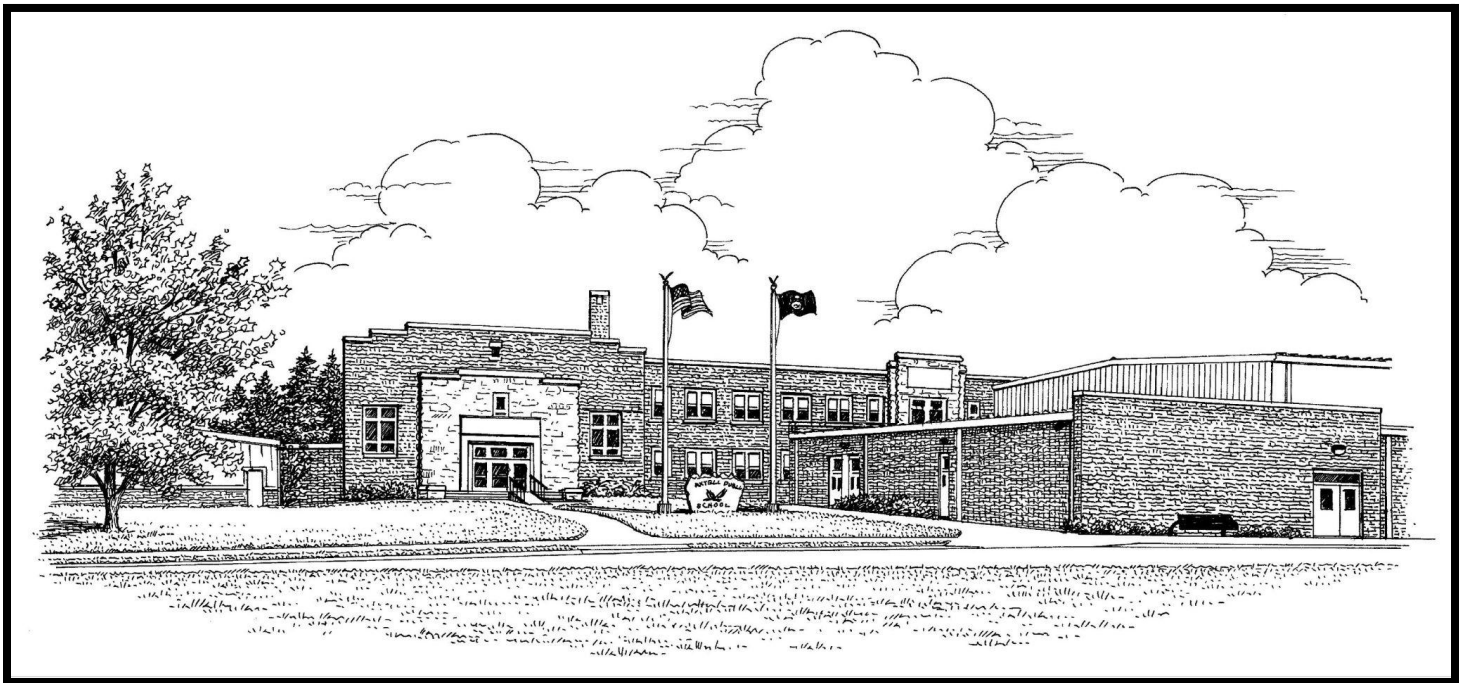


Axtell Public School



2026-2027 Student Handbook

**Axtell Public School
504 Pine St.
Axtell, KS 66403**

Whitney McGinnis, Principal

Approved by Prairie Hills Board of Education - July 13, 2026
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Axtell Public Schools

2026-2027 School Year

USD 113 Prairie Hills Core Beliefs

At USD 113 we believe in:

- Maintaining high expectations for all staff and students.
- Modeling positive interactions, communication and lifelong learning for students.
- Having a student-centered focus meeting the needs of all students through the teaching process.
- Promoting creativity and innovation in teaching and learning with a focus on teaching students to think critically, analyze information, and solve problems.
- Utilizing community resources to support the learning process and prepare students for the future.
- Educating the whole child by incorporating social, emotional, and character development into the curriculum.
- Data based decision making using a balanced assessment approach with an emphasis on assessment for student learning.

Philosophy

Realizing that individuals live in a complex society, the Board of Education is hopeful that each student, in addition to the more academic preparation provided by the public schools, will have the opportunity for basic training in desirable moral and ethical values. This is in preparation for assuming a useful role in society. It is understood that all students will not learn all things equally well, but all should have an equal opportunity in the pursuit of educational acquisition. The board accepts the premise that the student is the center of the school curriculum and that the instructional program should be tailored to fit a child-centered program of education. The Board of Education views the educational process as a comprehensive program, which must be undertaken in cooperation with other institutions of our society. It seeks to establish and maintain strong ties with parents and community programs.

School Wide Expectations

The following is a list of behavior expectations for the students of USD 113 Axtell Public School:

Be prompt and be prepared

- Come to class on time
- Come to class with needed materials
- Come to class with assignments complete

Respect authority

- Listen to authority
- Follow directions promptly
- Accept responsibility for behavior

Display a concern for learning

- Remain on task
- Allow others to remain on task

Respect rights of others

- Use appropriate voice and language
- Listen to speaker
- Respect opinions and points of others
- Refrain from harassment

Display appropriate character

- Display positive character
- Display productive character

Respect property

- Respect property of others
- Respect own property

Display appropriate social skills

- Interact with others appropriately
- Display courtesy and tact

The Prairie Hills Unified School District #113, 1619 Old Hwy 75, Sabetha, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact: Rob McKim, 1619 Old Hwy 75, Sabetha, Kansas, (785-284-2175).

School Personnel
2026-2027 School Year

Whitney McGinnis	Principal	mcginniw@usd113.org
Katie Sandmann	Pre-School / 6th Grade ELA & Social Studies	sandmank@usd113.org
Risa Gilbert	Kindergarten	gilbertr@usd113.org
Briana Uphaus	1st Grade	uphausb@usd113.org
Julia Fischer	2nd Grade	fischerj@usd113.org
Amy Mathewson	3rd Grade	mathewsa@usd113.org
Ali Bruna	4th Grade	brunaa@usd113.org
Angel Stallbaumer	5th Grade	stallbaua@usd113.org
Kayla Heinen	6th Math/Science/Computers 7th Science/Computers	heinenk@usd113.org
Julie Lane	7th-11th English	lanej@usd113.org
Keyanna Kocher	8th-12th Science	kocherk@usd113.org
Rose Kuckelman	7th-12th Math	kuckelmr@usd113.org
Linda Hopp	8th-12th Business/Computers	hoppl@usd113.org
Kristin Strathman	6th-12th Ag Education	strathmkr@usd113.org
Lisa Broxterman	7th-12th Social Studies 12th English	broxterl@usd113.org
Lisa Othmer	K-12th Music	othmerl@usd113.org
Jayson Tynon	K-12th Physical Education Athletic Director	tynonj@usd113.org
Paige Meyer	I.R.C. Teacher	meyerp@usd113.org
Erika Buessing	Speech-Language Pathologist	buessine@usd113.org
Deb Ronnebaum	Career/Academic Advisor	ronnebad@usd113.org

Tammy Porting	Nurse	portingt@usd113.org
Michelle Kohake	Secretary	kohakem@usd113.org
Deb Cyrus	Head Cook	cyrusd@usd113.org
Carol Holthaus	Assistant Cook	holthauc@usd113.org
Cindy Kaster	Librarian/Para	kasterc@usd113.org
Leigha Papa	ISS Para	papal@usd113.org
Alisha Lindeen	ISS Para	lindeena@usd113.org
Drea Rottinghaus	ISS Para	
	ISS Para	
Jonathan Grieg	IRC Para	griegj@usd113.org
	IRC Para	
Daniel Sines	Head Custodian	sinesd@usd113.org
Jennifer Huntington	Custodian	huntingtj@usd113.org
Butch Renz	Bus Driver	renzb@usd113.org
Richard Holthaus	Bus Driver	
Bruce Koelzer	Substitute Bus Driver	
Norma Stallbaumer	Substitute Bus Driver	
Jesse Hasenkamp	Substitute Bus Driver	

Rob McKim	Superintendent	mckimr@usd113.org
Curtis Hamilton	Director of Student Learning	hamiltoc@usd113.org

USD #113 Fee Schedule for Axtell Public Schools
2026-2027 School Year

Textbook Fees		
Pre-School, Grade K-5, Grades 6-12		\$30.00
Instructional Fees		
Pre-School, Grade K-5, Grades 6-12		\$20.00
Laptop Technology Fee		
Grades 6-12		\$40.00
Class/Building Fee		
Grades 6-12	Activity Pass Card (optional)	\$20.00
Meal Costs		
Pre-School Snack		\$150.00/year
Grades K-5	Breakfast	\$2.10
Grades K-5	Lunch	\$3.30
Grades 6-12	Breakfast	\$2.30
Grades 6-12	Lunch	\$3.60
Adult	Breakfast	\$2.70
Adult	Lunch	\$4.40
Extra Milk		\$.45
Activity Participation Fee		
Grades 6-12	For any KSHSAA sponsored activity not associated with a grade; excluding cheerleading	\$50.00
Summer Weights		
Grades 6-12		\$30.00
Athletic Gate		
Middle School Activities	Per OTL and TVL policy and subject to change	\$5.00/student \$5.00/adult
High School Activities		\$5.00/student \$5.00/adult

Driver's Education		
Non-Free/Reduced Lunch Student		\$175.00
Free/Reduced Lunch Student		\$87.50
Yearbook		
Per Copy	Additional cost for personalized names may apply	\$60.00
Photocopies		
Public	Per Side	\$.20
Student Projects		
Students will reimburse the school for materials used in their major individual projects (woods, agriculture, sewing, exceptional printing/copying, etc.)		

Axtell Public School Information
(Applicable to all students in Grades PK-12)

Enrollment/Withdrawal from School
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Attendance

The Board of Education encourages regular school attendance for all students. Consistent attendance supports academic success and helps students develop responsibility and habits that contribute to future success.

Attendance records will be maintained for all students. Classroom teachers are responsible for recording attendance under the supervision of the building principal and in accordance with procedures established by the superintendent. The superintendent will provide attendance reports to the Board of Education as part of the annual report and may report attendance concerns to the board as needed.

Admission Requirements

All resident students who have not been expelled shall be eligible to attend school in the district.

A resident student is defined as a child of eligible school age who resides with a parent or person acting as a parent within the district.

Students enrolling in the district for the first time must provide required proof of identity. Students enrolling in kindergarten or first grade must provide a certified birth certificate or other documentation approved by the district. Students enrolling in grades 2–12 must provide a certified transcript or similar school records. All students enrolling in the district must provide copies of immunization records, in accordance with Kansas statute.

Enrollment records must include the student's legal name as shown on a birth certificate or court order, along with the name, address, and telephone number of the lawful custodian. Acceptable proof of identity may include a birth certificate, court custody documentation, certified transcript, baptismal certificate, or other documentation approved by the district.

Enrollment

Enrollment records must include the student's legal name as shown on a birth certificate or court order, along with the name, address, and telephone number of the lawful custodian. Acceptable proof of identity may include a certified birth certificate, court custody documentation, certified transcript, baptismal certificate, or other documentation approved by the district. If proper proof of identity is not provided within 30 days of enrollment, the superintendent shall notify local law enforcement as required by law and shall not notify any person claiming custody of the child.

To assist with planning for the upcoming school year, the district will conduct a pre-enrollment period each spring. Registration dates for returning resident students will be scheduled by the superintendent prior to the start of the school year.

New Resident Students

New resident students are urged to contact the superintendent's office as soon as possible after establishing residence in the school district.

Identification of Students

All students enrolling in the district for the first time must provide proof of identity. Students enrolling in kindergarten or first grade must provide a certified birth certificate or other approved documentation. Students enrolling in grades 2–12 must provide a certified transcript or similar school records.

Non-Resident Students

Non-resident students are those who do not meet the definition of a resident student. Admission of non-resident students is subject to the availability of staff, facilities, equipment, and supplies.

Students who are under suspension or expulsion from another school district, or who have voluntarily withdrawn from another district due to poor academic performance, will not be admitted without prior approval from the Board of Education.

Any non-resident student seeking admission to the district must submit an application to the superintendent. The superintendent will present the application and recommendation to the Board of Education at the next scheduled meeting. The decision of the board shall be final.

Special Students / Part-Time Enrollment

Special Students

Students who are at least 16 years of age may apply to the principal to be classified as a “special student.” Approval from the parent/guardian and superintendent is required prior to approval. Special students may attend classes at Axtell High School or Sabetha High School as long as credits earned apply toward high school graduation requirements. Special students are not eligible to participate in student activities or receive student privileges. While attending school, students must follow all school rules and expectations. Special student status may be revoked at any time if the student fails to comply with school policies or cooperate with school officials.

Part-Time Enrollment

Part-time students may enroll with approval from the board and/or administration, provided all required paperwork is completed on time and the student begins attendance by the date established by the district. Admission of part-time students is subject to the availability of staff, facilities, equipment, and supplies.

Assignment to School/Classes

Students wishing to attend a school outside of their assigned attendance area may do so only with prior written approval from the superintendent.

Student grade-level and class assignments will be determined by the building principal based on the educational needs and abilities of the student. Parents/guardians who disagree with the placement may appeal the decision to the superintendent. If concerns remain unresolved, a written appeal may be submitted to the Board of Education.

Students Records

Records maintained by building principals may include, but are not limited to, activity fund records, student records, and personnel records.

Student records are confidential and maintained primarily for school use, except as otherwise permitted by law. Parents/guardians are entitled to review records pertaining to their child. Requests for access to student records will be processed within a reasonable amount of time and no later than 45 days after the request is made.

Parents/guardians have the right to request a hearing to challenge the accuracy or appropriateness of information contained in their child’s records. If information is found to be inaccurate, misleading, or otherwise inappropriate, parents/guardians may request correction or removal of the information and may submit a written explanation to be included in the student’s record.

Directory Information

In accordance with the Family Educational Rights and Privacy Act (FERPA), USD #113 has designated certain student information as “directory information,” which may be released without prior consent unless otherwise requested by a parent/guardian.

Directory information may include a student’s name, address, telephone number, email address, date and place of birth, participation in school activities and sports, height and weight of athletic team members, dates of attendance, honors and awards received, most recent school attended, grade level, enrollment status, major field of study, and photographs.

Parents/guardians have the right to refuse the release of directory information. Written notification must be submitted to the building principal’s office on or before the beginning of the third week of school. If written refusal is not received, the district will assume permission has been granted to release directory information as designated above.

Pictures

Student photographs may be taken throughout the school year for use in district publications and activities, including but not limited to weekly newsletters, the yearbook, classroom projects, and the district website. Purchasing photographs is optional.

Graduating seniors at USD #113 - Axtell High School are required to submit a color wallet-sized photo to the yearbook coordinator by February 1 for inclusion in the senior class composite.

Withdrawal from School

Students planning to withdraw from school must notify the office prior to withdrawal. This allows the district to update student records, collect school property, and arrange for the transfer of transcripts when needed. Students withdrawing from school must comply with all state compulsory attendance laws.

Academics

Report Cards

Report cards will be issued to students at the end of each grading period for all courses taken. Progress reports identifying failing or near-failing grades will be sent to parents/guardians at the midpoint of each grading period.

Parent/Student/Teacher Conferences

Student Conferences

Teachers will be available to meet with students regarding academic progress and achievement at mutually agreed-upon times.

Parent Conferences

Elementary and middle school principals will establish a schedule for parent-teacher conferences, which will be held at least once each school year. Parents/guardians are encouraged to request additional conferences whenever needed. Parents/guardians may request conferences with high school teachers at mutually convenient times.

For students in pre-kindergarten through eighth grade, the superintendent will designate two school days each year for parent-teacher conferences.

Academic Dishonesty

Academic dishonesty is prohibited. Cheating, including copying another student's work and presenting it as one's own, and plagiarism, including the use of another person's ideas or work without proper credit, are unacceptable practices. This policy also applies to materials obtained from electronic or online sources.

Students found engaging in academic dishonesty may receive loss of credit for the assignment or assessment involved, in addition to other disciplinary consequences.

Attendance

Compulsory Attendance Requirements

Kansas law requires students to attend school until the age of 18. Students who are 16 or 17 years old may be exempt from compulsory attendance requirements if one of the following conditions is met:

- The student has earned a high school diploma or GED;
- The student is enrolled in an alternative education program approved by the Board of Education;
- A court grants an exemption; or
- A parent/guardian provides written consent for the exemption, and both the parent/guardian and student participate in a final counseling session with the school and sign the required disclaimer.

Absences

Excused Absence

A signed statement from a parent/guardian requesting a student's absence will be accepted as a valid excuse for up to five absences per semester.

In accordance with the Kansas Child Care Code, the accumulation of five unexcused absences may be reported to the appropriate authorities.

Attendance will be calculated using combined half-day and full-day absences. An absence of more than half of the scheduled school day will be considered a full-day absence. Building principals are responsible for determining whether an attendance issue is classified as an absence or tardy. Students returning from an absence must provide verification from a parent/guardian or physician, or the absence will be considered unexcused.

Subject to the following conditions, illness, medical or dental appointments, court-related appearances, illness in the immediate family, funeral attendance, religious observances, or planned school activities will be considered a valid excuse for absence from school. For the first five absences per semester, a signed statement from a parent, guardian or physician requesting that the student be excused for such an absence (with the reason listed above stated by the parent) that will constitute a valid excuse for such absences. If a parent, guardian or physician does not provide a signed statement, the absence shall be "unexcused." 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 satisfactorily explain the absence.

Students are responsible for obtaining assignments and completing work missed during an absence. Students will be allowed two school days, plus evenings, for each day absent to make up missed work.

Medically related excuses

Medically related absences will not count toward the five excused absences per semester if the student provides written documentation from a physician, dentist, optometrist, psychiatrist, or certified counselor. Documentation must be signed by the provider and submitted to the school office within two school days of the absence in order to be considered valid.

Consequences for Excessive Excused Absences

Students who exceed the allowed number of excused absences will have ten school days to make up the missed time. If the required time is not completed within ten school days of notification by the administrator, the student will be considered "not in good standing" until the time has been made up in full. Students not in good standing are subject to all applicable school policy restrictions.

Definition of Unexcused Absences

Absences for which a parent/guardian note or documentation is not received within two school days will be considered unexcused absences. Students will be allowed one school day for each day missed to make up assignments resulting from an unexcused absence.

Consequences for Unexcused Absences

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 been made up in full. The student is subject to all school policy restrictions placed on a "student not in good standing."

Truancy

The building principal or assistant principal will report students with unexcused absences to the appropriate authorities as required by law.

Truancy is defined as:

- Three consecutive unexcused absences;
- Five unexcused absences in a semester; or
- Seven unexcused absences in a school year, whichever occurs first.

A school year is defined as July 1 through June 30. Students absent without a valid excuse for a significant portion of the school day may also be considered truant.

Prior to reporting a student to the Kansas Department for Children and Families (DCF) or the county or district attorney, the parent/guardian will be notified in writing that continued unexcused absences may result in a truancy report.

The superintendent may include truancy information in reports to the Board of Education and is authorized to work with juvenile authorities and report truancy concerns as permitted by law.

Definition of Significant Part of the School Day

A significant part of the school day is defined as not attending one-half of the school day.

Involvement of Law Enforcement

Law enforcement officers may return truant students to the school in which they are enrolled, to their parent/guardian, or to another location designated by the Board of Education for truancy intervention purposes.

Reporting to Parents

If a truant student is returned to school by a law enforcement officer, the principal will notify the student's parent/guardian. The building principal will report students with unexcused absences to the appropriate authorities as required by law. Students age 13 and under may be reported to the Kansas Department for Children and Families (DCF), while students over age 13 may be reported to the county or district attorney.

Waiver of Compulsory Attendance Requirements

Students who are 16 or 17 years of age may be exempt from compulsory attendance requirements if the parent/guardian attends the counseling session required by law and signs the appropriate consent and waiver forms, if the student earns a GED, or if a court grants an exemption.

District staff will make every reasonable effort to encourage students to continue their education through high school graduation. If a student withdraws from school, the school counselor will attempt to determine whether the student intends to return and will follow up if the student does not re-enroll.

The school counselor and other staff members working with drop-out prevention efforts may provide reports to the Board of Education regarding student withdrawal trends and recommendations for improving programs and reducing future dropouts.

Tardies

A student is considered tardy if they are not present at the beginning of a class period. Excessive tardiness may be considered an unexcused absence. Parents/guardians may provide an excuse for tardiness at the start of the school day, subject to administrative approval. Teachers will record tardies through the school attendance system.

Upon receiving a third tardy in the same class during a semester, a student will be assigned 30 minutes of detention. Detention may be assigned for up to three tardy violations. Beginning with the sixth tardy in a class during a semester, students may be assigned one day of In-School Suspension (ISS) for each additional tardy. Administrators may assign additional disciplinary consequences, including Out-of-School Suspension (OSS), when deemed appropriate.

Absences/tardies will be excused for medical, parental request or funeral excuses.

- a. Parent written request is subject to approval by the administration. After five such absences per semester, a written medical statement may be required from medical personnel.
- 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.

Sign In/Sign Out

Students must sign out in the office before leaving school premises during the school day.

Release of Student During School Hours

Students may only be released during the school day upon a written or verbal request from a parent/guardian or person acting as a parent. The building principal or designee will verify the identity of the individual requesting the student's release and may deny release if satisfactory identification cannot be confirmed.

Students are not permitted to leave school grounds during the school day except for approved school-sponsored activities. Prior to leaving campus, the office must receive a note or phone call from the student's lawful custodian. Students leaving during the school day must check out through the office before leaving and check back in upon returning. Failure to properly check out and check in may result in an unexcused absence for the remainder of the day.

Student Conduct/Discipline

Behavior/Conduct

The following is a list of behavior expectations for the students of USD 113 Axtell Public School:

Be prompt and be prepared

- Come to class on time
- Come to class with needed materials
- Come to class with assignments complete

Respect authority

- Listen to authority
- Follow directions promptly
- Accept responsibility for behavior

Display a concern for learning

- Remain on task
- Allow others to remain on task

Respect rights of others

- Use appropriate voice and language

- Listen to speaker
- Respect opinions and points of others
- Refrain from harassment

Display appropriate character

- Display positive character
- Display productive character

Respect property

- Respect property of others
- Respect own property

Display appropriate social skills

- Interact with others appropriately
- Display courtesy and tact

Weapons

Students shall not knowingly possess, handle, or transmit any weapon or object that could reasonably be considered a weapon while on school property or at any school-sponsored activity or event.

This prohibition includes firearms, explosives, knives, destructive devices, look-alike weapons, or any item used in a manner that could cause harm or threaten others. Normal school supplies, such as pencils or compasses, are not considered weapons unless used in a dangerous or threatening manner.

Possession of a Firearm-Federal Law

Possession of a firearm on school property or at a school-sponsored activity shall result in expulsion from school for a period of one calendar year, unless the superintendent recommends a modification of the expulsion on a case-by-case basis, as permitted by law. Expulsion hearings may be conducted by the superintendent, another certified employee of the school, a committee of certified employees, or a hearing officer appointed by the Board of Education

Vandalism

Damage or destruction of school property

Students shall not intentionally damage, attempt to damage, steal, or attempt to steal school property. Significant damage or theft of school property may result in long-term suspension or expulsion. Repeated acts involving damage to or theft of school property, regardless of value, may also result in long-term suspension or expulsion.

Damage or destruction of private property

Students shall not intentionally damage, attempt to damage, steal, or attempt to steal private property while on school grounds or at any school-sponsored activity, function, or event. Significant damage or theft of private property may result in long-term suspension or expulsion. Repeated acts involving damage to or theft of private property, regardless of value, may also result in long-term suspension or expulsion.

Bullying

The Board of Education prohibits bullying in any form on school property, in school vehicles, or at any school-sponsored activity or event. Students who engage in bullying may be subject to disciplinary action, including suspension or expulsion. When appropriate, violations may also be reported to local law enforcement.

Bullying is unwanted, aggressive, and repeated behavior that involves a real or perceived imbalance of power. It is characterized by the intent to cause harm, fear, or distress to another person, and typically occurs multiple times or has a strong likelihood of being repeated.

To be classified as bullying, an incident generally involves three key factors:

- Imbalance of Power: The person exhibiting the behavior uses power—such as physical strength, popularity, or access to sensitive information—to control or harm others.
- Intent to Cause Harm: The actions are deliberate and meant to emotionally, socially, or physically hurt the target.
- Repetition: The behavior happens more than once or has a high probability of happening again.

Sexual Harassment

Sexual harassment is prohibited in USD #113. Sexual harassment of students or employees by board members, administrators, staff members, students, vendors, or any individual associated with the district will not be tolerated.

It is a violation of district policy for an employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage the reporting of sexual harassment or fail to investigate or report a complaint.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, written, electronic, or physical conduct of a sexual nature when such conduct:

- Affects a student's educational opportunities or environment;
- Is used as a basis for academic decisions; or
- Creates an intimidating, hostile, or offensive educational environment.

Examples of sexual harassment may include, but are not limited to:

- Verbal harassment or abuse of a sexual nature;
- Unwelcome touching;
- Pressure for sexual activity;
- Repeated sexual comments, jokes, or remarks; or
- Threats or implications affecting grades, activities, or school participation.

Any student who believes they have been subjected to sexual harassment should report the incident to the principal, counselor, or another certified staff member. Complaints may also be filed through the district's discrimination complaint procedures. Information on the complaint procedures can be found on the Prairie Hills USD #113 website (www.usd113.org)

Students who report sexual harassment or participate in an investigation will not face retaliation or adverse academic consequences. Confidentiality will be maintained to the extent possible throughout the investigation process.

Dress Code

The primary responsibility for student dress and appearance rests with the student and parent/guardian. Clothing or attire that is revealing, suggestive, disruptive, or interferes with the learning environment is considered inappropriate. Building principals and administrators are authorized to address dress code concerns that interfere with the educational process. Students wearing inappropriate attire may be required to change into appropriate clothing. Failure to comply may result in disciplinary action in accordance with building discipline policies.

USD #113 Axtell Public School prohibits clothing or accessories that:

- Imply gang membership or affiliation;
- Create a safety concern for students or staff;
- Display vulgar, offensive, discriminatory, sexually suggestive, or inappropriate language or images;

- Advertise alcohol, tobacco, drugs, or other prohibited substances; or
- Harass, intimidate, or demean others.

Head coverings, including hats, hoods, headbands, and sunglasses, may not be worn inside school buildings during the instructional day unless approved for special activities, events, or administrative purposes. Students representing USD #113 at school activities or academic events are expected to follow dress expectations when visiting other schools.

Examples of inappropriate attire include, but are not limited to:

- Clothing that is excessively revealing;
- Shirts with inappropriate language, images, or references to alcohol, tobacco, or drugs;
- Tube tops, halter tops, spaghetti straps, athletic bras worn as outerwear, or clothing exposing excessive cleavage or midriff;
- Shorts, skirts, or dresses shorter than fingertip length or with less than a 5-inch inseam;
- Pants or shorts with holes exposing the upper leg area;
- Chains, spiked accessories, bulldog collars, or similar items; and
- Dirty, excessively torn, or unsafe clothing.

Shoes must be worn at all times. Students in violation of the dress code may be required to change clothing, cover the item, remove the accessory, or otherwise correct the issue. Failure to comply may result in disciplinary action in accordance with school discipline policies.

Alcohol/Drugs/Tobacco

Students are prohibited from possessing, using, distributing, or selling mood-altering chemicals while at school, on school property, or at any school-sponsored activity, whether on or off campus. Prohibited items include alcohol, tobacco products, e-cigarettes/vapes, marijuana, cannabis derivatives, methamphetamines, steroids, drug paraphernalia, and look-alike substances. Violations will result in disciplinary action.

To help maintain a safe and drug-free environment, trained drug-detection dogs may be used in school buildings and on school grounds.

- 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.
- The trainer and dog will be permitted to come into the school building accompanied by a school administrator, normally while students are in classrooms.
- 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.
- 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.
- 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.

To help maintain an alcohol-free environment at school dances and similar activities, all students and guests may be required to submit to a breathalyzer test upon entry. Students and guests must enter through the designated entrance so testing may be conducted.

If a student or guest registers a positive result, a second test will be administered after a 10-minute waiting period. Students who receive a second positive result will not be permitted to leave unattended, and parents/guardians will be contacted to provide transportation. Students receiving two positive test results may face disciplinary action, up to and including suspension or expulsion. Any student or guest who refuses to submit to a breathalyzer test will not be permitted to attend the event.

Hazing/Initiations

Initiations, hazing, intimidation, or related activities that may cause bodily injury, physical harm, humiliation, mental harm, or negatively impact another student's attendance or participation in school are prohibited.

Foul Language

Profanity, vulgar language, and inappropriate speech are not permitted at school or during any school-sponsored activity. Students who violate this policy will be subject to disciplinary action by the supervising staff member or sponsor. Continued violations may result in suspension or additional disciplinary consequences.

Gambling

Gambling in any form is prohibited in or around an educational institution.

Excessive Emotional Display

Students are expected to conduct themselves appropriately in the school environment. Excessive public displays of affection are not appropriate at school or during school-sponsored activities.

Disciplinary consequences may include:

1. Teacher warning or conference;
2. Detention; and
3. Additional disciplinary action and parent/guardian notification by the principal for repeated violations.

Fighting and Physical Assault

Fighting and physical aggression are considered behaviors that substantially disrupt the school environment and interfere with the safety and rights of others. Such behavior will not be tolerated. Students involved in fighting may be subject to suspension, expulsion, or other disciplinary action. Reasonable acts of self-defense or actions taken to protect another individual may be considered when determining disciplinary consequences.

Classroom Conduct

Classrooms are intended to provide a productive learning environment. Behaviors that disrupt instruction or interfere with the learning of others are not acceptable. Students are expected to cooperate with teachers and classmates to support a positive educational experience.

Social Network Websites

Accessing social media through the district's computer network or school-issued devices is prohibited at all times unless approved by school personnel for instructional use.

Backpack/Bags

Students may carry backpacks into the building upon arrival and out of the building at dismissal. During the school day, backpacks must be stored in student lockers and are not permitted in classrooms, hallways, gyms, or other school areas unless authorized by school personnel. Backpack privileges may be revoked if backpacks are used in a disruptive manner or in violation of school policies. Individual teachers may prohibit bags or similar items from their classrooms. Backpacks and similar storage items brought onto school property are subject to search by school officials when reasonable suspicion exists or as otherwise permitted by law. Students should not expect privacy for items used to transport or store school materials.

Surveillance Cameras

USD #113 and Axtell Public School utilize surveillance cameras to help maintain a safe learning environment and protect students, staff, and school property. Surveillance cameras may be used to monitor student activity on school grounds, in district facilities, and in district vehicles. Audio and video recordings may be captured through district surveillance systems. Surveillance footage involving identifiable students and documenting possible violations of school policy or law may be considered part of a student record and handled in accordance with applicable student privacy laws and district policies. Recorded footage will be stored securely and retained until it is erased or overwritten in accordance with district procedures.

Discipline Measures

Detention

Detention begins five minutes after the end of the school day (3:30 p.m.) and will last a minimum of 30 minutes. Students may be assigned detention for disciplinary or academic reasons, including making up time lost due to unexcused absences.

Suspension/Expulsion

Probation may be used as a disciplinary option when it is determined to be in the best interest of the student and school environment. A disciplinary consequence, suspension, or expulsion may be suspended by the individual authorized to impose the discipline, and the student may be placed on probation for a specified period of time. The original consequence will remain suspended as long as the student complies with all terms of probation. Students placed on probation will receive a written list of probation terms and conditions. The student must sign documentation acknowledging that the conditions have been explained, are understood, and will be followed. Failure to comply with the conditions of probation may result in reinstatement of the original disciplinary consequence at the discretion of the administrator granting the probation.

Suspension and Expulsion Procedures

Except as otherwise provided by Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act (IDEA), students may be suspended or expelled for reasons permitted under Kansas law. Any student suspended for more than 10 days or expelled will be provided with a copy of the applicable suspension and expulsion laws and district policies. Suspension and expulsion hearings may be conducted by the superintendent or designee, another certified employee, a committee of certified employees, or a hearing officer appointed by the Board of Education.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for reasons including, but not limited to:

- Violation of published student conduct policies or regulations;
- Conduct that substantially disrupts or interferes with school operations;
- Conduct that endangers the safety or rights of others;
- Conduct involving the commission of a felony or misdemeanor;
- Refusal to comply with directions from school personnel when such refusal causes disruption or disorder; or
- Possession of a weapon at school, on school property, or at a school-sponsored activity or event.

Short-term Suspension Procedures

Except in emergency situations, a short-term suspension of 10 school days or fewer must be preceded by oral or written notice of the charges and an informal hearing with the student. If a hearing cannot be held before the suspension begins, an informal hearing will be provided within 72 hours of the suspension. Written notice of the suspension will be provided to the student's parent/guardian within 24 hours after the suspension is imposed. Short-term suspension hearings may be conducted by any administrator or staff member authorized by district policy.

During the informal hearing, the student has the right to:

- Be informed of the charges and the basis of the accusation; and
- Respond to the allegations and provide information in their defense.

Long-Term Suspension or Expulsion

Before a student may be placed on long-term suspension (up to 90 school days) or expelled (up to 186 school days), a formal hearing will be conducted by a hearing officer authorized by the Board of Education. The superintendent or principal will designate the hearing officer in accordance with Kansas law.

Formal hearings will follow all procedures required by Kansas law, including:

- Written notice to the student and parent/guardian of the date, time, and location of the hearing;
- Provision of applicable suspension and expulsion laws, board policies, regulations, and handbook provisions;
- The opportunity for the hearing to be conducted by an authorized certified employee, committee of certified employees, administrator, or board-appointed hearing officer;
- Compliance with all legal requirements related to weapon-related expulsion hearings;
- Preparation of required findings by the hearing officer or committee;

- Availability of a hearing record to the student and parent/guardian as provided by law; and
- Written notification of the hearing decision to the student and parent/guardian within 24 hours of the determination.

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

Failure of the student or parent/guardian to attend a suspension or expulsion hearing shall constitute a waiver of the opportunity for the hearing. Students suspended for more than 10 school days or expelled from school will be provided information regarding available public or private support services intended to assist with behavior and educational needs. Students will also be notified of the date they are eligible to return to school.

For suspensions or expulsions not related to a weapons violation, the principal may establish conditions for the student's return and may place the student on probation. In cases involving weapons violations, the superintendent may establish return conditions and probation requirements if the student is permitted to return. Days during which a student is suspended or expelled are not subject to compulsory attendance requirements. During a suspension or expulsion, the student may not:

- Be on school property or in school buildings without permission from the principal; or
- Attend or participate in school-sponsored activities or events in any capacity.

A student age 18 or older, or the parent/guardian of a student suspended for more than 10 days or expelled, may appeal the decision to the Board of Education within 10 calendar days of receiving written notice of the hearing results. If a suspension is imposed during the school day, the student will not be released from school until a parent/guardian has been notified. If notification cannot be made during the school day, the student will remain at school until regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing

During a suspension or expulsion hearing, the student has the right to:

- Be represented by counsel of their choice;
- Have a parent/guardian present;
- Review or hear the testimony and evidence presented;
- Question witnesses who appear at the hearing;
- Present witnesses and evidence on their own behalf;
- Testify and explain their actions;
- Receive an orderly hearing; and
- Receive a fair and impartial decision based on substantial evidence.

Appeal to the Board

If a student age 18 or older, or the parent/guardian of a student, files a written appeal of a suspension or expulsion, the following procedures shall apply:

- Written notice of the appeal must be filed with the district clerk within 10 calendar days of the hearing decision;
- The Board of Education or a board-appointed hearing officer will schedule the appeal hearing within 20 calendar days;
- Written notice of the date, time, and location of the appeal hearing will be provided at least 5 calendar days in advance;
- The appeal hearing will be conducted as a formal hearing in accordance with the procedures governing expulsion hearings; and
- The Board of Education will maintain a record of the hearing.

The Board of Education will issue a final decision no later than the next regularly scheduled board meeting following the conclusion of the appeal hearing.

Probationary Status

A disciplinary consequence, suspension, or expulsion may be deferred by the principal or other authorized administrator. In such cases, the student may be placed on probation for a specified period of time. (See "Suspension/Expulsion.") The deferred consequence will remain inactive as long as the student complies with all probation terms and conditions. Written notification of the probation will be provided to the student's parent/guardian. Students placed on probation will receive a written list of expectations and conditions. The student must sign documentation acknowledging that the conditions have

been explained, are understood, and will be followed. Failure to comply with probation conditions may result in reinstatement of the original disciplinary consequence. The superintendent will oversee probation arrangements related to violations of the district's weapons policy. (See "Weapons.")

Interrogations and Searches

Questioning of students by law enforcement officials or individuals other than school personnel shall be conducted in a manner that minimizes disruption to the educational environment. Whenever possible, such questioning should occur outside of school hours and off school property. If a student is questioned on school property during the school day, reasonable efforts will be made to notify the student's parent/guardian prior to the questioning.

Searches

Any individual other than the building principal who wishes to search a student locker must first report to the building principal. A locker search may not be conducted without the principal's permission unless the individual possesses a valid search warrant authorizing the search.

Search of the Person

If the building principal has reasonable suspicion to believe a student is in possession of an item that may jeopardize the health, safety, or welfare of others, the student may be directed to report to the principal's office for further investigation.

Reporting Crimes to Law Enforcement

Whenever a student engages in conduct at school, on school property, or at a school-sponsored activity that may constitute a misdemeanor or felony, the principal or superintendent may report the incident to the appropriate law enforcement agency. Incidents subject to reporting may include, but are not limited to:

- Possession of a weapon;
- Possession of a controlled substance or illegal drug; or
- Behavior that resulted in, or was likely to result in, serious bodily injury to another person.

Electronic Devices - Cell Phones, Smartwatches, Headphones, AirPods, iPods, etc.

Definitions

For purposes of this policy, the following definitions apply:

- "Personal electronic communication device" is any wireless electronic communication device that both provides for voice, text, or video communication between two or more parties, including, but not limited to, a mobile or cellular phone, tablet, computer, watch, wireless headphones or earbuds, text messaging device, or personal digital assistant; and is not owned or issued to students by the school district.
- "School day" is the time from the start of school until dismissal at the end of the day on the school premises, including, but not limited to, the time in any classroom, structured or unstructured learning setting, recess, lunch or passing period. The term "school day" excludes any time associated with a student's travel to or from a learning experience that is not located on the school premises, including any postsecondary educational course, career technical education course, work-based learning program, or other alternative educational opportunity.

Use of Non-District Issued or Personal Electronic Devices during the School Day

Students are prohibited from using or accessing personal electronic communication devices during the school day while on district owned or operated property, except as expressly permitted by this policy or by law. When personal electronic communication device use is not permitted, students are allowed reasonable access to a school-provided telephone or communication device during the school day to contact a parent or person acting as a parent.

Device Storage

All student personal electronic communication devices shall be powered off and securely stored away from the student's person in an inaccessible location during the school day, unless an exception applies to this requirement as specified in this policy. Students may choose not to bring personal electronic communication devices to school by leaving such devices at home or in a vehicle, including a vehicle located on school premises. As students will not have the ability to access or use such devices during the school day, students are encouraged to leave any personal electronic communication devices not necessary for the implementation of their Individualized Education Program (hereafter "IEP") or Section 504

accommodation plan (hereafter “504 plan”), communication during their commute to or from school, for work, or learning experience that is not located on the school premises at home. If students elect to leave such devices in their vehicle, students are encouraged to lock their vehicles to protect against theft of or damage to the devices. If students elect to bring such devices into the building, they should be turned off or set to silent mode and stored in their locker during the school day.

Consequences for Electronic Device Violations

Violations of the electronic device policy are subject to the following disciplinary action:

1. First offense – phone is turned into the office for the remainder of the day and returned to the student after school, student is issued a 30-minute detention
2. Second offense – phone is turned into the office, parents are contacted, student is issued a 60-minute detention, student checks phone into the office for one week
3. Third offense or subsequent offense(s) – phone is turned into the office, parents are contacted, student is issued two (2) 60-minute detentions, student checks phone into the office for the remainder of the semester.

Repeated offenses after the third offense shall warrant a conference with parents to resolve the problem. Students, who become habitual offenders, as determined by the Principal, will be subject to suspension.

Permitted Exceptions

A student may be permitted to use a personal electronic communication device during the school day under the following circumstances:

- Any student may use a personal electronic communication device during the school day if it is the intervention of last resort such that there is no other reasonable alternative option available for such student, and the use is either:
 - Required for the implementation of a student's IEP or 504 plan; or
 - Approved by a licensed physician as a medical necessity to support the health or well-being of the student.

Use During School-Sponsored Activities Before and After the School Day

Students may use or access personal electronic communication devices during school-sponsored activities, programs, or events occurring before and after the regular school day, subject to district approved procedures, event-specific rules, and staff direction.

Responsibility for Devices

Kansas law provides that the board, school district employees, and/or any agents thereof shall not be liable for any damage to personal electronic communication devices or for storage of such devices that are brought to school.

General Information

Complaints About Rules

Any student or parent/guardian may file a written complaint with the principal regarding a school rule or regulation that directly affects the student. Complaints must be submitted within 20 days of the application of the rule or regulation and must clearly state the basis of the concern. The principal will investigate the complaint and provide a response or resolution within 10 days of receiving the complaint.

Complaints to The Board

Concerns or complaints should first be addressed through the appropriate school administration channels. Individuals are encouraged to work directly with the teacher, principal, or superintendent in an effort to resolve issues at the lowest appropriate level. Neither the Board of Education nor individual board members will consider complaints or communications from students, parents/guardians, staff, or patrons until the matter has first been addressed with the principal and/or superintendent. If a satisfactory resolution cannot be reached through the administrative process, the matter may be referred to the Board of Education. After reviewing information provided by the administration, the board may, if appropriate, grant a hearing to the parties involved during a regular or special board meeting.

Gifts

Student Organization Gifts to the School

Student organizations may donate funds or gifts to the district with prior approval from the organization sponsor, building principal, and Board of Education. Any donation accepted by the board shall become property of the district.

Personal Property

The district is not responsible for loss, theft, or damage to students' personal property and does not provide insurance coverage for personal items. Repair or replacement of personal property is the responsibility of the student and parent/guardian. Lost items should be reported to the principal's office as soon as possible. Found items should be turned in to the office.

Posters

All posters, signs, and displayed materials must receive approval from the school office prior to being posted in the building. Student organizations are responsible for removing outdated materials in a timely manner. Advertising or promotion of non-school-sponsored activities is not permitted on school property without prior approval from the building principal.

Healthy Snacks & Water Machines

Vending machines may be used during the school day in accordance with the Kansas School Wellness Policy. Students are expected to use vending areas responsibly and arrive to class on time. Vending privileges may be restricted if use results in excessive tardiness. Water is permitted in approved containers only.

Telephone Calls

District telephones are intended for school-related business. Student use of school phones for personal calls should be limited to emergencies. Social calls are not permitted. Long-distance calls may not be made on district phones without prior approval from the principal or designee. Students will not be called out of class to answer phone calls except in emergency situations or with approval from the principal's office. Messages will be relayed to students at an appropriate time when they are not in class.

Use of Gym

Activities in the gymnasium must be approved by school staff and conducted in a safe manner that does not damage the facility or gym floor. Students using the gym before school, during lunch, or after school for non-school-sponsored activities must remove street shoes or wear appropriate gym footwear to help protect the gym floor.

Hallways

Students in the hallway during class time must have a properly authorized pass or a valid reason for being out of class. Students who fail to follow this expectation may be subject to disciplinary action.

Use of Personal Vehicle

Students who drive personal vehicles to school are expected to do so in a safe, legal, and courteous manner. The superintendent or designee will establish procedures governing the operation, parking, and use of student vehicles on or near school property. Failure to follow school driving and parking regulations may result in disciplinary action and/or loss of driving privileges. Students must park only in designated parking areas and may not return to their vehicles during the school day without permission from the principal or designee.

School vehicle regulations approved by the Board of Education include, but are not limited to, the following:

- Reckless driving on or near school property may be reported by any district employee to the principal;
- Following a first offense, the student will receive a warning and parents/guardians may be notified;
- Continued violations may be referred to local law enforcement; and
- Repeated or serious violations may result in additional disciplinary action in accordance with the student discipline code.

Visitors

Parents/guardians and community members are encouraged to visit district facilities. All visits should be scheduled in advance through the building principal's office. To help maintain school safety and security, all visitors must check in at the office before entering other areas of the building or school grounds. Students may not bring visitors or guests to school for classroom visits without prior approval from the principal.

Animals in the School

Animals may be brought to school for educational purposes only with prior approval from the supervising teacher and building principal. This includes vertebrates, invertebrates, and plants used as part of classroom instruction. Animals are not permitted on school buses under any circumstances.

Child Abuse

Any school employee who has reasonable cause to suspect that a child has been abused or neglected, or who observes circumstances that could reasonably result in abuse or neglect, is required by law to immediately report the concern to the appropriate authorities, including the Kansas Department for Children and Families (DCF) or the district court.

School employees are not responsible for investigating or proving abuse or neglect and should not contact the child's family or others to determine the cause of the suspected situation.

School Property

Appropriate Use of Equipment and Supplies

School equipment and supplies are to be used only for approved educational purposes and assignments. Personal use of district equipment or supplies is prohibited unless prior permission is granted by the teacher or administrator. Students are expected to handle all school property responsibly and with care. Students may be held responsible for damage caused to school equipment or supplies.

Email Use

Students should have no expectation of privacy when using district computers, devices, networks, or email systems. District technology resources are to be used for approved educational purposes only. Students are expected to use appropriate language and follow all guidelines established by teachers and administrators.

The district reserves the right to monitor, review, copy, and store any files, communications, or activity conducted on district technology systems. Students who violate technology use expectations or classroom computer rules may be subject to disciplinary action, up to and including suspension from school.

Computer Use

District computer systems and technology resources are provided for educational and professional purposes only. All information created, stored, or transmitted using district technology systems is considered district property and may be monitored by district administrators at any time. Access to district computers, networks, and software is limited to authorized students and employees. Use of district technology must be related to approved school assignments or activities. Personal use of district computers or software by students is prohibited unless prior permission is granted by a teacher or administrator. Violations of district technology policies may result in disciplinary action, up to and including suspension, expulsion, or other consequences as permitted by district policy.

Network Guidelines

Computer Network Use Guidelines

All users of district computers and networks are expected to follow accepted standards of digital citizenship and network etiquette ("netiquette"). Expectations for appropriate technology use include, but are not limited to, the following:

- Be respectful and courteous in all online communication;
- Use appropriate language and avoid profanity, vulgarity, or offensive content;
- Do not share personal information, including addresses, phone numbers, or passwords;
- Understand that email and electronic communications may not be private and may be monitored by authorized personnel;

- Respect copyright laws and intellectual property rights;
- Do not create, access, or distribute unlawful or inappropriate material;
- Use district networks responsibly and avoid actions that disrupt network performance or access for others; and
- Keep passwords and access credentials secure and confidential.

Failure to follow these expectations may result in disciplinary action and/or loss of technology privileges.

Consequences of Violation of Technology Policies

District computer and network policies are intended to support safe, responsible, and effective use of technology for educational purposes. Use of district technology resources, including computers, software, email, internet access, and telecommunications systems, is a privilege and not a right. Violations of district technology policies may result in disciplinary action.

Examples of technology violations may include, but are not limited to:

- Accessing inappropriate or pornographic material;
- Altering system software or another person's work;
- Using technology to harass, threaten, discriminate, or send inappropriate messages; and
- Allowing another person to use an individual account or password.

Disciplinary consequences for technology misuse may include the following levels:

Level 1 – Violation

The student may lose computer and internet privileges until a parent/guardian conference is held. Additional consequences may be assigned by the administration.

Level 2 – Repeated or Serious Violations

Students who continue to violate technology policies after a Level 1 consequence may lose computer and internet privileges for the remainder of the school year or longer and may be recommended for suspension.

Level 3 – Expellable Offense

Students who engage in conduct involving criminal misuse of technology, as defined by state or federal law, may be recommended for expulsion. Students expelled for technology misuse will also lose district technology privileges for the duration of the expulsion period.

Children's Internet Protection Act (CIPA)

The district will comply with the Children's Internet Protection Act (CIPA) and implement procedures to promote safe and appropriate use of electronic media and district technology resources. The superintendent or designee will establish guidelines addressing:

- Appropriate use of the internet, email, and district technology resources;
- Teacher supervision of student technology use;
- Student online safety and digital citizenship;
- Privacy and administrative access to electronic files and communications; and
- Prohibited or illegal online activities, including hacking, spreading malicious software, or damaging programs or data.

Students will receive instruction regarding appropriate online behavior, including:

- Safe interaction on social networking sites and in chat rooms;
- Cyberbullying awareness and response; and
- Responsible digital communication.

Internet safety measures will be implemented to:

- Limit student access to inappropriate or harmful material;
- Promote the safety and security of students using electronic communication tools;
- Prevent unauthorized access or unlawful online activity;
- Protect personal information of students; and
- Enforce appropriate technology use expectations.

Technology use expectations and consequences for violations are outlined in the district's acceptable use and student discipline policies.

Textbooks

Textbooks and workbooks are provided to students on a rental basis. Students may be charged fines for books or materials that are lost or damaged beyond normal wear and tear. Additional fees established by the Board of Education may be assessed for courses that use consumable materials. Instructors may also assign additional course-related costs for specific materials or supplies used in class.

Student Services

Student Privacy Rights

District employees may have access to confidential information and records as part of their job responsibilities. Such information may include, but is not limited to, student records, background check information, Social Security numbers, driver or vehicle records, and information protected by law or district policy. Employees are prohibited from disclosing confidential information except to authorized individuals who require access as part of their official duties or as otherwise permitted by law, district policy, or court order. If an employee receives a request for confidential information that appears inappropriate or unauthorized, the employee must deny the request and immediately notify their supervisor unless disclosure is required by law. Employees who improperly release confidential information or use such information for personal gain or unauthorized purposes may be subject to disciplinary action, up to and including termination of employment.

Library

Library services are available to all students. Students are encouraged to use the library before school, after school, and at other times approved by staff. Students are expected to follow all library rules and procedures. Failure to do so may result in the loss or restriction of library privileges.

Food Service

Students are expected to remain on campus during meal periods unless otherwise approved by school administration. Lunches may be purchased through the school meal program or brought from home. Milk may be purchased to accompany home-packed lunches. The district provides students with access to school breakfast and lunch programs in accordance with state and federal guidelines. Free and reduced-price meals are available for students who qualify. Information regarding eligibility and application procedures will be provided by the district. Meal periods will be scheduled by each building principal, and students are expected to eat in designated areas. Emergency exceptions to meal period procedures may be granted only through administrative approval. Meal prices are established annually by the Board of Education and may be adjusted during the school year if necessary. The district's food service program is supervised by the food service director and building administration.

Purchasing Meals

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 \$6.40 at the elementary level and \$6.90 at the middle and high school levels. A notice will be sent to the parents/guardian when the account reaches \$0.00.

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&J, Cheese Sandwich, Fruit & milk)

Refunds

Refunds are only to be given if a student is leaving the school district or at the end of the school year.

Transportation To and From School

Bus transportation may be provided to eligible students to and from school. The district may also provide transportation for school-sponsored activities. Students are not permitted to drive personal vehicles to district-sponsored activities held during the school day unless approved by administration. Students riding school transportation are under the authority of

the bus driver and are expected to follow all district behavior expectations while on the bus. Failure to follow transportation rules may result in disciplinary action or loss of transportation privileges. Transportation expectations include, but are not limited to:

- Following directions from the bus driver or sponsor promptly and respectfully;
- Using appropriate language and behavior at all times;
- Remaining seated and facing forward while the bus is in motion;
- Keeping all body parts and objects inside the bus;
- Using the emergency exit only in an actual emergency;
- Keeping the bus clean and free of litter;
- Waiting for the bus to stop and receive driver permission before boarding or crossing the roadway; and
- Maintaining appropriate noise levels, especially at railroad crossings and major intersections.

Students must receive prior approval before bringing non-school-related items onto the bus.

Students will have the opportunity to discuss incidents of inappropriate behavior with an administrator before transportation privileges are suspended or revoked. Bus drivers will report violations to school administration, and disciplinary action will be handled in accordance with district policy and the student behavior code.

Exceptional Students

Exceptional Child Due Process Procedures

Before a student may be excluded, reassigned, transferred, or denied placement in special education services due to exceptionality, the district will follow all procedures required by state and federal law.

Parents/guardians will receive written notice of any proposed action regarding special education placement or services. The notice will explain the proposed action, the reasons for the decision, the right to request a hearing, and information regarding available free or low-cost legal services. Notices will be provided in the primary language used in the home whenever required by law.

No change in placement or services will occur during the period allowed for requesting a hearing unless written consent is provided by the parent/guardian. Parents/guardians have the right to revoke consent and request a hearing at any time.

When it is determined that a student requires services beyond those offered by the district and the student is officially admitted to an appropriate state institution or specialized program, the district may no longer be required to provide those services directly, as permitted by law.

Procedural Due Process Hearing

Hearings related to special education placement or services will be conducted at a time and location reasonably convenient for the student's parent/guardian. Hearings will be closed unless the parent/guardian requests an open hearing.

Upon receiving a request for a hearing, the hearing officer will schedule the hearing within the timelines required by law. During the hearing, both parties have the right to:

- Be represented by legal counsel or another advisor of their choice;
- Review and respond to evidence and testimony presented;
- Present witnesses, including expert testimony;
- Cross-examine witnesses;
- Present evidence and testimony on the student's behalf; and
- Receive a fair and impartial hearing based on substantial evidence.

Both parties may prohibit the introduction of evidence not shared at least five days prior to the hearing. A record of the hearing will be created through recording or by an official court reporter. Parents/guardians and their representatives will have access to relevant records, evaluations, reports, and testing information prior to the hearing. Written notice of the hearing decision will be provided to the student, parent/guardian, or legal representative within 24 hours of the decision. Hearing officers appointed by the Board of Education must be impartial and may not be individuals directly involved in the recommendation or employed in a conflicting role. Hearing officers may administer oaths and will provide a written report of the hearing and decision. Decisions are subject to appeal as provided by law.

The district will be responsible for the costs associated with the hearing process.

Appeal Provision

Both parties have the right of appealing such a decision to the state board of education according to law.

Physically Handicapped Students

Students with temporary or permanent physical disabilities or injuries are encouraged to attend school whenever possible. If a student is unable to attend school due to injury or medical condition, it is the responsibility of the student or parent/guardian to obtain assignments and classwork from teachers. Students with injuries or medical conditions affecting mobility may request accommodations, including permission to arrive late to class, through the building principal. Temporary accommodations may require periodic renewal as determined by the school. Students unable to participate in physical education or other activities due to injury or medical condition must provide a physician's statement outlining the restriction upon returning to school. The district will work with staff to provide reasonable accommodations and support for students with documented physical disabilities or medical needs to ensure access to the educational program and school activities.

Axtell Elementary School Information
(Applicable to students in Grades PK-5)

Classrooms

Invitations

Students are to distribute party invitations at school only with the permission of the teacher.

Holiday/Class 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 to excuse 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.

Lockers

Students Lockers

Students in grades 3–5 will be assigned a locker at the beginning of the school year. Students are expected to keep lockers clean and orderly. Locker decorations must be appropriate and may be subject to administrative approval. Lockers remain the property of the school district and are subject to joint control by the school and the student. Students should not expect privacy regarding locker contents, and lockers may be searched in accordance with district policy and applicable law.

Academics

Grading/Grade Classification

Axtell Public School uses different grading practices at the elementary level based on students' developmental needs.

Students in Preschool through 3rd Grade are graded using a standards-based grading system. Rather than receiving traditional letter grades, students are evaluated on their progress toward mastering specific grade-level skills and learning standards. This provides families with a clear picture of what students know and are able to do.

Students in 4th and 5th Grade receive traditional letter grades as indicated below. This grading system helps prepare students for middle school while continuing to communicate academic progress and achievement.

Both grading systems are designed to support student learning and provide meaningful feedback to students and families.

A	4.00	90-100 Percent
B	3.00	80-89 Percent
C	2.00	70-79 Percent
D	1.00	60-69 Percent
F	0.00	00-59 Percent

Incompletes

Incomplete grades must be resolved within five school days following the end of the grading period or the incomplete will convert to a failing grade. Additional time may be granted with approval from the principal.

School Issued Devices

Kindergarten-5th Grade

Students in Kindergarten through 5th Grade utilize school-issued iPads as instructional tools to support learning in the classroom. These devices are assigned for school use and remain at school unless otherwise approved by administration.

Students are expected to use their devices responsibly and take reasonable care of all equipment, including the iPad, case, charger, and any related accessories. Damage resulting from normal wear and tear will be addressed by the school. However, any damage, loss, or destruction resulting from misuse, negligence, or intentional actions may result in repair or replacement costs being charged to the student and/or parent/guardian.

The goal of our device program is to provide students with access to technology while teaching responsible digital citizenship and care of school property.

Axtell Middle School Information
(Applicable to students in Grades 6-8)

Enrollment/Withdrawal from School

Transferring Credit

In middle school and high school, credit earned at accredited schools will generally be accepted and applied toward graduation requirements unless the principal determines there is a valid reason for denying credit transfer.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal after consultation with the student's parent/guardian and appropriate school personnel. Final grade and course placement will be based on the student's prior educational records, academic history, and any assessments used to determine appropriate placement.

Academics

Grading/Grade Classification

The evaluation of student progress and determination of GPA and honor roll will be based on a 4-point system (per semester):

A	4.00	90-100 Percent
B	3.00	80-89 Percent
C	2.00	70-79 Percent
D	1.00	60-69 Percent
F	0.00	00-59 Percent

Honor Roll

At the end of each semester, honor rolls will be published to recognize academic achievement for students in grades 6–12. Honor roll classifications are as follows:

- Superintendent's Honor Roll: 4.0 GPA
- Principal's Honor Roll: 3.50–3.99 GPA
- Honor Mention Roll: 3.00–3.49 GPA

The following guidelines apply:

- All credit-bearing classes will be included in GPA calculations;
- All classes will carry equal weight unless otherwise approved by administration; and
- Adjusted grading scales may be used for selected students with administrative approval.

Incompletes

Incomplete grades must be resolved within five school days following the end of the grading period or the incomplete will convert to a failing grade. Additional time may be granted with approval from the principal.

School Issued Devices

6th Grade

Student devices will be stored in a designated location during the school day and used during class only as directed by the teacher. Students will not carry devices from class to class or take devices home unless approved by a teacher or administrator.

7th Grade

Student devices will be stored in a designated location during the school day and used during class only as directed by the teacher. Students will not carry devices from class to class or take devices home unless approved by a teacher or administrator.

8th Grade

During the first semester and the beginning of the second semester, student devices will be stored in a designated location during the school day and used during class only as directed by the teacher. Students will not carry devices from class to class or take devices home unless approved by a teacher or administrator.

At a time determined by the administration during the second semester, 8th grade students may be permitted to carry their devices throughout the school day. At a later point in the second semester, students may also be allowed to take devices home.

This gradual release process is intended to help students build responsibility, accountability, and appropriate device-use habits while allowing staff time to establish and reinforce expectations.

Associated Costs

Students are expected to exercise reasonable care when using school-issued devices, chargers, carrying cases, and related accessories. The student and parent/guardian assume responsibility for the condition and proper use of all equipment assigned to the student.

Students and families may be held financially responsible for repair or replacement costs resulting from loss, negligence, misuse, intentional damage, or failure to properly care for school-issued equipment. Examples include, but are not limited to, cracked or broken screens, damaged keyboards or keys, dented or bent device frames, lost or damaged chargers, damaged carrying cases or computer bags, liquid damage, and other preventable damage requiring repair or replacement.

The district reserves the right to assess repair or replacement fees based on the nature and extent of the damage. Failure to pay assessed fees may result in the withholding of school-issued devices, participation in certain school activities, transcripts, diplomas, or other privileges as permitted by district policy.

Lockers

Students Lockers

Each student will be assigned a locker at the beginning of the school year. Students are expected to keep lockers clean and orderly. Locker decorations must be appropriate and are subject to administrative approval. Lockers remain under the joint control of the school and the student. Students should not expect privacy regarding locker contents, and lockers may be searched in accordance with district policy and applicable law. Students who need additional storage space may request an extra locker through the school administration.

Athletic/Activities

Philosophy

Extracurricular activities are an important part of the educational experience at Axtell High School. Participation provides students with opportunities to develop leadership, responsibility, teamwork, discipline, and school pride while building relationships within the school and community. These activities encourage personal growth and help students develop the skills, work ethic, and positive attitudes necessary for success as productive citizens.

Objectives

The goals of extracurricular activities are to:

- Provide opportunities for students to participate in competitive and cooperative activities with other schools;
- Promote the development of physical fitness, strength, endurance, and overall well-being;

- Foster responsibility, sportsmanship, teamwork, and a strong work ethic;
- Develop skills and interests that encourage positive and productive use of leisure time; and
- Build school pride, unity, and a positive school culture that supports student growth and enhances the educational experience.

Activities Dress Code (Camps - Competition - Practice)

- Spandex shorts may be worn during closed practices with coach approval unless issued as part of an official athletic uniform. Scrimmages are not considered closed practices.
- Students must wear shirts at all times outside of the locker room, including before and after practices, competitions, games, and matches. Undergarments, including sports bras and boxer shorts, must remain covered.
- Students participating in extracurricular activities are expected to follow the district dress code unless an exception is approved by administration or is required as part of an approved activity uniform (e.g., volleyball shorts, wrestling singlets, cheer uniforms).

Clothing or accessories that:

- Reference or promote drugs, alcohol, tobacco, or similar substances;
- Contain profanity, inappropriate language, or sexual references; or
- Are excessively revealing, including exposed undergarments, bare midriffs, excessively low-cut tops, or overly short or tight clothing;

are not permitted during school-sponsored activities.

Student In Good Standing

Participation in school activities/social events/attendance as a spectator is permitted only if a student is in good standing.

Definition of “Good Standing”:

To participate in extracurricular activities, athletics, clubs, dances, and other school-sponsored events, students must:

- Meet all KSHSAA eligibility requirements, including passing at least five new classes during the previous semester;
- Have no more than one failing grade in currently enrolled classes;
- Comply with school attendance and tardy policies;
- Have no outstanding detention obligations;
- Not be suspended from school; and
- Not be placed on notice or restriction by the principal.

Expectations for Behavior at Athletic Contests

Students attending school-sponsored activities are expected to demonstrate good sportsmanship and represent the school in a positive manner by:

- Treating participants, coaches, officials, staff, and spectators with courtesy and respect;
- Following event rules and respecting the decisions of officials;
- Displaying self-control and appropriate behavior at all times;
- Winning with humility and losing with dignity; and
- Supporting teams and activities in a positive, sportsmanlike manner.

Students are expected to remain in designated spectator areas and stay within the event facility unless granted permission to leave. Students may not bring outside beverages into school-sponsored events.

Students who create disruptions, fail to attend the event appropriately, or violate school expectations may be required to leave and may lose the privilege of attending future activities.

Attendance at extracurricular activities is a privilege. Students must be in good standing and meet all eligibility requirements established by the district. Students who do not meet the minimum academic eligibility requirements may be restricted from attending school-sponsored activities until academic standing is restored.

Eligibility

Students participating in extracurricular activities must meet all eligibility requirements established by the Kansas State High School Athletic Association (KSHSAA). KSHSAA requires students to have passed at least five unit-weight courses during the previous semester of attendance.

In addition to KSHSAA requirements, Axtell High School students must meet the following standards to participate in extracurricular activities and school-sponsored social events:

- Students must maintain a grade of 67% or higher in at least six unit-weight courses. Students with a grade of 66% or lower in two or more classes will be considered ineligible.
- Eligibility will be determined weekly based on cumulative grades.
- A two-week grace period will be provided at the beginning of each semester before eligibility checks begin.
- Periods of ineligibility will run from Monday through Sunday.
- Teachers are expected to update grades regularly.
- Students may regain eligibility before the end of the week by providing written verification from teachers confirming they are back in good standing. It is the student's responsibility to provide this documentation to the activities director and coach/sponsor.
- Students enrolled in co-curricular classes may participate in required after-school performances or activities connected to those courses.
- Students who miss school-day co-curricular activities due to ineligibility may be required to complete an alternate assignment assigned by the instructor.
- Ineligible students may still attend practices with coach approval.
- Ineligible students may not travel with teams or groups to away events or activities.

Axtell High School Information
(Applicable to students in Grades 9-12)

Enrollment/Withdrawal from School

Foreign Exchange Students

USD #113 Axtell Schools may cooperate with approved foreign exchange programs and may serve as a host school in accordance with guidelines established by the Kansas State High School Athletic Association and other applicable organizations. Foreign exchange students will only be accepted if they are sponsored through a program recognized by the National Association of Secondary School Principals and included on the current approved advisory list of international exchange programs.

Foreign exchange students may receive a Certificate of Attendance for successful completion of an approved course of study and faithful attendance. A foreign exchange student may be eligible to receive a high school diploma upon recommendation of the high school principal, verification that all Kansas graduation requirements have been met, and approval by the Board of Education.

Transferring Credit

In middle school and high school, credit earned at accredited schools will generally be accepted and applied toward graduation requirements unless the principal determines there is a valid reason for denying credit transfer.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal after consultation with the student's parent/guardian and appropriate school personnel. Final grade and course placement will be based on the student's prior educational records, academic history, and any assessments used to determine appropriate placement.

Academics

Graduation Requirements

	Axtell High School Class of 2028 and beyond 25 Credits	Axtell High School Class of 2027 25 Credits	Kansas Regents Honor Scholars 16 credits	NCAA 16 Credits
English Language Arts	3.5 Credits	4 Credits	4 Credits (1 credit of English per year REQUIRED)	4 Credits
Communications	.5 Credit		.5 Credit	.5 Credit
Mathematics	3 Credits	3 Credits	4 Credits (at or above the level of Algebra 1)	3 Credits (at or above the level of Algebra 1)
Science	3 Credits	3 Credits	3 Credits (Biology, Chemistry, Physics)	2 Credits
STEM Elective	1 Credit	1 Credit		
Social Studies	3 Credits	3 Credits (World History, American History, American Government)	3 Credits	3 Credits
Financial Literacy	1 Credit	1 Credit		
Fine Arts	1 Credit	1 Credit		

Physical Education	.5 Credit	.5 Credit		
Health	.5 Credit	.5 Credit		
Foreign Language			2 Credits (must be 2 years of the same language)	
Electives	8 Credits	9 Credits		
Miscellaneous				1 Credit (Additional English, Math or Science course) 4 Credits Additional Core courses from any area listed above or from a foreign language)

Teacher's Assistant (TA)

Juniors and seniors in good standing may serve as a teacher assistant (TA) for one class period with approval from the supervising staff member and school administration. TA assignments are limited to approved placements only. Credit earned for serving as a TA will be recorded on the student transcript on a pass/fail basis.

Graduation Exercises

Students who have successfully completed all graduation requirements may participate in graduation ceremonies unless participation is denied for disciplinary or other appropriate reasons. All graduation activities and ceremonies are under the direction and supervision of the building principal.

Early Graduation

Students will not be permitted to graduate in fewer than four years unless written approval is granted by the superintendent no later than the December Board of Education meeting. Approval for early graduation will be considered only when the principal and superintendent determine, after consultation with the student, parents/guardians, and appropriate staff members, that early graduation is in the student's best interest. Students approved for early graduation may participate in graduation ceremonies. Following early graduation, students will no longer be eligible to participate in school-sponsored activities, including the Junior-Senior Prom and senior trip, except as an approved guest where permitted.

Vocational Internship

Students may participate in a vocational internship only through an approved career pathway recognized by the Kansas State Department of Education and supervised by the designated pathway instructor. The purpose of vocational internships is to provide students with meaningful experiences in high-skill, high-demand career fields.

The following guidelines apply to all internship placements:

- Students may not be self-employed;
- Students may not intern for a parent, immediate family member, or district employee;
- Participation requires a signed partnership agreement between the school, employer, student, and parent/guardian outlining responsibilities and expectations;
- Students leaving or returning during the school day for internship purposes must sign out and/or sign in through the school office;
- Student time sheets and attendance records must be regularly monitored (monthly) and approved by the supervising instructor; and
- Internship experiences must comply with all KSDE pathway competency and documentation requirements.

The district will maintain records required for program monitoring and audit purposes, including:

- Attendance and work schedules;
- Employer evaluations and verification of work experience;
- Documentation of instructor site visits;

- Student competency records; and
- Employer contact information.

Each internship program will also include orientation and evaluation opportunities for students, staff, and employers to support successful participation and continuous program improvement.

Work Study Programs

Participation in the work-study (Professional Learning Experience) or on-the-job training (OJT) program will be considered on an individual basis and approved by the principal or designee. Students participating in the program remain under the supervision and authority of the school district and must comply with all district policies related to enrollment, attendance, conduct, and academic standing.

To be eligible for participation, students must:

- Be at least 16 years old by the start of the school year;
- Be classified as a junior or senior;
- Maintain full-time student status;
- Begin participation only at the start of a semester; and
- Work during the designated school-time period assigned for work-study credit.

Additional program requirements include:

- Students may not be self-employed or work for parents/guardians, district employees, or school staff;
- The school district does not secure employment placements but must approve all job sites;
- Students must obtain employer agreement to participate in evaluations and program requirements;
- Credit earned is based on satisfactory job performance and completion of program expectations;
- Work-study credit will be recorded on a pass/fail basis; and
- A maximum of four total credits may be earned through the program.

In accordance with Kansas State Department of Education guidelines:

- A signed training agreement is required between the employer, student, parent/guardian (if under 18), and supervising teacher;
- Classroom instruction and work experience must align with approved educational objectives and pathway competencies;
- Student time sheets and attendance records, evaluations, work schedules, and site visit records must be maintained; and
- Employers, students, and staff will participate in orientation and evaluation activities to support program quality and compliance.

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:

<http://www.ksde.org/Default.aspx?tabid=113>)

Promotion and Retention

The district's goal is to support each student's academic, social, and emotional growth through continuous educational progress. Decisions regarding acceleration, promotion, or retention will be made based on the best interests of the student. When determining promotion or retention, input from teachers, administrators, counselors, and parents/guardians will be considered as part of the decision-making process. High school student classification for grades 9–12 will be determined during summer enrollment based on the number of credits earned and other applicable district requirements.

Grade 9	0 Credits
Grade 10	5 Credits
Grade 11	11 Credits
Grade 12	19 Credits

Students will not be allowed to change grade levels during the school year.

Grading/Grade Classification

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):

A	4.00	90-100 Percent
B	3.00	80-89 Percent
C	2.00	70-79 Percent
D	1.00	60-69 Percent
F	0.00	00-59 Percent

Honor Roll

At the end of each semester, honor rolls will be published to recognize academic achievement for students in grades 6–12. Honor roll classifications are as follows:

- Superintendent's Honor Roll: 4.0 GPA
- Principal's Honor Roll: 3.50–3.99 GPA
- Honor Mention Roll: 3.00–3.49 GPA

The following guidelines apply:

- All credit-bearing classes will be included in GPA calculations;
- All classes will carry equal weight unless otherwise approved by administration; and
- Adjusted grading scales may be used for selected students with administrative approval.

Valedictorian and Salutatorian

Valedictorian and Salutatorian honors will be awarded to the seniors with the two highest cumulative grade point averages in the graduating class. Students receiving these honors will be recognized with a medal. If two or more students share the highest cumulative GPA, all qualifying students will be named Valedictorians, and no Salutatorian honor will be awarded. Class rank for these honors will be determined using all eight semesters of high school grades.

Incompletes

Incomplete grades must be resolved within five school days following the end of the grading period or the incomplete will convert to a failing grade. Additional time may be granted with approval from the principal.

Summer School

Students participating in the credit recovery or summer school program must meet district eligibility requirements and comply with all program expectations. Eligibility requirements may include:

- Attendance at a USD #113 high school during both semesters of the previous school year;
- Failure of one semester of a required or core course; or
- Needing up to 0.5 credits for graduation.

Students must submit all required paperwork to the high school office by the established deadline. Families participating in the program will pay the district an established fee to help offset program costs.

Students are expected to:

- Attend all required sessions unless excused for an emergency;
- Use school technology appropriately and only for coursework;
- Meet designated deadlines and attendance expectations; and
- Complete coursework within the assigned program timeline.

Students who successfully complete coursework before the end of the scheduled session may not be required to attend additional days. Students are expected to follow all school rules and technology expectations while participating in the program. Disciplinary issues may result in removal from the program and loss of the opportunity to earn credit.

Scheduling Classes/Changes to Schedules

Due to scheduling limitations and varying student requests, it may not be possible to accommodate all course preferences. Priority for class placement will generally be given in the following order: seniors, juniors, sophomores, and freshmen. After the master schedule is established, remaining class openings will be filled on a first-come, first-served basis through the approved add/drop process. Schedule change deadlines are as follows:

- Semester 1 schedule changes must be completed by the end of the fourth school day of the semester;
- Semester 2 schedule changes must be completed during the designated schedule adjustment period at the end of Semester 1.

Students requesting a schedule change must first meet with the school counselor to discuss appropriate placement. Required approval paperwork must then be completed and signed by the parent/guardian, the teacher of the requested course, and school administration before the change is finalized.

Transportation

Students Driving/Riding in Personal Automobiles

Whenever possible, U.S.D. #113 will provide transportation to and from school events and practices. In certain situations, district transportation may not be available or students may need to use personal vehicles for school-related responsibilities such as setting up concession stands, transporting supplies or equipment, moving product, or completing other approved tasks related to school activities.

Students may be permitted to drive personal vehicles to school-sponsored events or activities only with prior approval from school administration and supervising USD #113 personnel. A completed driver approval form signed by a parent/guardian must be on file in the office before a student may drive themselves or transport other students for any school-related activity.

Students are expected to follow all school rules, safety expectations, and transportation guidelines while operating a personal vehicle for school purposes. Any student found in violation of this policy may lose the privilege of driving for future school-related events or activities where use of a personal automobile is required or permitted.

Lockers

Students Lockers

Each student will be assigned a locker at the beginning of the school year. Students are expected to keep lockers clean and orderly. Locker decorations must be appropriate and are subject to administrative approval. Lockers remain under the joint control of the school and the student. Students should not expect privacy regarding locker contents, and lockers may be searched in accordance with district policy and applicable law. Students who need additional storage space may request an extra locker through the school administration.

School Issued Devices

Associated Costs

Students are expected to exercise reasonable care when using school-issued devices, chargers, carrying cases, and related accessories. The student and parent/guardian assume responsibility for the condition and proper use of all equipment assigned to the student.

Students and families may be held financially responsible for repair or replacement costs resulting from loss, negligence, misuse, intentional damage, or failure to properly care for school-issued equipment. Examples include, but are not limited to, cracked or broken screens, damaged keyboards or keys, dented or bent device frames, lost or damaged chargers, damaged carrying cases or computer bags, liquid damage, and other preventable damage requiring repair or replacement.

The district reserves the right to assess repair or replacement fees based on the nature and extent of the damage. Failure to pay assessed fees may result in the withholding of school-issued devices, participation in certain school activities, transcripts, diplomas, or other privileges as permitted by district policy.

Athletic/Activities

Philosophy

Extracurricular activities are an important part of the educational experience at Axtell High School. Participation provides students with opportunities to develop leadership, responsibility, teamwork, discipline, and school pride while building relationships within the school and community. These activities encourage personal growth and help students develop the skills, work ethic, and positive attitudes necessary for success as productive citizens.

Objectives

The goals of extracurricular activities are to:

- Provide opportunities for students to participate in competitive and cooperative activities with other schools;
- Promote the development of physical fitness, strength, endurance, and overall well-being;
- Foster responsibility, sportsmanship, teamwork, and a strong work ethic;
- Develop skills and interests that encourage positive and productive use of leisure time; and
- Build school pride, unity, and a positive school culture that supports student growth and enhances the educational experience.

Activities Dress Code (Camps - Competition - Practice)

- Spandex shorts may be worn during closed practices with coach approval unless issued as part of an official athletic uniform. Scrimmages are not considered closed practices.
- Students must wear shirts at all times outside of the locker room, including before and after practices, competitions, games, and matches. Undergarments, including sports bras and boxer shorts, must remain covered.
- Students participating in extracurricular activities are expected to follow the district dress code unless an exception is approved by administration or is required as part of an approved activity uniform (e.g., volleyball shorts, wrestling singlets, cheer uniforms).

Clothing or accessories that:

- Reference or promote drugs, alcohol, tobacco, or similar substances;
- Contain profanity, inappropriate language, or sexual references; or
- Are excessively revealing, including exposed undergarments, bare midriffs, excessively low-cut tops, or overly short or tight clothing;

are not permitted during school-sponsored activities.

Student In Good Standing

Participation in school activities/social events/attendance as a spectator is permitted only if a student is in good standing.

Definition of “Good Standing”:

To participate in extracurricular activities, athletics, clubs, dances, and other school-sponsored events, students must:

- Meet all KSHSAA eligibility requirements, including passing at least five new classes during the previous semester;
- Have no more than one failing grade in currently enrolled classes;
- Comply with school attendance and tardy policies;
- Have no outstanding detention obligations;
- Not be suspended from school; and
- Not be placed on notice or restriction by the principal.

Participating in Dual Sports

Coaches will determine prior to each season whether athletes will be permitted to participate in more than one sport simultaneously. If both coaches approve dual participation, a meeting will be held with the athletic director, coaches, parent/guardian, and student-athlete before the season begins.

Topics discussed will include:

- Academic expectations and completion of schoolwork;
- Practice and competition schedules;
- A participation calendar identifying which sport the athlete will attend each day;
- Selection of a primary sport for resolving regular-season scheduling conflicts;
- Plans for potential postseason conflicts;
- Transportation arrangements;
- Playing time expectations; and

Before participating in dual sports, the student-athlete and parent/guardian must acknowledge that the arrangement may be modified or terminated at any time if either coach, the athletic director, or the principal determines it is no longer in the best interest of the student or the programs involved.

The purpose of the meeting is to ensure all parties clearly understand the expectations and participation plan before the season begins.

Expectations for Behavior at Athletic Contests

Students attending school-sponsored activities are expected to demonstrate good sportsmanship and represent the school in a positive manner by:

- Treating participants, coaches, officials, staff, and spectators with courtesy and respect;
- Following event rules and respecting the decisions of officials;
- Displaying self-control and appropriate behavior at all times;
- Winning with humility and losing with dignity; and
- Supporting teams and activities in a positive, sportsmanlike manner.

Students are expected to remain in designated spectator areas and stay within the event facility unless granted permission to leave. Students may not bring outside beverages into school-sponsored events.

Students who create disruptions, fail to attend the event appropriately, or violate school expectations may be required to leave and may lose the privilege of attending future activities.

Attendance at extracurricular activities is a privilege. Students must be in good standing and meet all eligibility requirements established by the district. Students who do not meet the minimum academic eligibility requirements may be restricted from attending school-sponsored activities until academic standing is restored.

Eligibility

Students participating in extracurricular activities must meet all eligibility requirements established by the Kansas State High School Athletic Association (KSHSAA). KSHSAA requires students to have passed at least five unit-weight courses during the previous semester of attendance.

In addition to KSHSAA requirements, Axtell High School students must meet the following standards to participate in extracurricular activities and school-sponsored social events:

- Students must maintain a grade of 67% or higher in at least six unit-weight courses. Students with a grade of 66% or lower in two or more classes will be considered ineligible.
- Eligibility will be determined weekly based on cumulative grades.
- A two-week grace period will be provided at the beginning of each semester before eligibility checks begin.
- Periods of ineligibility will run from Monday through Sunday.
- Teachers are expected to update grades regularly.
- Students may regain eligibility before the end of the week by providing written verification from teachers confirming they are back in good standing. It is the student's responsibility to provide this documentation to the activities director and coach/sponsor.
- Students enrolled in co-curricular classes may participate in required after-school performances or activities connected to those courses.

- Students who miss school-day co-curricular activities due to ineligibility may be required to complete an alternate assignment assigned by the instructor.
- Ineligible students may still attend practices with coach approval.
- Ineligible students may not travel with teams or groups to away events or activities.

Behavior/Consequence Matrix

Axtell Public School (PK-12)

Infractions of APS Student Code of Conduct	Warning	30 Minute Detention	60 Minute Detention	1-3 Days In School Suspension (ISS)	3-5 Days In School Suspension (ISS)	Out of School Suspension (OSS)	Long Term Suspension (LTS)	Expulsion
Cell Phone/ Electronic Device Misuse		1	2					
Public Display of Affection	1	2	3					
Tardies	4	5+		10+				
Unruly Conduct that Disrupts School	Determined by Principal							
Cheating/ Academic Dishonesty			1	2	3			
Obscene or Profane Language		1	2	3				
Unexcused Absence	Make up time and follow truancy policy							
Dress Code	Determined by Principal							
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 the influence, peddling of tobacco, alcohol, controlled substances						1	2	3
Fireworks, bombs, fire alarms, false alarms							1	2
Weapons, possession or use of								1
Other acts deemed inappropriate	Determined by Principal							

