer Use	<p>Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.</p> <p>Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher.</p>
Network Guidelines	<p><u>Computer Network Use Guidelines</u></p> <p>All users of the schools’ computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>● Be polite. Do not write or send abusive messages to others.</li> <li>● Use appropriate language. Do not swear; use vulgarities or any inappropriate language.</li> <li>● Do not reveal your personal address or phone numbers or that of other students or colleagues.</li> <li>● Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.</li> </ul>

	<ul style="list-style-type: none"> <li>● All communications and information accessible via the network should be assumed to be private property, which is subject to copyright laws.</li> <li>● Do not place unlawful information on any network system.</li> <li>● Keep paragraphs and messages short and to the point. Focus on one subject per message.</li> <li>● Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages).</li> <li>● Do not give your password or access codes to anyone else, as they are your responsibility.</li> </ul> <p><u>Consequences of Violation of Technology Policies</u></p> <p>All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services.</p> <p>Use of the computers for programs, software, e-mail, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD # 113 concerning use of computers and networks will result in disciplinary action.</p> <p>Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.</p> <p>Examples of possible violations:</p> <ul style="list-style-type: none"> <li>● Deliberately accessing a pornographic site/material.</li> <li>● Altering any system software or another’s personal work, either locally or remotely.</li> <li>● Using the network maliciously, as with hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.</li> <li>● Allowing anyone to use an account other than the account holder.</li> </ul> <p><u>Level 1: Violation:</u></p> <p>Student would lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.</p> <p><u>Level 2: Pattern of abuse, repeated abuse or flagrant violations:</u></p> <p>Student who, after a Level 1 violation, continues to engage in serious or persistent misbehavior by violating the district’s previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.</p> <p><u>Level 3: Expellable offense:</u></p> <p>Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.</p>
<p>Children’s Internet Protection Act (CIPA)</p>	<p>The district shall implement the Children’s Internet Protection Act (CIPA). The superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use ethical of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit use of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on</p>

	<p>social networking sites and in chat rooms and cyberbullying awareness and response. Internet safety measures shall be implemented that effectively address the following:</p> <ul style="list-style-type: none"> <li>● Controlling access by minors to inappropriate matter on the Internet and World Wide Web;</li> <li>● Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;</li> <li>● Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;</li> <li>● Unauthorized disclosure, use and dissemination of personal information regarding minors; and</li> <li>● Restricting minor’s access to materials harmful to them.</li> <li>● Specific expectations for appropriate internet use shall be reflected in the District’s code of acceptable behavior and discipline including appropriate orientation for staff and students.</li> </ul>
Textbooks	<p>All textbooks and workbooks will be supplied on a rental basis to all students. Students will be required to pay fines on all books that are damaged beyond what is normal wear. Additional fees as established by the board will be assessed for courses using consumable materials. Additional costs relative to classes may be assessed by the instructor on materials used.</p>

<b>Student Services</b>	
Student Privacy Rights	<p>District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) intervention, social security number information, and professional misconduct back-ground checks.</p> <p>Employees are prohibited from divulging information contained in records and files of the district, except to other authorized employees who may need such information in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.</p> <p>If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise required to release the information under law or court order. In all cases, the employee’s immediate supervisor shall be informed, immediately, of any requests.</p> <p>Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reasons or private gain, will be disciplined in accordance with Board policies, collective bargaining agreements, and district procedures. Disciplinary action may include severe penalties, up to, and including, discharge.</p>
Library	<p>Library services are available for each student. Students are encouraged to use the library before and after school or other times designated by the staff.</p> <p>All rules and regulations for use of the library are expected to be followed and violations of those rules and regulations may lead to revocation of library privilege.</p>
Food Service	<p>Students will remain at the school through meal periods. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home.</p> <p>Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.</p> <p>The school district will provide each student with the opportunity to participate in the school lunch (including breakfast) program. The superintendent of schools and those building principals in whose building a school lunch program is provided will develop rules and regulations governing this activity. Students and teachers will remain at the school through the lunch period. Lunch will be eaten in the designated area according to schedule established by</p>

	<p>each building principal. Lunch may be purchased at the lunch programs or may be brought from home. Milk may be purchased to supplement lunches brought from home. Exception from the above regulation will not be made for students having study hall during the lunch period. Any emergency exception from the above regulations will be made only in specific instances in the same manner in which a student may be excused from a class. The price of each individual lunch will be determined by the board of education. The food service supervisor will be responsible for the entire lunch program. The board of education will operate a school lunch program in the schools where they feel it necessary and feasible. Supervision of the lunch program will rest with the building principal (Teachers will be scheduled to serve as lunch hour supervisors and the district shall pay for their meals). The board will set the charge for lunches each year prior to the opening of school and, if adjustments are necessary, may make this adjustment any time during the school year. Special milk (as for kindergarten) may be purchased on a "per semester" basis only and refunds cannot be made for unused portions.</p>
<p>Transportation To and From School</p>	<p>Bus transportation will be provided for students to and from school for those students who qualify. Transportations will be provided by the district for all extra-class activities. Students are prohibited from driving personal automobiles to district-sponsored activities held during the school day.</p> <p>Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations. See "Behavior/Conduct."</p> <p>Students will be allowed to use the district transportation service contingent on their behavior to the following guidelines:</p> <ol style="list-style-type: none"> <li>1. Students are expected to respond to the directions/requests of the bus driver and/or sponsor in a courteous and prompt manner.</li> <li>1. Profanity is sufficient cause to be denied the privilege of school transportation.</li> <li>1. Students are to obtain prior approval from the driver and/or principal before bringing items on the bus other than essential items needed for school.</li> <li>1. Students are not to extend any part of their persons outside of the bus or throw objects of any type from the bus.</li> <li>1. The emergency door of the bus is to be used for emergency purposes only.</li> <li>1. Students are to remain in their seats facing forward while the bus is in motion. Exit only after the bus has come to a complete stop.</li> <li>1. Students are not to dispose of any type of litter on the bus.</li> <li>1. Students are not to cross the roadway or move toward the bus when being picked up until the bus has stopped and the driver has indicated permission to board.</li> <li>1. Students are expected to reflect both classroom conversation levels and behavior while on the bus.</li> <li>1. Students shall refrain from talking while at railroad and major highway crossings to allow the bus driver maximum listening ability.</li> </ol> <p>Students will be provided the opportunity to discuss the incidents of inappropriate behavior with the building administrator prior to a decision to exclude the student from using the school transportation service.</p> <p>Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the school's behavior code while riding school buses.</p> <p>Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy.</p>
<p>Exceptional Students</p>	<p><u>Exceptional Child Due Process Procedures</u></p> <p>The school administration shall follow these procedures before a student is excluded, reassigned or transferred from regular school classes by a staffing/placement committee on the grounds that the student is an exceptional child and cannot materially benefit from or is placed in, transferred to or from, or denied placement in special education services.</p>



A written notice of a proposal to take any of the above named actions shall be given to the parents or guardians of the child involved. Such notice shall be mailed by restricted mail or personally delivered to said parent or guardians and shall describe the proposed action, state the reasons for the proposed actions, and inform the parents or guardians of the right to object to the proposed actions at a hearing which may be held, upon request of one of the parents or guardians, not less than fifteen days and not more than thirty days from the date on which the notice was received as evidenced by a returned receipt. Such notice must also inform parents or guardians of any free or low cost legal services available and be written in the principal language used in the home.

No action to exclude, reassign or transfer a student on the ground of exceptionality nor to place in, transfer to or from, or deny placement in special education services shall be taken by a staffing/placement committee within the period afforded the parents or guardians to request a hearing, held within not less than 30 days, except that the proposed action may be taken at any time with the written consent of the parents or guardians. When a determination has been made that a child is an exceptional child and that special education services are necessary for such child, it shall be the duty of the parent or guardian of such exceptional child to require such child to enroll in and attend the special education services which are indicated in the determination. The parent or guardian has the right to revoke consent and request a hearing at any time.

When it is determined that an exceptional child can no longer materially benefit from the district's regular instruction or the program of special education offered by the district and/or needs more specialized remedial instruction in a state institution and is officially admitted therein, the district may not be required to provide such exceptional child with special education services.

#### Procedural Due Process Hearing

The hearing which is provided for shall be held at a time and place reasonably convenient to the parents or guardians of the involved child, be a closed hearing unless the parents or guardians shall request an open hearing, and be conducted according to the rules and regulations as specified below.

Upon receipt of a request for a hearing from one of the parents or guardians of the involved child, the hearing officer shall convene the hearing not less than fifteen, nor more than thirty days from the date of receipt of notice. During the hearing, both parties shall have the right to have counsel of their own choice present and to receive the advice of such counsel or other person whom they may select. The parents or guardians have the right to be present at the hearing. Both parties and their counsel or advisor shall have the right to read a full report of and hear and cross-examine the testimony of witnesses responsible for recommending the proposed action and any other materials witnesses appearing. The child has a right to present his own witnesses in person or their testimony by affidavit, including expert medical, psychological or educational testimony; also the child has the right to testify in his own behalf and give reasons in opposition to the proposed action. Both parties have a right to prohibit presentation of evidence not disclosed to the opposite party at least five days prior to the hearing. The child has a right to an orderly hearing and a fair and impartial decision based upon substantial evidence. Both parties have a right to have a record of the hearing made by mechanical or electronic recording or by an official court reporter.

At a reasonable time prior to the hearing, the parents or guardians or counsel of the involved child shall be given access to all records, tests, reports or clinical evaluation relating to the proposed action.

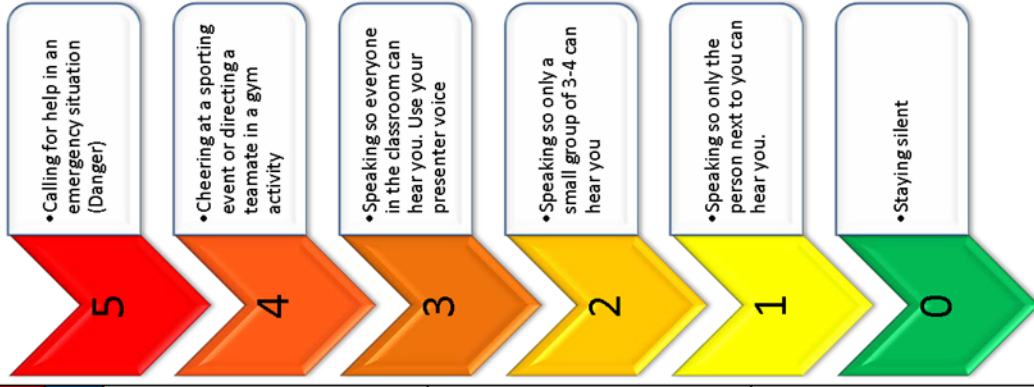


	<p>Written notice of the results of any hearing held pursuant to law shall be sent by restricted mail to the affected child, his/her parents or guardians, or his/her counsel within twenty-four hours after such result is determined.</p> <p>Any such hearing officer shall not be a member of the board, an employee of the school district or the state board of education, a person responsible for recommending the proposed action, or a person with a conflicting personal or professional interest.</p> <p>Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the board in making such appointment.</p> <p>The hearing officer appointed by the board shall, after the hearing, prepare a written report thereon and present it to the board. Any decision by the hearing officer in accordance with this section shall be final, subject to appeals as provided by law.</p> <p>Any hearing officer holding a hearing under these regulations may administer oaths for the purpose of taking testimony therein.</p> <p>The cost of any hearing shall be paid by the school district.</p> <p><u>Appeal Provision</u> Both parties have the right of appealing such decision to the state board of education according to law.</p>
Physically Handicapped Students	<p>Those students who are handicapped due to a physical injury are encouraged to attend school if able. If the student is unable to attend school, it shall be the responsibility of the student or his parents to secure lesson assignments from each of the student's teachers in order to keep abreast of his/her school work.</p> <p style="padding-left: 40px;">Students who are injured and have difficulty walking or climbing stairs may secure permission from the building principal to be late to class.</p> <p style="padding-left: 40px;">Each such permit will expire Friday at 4 p.m. of each week and must be renewed at the beginning of school each Monday morning.</p> <p style="padding-left: 40px;">Students with injuries that would prohibit normal participation in physical education must present a physician's statement prohibiting such activity to the building principal at the time the student re-enters school after sustaining his injury.</p> <p>Those students who are permanently handicapped will be identified at the beginning of each year by the school district's staff.</p> <p>Each staff member in the district will be given a list of the names of such student with the appropriate remarks describing the handicap.</p> <p>Each staff member will make appropriate allowances for physical performance of such students as they proceed through the school day and the educational program.</p>

<b><i>Elementary Section</i></b>	
Invitations	Students are to distribute party invitations at school only with the permission of the teacher.
Holiday Parties	Classroom teachers will notify parents of any holiday parties the class/school will celebrate. If a student does not want to participate in a holiday party because of his/her beliefs, the building principal should be contacted for excusing the student(s) from the party.
Room Parents	Parents are encouraged to be a working partner with the teacher. If you wish to help the teacher in the classroom, please notify the teacher.

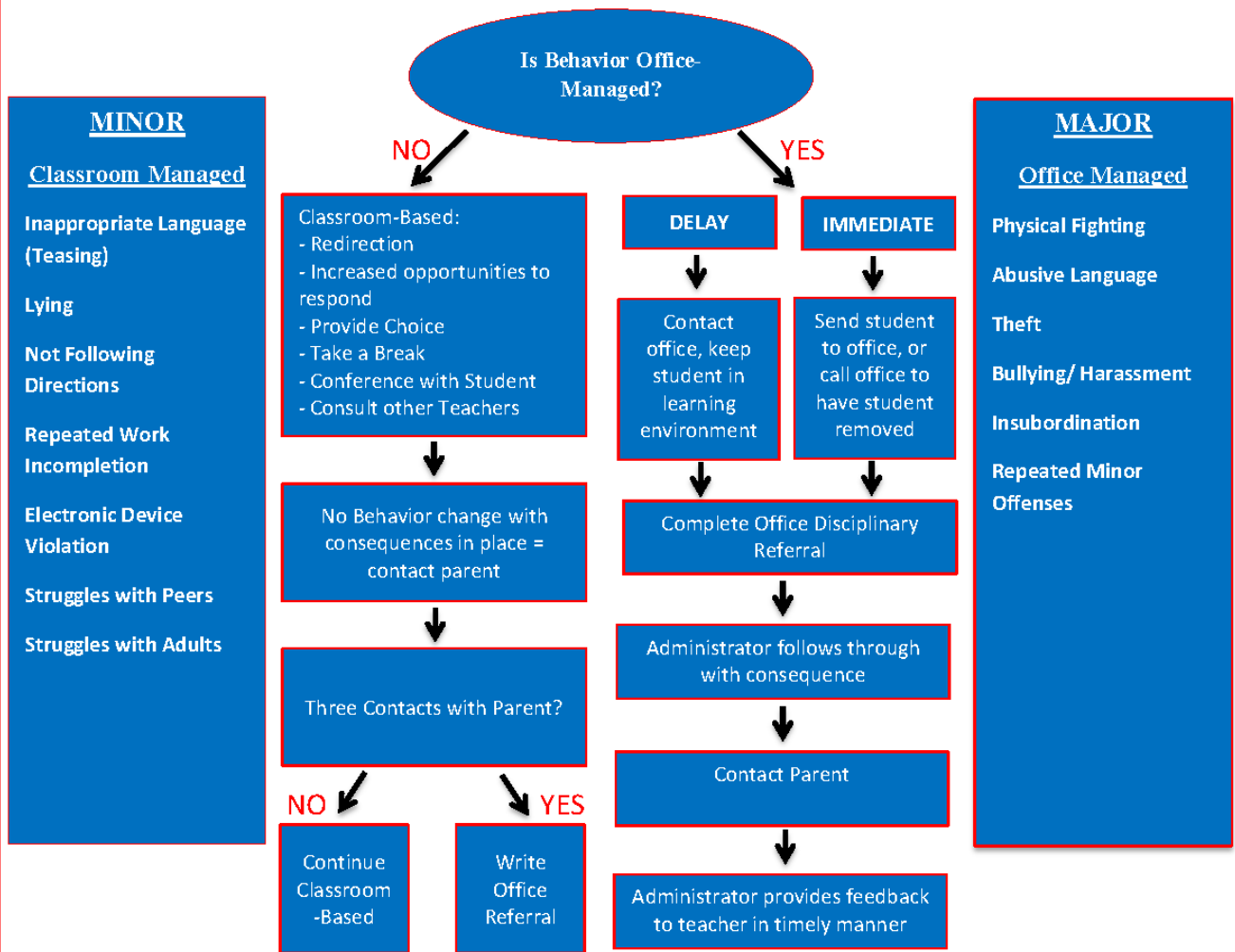
## Axtell Public School Behavior Matrix

	Classroom	Hallways	Cafeteria	Bathrooms	Playground	Assemblies	Buses
<b>Be Safe</b>	Use materials fittingly Keep walkway/aisle clear Keep your area clean Follow classroom rules	Walk on the right side Walk facing forward Report any concerns and problems to staff members	Eat your own food Clean up spills and messes - report major spills to an adult Walk and watch where you are going	Walk in and out of bathroom Keep hands and feet to yourself Report messes to faculty or staff	Use equipment correctly Report concerns Think before you do Keep hands, feet, & objects to yourself	Enter and exit in an orderly manner Sit in assigned area Keep hands, feet, and objects to self	Stay in your seat Sit facing forward Keep aisle clear Level 0 at railroad crossings
	<b>Be Responsible</b>	Clean up after yourself Ask permission to leave room Finish your work Follow classroom routines Be prepared for class	Keep the hallways clean and neat Go straight to your destination Respect personal space	Dump garbage in trash can and stack trays Keep your area clean and pick up after yourself	Use all materials properly Go, Flush, Wash, Exit Put all trash in the trash cans	Take care of equipment Put equipment away when finished Play fairly and follow instructions	Enter and exit quietly (Level 0 Voice) Be good considerate listeners Participated when prompted Face forward and sit properly
<b>Be Respectful</b>		Raise your hand and wait to be called on Listen politely when others are speaking Listen to directions the first time	Level 0 Voice Keep hands off wall and displays Use friendly response to greetings	Use good table manners Level 1 voice Use kind words Listen and follow directions	Wait your turn Respect Privacy Level 1 voice Keep bathroom clean	Cooperate with others Share and take turns Include others Practice good sportsmanship	Level 0 Voice Listen, learn, and respond to the speaker if prompted Clap appropriately



<u><i>INFRACTIONS OF STUDENT CODE OF CONDUCT</i></u>	WARNING	DETENTION	DOUBLE TIME	1-3 DAYS ISS	3-5 DAYS ISS	OSS	LTS	EXPULSION
EXCESSIVE EMOTIONAL DISPLAY	1	2	3					
ELECTRONIC DEVICE VIOLATION		1	2	3+				
TARDIES	4	5+		10+				
UNRULY CONDUCT THAT DISRUPTS SCHOOL	To Be Determined by Administration							
CHEATING			1	2	3			
OBSCENE OR PROFANE LANGUAGE/GESTURES		1	2	3				
UNEXCUSED ABSENCE	Make up time							
DRESS CODE	To Be Determined by Administration							
INSUBORDINATION			1	2	3			
FORGERY			1	2	3			
MISSED DETENTION			1	2	3			
LEAVING WITHOUT PERMISSION				1	2	3		
INTIMIDATION, THREATS TO STUDENTS, STAFF, HARASSMENT				1	2	3		
FIGHTING				1	2	3		
STEALING					1	2	3	
VANDALISM					1	2	3	
POSSESSION, USE, UNDER INFLUENCE OR PEDDLING OF ALCOHOL OR CONTROLLED SUBSTANCE						1	2	3
FIREWORKS, BOMBS, FIRE ALARM OR FALSE ALARMS							1	2
WEAPONS, POSSESSION OR USE OF								1
OTHER ACTS DEEMED INAPPROPRIATE BY ADMINISTRATION	To Be Determined by Administration							

## OBSERVED PROBLEM BEHAVIOR



## OBSERVED POSITIVE BEHAVIOR

