USD 505

Chetopa-St. Paul

Student Handbook

2026-2027

Board Approved:
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INTRODUCTION

Purpose

This handbook is designed to assist with communicating to students and parents important issues, whether they are required by law, Board policy, or practice

Handbook Arrangement

Each section of this handbook is arranged with topics listed with headers. A Summary of Selected Board Policies section can be found on page 21. Any time the superintendent is mentioned, it is understood that that also includes the superintendent's designee.

Annual Notifications and Conditions of Enrollment:

Notifications: This handbook contains the yearly required notification on the following issues:

- PL 101-476 (I.D.E.A.), page 4
- Family Educational Right to Privacy Act (FERPA), page 4
- Nondiscrimination, page 5
- JGCB: Inoculations, page 8
- Directory Information, page 8
- JGC: Student Health Services, page 9
- JCAC: Interrogation and Investigations Conducted in School, page 16
- JDDA: Drug Free Schools, page 21
- JGECA: Racial Harassment, page 22
- JGEC: Sexual Harassment, page 22
- Availability of Asbestos Plan, page 22

Special Education Information Regarding Public Law 101-476 (Better Known as I.D.E.A.) and Parent Notification of Rights under FERPA

SPECIAL EDUCATION NOTIFICATION

This notice is to inform you of the following:

1. Definition of special education students.
2. Notification of rights.
3. Special education services available.

1. DEFINITION: Exceptional children are defined in KSA 72-962 as those who differ in physical, mental, social, emotional, or educational characteristics to the extent that special education services are necessary to enable them to progress toward the maximum of their abilities or capacities.

2. PARENT & CHILD RIGHTS PL101-476 also known as IDEA: The Family Educational Rights and Privacy Act **(FERPA)** afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are as follows:

(A) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(B) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under **FERPA**. Parents or eligible students who wish to ask the school to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(C) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that **FERPA** authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance

committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Schools are required to notify parents of what they consider directory information, and that parent has a right to refuse to permit the school to designate information as directory information for that parent's child.

(D) The right to file a complaint with the US Dept. of Education concerning alleged failures by the district to comply with the requirements of **FERPA**. The name and address of the office that administers **FERPA** is:

Family Policy Compliance Office US Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

3. SERVICES AVAILABLE: USD #505 is a member of the Southeast Kansas Education Interlocal #637. Services available through the SEK include: infant-toddler; early childhood disability; developmentally delayed; visual impairments including blindness; hearing impairments including deafness; deaf -blindness; autism; traumatic brain injury; emotional disturbance; specific learning disabilities; mental retardation; multiple disabilities; orthopedic impairments; other health impairments; speech or language impairments; and gifted.

For more information contact:

Greg Kubler, Director		Dr. Bobbi Williams, Superintendent
SEK Interlocal #637	or	USD 505
400 N. Pine Street, Pittsburg, KS 66762		430 Elm, Chetopa, KS 67336
Telephone: 800-281-2749		Telephone: 620-236-7244

Nondiscrimination

Discrimination against any student on the basis of race, color, national origin, gender, disability, or religion in the admission or access to, or treatment in the District's programs and activities is prohibited. The Superintendent, Dr. Bobbie Williams, Chetopa, KS 67336, and Phone: 620-236-7244, has been designated to coordinate compliance with nondiscrimination requirements contained in the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the District's discrimination complaint procedure.

DISTRICT MISSION STATEMENT

The mission of USD 505 is to provide an environment which offers every student the opportunity to receive a meaningful education.

DISTRICT EXIT OUT COMES

Students completing the USD 505 school program will...

...improve academic, vocational, and life skills

...promote a positive self-concept

...develop good physical, mental, and emotional health habits

...develop skills needed to be a productive citizen

...encourage creativity and aesthetic appreciation

...promote global awareness

Maximum achievement of these outcomes requires a continued commitment from the community, patrons, parents, board of education, school administration, staff, and students. Unified School District Number 505 pledges its commitment to the achievement of these goals.

THE CHETOPA SCHOOL SONG

I want to wake up in the morning where
the Neosho River flows,
Where the sun comes peepin'
In the place I'm sleepin'
And the songbirds sing, "Hello!"
I want to travel up the river
For a thousand miles or so,
And come driftin' back to Chetopa
For it's the best school that I know!
C – H – E – T – O – P –A!

THE ST. PAUL SCHOOL SONG

Here's to you our Alma Mater,
Here's to gold and maroon.
We've a team that ne'er will falter,
Loyal and ever true.
On to heights of glory great.
Forward we must go.
Now we praise our Alma Mater,
It's the best we know!
I – N – D – I –A –N –S!

ROLE OF PARENTS

A school system, to be effective, must have the support and confidence of the parents. Schools are what parents make them to be. To have understanding, you must have good communication. Parents are urged to visit the school and to keep a check on their students' progress. Please be sure to check in at the building's main office before proceeding.

When there is a problem or a concern, parents are urged to contact the school. Following the standard "chain of command" can help the parent find answers to questions. Students should be instructed to consult first with the teacher before going to the building principal. In most cases, the teacher is in a better position to make adjustments.

The building principal then the superintendent should be consulted before a parent carries a complaint or concern directly to school board members. If the parent is not satisfied with the response or action of the administrator, then the issue can become a matter for school board consideration. Complaints or petitions to the school board should be made in writing or the complainant should request that s/he be placed on the next school board agenda. The complainant will not be placed on the board agenda until the chain of command has been followed through the appropriate steps (teacher – principal – superintendent – school board). That request should be made to the superintendent at least one week in advance of the next regularly scheduled board meeting. Regular board meetings are held the second Monday of each month.

BOARD of EDUCATION MEMBERS

Roberta Carter - President
Josh Baker - Vice President
Barbara Schulz Evans
Maggy Robison
Kelsey Fleming
Brock Aday
Shelby Spielbusch

IMPORTANT NUMBERS

Central Office/Superintendent 620-236-7244
St. Paul Office Fax 620-449-8960
Chetopa Fax 620-236-4271
Chetopa Fax 620-236-4271
Chetopa Fax 620-236-4271
St. Paul Office Fax 620-449-8960
St. Paul Office Fax 620-449-8960

ADMINISTRATION AND DIRECTORS

Superintendent	Dr. Bobbi Williams bwilliams@usd505.org	Transportation Director, Federal Compliance Coordinator, Civil Rights Coordinator, Hearing Officer for Free/Reduced Meals, Food Service Program Representative, Freedom of Information Officer, District Attendance Officer, District Truancy Officer, Special Education Records Custodian, (St. Paul) K-12 Truancy Officer, K-12 Student Records Custodian
Assistant Superintendent	Jolene Hall jhall@usd505.org	Coordinator, Civil Rights Coordinator, Hearing Officer for Free/Reduced Meals, Food Service Program Representative, Freedom of Information Officer, District Attendance Officer, District Truancy Officer, Special Education Records Custodian, (St. Paul) K-12 Truancy Officer, K-12 Student Records Custodian
Principals	Jolene Hall jhall@usd505.org	(Chetopa) K-12 Truancy Officer, K-12 Student Records Custodian
	Renee Gillard rgillard@usd505.org	(St. Paul) K-12 Truancy Officer, K-12 Student Records Custodian Curriculum Director of School Improvement
Chetopa Assistant Principal **Dean of Students/Athletic Director/Title 1 Coordinator/Literacy Coach**	Jessica Midgett	jmidgett@usd505.org
St. Paul Assistant Principal **Dean of Students/Athletic Director/Transportation Routes**	Jaunc Bradshaw	jbradshaw@usd505.org
St. Paul Title I Coordinator/Literacy Coach	Kallie Beachner	kbeachner@usd505.org
Clerk of the Board / Business Manager	Terri Ross tross@usd505.org	KPERS Representative, Public Records Custodian, District Business Manager, Food Service Director
Office Staff	Beth Johnson bjohnson@usd505.org	Chetopa Secretary, Chetopa Activities Accounts, Chetopa Attendance Clerk
	Kristy Mueller kmueller@usd505.org	St. Paul Secretary, St. Paul Activities Accounts, St. Paul Attendance Clerk

ENROLLMENT/WITHDRAWAL

JBC: All resident students shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school and lives with a parent/guardian residing within district boundaries. Enrollment documentation shall include: student birth certificate; student permanent record; name, address, phone number of legal guardian; and any other documentation the Board considers satisfactory for proof of identity.

INNOCULATIONS

JGC Board Policy JGCB and KAR 28-1-20: State law (KAR 28-1-20) defines immunizations required for any individual who attends school or a preschool or childcare program operated by a school. More information is provided at:
http://www.kdheks.gov/immunize/schoolInfo.htm

All students enrolling in any District school shall provide the Superintendent with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. The school nurse maintains health and inoculation records.

NEW STUDENTS

Any student enrolling in USD 505 for the first time must have required immunization, proof of identity, i.e. birth certificate, and social security number.Students enrolled in USD 505 programs must be toilet trained and able to use restroom facilities independently. School personnel are not responsible for providing personal hygiene care, diapering, toileting assistance, or changing clothing resulting from toileting accidents, except as required by an Individualized Education Program (IEP), Section 504 Plan, or documented medical need.

Any non-resident student must make an annual application prior to attending classes. This application is subject to approval by the building principal and USD 505 Board of Education. A non-resident student who has been suspended or expelled from another district will not be admitted.
Conditions of Enrollment for out of district students: As a condition of enrollment, students are required to abide by all regulations contained in this handbook as well as other policies established by the USD 505 Board of Education. If a student chooses not to abide by the regulations contained in this handbook, any other policy established by the USD 505 Board of Education, or any reasonable request by school authorities, disciplinary action may be imposed at the administration's discretion, up to and including expulsion from school.

STAFF-STUDENT RELATIONS

GAF Staff members shall maintain professional relationships with students which are conducive to an effective educational environment.

DIRECTORY INFORMATION

JRB The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that USD 505, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, USD 505 may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow USD 505 to include this type of information from your child's education records in certain school publications.

POWERSCHOOL

PowerSchool is the Student Information System (SIS) for USD 505 schools. All parents will receive a username and password at enrollment. PowerSchool Parent Portal offers parents access to grades, attendance, historical information, and current meal account balances. Students in grades 7-12 will receive a student username and password in order to access their grades and attendance.
Please notify the school secretary if there are any changes to the following PowerSchool directory information: address, phone, parent work, or emergency contacts. Only those contacts listed in PowerSchool may pick up a student at school.

PERSONAL PROPERTY

The district is not responsible for students' personal property at school, on the bus or at school activities. Students may use a school issued lock to lock their locker.

LOCKERS

6TH – 12TH Students are assigned lockers and given the option of locks at the beginning of the school year. These lockers and locks are school property and are subject to being opened and/or searched at any time by the school administration or his/her designee without prior notice.

Students are not to change lockers for any reason. Only school owned locks may be used. Students will be charged $5.00 for the lock if it is lost or destroyed.

Lockers will not contain suggestive photos, advertisements or paraphernalia pertaining to alcohol or drug use or any other material the administration deems unacceptable or unsuitable for display in the school. Students should keep lockers clean and free of stickers. Locker doors should be shut when not in use.

Students found to be accessing other students' lockers will be subject to disciplinary action at the discretion of administration.

COMPUTER/IPAD USE

IIBG Use of or access to district-owned computers, iPads, and computer software is for the performance of official and approved educational assignments and projects only.
Students may not use any school computer without a

signed computer/internet authorization form (Acceptable Use Policy) on file. Students shall have no expectation of privacy when using district computer systems. Students must use appropriate language in all writing. Students are expected to use the computers following guidelines approved by teachers or the administrators.

Any computer applications or information in district computers or computer systems is subject to monitoring by the staff and/or administration.

FEES

JS Students may be assessed fees for the following (not all-inclusive): Materials for class projects; Membership dues in student clubs; Voluntarily purchased pictures, publications, class rings, graduation announcements; musical instrumental rental and supplies; personal apparel and technology. Textbook and technology fees will be charged at enrollment.

Students in grades 9-12 will be responsible for $100.00 laptop insurance deductible and any other damage repair/replacement costs assessed by the Technology Director/ Coordinator up to the replacement cost of the iPad/laptop should they damage the laptop per the agreement signed at enrollment.

HEALTH & SAFETY

JGFG; JGCC; EBBE; JGC; JGCB; JGFGB AND JGFGBA Students should report any injury incurred at school or a school –sponsored activity to a staff member as soon as possible. If the student needs medical attention and the parent/guardian cannot be reached, the principal shall seek emergency medical treatment if necessary.

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted upon authorization by a physician. The Board reserves the right to require a written statement from the physician indicating the student is free from all symptoms of the disease.

All Students **up to the age of nine** shall submit evidence of a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

IMMUNIZATION REQUIREMENTS:

State law (KAR 28-1-20) defines immunizations required for any individual who attends school or a preschool or childcare program operated by a school. These immunizations must be on file in the office and will be reviewed by the school nurse.

MEDICATION

Over the counter medicine that needs to be administered at school must have the proper paperwork and signatures on file in the office.

All medications must be in their original bottles. Prescription medication must be in the pharmacy bottle with the proper paperwork on file in the office. Students may not keep medication, prescription or over the counter, on their person or in their lockers. Expired medications will be disposed of by designated school staff.

ELEMENTARY SCHOOL PARTIES

In order to promote healthy snack choices and student wellness, school administrators encourage parents to bring individually packaged healthy snack options for school parties.

Parent-hosted birthday parties are not allowed in district schools. Parents may send birthday treats with students or drop treats off in the office and the teacher will find a special time during the day to celebrate.

SCHOOL HOURS

School hours are 7:50 a.m. until 3:50 p.m. on regular school days.

Students should not arrive earlier than 7:25 a.m. when the doors open for breakfast. Students should leave campus by 4:00 p.m. if they are not involved in an after school activity. Parents must drop off students at the school entrance. Parents must sign in through the school office to enter the building.

Supervision is NOT provided for students prior to 7:25 a.m. or after 4:05 p.m. The buildings will not be open until 7:25 a.m. for student entrance.

USD 505 is on a 4-day school week with no school on Fridays (with minor exceptions). As much as possible parents are encouraged to make appointments for their children on Fridays when school is not in session.

VISITORS

No student visitors will be allowed during the school day. Parents and guardians are welcome to visit classrooms. To ensure the safety of students and minimize disruptions to the learning environment, all visitors must receive prior approval from the administration and check in through the school office before attending or observing any class.

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown school may be closed. This will be announced over KOAM-TV Pittsburg (Channel 7), posted to the official USD 505 Facebook page, and a School Reach message will be sent to all families using the phone numbers listed in PowerSchool.

BREAKFAST & LUNCH PROGRAMS

JGH Students will remain in the cafeteria during their assigned lunch period. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home. No soda, energy drinks, sports drinks, or carbonated beverages are allowed in the cafeteria. No food is to

be taken from the lunchroom. Students qualifying for open lunch privileges may not bring their food back on to campus.
Free or reduced meal applications are available in the office. Milk purchased alone does not qualify under these programs. We encourage all of our families to complete the application and to reapply should there be a change in circumstances.
Meals fees will be established yearly at the July Board of Education meeting and will be made available on the district website.

K-12 reduced meal prices are set by the State: Breakfast (0.30) and Lunch (0.40).
Students are to be respectful and use proper table manners in the cafeteria. Students may not share food.

LUNCH PERIODS

Students in grades K-8 are to remain in the lunch room during their assigned lunch period.
Students in grades 9-10 have a closed lunch period and are to stay in the lunch room during their assigned lunch period.
Students are not to bring soda pop, energy drinks, or sports drinks in their lunches or into the lunch room during school lunches.
Students in grades 11 and 12 who are **students in *good standing*** will be allowed to participate in open campus at lunch time. The building principal has the final authority on whether or not a student is in good standing. The building principal maintains the right to close campus for any student who doesn't meet the student in good standing criteria or who abuses the open campus privilege. If students leave campus for lunch they are not allowed to bring food or drinks back to campus to eat or for other students who have not earned open campus privilege. The open campus privilege is one that can be revoked by the building principal at any time. In the event there is an extended open lunch period students not in good standing will only be given their normal lunch period with no extension.

ILLNESS DURING SCHOOL

If a student becomes ill during the day he/she may not leave without checking out through the office with parent permission.Students will be allowed to return to school once they are fever and/or symptom free (temp. lower than 100*F) for 24 hours. The school recommends parents follow Center for Disease Control (CDC) guidelines for any illness. Students not ill enough to leave school will remain in their classrooms. Those students waiting for parents or rides may wait in the office.

HEAD LICE

When a child is discovered to have live lice at school, he/she will be sent home. Treatment with a lice shampoo will need to be done prior to the return to school, as required by state regulation. Treatment products include prescription product lindane and the non-prescription products permethrin (NIX) and the pyrethrin agents (Rid, Pronto, R & C Shampoo, etc.). A two week regimen is recommended to fully treat the problem. The American Academy of Pediatrics recommends that a child return to school after the first treatment. The Kansas state regulation does not require the child to be nit-free to return to school.

SAFETY DRILLS

EBBE Fire and tornado drills are held regularly to develop safety practices that will help students react quickly in a real emergency. Rules of safety and evacuation routes are posted in each classroom. Other safety drills, such as intruder drills and environmental safety drills will be conducted throughout the year. All persons are asked to take these drills seriously, because personal safety in a real emergency depends on our readiness to react to any situation.

GUIDANCE AND COUNSELING

Guidance and counseling services are available to all students. Appointments to see the counselor/dean of students can be made before or after school, during activity period, or during class time with teacher's permission. Guidance services consist of class scheduling, credits information, curriculum planning, information about colleges and scholarships, national testing, and other forms of financial aid for college. The counselor/dean of students welcomes the opportunity to assist students with any social or personal matter.

STUDENT-TEACHER CONFERENCES

JFAB Parents and students are encouraged to request a conference with teachers at any time convenient to all. In addition, parent conferences will be held two times during the school year: District Parent/Teacher Conferences will be scheduled each semester.

SIT

USD 505 has Student Improvement Teams (SIT) in each school, district-wide. The purpose of SIT is to provide a collaborative problem-solving process for teachers, parents, and students to develop intervention plans that attempt to assist students with academic or behavior concerns in the classroom and ensure success for every student. The SIT process allows schools to focus and connect resources for students experiencing such difficulties. The SIT process must be initiated prior to any referrals for formal evaluation.

SECTION 504 of THE REHABILITATION ACT and AMERICANS WITH DISABILITIES ACT

Notice of Non-discrimination Applications for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with USD

505 are hereby notified that this school district does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact:

Dr. Bobbi Williams
Superintendent USD 505
Central Office Chetopa, KS
(620) 236-7244

HIGH SCHOOL SCHEDULING

Any change of class schedule must be granted approval by the principal, counselor, both sending and receiving instructors, and the parent. Schedule changes will be permitted only during the first two days of classes of each new semester.

Edgenuity classes are intended for student enrichment and/or credit recovery when there is a conflict in a student's schedule. Enrolling in classes with certified staff for quality instruction is the first priority, before enrolling in an Edgenuity class.

With parental permission, juniors and seniors who can complete graduation requirements prescribed by the Board are eligible to take college classes offered at the high school campus. Students may receive dual (both college and high school) credit. Dual credit courses will comply with district- community college memorandums of agreement. Students pay their own college tuition/fees.Verification of college payment must be made for dual credit enrollment. College classes can be dropped two days after classes have started. - No later. Students must be enrolled in a full semester online class to have access to the dual credit/Edgenuity Lab classroom. Students can enroll in "mini-classes" (classes less than a semester long) however, dual credit will not be provided by USD 505 School District or an hour offered to use the dual credit/Edgenuity Lab classroom. The district may provide some text books and/or supplemental materials, but the student may be required to purchase additional text books or required classroom materials.

With proper permission from parents and administration, seniors who can complete graduation requirements prescribed by the Board are eligible to take college classes offered on the college campus. Classes taken may receive dual credit. Students must provide their own transportation. Students are required to pay their own college tuition and to purchase the required textbooks, fees and classroom materials.

Edgenuity classes for History and ELA will be offered to students only if they were not enrolled or on campus when the classes were offered. Students may not use the dual credit/Edgenuity Lab classroom for senior classes (ie: Senior English) prior to their senior year.

Parents of a student planning to withdraw from school should report their intentions to the office. It is important that the student's record be marked to this effect, textbooks checked in, equipment and properties checked in, detentions served, and settlement of outstanding bills made. The school reserves the right to withhold credit for work completed until withdrawal arrangements are properly made with the school.

VOCATIONAL CLASSES

USD 505 high schools will offer vocational classes in the following areas:
Agriculture Business
Family & Consumer Science
Health Science Visual Arts

Any student enrolled in any agricultural class, will have an expectation to be a member of FFA.
On the Chetopa Campus students enrolled in any Family and Consumer Class (FACs), will be expected to be a member of FCCLA.

Students participating in Career and Technical Student Organizations must be enrolled in a course or have completed at least four semesters at the high school level in that program or pathway or another program or articulated agreement in order to compete at the State or National level. With parent and administrative permission seniors in good standing who can complete the graduation requirements are eligible to take vocational technical classes at any vocational technical school in the surrounding area. Classes taken for post-secondary credit or for dual credit may not be USD 505 required courses needed for graduation. The student will provide their own equipment and transportation to and from classes.

WORK-BASED LEARNING

Seniors who are good standing and on track for graduation may be granted permission by the building principal to participate in work release or work study during the school day. The work release must coordinate with an enrolled class. Students will be required to turn a work schedule and complete work release curriculum to earn credit based on Pass/Fail for elective credits.

To qualify, the student must submit a written request, signed by student and parent/guardian, to the principal outlining the need for work release as part of his/her high school schedule. Students may be assigned no more than two class periods per semester.

FINAL EXAMS

Teachers may administer tests in their classes at their discretion during the school year. A definite date and time may be provided for final semester examinations.

GRADING SYSTEM

The following grade scale will be used in all attendance centers of USD 505:

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

GRADE REPORTS

Final grades are at the end of each semester. Students will receive a progress report at the midpoint of each semester, showing both percent of success and a letter grade, i.e. 70 %, grade C-. At the end of the semester, the grade will be the accumulation of the student's scores during the semester and that will determine the grade to be placed on a permanent report card.
Grade cards will be sent home at the end of each semester.

HONOR ROLLS

Honor rolls will be announced at the end of each semester. The Superintendent's honor roll requires a grade point average of 4.0. The Principal's honor roll requires a grade point average of 3.5.

ACADEMIC DISHONESTY

Cheating and plagiarism are unacceptable practices in grades Kindergarten through 12th. Cheating is defined as copying another student's work and claiming it as one's own. Plagiarism is defined as the use of another person's original idea or writing without giving credit to the true author. Materials taken from electronic sources are included in this policy. A student who engages in any form of academic dishonesty could but is not limited to, loss of all credit for the work in question, which may cause failure of the course. Repeated offenses at any point in the student's enrollment with the district may result in failure of the course and possible further disciplinary action up to and including suspension or expulsion.

STUDENT IN GOOD STANDING

Student in good standing is defined as:
1. Academically eligible.
2. Not a chronic violator of behavior guidelines; not assigned to detention, ISS, or OSS on the date of an activity;
3. No chronic problems with attendance or tardiness;
4. The building principal shall have the final determination In order for whether or not a student is in "good standing".

Students in grades K-12 must be in good standing to attend field trips and to participate in school activities.

ACADEMIC SUCCESS AND ELIGIBILITY

ACADEMIC SUCCESS AND ELIGIBILITY

Semester eligibility will be based on KSHSAA regulations: Students in grades 6-12 must pass five (5) of seven (7) new classes in a semester to be eligible for the next semester.
Any student entering the high school for the first time must meet KSHSAA guidelines.

Starting two weeks after each new semester, USD 505 eligibility grade reports will run on Tuesdays at 3:50 pm for grades 6-12.
Students earning between 69% and 60% in any given class will be considered on Academic Warning. Students with one (1) failing grade will be placed on probation for that particular class starting at 7:50am on the Wednesday following the Tuesday the grade reports are run and carried through the week of the report, which would be until the following Wednesday at 7:49am. During the week of probation the student is required to provide documentation indicating arrangements have been made with the teacher to put forth efforts to improve grade. At the time the next report runs, if the student's grade is no longer failing (59% or lower) in that class, the student is no longer on probation and is considered eligible for the week. After the week of a student being on probation, if the student did not raise their grade from failing, the student is then considered ineligible. They will remain ineligible until the next eligibility report runs and their grade is above 59%.
Those students enrolled in Edgenuity course(s) will be responsible for maintaining progress to stay eligible. Progress must remain within five percentage points of the Target Completion range for the course.

Any student deemed ineligible will not be allowed to compete in activities during their week of ineligibility. This includes missing school or participating in team events, such as riding district transportation to competitions, standing on the sidelines, or sitting on the bench on the days of a competition, during the ineligible week. .

However, students with two or fewer failing grades may participate in practice. Students with three or more failing grades will not be allowed to practice. Additionally, a student who has received a failing grade for four consecutive weeks in the same class will also be prohibited from participating in practice.

An activity is defined as any out-of-classroom performance, contest, game, etc. When a student is ruled ineligible, both the student and their parents will be notified.

PARTICIPATION OF ACTIVITIES

Students of USD 505 to be eligible to participate in a school activity, the student must be in attendance at school no later than the end of first period **(with an excused absence for that morning)** and must be in attendance for the remainder of the school day. The only exception to this rule is if the student is at a doctor's or dentist's appointment or is attending a funeral and has been excused *in advance* by the building principal. In addition to being in attendance, any test and/or quiz that was missed that can reasonably be made up during or after school before the activity, must be made up before participation is allowed.
Activity sponsors are responsible for enforcing the regulation

ATTENDANCE

Attendance Requirements:

JBD, JBE All students enrolled in USD 505 schools are required to attend all classes promptly and regularly beginning the first day of school.

Kansas law requires students to attend school until the age of 18. Sixteen and seventeen year olds may be exempt from the compulsory attendance requirement if one of the following is met:

- They have attained a diploma or GED;
- They are enrolled in an approved alternative education program, recognized by the local BOE;
- They have proof of enrollment from a post secondary institution and provide evidence classes were completed with passing grades prior to receiving their diploma. Paperwork and contact information for the post secondary entity must be shared with the school such as KansasWorks (ex. CDL).
- A court orders exemption;
- The parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer which includes the following information:
    - The academic skills the child has not yet achieved;
    - The difference in future earning power between a high school graduate and a high school dropout;
    - A list of educational alternatives available to the child.

High School Credit toward graduation in grades 9-12 is awarded on the basis of one (1) unit of credit for the successful completion of a course of instruction that meets four (4) days a week for 36 weeks or the equivalent in clock- hours. Semester courses provide proportionate fractions of credit.

Absences from class for school sponsored activities are not considered as being absent from school, but all work missed must be made up. Students are responsible to get assignments prior to the activity and to submit the work to their instructors. Instructor due dates and times are to be followed.

The attendance standards will also apply to special education students unless otherwise stipulated in an I.E.P. or 504 Plan.

CHECKING OUT OF SCHOOL

1. After a student has reported to school he/she is not to leave the building at any time except after reporting to the office and receiving permission.
2. If a student finds it necessary to leave during the day, he/she must report to the office for permission, which requires approval from parents/guardians.
3. Failure to follow the proper procedure when leaving the building will result in disciplinary action taken at the discretion of the administration.

ABSENCES

Student and Parents: The primary responsibility for regular attendance rests with students and parents (or guardians). Parents are responsible for notifying school attendance personnel prior to planned absences, or on the first day of an unplanned absence. Planned absences must be in the best interest of the student (when being absent is more important than being in school). Written notes will be accepted from parents, who do not have phones, if the note accompanies the student on the first day of return, or prior to planned absences. Missing class without such notice is considered to be an absence without parental and school approval. Faked Phone Calls Can Result in Suspension.

Attendance Center Phone Numbers:
620-449-2245, St. Paul
620-236-7244, Chetopa

The administrators are authorized to consider unusual circumstances and resolve absences in the best interest of the students. Students must coordinate make-up work for all excused absences with their teachers.

Students will be allowed up to four (4) days of PARENT/GUARDIAN EXCUSED ABSENCE per semester, of each class, and make-up work will be allowed to be completed for full credit. Parents/Guardians must phone or visit the school by 9:30 a.m. in order for the student's absence to be excused. If a phone call or visit has not occurred by 9:30 a.m. the day of the absence, the school will attempt to contact the Parent/Guardian.

Absences other than the FOUR PARENT EXCUSED ABSENCES will be determined, EXCUSED OR UNEXCUSED, by the building administrator.

Excused Absences All necessary medical and dental appointments should be verified with a Doctor's Statement on their official stationary.
Excusing an absence is at the discretion of the building principal.

Unexcused Absences When an absence is termed unexcused, the student has one day for each day of absence plus one to get their make-up work handed in to receive at least 50% credit.

TARDY POLICY

Students will be counted tardy if they are not in class according to classroom procedure when the bell rings. Excessive tardies will result in disciplinary action by the teacher and/or administrator.
Typical disciplinary action can be but is not limited to the following:

1st Offense for 3 tardies in a class per semester, teachers will be expected to

assign 30 minutes of before or after school detention and contact parents to make arrangements for the detention.
2nd Offense teachers will be expected to assign 30 minutes of before or after school detention and contact parents to make arrangements for the detention.
3rd or more Offense will result in an office referral.

Daily Tardy Policy: Students who have 3 or more tardies in a given 4 day school week will be assigned 30 minutes of detention by the administration.
Any student detained by a teacher must obtain a pass from the teacher for admittance to the next class.
A student is considered absent from a class period if they are ten minutes or more late to class once they have arrived at school.

ADVANCE NOTICE OF ABSENCE

It will be the student's responsibility to plan ahead and forewarn each instructor in a timely manner of a planned absence or activity, and obtain assignments. Teachers are responsible to provide advanced assignments to students who need to be absent when requested.

MAKE-UP WORK

Students in grades 7th – 12th may earn full credit for work completed provided it is turned in by the end of the unit as defined by the teacher. Work turned in after the unit is closed/tested will be credited at the teacher's discretion.
A grade of zero (0) can be recorded in the teacher's grade book for the work missing until the student has successfully completed the make-up work as given by the teacher within the deadline given.
It is the responsibility of the student to contact their teachers to obtain assignments when absent.

WELLNESS POLICY

Students must be fever free without medication for twenty-four hours before returning to school.
Students must be symptom free without medication before returning to school.
Students must be free of persistent cough before returning to school.

TRUANCY

Truancy is defined by state law KSA 72-1113c as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester, or seven (7) unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of a school day (20 minutes or more) shall be considered truant and can result in disciplinary actions taken at the discretion of the administration. The principal will notify the student, parents or guardians, county attorney, and/or DCF of truancy.
Regular attendance is required by district policy for all students regardless of age. Students absent from school without the expressed permission of the parent(s) or guardian(s) and approval of the principal are not excused.
Truancy is defined by USD 505 as:

- Not attending school after leaving home to do so.
- Not attending a class the student is enrolled in without a legitimate pass to do so.
- Leaving class without permission.

PERFECT ATTENDANCE

Absences are recorded by class periods for grades 7-12 or equivalent time periods for K-6. Absences related to attendance at school activities will not be counted against perfect attendance. All other absences, whether excused or unexcused, are counted against perfect attendance.

COLLEGE VISITATION DAYS

Each senior and junior, in good standing, will be permitted two (2) college visit days. College visits must be made in advance through the Guidance Office. College visitation days will not be excused if taken within two days before or after a school vacation. To count as a college visitation day, the student must visit with a college official and bring verification upon return to school.

GENERAL BUILDING EXPECTATIONS

1. Be respectful to others and yourself.
2. Bring all supplies and materials, including **charged** iPad/laptop, to class.
3. No backpacks allowed in the classroom. Only school issued computer bags will be allowed.
4. Only water in a clear bottle will be allowed in the classroom.
5. Students will sign in and out of the front office when tardy or leaving before the end of the day (with permission).
6. Fighting will not be tolerated.
7. Conduct or speech toward others will be positive and appropriate for the school setting.
8. Gangs and gang-like activity will not be promoted in school.
9. Students will demonstrate respect for school facilities and property and for the property of others.
10. Students will model school pride at all school activities.
11. Zero tolerance for Bullying as defined.
12. Students should display respectful and school appropriate conduct at all times, which includes, but not limited to, public display of affection, appropriate voice level, and/or behavior.

DRESS CODE

USD 505 K-12 students are responsible to maintain appropriate school dress and for the development of personal grooming standards, which will result in a neat, clean personal appearance.

Extreme, offensive, sloppy, saggy styles which are disruptive will not be allowed.
No cut out shirts will be allowed; all sleeves must be hemmed.

Clothing or other wearing apparel that promotes and/or advertises alcohol, tobacco, illegal substances, firearms or sexual connotations will be prohibited.
No body pierced jewelry will be allowed that is distracting to the learning environment.

The building principal is responsible for requiring students to make improvements in grooming when such appearance is inappropriate or disruptive.

Students who participate in or attend interscholastic activities will be expected to adhere to the dress code.

The following items are some (not an all-inclusive list) that are considered inappropriate for school wear:

1. Hats may not be worn in the building and should be left in lockers.
2. Sunglasses – to be left in lockers during regular school hours.
3. Obscene, offensive, too tight, suggestive, double- meaning, alcohol or drug advertisement clothing, hats or tattoos. Clothing should fit appropriately, cover all undergarments and private areas.
4. Shorts and skirts must be of appropriate length. Shorts must be a minimum of a 3 inch inseam.Undergarments should not show.
5. Shirts must meet material of pants/shorts/skirt and have at least a 2 inch width at the strap area, have a normal sleeve gap below the armpit.
6. Dangling chains and clothing with spikes on them are not allowed.
7. House slippers and pajamas are not appropriate attire for school.
9. Shirts with sleeves removed must have a professionally tailored seam. Shirts slit down the sides are not permitted at any school activity, including sports practice.
10. Revealing clothing.
11. Shoes must be worn at all times. Grades PreK – 5th may not wear flip flops or shoes with wheels due to safety concerns on the playground.

Teachers will report students in violation of the dress code to the principal. The final decision will be made by the principal. Students will not be allowed to go home and change. A parent may be called to bring different clothing. Students who attend school functions and/or games will be expected to adhere to the dress code.

CELL PHONES & HEADPHONES

USD 505 will follow HB 2299 that became law as of July 2026, which states students may not use or access personal electronic devices during the school day. All electronic devices must be non-accessible during school hours and the student is on campus. In the event a student does not abide by this law the student will be subjected to the following:

1st: Securely Store - Conference/Warning
2nd:Securely Store for a week/ Detention/Parents Pick Up the Phone
3rd: Securely Store for determined time/Suspension/Parents Pick Up the Phone
Communication- After board meeting 1st

PARKING REGULATIONS

Students must register their vehicle with the appropriate building administrator within 5 days of the start of school or within 5 days of enrollment. A registration form will be provided and must be completed by the student and signed by the parent. Vehicle insurance is required.

1. All students who drive a vehicle to school must have a valid Kansas Driver's license and a "Student Driving Agreement" on file with the principal's office. These agreements may be picked up in the office.

2. Quad-runners, 4-wheelers, 3-wheelers, or any other non-street-legal vehicles are not allowed on school grounds.

3. Upon arriving at school, drivers are required to park their vehicles and leave the parking lot.

4. Any student needing to go to his/her vehicle or move his/her vehicle during the school day must have permission from the principal or his/her designated representative and may earn a tardy for class time missed.

5.Those students who have open lunch privileges and park incorrectly or an area not designated for student parking may have their open lunch periods revoked for an extended time.

6. Vehicles parked on school property are subject to search.

7. Students who do not comply with these regulations will be subject to having their driving privileges revoked.

8. Students without a registered driver's license or permit may not drive any vehicle, golf cart or other mobile form of transportation to school.

Students who drive to school must park in the designated student parking areas at all times.

On school days or at school functions, discourteous or unsafe driving on or around school property, failure to move your vehicle at the request of a school official, or failure to follow established rules for parking or driving on school property are all susceptible to disciplinary action. Violations of any Kansas Driving Law may be reported to local law enforcement.

Students should park their vehicles in an orderly fashion in the designated student parking lots.

Students shall not park their vehicles in such a way that blocks entrances, exits, or handicapped parking. There are no assigned parking spaces.

The administrator shall review the violation with the student at the first opportunity and sanctions including but not limited to the following may be applied:

1. the student may be prohibited from parking or driving on school property;
2. open lunch privileges may be revoked;
3. a letter may be sent to the student's parents;
4. driving privileges on to school property may be revoked; and/or
5. the student may be reported to the proper law enforcement agency.

TRANSPORTATION POLICY

All students in USD 505 who ride a bus are subject to regulations. Any misbehavior, which distracts the driver, is a very serious violation and jeopardizes the safety of everyone. Bus riders must abide by the following:

1. The driver is in charge of the students and the bus. Students must obey the driver promptly.
2. The driver may assign a seat to each rider. Each rider must be provided a seat.
3. Students must be on time. The bus cannot wait.
4. Students must never stand in the road while waiting for the bus.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention.
6. Classroom conduct is to be carried over to the bus. Profanity will not be allowed.
7. Students must keep the bus clean and pick up their trash.
8. No eating or drinking on the bus.
9. Keep arms, legs, heads and personal property away from the windows.
10. No standing or moving around on the bus while it is in motion.
11. No tobacco or tobacco products are allowed.
12. All school rules apply to the bus ride. Bus drivers shall report any violation of rules to the building principal. As a disciplinary action for violation of bus rules a student may be refused bus transportation but required to attend school.
13. School responsibility for the child begins when a student enters school transportation and/or school property and ends when the student is released from transportation and/or school property.

It is the expectation that we follow drop off/pick up locations as determined at enrollment. Daily changes are not allowed. On occasion of an emergency, the office will need to be notified before 2:30pm before arrangements can be made.

To promote student independence and ensure a smooth start to the school day, parents and guardians may escort their child to the designated school entrance during arrival and dismissal times. Parents should not remain in the building or accompany students to their classrooms unless prior arrangements have been made with school staff. Establishing consistent arrival and departure routines helps minimize disruptions and supports a positive learning environment for all students.

BULLYING

JHCAA The board of education prohibits bullying in any form on school property, in a school vehicle or at a school sponsored activity or event by students and adults. Bullying is defined as any intentional gesture or intentional written, verbal, electronic or physical act or threat either by student, staff member or parent towards another that is sufficiently severe, persistent, or pervasive, and/or it creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of intimidating, harming or damaging another. See pages 41- 44 of the Appendix for more detailed information about bullying.

If Bullying is determined to be evident, consequences can range from an independent conference up to suspension from school.

INVESTIGATIONS

JCAC Building administrators may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the superintendent or building principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administrator shall make reasonable attempts to contact the parent/guardian or representative of the student(s) prior to questioning. If a student's parent/guardian or representative is not present during questioning of a student, the superintendent, principal or a certified school staff member shall be present.

Interviews of students at the request of the DCF are not controlled by the District. KSA 38-1523(g) requires cooperation between elementary and secondary schools, law enforcement agencies, and DCF.

School administrators are specifically obligated by law to provide access to a child in an appropriate setting on school premises. A representative of the DCF may, at any time and without District or parent permission, interview a student at school. It is the District's practice, however, that the building administrator or his/her designee acts as the student's advocate during the DCF interview.

Legal requirements of reporting suspected child abuse

or neglect: Teachers, school administrators, or other employees of an educational institution which the child is attending are legally required by KSA 38-2223 to report abuse and neglect when they suspect that it may be occurring. For additional information regarding abuse/neglect reporting, go to: www.dcf.ks.gov
To report child abuse/neglect or adult abuse/neglect in the state of Kansas, please call:

- Within Kansas: 800-922-5330
- Outside the state of Kansas: 785-296-0044
- Kansas Relay Center (TDDY) 800-766-3777

SUSPENSION POLICY

The Board of Education authorizes the principal to suspend from school any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
2. Conduct which substantially disrupts, impedes, or interferes with the operation of any school, or
3. Conduct which substantially impinges, or invades the right of others, or
4. Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal status of the United States
5. Open defiance of authority.
6. Possession of a weapon as designated in board Policy JCDBB
7. Physical attack or assault of a student or staff member.
8. Verbal, written or implied threat to teachers, staff, or another student.
9. Possession, consumption, sale or being under the influence of alcoholic beverages, narcotics, marijuana, tobacco in any form, addictive drugs and/or possession of drug paraphernalia.
10. Vandalism, defacing, or destruction of school property.
11. Unauthorized absences.
12. Theft or possession of property belonging to another student, staff, school or outside agency while under school supervision.
13. Threat or use of lethal weapons.
14. Fighting or provoking a fight.
15. Computer system or network tampering.
16. Inappropriate use of school technology, including inappropriate use of the school internet.
17. Use of profanity, vulgarities, obscenities, or other inappropriate language written or verbal.
18. Extortion of any type and/or amount.
19. Failure to comply with a reasonable request from any staff member.
20. Intimidation, threatening by word or deed including threats.
21. Repeat violation of school regulations.
22. Academic dishonesty; plagiarism/cheating.
23. Conduct that disrupts the school's activities and/or education of others.

A written notice of any short term suspensions and the reason therefore shall be given to the student involved, to his parents/guardian, and to the Superintendent. Any notice of proposal to suspend for an extended term or to expel shall state the time, date and place the student and parent/guardian should meet. All suspensions will be in compliance with K.S.A. 72-8901 and in accordance with due process as outlined by Kansas's statute.

DETENTIONS

Detentions may be written by teachers or the principal to enforce school regulations. Detention dates and times will be determined by the teacher or principal. Failure to attend an assigned detention may result in doubling the time for first offense.
Parents will be notified before or after school of the assigned detention by the teacher or administrator.
The assigned detention needs to be completed in a reasonable amount of time or the student will be considered not in good standing.

IN SCHOOL SUSPENSION

Students assigned to ISS will be required to report to the office by 7:50am with the appropriate textbooks, papers, and supplies. Students will be allowed a lunch period in the ISS room under adult supervision. Students will not be allowed to participate in extracurricular activities (including practice, competition, or as a spectator) on the date(s) assigned to ISS.

OUT OF SCHOOL SUSPENSION

Students assigned to out of school suspension (OSS) are not allowed to be on school property or be at school events (home and away) on the days that they are suspended. Students will be given the opportunity to do their school work at home and make up any tests they might have missed. Parents or guardians are responsible for picking up school work. Students are responsible to hand in assignments the day they return from suspension. Students will receive full credit for work turned in on time.

SPORTSMANSHIP

The KSHSAA states that "sportsmanship is a general way of thinking and behaving." The following sportsmanship policy items are listed below for clarification:

- Be courteous to all: participants, coaches, officials, staff, and fans.
- Know the rules.
- Abide by and respect the officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively

upon yourself, team, and school.

• Permit only positive sportsmanship behavior to reflect on you, your team, your school, and its activities.

SCHOOL ACTIVITIES

Students in grades K through 2 should sit with their parents during home sporting events. Students in grades 3 through 6 who are continually "running around" will be required to sit with their parents or asked to leave by the administrator in charge. Elementary students who leave the game before it's over will have to be accompanied by a parent to be readmitted into the game. Junior high and high school students will not be allowed to run in and out of the building during a game. You may be asked to pay again to re-enter if you leave. Students shall show good sportsmanship to the opponents.

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

ACTIVITIES AND SCHOOL TRIPS

Students may participate in school trips if a parent consent form for the trip has been turned in and if the student is in good standing (as defined earlier). While on a school trip, students are expected to follow and observe all school and classroom rules. The district will provide transportation for all school sponsored trips. Students will ride school transportation to and from school sponsored activities unless previous arrangements have been made with the building principal or listed as an accommodation per an IEP or 504. Only parents or guardians listed in PowerSchool may sign students off the bus at the end of a school trip from the sponsor. Students who are not in good standing may not be eligible for activities and school trips.

SPIRIT BUS

SPIRIT BUS TO ATHLETIC EVENTS

Students may participate in a spirit bus in the event our district qualifies for State. If a Staff Member/Sponsor is willing to take the Spirit Bus a parent consent form for the trip must be returned at the appropriate date listed on the form. Students must be in good standing. A limit will be determined by the sponsor. First forms submitted will be accepted until transportation is full.

- A reasonable charge for ticket and bus ride will apply.
- All school and transportation department rules apply.
- Transportation will only be provided for State Tournament appearances

USD 505 EXTRA CURRICULAR POLICIES

JHC School sponsored clubs and organizations shall be under the direct control of school personnel. Every school sponsored club shall have an approved constitution on file in the office. Students must be eligible and in good standing to hold any office.

Clubs and Organizations:

FBLA – must be enrolled in a business or computer class or have passed at least one semester.
FCCLA – (Chetopa) must have taken and passed at least one semester of high school FACS or be currently enrolled.
FFA – must be enrolled in a vocational agriculture class.
Scholar Bowl – grades 7-12.
Forensics – grades 9-12.
NHS – The National Honor Society is associated with the national organization and shall follow the national constitution. NHS will serve as an honorary and service organization.
Student Council – elected representatives from high school classes shall comprise the StuCo that are elected by the student body. Responsibilities include acting as a liaison between the student body and the administration, being of service to the student body, and providing service to the community.
8th Grade Trip – students may participate in the fundraiser by meeting the minimum sales or pay all cost of the trip (approximately $60) at the time of the fundraiser and be in good standing with all school fees paid prior to the trip date.

DANCES

All dances must have approval at least two weeks in advance by the building principal. Guests should be in the ninth grade or above, but not older than 20 years of age. Guests will complete the dance attendance form and submit it to the office for principal approval at least one week prior to the dance. Guest forms are available in the office. Guests who have questionable character and integrity will not be allowed to attend. Guests will need I.D. to present to the principal at the dance. All students and their guest will perform the breathalyzer test prior to admittance and pay any admission fees. Students will not be admitted later than 30 minutes after the start time of the dance. Students and their guests must remain at the dance until the end unless a parent is called and permission given. Guests must leave with their date. School dress code is to be followed.

EXTRA CURRICULAR SUBSTANCE ABUSE POLICY AND DRUG/ALCOHOL TESTING

PROHIBITED SUBSTANCES: Drug, alcohol, tobacco, or vaping consumption or possession is strictly forbidden. An athlete/participant shall be subject to disciplinary action if s/he violates any of the following: consumption or possession of alcoholic beverages,

controlled substances, any form of tobacco and vaping, or violates any criminal law of the State of Kansas as defined by the Kansas Code (other than minor traffic violations). Coaches will report all violations as disciplinary referrals. The building principal, at his/her discretion, shall determine consequences for those students who violate the no-tobacco regulation. Consequences can include but are not limited to 1 through 3 Offense consequences as designated below in the "*Drug Testing Policy."* **Violators of the no-drugs-or-alcohol regulations and/or of Kansas criminal law shall be permanently dismissed from the team** with no honors or awards received.

DRUG TESTING POLICY

In an effort to protect the health and safety of its students from illegal and/or performance-enhancing drugs and alcohol, the USD 505 Chetopa-St. Paul School Board of Education adopted a policy for drug and alcohol testing of students participating in extracurricular and/or co-curricular activities. A copy of this policy is available on the district web page (www.usd505.org) or a copy may be requested from the office on either campus. Students who wish to participate in extra- and co- curricular activities, including school dances, must have a signed permission slip to participate in the drug testing program on file in the office by September 1 or within two weeks of the first day of attendance in USD #505, whichever is earliest. Any student who tests positive in a drug/alcohol use test under this policy shall be subject to the following restrictions:

• **Any student that "self-reports"** the use of drugs or alcohol **prior** to the day of collection/ testing, shall be suspended from participation in activities or travel **for five (5) school days,** which shall include suspension from any activities in falling on evenings of such school days or weekends falling between school days in which a suspension is to be served. The student will be expected to be at all practices during the suspension. If the student will miss an activity that is for a grade, the student will be given an alternate assignment for partial credit; although alternate assignment is at the teacher's discretion, it may be worth no less than 60% of the possible points available. The principal will notify parents and appropriate sponsors of such suspension of eligibility.

• **First Offense:** The student shall be suspended from participation in all extracurricular and/or co- curricular activities, including all performances and competitions, **for ten (10) school days**, which shall include suspension from any activities falling on evenings of such school days or weekends falling between school days in which a suspension is to be served. The student will be expected to be at all practices during the suspension. If the student will miss an activity that is for a grade, the student will be given an alternate assignment for partial credit; although alternate assignment is at the teacher's discretion, it may be worth no less than 60% of the possible points available. Students in leadership positions such as an officer in a club or organization will forfeit that leadership position for the remainder of the school year If a student is suspended during the election process, the student will be ineligible to run for office. During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. The student must pass a subsequent drug test before the suspension is complete.

• **Second Offense:** The student shall be suspended from participation in all extracurricular and/or co- curricular activities including all practices, meetings, performances, activities, and competitions for **forty-five (45) school days**, which shall include suspension from any activities falling on evenings of such school days or weekends falling between school days in which a suspension is to be served. If the student will miss an activity that is for a grade, the student will be given an alternate assignment for partial credit; although alternate assignment is at the teacher's discretion, it may be worth no less than 60% of the possible points available. Students in leadership positions such as an officer in a club or organization will forfeit that leadership position for the remainder of the school year If a student is suspended during the election process, the student will be ineligible to run for office. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, **the suspension will be reduced to thirty (30) school days.** The student must pass a subsequent drug test before the suspension is complete.

• **Third Offense:** The student shall be suspended from participation in all extracurricular and/or co- curricular activities including all practices, meetings, performances, activities, and competitions for **a calendar year**, which shall include suspension from any activities falling on evenings of such school days or weekends falling between school days in which a suspension is to be served. If the student will miss an activity that is for a grade, the student will be given an alternate assignment for partial credit; although alternate assignment is at the teacher's discretion, it may be worth no less than 60% of the possible points available. Students in leadership positions such as an officer in a club or organization will forfeit that leadership position for the remainder of the

school year If a student is suspended during the election process, the student will be ineligible to run for office. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, **the suspension will be reduced to ninety (90) school days.** The student must pass a subsequent drug test before the suspension is complete.

- When any student in violation of the drug testing policy completes a full calendar year having tested non-positive for drugs/alcohol, one positive testing result shall be expunged from the student's record of offense.
- If an extracurricular and/or co-curricular participant refuses to submit to a drug or alcohol test authorized under this policy, such refusal shall be considered a "positive" result for drugs or alcohol and subject to the appropriate suspension as stated herein.
- Coaches/sponsors may have additional consequences.

GRADUATION

USD 505 requires 25 credit units to earn a diploma. For the classes of 2027 the requirements are as follows: 4 units of Language Arts, 3 units of History with 1 being .5 Business Economics/ .5 Government, 3 units of Science, 3 units of Mathematics 1 unit of P.E., 1 unit of Fine Art, 1 unit of Business 9 units of Electives

For the Class of 2028 and beyond the requirements are as follows: 4 units of Language Arts which shall include at least .5 unit of communications, 3 units of History with 1 being .5 Business Economics/ .5 Government, 3 units of Science, 3 units of Mathematics,1 unit of Advanced science, technology, engineering, or advanced math, .5 unit of P.E., .5 unit of Health, 1 unit of Fine Art, 1 unit of Business, .5 unit Financial Literacy, 7.5 units of Electives.

VALEDICTORIAN & SALUTATORIAN

The valedictorian and salutatorian shall be determined by ALL the following:

1. Valedictorian and salutatorian honors will be awarded by GPA beginning in the ninth grade.
2. The students must be completers of the Regents Qualified Admissions Curriculum. Beginning with the class of 2018 the students must complete the Kansas Scholars Curriculum.
3. Student aide courses will not count toward GPA.
4. Students shall have completed all four years of high school in an accredited high school.
5. GPA will be carried to the thousandth point (0.001).
6. Must be enrolled in a district high school for a minimum of four semesters.
7. Should there be a tie only valedictorian honors shall be recognized.
8. Valedictorian and Salutatorian honors will be named three weeks prior to the last scheduled day for seniors.

EARLY GRADUATION

Students who complete all state and local graduation requirements may request permission to graduate early. This request must be completed **by the end of the first semester of the junior year**. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. Each request shall require Board action and shall be based on the circumstances of the individual student. The student's request shall be in writing, addressed to the Superintendent, shall state the reasons supporting the request, shall include a copy of the graduation plan, and a letter of support from the student's parents. The letters of request shall be forwarded to the Board.

The student who graduates early shall be allowed to attend senior prom and the senior trip. The early graduate will have the opportunity to participate in commencement exercises.

GRADUATION/PROMOTION EXERCISES

Formal publication graduation activities for the high school and a ceremony of promotion for the eighth grade will be conducted at each campus.

In order for a senior to participate in graduation he/she must have completed 25 units of credit. A student not completing required credits will not be allowed to participate in graduation exercises. That student may, however, receive his/her diploma at a later date upon completion of course recovery.

In order for an eighth grader to participate in promotion exercises he/she must have passing grades in five of their seven enrolled classes and have passed four (4) semesters of the eight (8) semesters of core class work (math, language arts, social studies, and science).

Graduation exercises shall be under the control and direction of the building principal.

Students participating in graduation or promotion exercises will be required to adhere to the district dress code and the attire should be appropriate for a professional ceremony or occasion.

Any writing, pictures or graphics placed by students on the mortar board must be approved by the building principal during or before graduation rehearsal.

In order to participate in graduation/promotion ceremonies all school fees must be paid in full.

Junior members of the National Honor Society will be called upon to act as Honor Guard escorts for the Senior class at their graduation ceremony. The Honor Guard escorts will be made up of volunteer Junior class members of the National Honor Society. No more than four students may act as Honor Guard escorts. If more than four NHS students are interested in acting as Honor Guard escorts, the four escorts will be chosen at random.

PROMOTION / RETENTION

JFB Factors that would be considered in possible retention of a child are age, maturity, academic progress, test scores, ability, results of psychological

evaluations, student motivation, previous retention, parent and teacher recommendations and opinions. Retention of a student more than one time should be considered an exception. If retention is considered by a teacher, parents should be informed early and frequently throughout the year. Grade cards should reflect poor or failing grades in reading, math, and/or language arts.

USD 505 ALTERNATIVE EDUCATION PROGRAM

Adults and students aged 18 and over or whose class has graduated that need to complete the requirements for a high school diploma may enroll at our Chetopa campus in our quality educational program that offers learning choices in a non-traditional format. This is a quality educational program that offers learning choices in a non-traditional format. The program designs a learning plan for each student to outline and highlight his or her path to success. Our staff and administration can help each student to inventory what they have already taken and outline what they will need to complete the program and to receive a diploma from either Chetopa High School or St. Paul High School.

Guidelines: Classes will begin as soon as we receive an official transcript of work and get the student entered into the system with classes assigned. This may take several days, so please be patient. **Adult Learners and Virtual School Learners (those who live outside the USD 505 district boundaries):** The student will sign a contract agreeing to the following: Will attend at least one six-hour session AND be logged into the system on one day before September 20 and on another day after September 20 but before October 4 of the current calendar year.

DROP OUTS

Students who are 16 or 17 years of age and wish to be exempt from the compulsory attendance law must, along with their parents, sign a disclaimer before dropping out of school and attend a counseling session with the school counselor or principal. Disclaimer forms are available from the school office. All criteria of withdrawal are included in the drop out process.

SUMMARY OF SELECTED BOARD POLICIES

Drug-Free Schools and Communities Act (Board Policy JDDA): The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.
As a condition of continued enrollment in the District, students shall abide by the terms of this policy.

EMERGENCY SAFETY INTERVENTION (Board Policy GAAF):
The use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, shall be limited with all students. Student behavior may be supported through the use of behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention. An Emergency Safety Intervention ("ESI") may be necessitated when a student presents as an immediate danger to self or others or performs a violent action that is destructive of property.

Gangs (Board Policy JHCAA):
Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited. Gang activity, whether verbal, written, or symbolic which substantially disrupts the educational environment will not be tolerated. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related;
- shall not present a physical safety hazard to self, students, staff, and other employees;
- shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school building, any personal property, or on one's person.

If an infraction is determined to be evident, consequences can range in an independent conference up to suspension from school. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student can return to school after any suspension for 10 days or longer.

Tobacco/Vaping Possession or Use (Board Policy JCDAA):
Use of any tobacco or vaping products, paraphernalia including lighters, or look-alikes, by students and/or staff is prohibited in any attendance center, in any district- owned building, in any district-owned vehicle, at school- sponsored events, or on the school grounds. **The district campuses are SMOKE and TOBACCO/VAPE FREE** (except outside during after-hours activities and then only by legal- aged adults).
Administrators may report students who are in violation of this regulation to the appropriate law enforcement agency.
The buildings and property of USD 505 have been designated non-smoking, tobacco and vape-free areas. The use of tobacco or vaping products in any form by students, non-students, or adults will not be allowed in any school owned property, buildings, or vehicles.
If said infraction is determined to be evident, consequences can range from an independent

conference up to suspension from school. If a student is assigned OSS for more than one day a parent/student/principal conference must be held before the student is readmitted.

Vandalism (Board Policy EBCA): Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, students, or buses. 1. First offense: Restitution and ISS or OSS depending on the incident. 2. Subsequent offense: Same as first.

Weapons: Board Policy JCDBB

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

Definition of Weapons and Destructive Devices As defined in District policy, the term *weapon* and/or *destructive device* may mean but is not limited to...

• any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive;

• the frame or receiver of any weapon described in the preceding example;

• any firearm muffler or firearm silencer;

• any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or any other similar device;

• any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;

• any bludgeon, sand club, metal knuckles, or throwing star;

• any folding knife, commonly referred to as a pocket knife or penknife, with a blade of any length;

• any knife, folding or straight blade, of any length;

• any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement.

Penalties for Possession of a Weapon Other Than a Firearm

Recommendation: • *First offense*: Confiscation, 1-180 days OSS or expulsion as assigned by the superintendent or designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted. Penalty for Possession of a Firearm Weapon Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (See: JDC). Expulsion hearings for possession of a weapon shall be conducted by the superintendent or her designee. Students violating this policy shall be referred to the appropriate law enforcement agency(-ies) and, if a juvenile, to the SRS or the Commissioner of Juvenile Justice. Reporting Criminal Possession of a Firearm by a Student It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution (See: Board Policy EBC and KGD).

BUS REGULATIONS JGG

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the District for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the District's student behavior code and other regulations.

Bus routes are designed for students who live 2.5 miles or farther from school. Those students have priority for bus passenger space. Students who live less than 2.5 miles from school may ride the bus AS LONG AS there is enough room on the route bus for regular route students and as long as the passenger-capacity of the bus is not exceeded.

Regular route buses are provided to students for both before and after school. If a student chooses not to ride the bus, the school is not liable for the student and s/he becomes the responsibility of his/her parents.

Racial Harassment JGECA

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school- sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any

student, employee, or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual Harassment JGEC

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

• submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;

• submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual;

• or such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment may include, but is not limited to:

• verbal harassment or abuse;
• pressure for sexual activity;
• repeated remarks to a person, with sexual or demeaning implication;
• unwelcome touching; or,
• suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

Reporting Suspensions and Expulsions to Local Law Enforcement JDDB

Whenever a pupil 13 years or older has been expelled from school or suspended for an extended term (more than ten days), the superintendent shall give written notice of the explanation of the expulsion or long- term suspension and shall include the pupil's name, address, date of birth, and driver's license number (if available) to local law enforcement. This will occur if the expulsion/long-term suspension was imposed for:

• Possession of a weapon at school, on school property, or at a school activity; or
• Possession, use, sale, or distribution of an illegal drug or controlled substance at school, on school property, or at a school activity; or
• Behavior at school, on school property, or at a school activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others.

SB 129, as amended, changes notification requirements regarding students expelled or suspended from school for committing a school safety violation. Specifically, a school's chief administrative officer would be required to notify the appropriate law enforcement agency of the expulsion or suspension within ten days. Following receipt of this notice, the law enforcement agency would be required to notify the Division of Motor Vehicles of the Kansas Department of Revenue within ten days. The Division of Motor Vehicles would be required to immediately suspend the student's driver's license or privilege to operate a motor vehicle for one year. If timely notice is not given to one of the divisions, then the division of vehicles shall not suspend the pupil's driver's license or driving privileges.

Searches of Students JCABB The administrator is authorized to search students if there is reasonable suspicion that district policies, rules, or directives are being violated. All searches by the administrator shall be carried out in the presence of another adult witness.

Complaints About Policy JCE/KN Any student may file a complaint with the Superintendent concerning a school rule or regulation if it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The Superintendent shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

ASBESTOS

An asbestos management plan has been developed for the school district. A copy of the management plan is available at the district office in Chetopa.

APPENDIXES

APPENDIX A

COMPULSORY ATTENDANCE EXEMPTION FORM

Pursuant to KSA 72-111, as amended,_____, a child who is 16 or 17 years of age, is exempt from the compulsory attendance requirements of the State of Kansas for the reasons listed below:

□ The child is regularly enrolled in an alternative education program approved by the Board of Education of USD #505.

□ The child is exempt pursuant to a court order which is attached to this form.

□ The child and _____ (the parent or person acting as a parent) have attended a final counseling session conducted by USD #505 and have signed a disclaimer, which is part of this form.

Signed: _____, School Official _____,Date

_____Typed or Printed Name and Title

COMPULSORY SCHOOL ATTENDANCE DISCLAIMER

Pursuant to KSA 72-1111, as amended, USD #505 encourages the student to remain in school or to pursue an education alternative.

Academic skills a student may not have achieved

Reading	Knowing how to learn	Being a team member	Self-management
Writing	Using computer to process information	Being able to work with cultural diversity	Thinking skills
Self-esteem	Arithmetic/Mathematics	Sociability	Decision-making
Listening	Responsibility	Evaluating information	Leadership
Speaking	Problem solving Interpreting information		

Level of education completed	Lifetime Earnings	Median Weekly Earnings in 2007	Unemployment Rate in 2007 (%)
Not a high school graduate	$1,000,000	$428	7.1
High school graduate or GED	$1,200,000	$604	4.4
Attended some college	$1,500,000	$683	3.8
Associate degree	$1,600,000	$740	3.0
Bachelor's degree	$2,198,000	$987	2.2
Master's degree	$2,865,460	$1,165	1.8
Doctorate	$4,965,000	$1,427	1.4
Professional	$5,137,355	$1,497	1.3

The future earning power of a high school graduate is $1,200,000 over his or her lifetime. The future earning power of a high school dropout is $1,000,000 over his or her lifetime. The difference is $200,000 over a lifetime. More education earns you more money over your lifetime.

The child,_____ , is encouraged to attend one of the following alternative education programs:

- GED Program / Course Recovery Program of USD #505
- GED Program, Labette Community College, 200 S. 14th Parsons, Kan. 620-820-1182

We, the undersigned, acknowledge that we attended the final counseling session conducted by USD No. 505 in which the above information was presented to us.

_____ Signature of child

_____ Signature of parent

_____ Date

_____ Date

APPENDIX B

District-Wide Student Athletic Rules

In an effort to coordinate the regulations which athletes of USD #505 must follow, the following rules pertain to all athletic teams of the school district. Each coach has the option of adding additional sports-specific rules to these guidelines. The athlete, his/her parents, and the coach all enter into an agreement of support for these regulations, signifying their acceptance by signing the document.

1. Travel No student will be released from the obligation of traveling to & from a school sponsored event in school operated vehicles unless the student is released directly to his/her parents. This release will be granted only by the parents signing the release in the "transportation log" in the presence of the sponsor. It is the intent of this guideline to encourage the athletes to travel to and from school events as a team. With agreements **in advance**, students may be dropped off at pre-arranged designated points along the return route.

2. Illegal Substances Drug, alcohol, or tobacco consumption or possession is strictly forbidden.
An athlete shall be subject to disciplinary action is s/he violates any of the following:
* consumption or possession of alcoholic beverages, controlled substances, any form of tobacco, * violation of any criminal law of the State of Kansas as defined by the Kansas Code (other than minor traffic violations). Coaches/sponsors will report all violations as disciplinary referrals to the administration. *Tobacco Use Consequence:* The coach and the building principal shall determine the consequence. *Alcohol / Controlled Substance Use Consequence:* The student will be permanently dismissed from the team with no honors or awards allowed to be received.

3. Behavior Any behavior that embarrasses the school and team will result in a conference with the head coach and penalties may be invoked.

4. Game Day Appearance Coaches, players, and managers will be required to dress on game days as stipulated by the coaching staff and as defined in
of the student handbook. Student athletes in violation of this policy shall not participate in the competition.

5. Locker Rooms Locker rooms, both home and away, should be kept clean and orderly. All clothing, uniforms, and equipment will be stowed properly. Locker rooms will always be left neat, clean, and organized.

6. Eligibility Students at USD #505 will be eligible on a semester basis as defined by the KSHSAA. The district requires academic assistance for students who are performing poorly or who are failing courses. For more specific information about eligibility, see the student handbook.

7. Supporting Teams Players will be supportive of each other and of our school's other teams. Teams will sit together with their coaches in the pep club section by the cheerleaders to cheer for and encourage their school's teams. Coaches will not allow running around during the time when a USD #505 teams are playing.

8. Carry-Over Penalties can carry over from season to season only when an athlete has not served his/her suspension. For example, a student is **penalized for breaking** a training rule on the bus ride home from the very last game of the season; the student will serve a one week suspension the first week of competition during the next sport of competition. A student who has been dismissed from the squad for two violations will be allowed to compete in the next season, provided (1) s/he follows the training rules, and (2) permission is granted by the next season's head coach and the administrator.

9. Extension of The School Day Athletic events are an extension of the school day. Students are, therefore, responsible for following all school rules and may receive disciplinary action for any violation of student handbook rules.

10. Coach's Discretion It is up to the coach's discretion as to what s/he feels is a reliable source of any information for violation of the above rules.

11. Sport-Specific Team Rules In addition to the preceding regulations for athletes, each coach may establish team rules in writing which is specific to his/her activity. Copies of these sports-specific rules are attached to these District Regulations. All team rules and District regulations will be presented to athletes and will be discussed completely and carefully. Athletes, their parents/guardians, and coaches must sign the rules. The signed portion of the regulations will be kept on file in the office.

Sports' Regulations Agreement

We, the undersigned, have read the District-Wide and Sports-Specific Regulations. We agree to abide by the regulations and understand the consequences of failing to do so.

_____
Signature of child

_____
Signature of parent or person acting as parent

_____
Date

_____
Date

APPENDIX:C

ACCEPTABLE USE AGREEMENT, STUDENT

ACCEPTABLE USE POLICY (AUP)

The USD 505 Chetopa – St. Paul District provides access to personnel, students, and patrons (hereafter referred to as user) use of computer technology for use of the Internet and transmission of data or other information across the network infrastructure. All users must share the responsibility for seeing that our computer facilities are used in an effective, efficient, ethical and lawful manner. It is an opportunity to have access to these extraordinary resources and therefore, all users must agree that they will comply with these guidelines in accordance with KANSAS STATUTE 21-3755 and Board Policies IIBG ; IIBGA.

Expectations for All Users

Users will:

- Use technology in the manner directed by building staff and administration.
- Use technology for educational purposes only.
- Take care of any equipment and report damages, problems, or inappropriate materials immediately to a staff member.
- Comply with all copyright, trademarks, and license restrictions, including citing Internet sources as you would all other reference materials.

Users will not:

- Share passwords or provide personal information to non-approved online sources.
- Expect your email, files, or directories to be private.
- Use technology to harass others according to Board Policy JGECA.
- Download, store, distribute, or share any software or digital file (such as movies, music, or text) in violation of copyright laws.
- Intentionally access material through, or with, technology that would not be allowed for educational purposes in your school if presented in other media.
- Intentionally damage, disable, or hinder the performance (or attempt any of the previous) of any district technology system device, software, or network (inside or outside of the district).
- Access or attempt to access any system, file, directory, user account, or network to which you have not been granted access.
- Use technology in a manner that would hinder the learning environment for you or any other user.
- Install or attempt to install any software on a district owned technology device.

Additional Expectation for Users With Personally Assigned Computing Devices

Users will:

- Regularly save any information stored on a computing device to your assigned personal network storage directory.
- Expect any computing device to be regularly inspected for inappropriate material, which might include unlicensed software or inappropriate content and software. Any inappropriate content or unlicensed software will be removed.

Consequences for AUP Violations (Board Policy JDD)

- Suspension from use of district technology
- Suspension or expulsion from school
- Restitution for cost of any damages

- The district may notify law enforcement agencies.
- Any consequence outlined in your school handbook.

USD 505 Acceptable Use Policy Agreement

I understand and will abide by the above Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary and/or appropriate legal action taken.

☐ I agree to the above statement ☐ I choose to opt out of using internet access

_____
Signature of child

_____
Signature of parent or person acting as parent

_____
Date

_____
Date

Appendix C-1 iPad/Laptop Agreement

Student iPad/Laptop Loan Agreement
USD 505 Chetopa – St. Paul, Kansas

Providing iPads/laptop computers for instructional use by USD 505 students is an exciting venture. Certain guidelines are necessary to protect the iPad/laptop and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

The student agrees to follow all USD 505 regulations and policies governing the use of the computer as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.

This equipment is the property of USD 505 Chetopa - St. Paul Public Schools, and is herewith being loaned to the student for educational purposes only for the Academic School year.

The student may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this device.

The student will have equipment checked out to them when necessary documents have been signed and when applicable fees have been paid. The equipment will be checked in during the last week of school in May.

The equipment is the property of USD 505. If a student withdraws from school prior to the end of the loan period, the iPad/laptop computer is to be returned to school officials by the student prior to withdrawal.

iPad/Laptops not returned in an appropriate manner will be filed as missing and turned over to the proper authorities as theft.

The student shall not remove or alter any USD 505 identification labels attached to or displayed on the equipment, nor shall the student change identification within the equipment, such as the equipment name.

The student agrees to handle the equipment carefully and protect it from potential sources of damage.

The student will pay an annual technology fee of $25.00. Students utilizing the District's BYOD policy will pay an annual technology fee of $10.00. Students will be responsible for screen breakage on District devices in the amount of $100.00, and any other damage repair/replacement costs assessed by the Technology Director/ Coordinator up to the replacement cost of the iPad/laptop. The device will not be repaired and returned to the student (and no loaner device will be given) until repair costs are made. The student is responsible for the cost of replacement of charging cables and replacement cases. The student will assume the risk of loss by theft, destruction, or damage. Any equipment reported stolen without filing a police report will result in payment of full replacement cost of the equipment. The School also will require the following information: Case #, Police officers name and the Law enforcement office that it was reported to as well as a phone number for said office.

The student must report theft (or suspected theft) of the equipment, loss of the equipment, damage to the equipment, or malfunctioning of the equipment to school personnel immediately.

The student and parent agree to indemnify USD 505 against any claim, suit or damage occurring during or resulting from student's possession or use of the equipment, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to student's use of the District's equipment.

Upon request, the student agrees to deliver the equipment to USD 505 staff for technical inspection or to verify inventory or other information; this may include random screening. **Only** the technology staff is authorized to inspect and repair the equipment.

USD 505 is not liable for lost data or time spent on data.

I have read and agree to abide by all USD 505 policies and regulations for the use of equipment including the Acceptable Use Policy Agreement and the Student iPad/laptop Regulations. I accept responsibility for damage to or loss of the equipment listed below while in my possession. I understand that if the iPad/Laptop or any accessory is lost, damaged, or stolen, I am responsible for the replacement cost or insurance deductible, whichever is less. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested by school personnel.

iPad/laptop
Description:

Express Service Code:_____Equipment Service Tag #:_____

Adapter Number:_____School: USD 505 Chetopa - St. Paul Public Schools

Student Name: _____

Email Password_____ Computer Unlock Password_____

Permanent Address: _____

Signature of Student:_____Date:_____

Signature of Parent or Guardian: _____Date: _____

Student iPad/Laptop Regulations

USD 505, Chetopa - St. Paul, Kansas

The iPad/laptop and carrying case that have been issued to each Chetopa - St. Paul High School student are the property of the USD 505 School District. This equipment is on loan to the student and must be used in accordance with the following guidelines:

1. iPad/Laptop Security Policy During the school day
    a. Students must have iPad/laptops with them, or locked in their school lockers. IPad/laptops must never be left unattended. Faculty/Staff will pick up and give unattended iPad/laptops to the Office.
    b. IPad/laptops must be kept in the carrying case issued with the iPad/laptop. They may **not** be kept in regular book bags or backpacks.
    c. It is recommended that iPad/laptops go home with students each evening for recharging. Students are responsible for bringing their iPad/laptop, fully charged, to school each day.

2. Students are not to deface their iPad/laptops or carrying cases in any way, for example, with stickers, white- out, etc. If there are any questions, check with the administrators.

3. Students should protect their iPad/laptop from extreme heat or cold. IPad/laptops should never be left in a car.

4. Student E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.

5. Use of the equipment for anything other than a teacher-directed or approved activity is prohibited during instructional time.

6. The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher, administrator, and/or Network Administrator. Internet computer games are prohibited in classes and the library during regular school hours.

7. Installation of peer-to-peer file-sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.

8. If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation.

9. Equipment may not be used to make sound recordings without the consent of all those who are being recorded.

10. Sound must be turned off at all times, unless sound is being used as a part of a class.

11. Deliberate attempts to degrade the USD 505 network or to disrupt system performance will result in disciplinary action.

12. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.

13. Students should copy data files to personal external drives for backup purposes. If equipment becomes inoperable, files not backed up may be lost.

14. USD 505 reserves the right to define inappropriate use of technology.

15. If the equipment is damaged or not working properly, it must be turned in to the District Technology staff for repair. Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the iPad/laptop.

16. Before a student is issued an iPad/laptop, both student and parent/guardian must have signed the Computer Acceptable Use form. The student will pay an annual technology fee of $25.00. Students utilizing the District's BYOD policy will pay an annual technology fee of $10.00. Students will be responsible for screen breakage on District devices in the amount of $100.00, and any other damage repair/replacement costs assessed by the Technology Director/ Coordinator up to the replacement cost of the iPad/laptop. The device will not be repaired and returned to the student (and no loaner device will be given) until repair costs are made. The student is responsible for the cost of replacement of charging cables and replacement cases.

Caring for your iPad/laptop

The iPad/laptop is well built and it is a great tool for the school, but it is not a toy! Remember it is still a computer and like any piece of electronic equipment, it needs to be treated with care. There are several things you can do to make your iPad/laptop last longer and offer you a trouble-free and rewarding experience.

It is portable and you can take it everywhere.

One of the best features of your iPad/laptop is the fact that it is portable. When transporting your iPad/laptop, there are a few simple things you can do to protect it.

1. Leave your iPad/laptop in its carry case when you are not using it and do not expose your iPad/laptop to extreme conditions such as heat and cold. Keep your iPad laptop away from water and other liquids.

2. When you put your iPad/laptop in your carry case, remember it is there. Don't throw the carry case on the floor, use it as a backrest on the bus, cram it in your locker, etc.

3. If your iPad/laptop has been in a very cold car for a long while, let it warm up before you use it.

4. Do not eat or drink when you are using your iPad/laptop.

5. Close the lid of your iPad/laptop before carrying it from one location to another. This ensures all mechanical and moving parts are not damaged during transit. Moving the iPad/laptop with the lid open also makes it more difficult to handle.

Remember: it is fun to use and it is a computer.

- ➢ Close the iPad/laptop carefully – from the center of the screen – don't slam it shut!
- ➢ Be careful not to leave pencils or pens on your keyboard when closing your iPad/laptop.
- ➢ Do not use your iPad/laptop as a folder to store papers.
- ➢ Use the iPad/laptop on a flat, hard, stable surface.

➢ Do not insert things, especially metal things, into openings of your iPad/laptop.
➢ Be Patient! Sometimes computers need to take a few seconds to think – so don't start pounding on the keys if response is not immediate.
➢ Plug-in your iPad/laptop when you get home from school so that your battery is fully charged for the next day.

APPENDIX D

NOTIFICATION OF RIGHTS UNDER FERPA
FOR ELEMENTARY AND SECONDARY SCHOOLS

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

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

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

(B) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(C) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that **FERPA** authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Schools are required to notify parents of what they consider directory information, and that parent has a right to refuse to permit the school to designate information as directory information for that parent's child. This complete information is found in the student handbook under the title "Directory Information."

(D) The right to file a complaint with the US Dept. of Education concerning alleged failures by the district to comply with the requirements of **FERPA**. The name and address of the office that administers **FERPA** is:

Family Policy Compliance
Office US Department of
Education 400 Maryland
Avenue SW Washington, DC
20202-5920

APPENDIX E

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the US Department of Education – 1. Political affiliations or beliefs of the student or student's parent 2. Mental or psychological problems of the student or student's family 3. Sex behavior or attitudes 4. Illegal, anti-social, self-incriminating, or demeaning behavior 5. Critical appraisals of others with whom respondents have close family relationships 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers 7. Religious practices, affiliations, or beliefs of the student or parents 8. Income, other than as required by law to determine program eligibility

• *Receive notice and an opportunity to opt a student out of* – 1. Any other protected information survey, regardless of funding 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

• *Inspect,* upon request and before administration or use – 1. Protected information surveys of students 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes 3. Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.
USD #505 has developed and adopted policies regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. USD #505 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. USD #505 will also directly notify, such as through US mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys conducted by USD #505 and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey.

Parents will be provided reasonable notification of the planned activities and surveys (if any) and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or in part by the US Department of Education
- Any non-emergency, invasive physical examination or screening as described above

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
US Dept. of Education 400
Maryland Avenue, SW
Washington, DC 20202-5920

APPENDIX F

PATRON COMPLAINT FORM

DIRECTIONS: Complete the form in its entirety. Use extra pages if needed.

I, the undersigned, a patron of Unified School District #505 of Chetopa and St. Paul, Kansas, do hereby make a complaint and advise the administration and/or board of education that I understand and believe that _____
_____
_____
a teacher, employee, or policy of said district, on or about the _____ day of _____, 20____, at _____ , did the following *(describe the incident, act, or policy which triggered this complaint):*_____
_____
_____
I believe this incident, act, or policy adversely affects the performance of said teacher, employee, or district as follows *(describe how you believe the action complained of has an adverse effect):* _____
_____
_____
_____
Prior to signing this complaint, I have taken the following action to verify the occurrence and remedy or clarify the problem complained of *(generally, this should include discussing the incident with (1) the teacher, (2) the building principal, (3) the superintendent)*:_____
_____
_____
On behalf of the administration and/or board, I suggest the following action be taken: _____
_____
_____
_____

Printed name of complainant:_____

Complainant signature:_____

Complainant Address (Address, City, State, Zip):_____
_____

Complainant Phone:_____

Date:_____

Administrator signature:_____

Date of Receipt:_____

APPENDIX G

DIRECTORY INFORMATION OPT-OUT

This OPT-OUT form must be received by the superintendent *(Superintendent, USD 505, 430 Elm Street, Chetopa, KS 67336)* on or before August 25 (or within five days after enrollment in a district school). If the OPT-OUT is not filed, USD 505 assumes there is no objection to the release of the directory information designated.

Student Name:_____

Name of School:_____

Date:_____

I. Release of Information to Military Recruiters

Section 9528 of the No Child Left Behind Act of 2001 requires schools to release family's private information to military recruiters unless an opt-out form is received by the district.

_____As a parent, I am exercising the right to request that you do NOT turn over the name, address, telephone listing, and school records to the Armed Services, Military Recruiters, or Military Schools of the above named student.

_____As a student, I request that my own name, address, telephone number, and school records NOT be released to the Armed Forces, Military Recruiters, or Military Schools.

II. Release of Information to Others

As a parent, I am exercising the right to request that you do NOT release any identifiable information of the above named student to/for the following:

_____Honor Roll

_____Scholarship / Honor Awards / Recognition

_____Activity Programs (concerts, graduation, awards banquet, plays)

_____Sports Programs

_____News Releases About Any School Activity or Organization

_____Other:

Appendix H

USD #505 Alcohol Screening Acknowledgment

Extracurricular activities and co-curricular activities are an important component of the overall educational program at USD 505 schools. A well rounded education is not only academically oriented, but also includes physical, social, and emotional development. USD 505 schools operate under the principle that it is the duty of all to be responsible and contributing citizens of the society in which they live.

USD 505 schools also embrace the philosophy that participation in or attending extracurricular activities is a privilege. As a condition of maintaining this privilege, parents, students, and guests must pledge to adhere to all behavioral guidelines established by USD 505. As a condition of admission to school sponsored dances and similar activities, a signed copy of this form must be on file at the school.

I hereby acknowledge that I have received, read, and understand the USD 505 Alcohol Screening policy and agree to abide by said policy.

_____
Signature of child

_____
Signature of parent or person acting as parent

_____
Date

_____
Date

Appendix I

USD 505 Chetopa - St. Paul
REPORT OF BULLYING

The USD 505 Board of Education Policy JHCAA prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Students who have been subjected to bullying should immediately report bullying incidents to the appropriate authority which may include any USD 505 staff member including certified or non-certified personnel, building administration, or district administration. Once a report of bullying has been made to a USD 505 staff member, appropriate reporting and investigation will be pursued. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Following are the provisions of the anti-bullying legislation passed in 2007:

New Sec. 4 (a) As used in this section:
(1) "Bullying" means:

(A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

i. Harming a student or staff member, whether physically or mentally;
ii. Damaging a students or staff members property:
iii. Placing a student or staff member in reasonable fear of harm to the student or staff member;
iv. Placing a student or staff member in reasonable fear of damage to the students or staff members property;

or

(B) Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e)of K.S.A. 72-8205, and amendments thereto.

(2) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

(A) The board of education of each school district shall adopt a policy to prohibit bullying on school property, in a school vehicle or at a school-sponsored activity or event.
(B) The board of education of each school district shall adopt and implement a plan to address bullying on school property, in a school vehicle or at a school sponsored activity or event. Such a plan shall include provisions for the training and education for staff members and students.
(C) The board of education of each school district may adopt additional policies relating to bullying pursuant to subsection (e) of K.S.A. 72-8205, and amendments thereto.
(D) The requirements of this section shall be implemented by school districts on or before January 1, 2008.

New Sec. 5
(a) Upon request of a school district, the state board shall assist in the development of a grade appropriate curriculum for character development programs which may be offered to students in the school district. Nothing in this subsection shall be construed as requiring the state board to develop a new curriculum or a new character development program.
(b) As used in this section:

(1) "Character development program" means a program which is secular in nature and which stresses character qualities.
(2) "Character qualities" means positive character qualities which include, but is not limited to, honesty, responsibility, attentiveness, patience, kindness, respect, self-control, tolerance, cooperation, initiative, patriotism and citizenship.

USD 505
Chetopa-St Paul
Statement Form

Please use this statement form to accurately and completely tell your side of the story. ***If you need to complete a*** *"Bullying Incident Report Form,"* ***please refer to the other side of this paper.***

Your First and Last Name:_____

Your grade:_____ Location of the Incident:_____Date of the Incident:____

Names of people involved:_____

Please provide a detailed description of what happened. Be sure to use names and make sure to say who said or did what:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Bullying Incident Report Form

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit it to the building principal. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Bullying is defined as any intentional gesture or intentional written, verbal, electronic or physical act or threat either by student, staff member or parent towards another that is sufficiently severe, persistent,or pervasive, and/or it creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of intimidating, harming or damaging another.

Date filed: _____Your First and Last Name_____

Circle if you are: *Student* *Parent* *Employee* *Volunteer*
Please list the best phone for which to reach you:_____ -_____- _____
Name of student who is being bullied. (victim)_____
Name of student who is the bully.
_____
Date of incident_____
District property where the incident occurred_____
Name of witnesses_____
Summarize the incidents(s) or occurrence(s) of bullying as accurately as possible (use additional sheets if necessary):_____

_____

_____

_____

_____

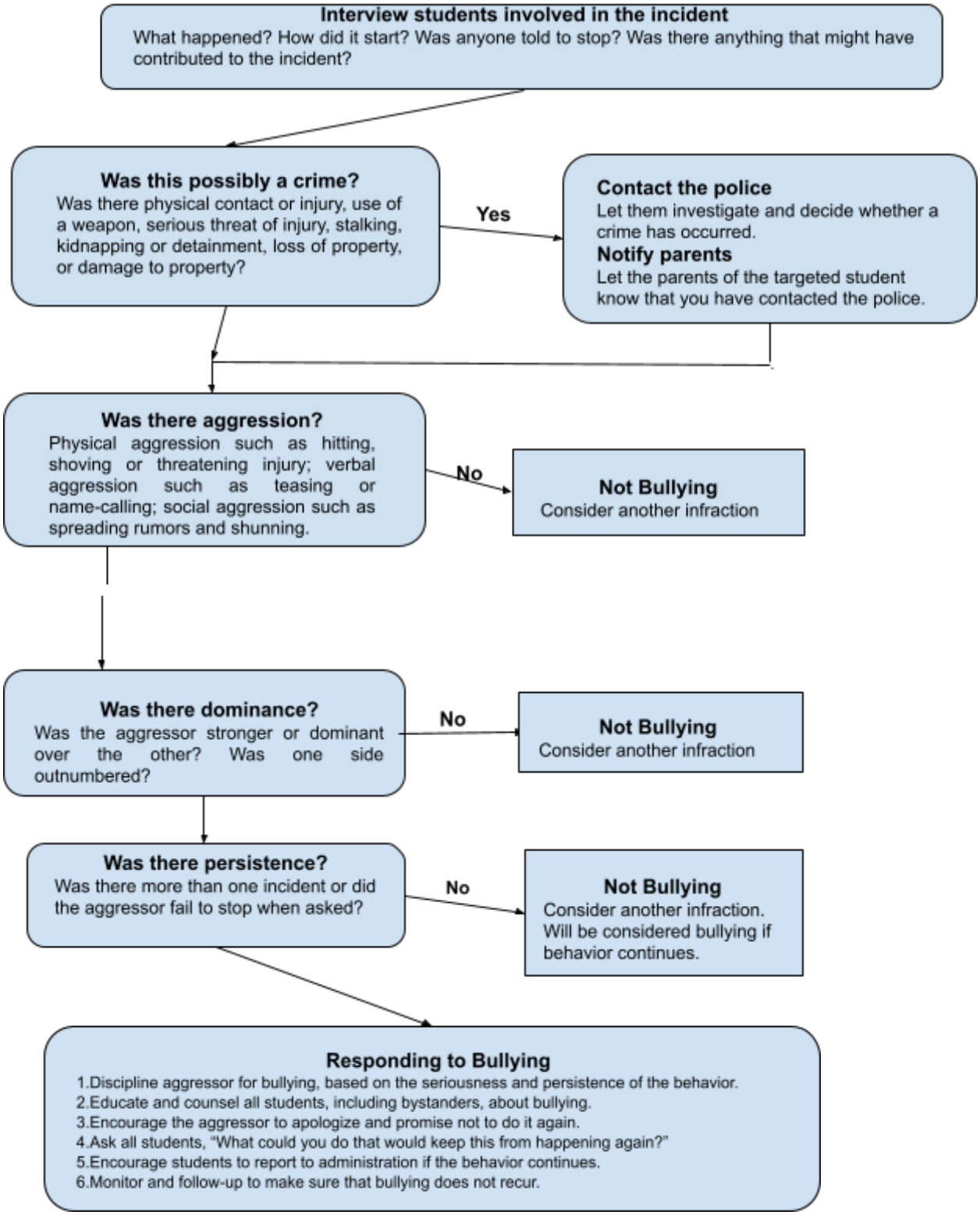
_____

_____

_____

Admin Use
Date Received by Administrator_____
Investigative Action Taken_____
_____
_____
Result or Conclusion of Investigation_____
_____
_____
_____

Bullying Assessment Flow Chart



USD 505
Chetopa - St. Paul

Teacher/Student Academic Improvement Plan for Eligibility

_____ has been placed on academic:

warning, probation, ineligibility (circle one) for:

_____(teacher/subject/grade)

on the week of:_____.

Teacher/student plan for improvement:_____

_____

_____

_____

_____

_____

_____

Student Signature:_____ Time:_____

Teacher Signature:_____ Time:_____