

# USD 411 Goessel Student Handbook



## School Mission

The mission of Goessel Elementary School is to develop responsible individuals with necessary skills, strategies and behaviors to be contributing members of society.

## School Mission

The mission of Goessel Jr/Sr High School is to develop productive and ethical citizens with a sense of self and others that are able to function in a changing world.

Goessel Elementary/District Office

500 E Main St

Goessel, KS 67053

620-367-4601

Goessel Jr/Sr High

100 E. Main St

Goessel, KS 67053

620-367-2242

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**INTRODUCTION**

The policies and procedures contained in this handbook are the results of work on the part of the faculty and the administration. This information has been prepared and presented so that it will be of value in helping you adjust to our school, and to become an integral part of it. Policies are evaluated yearly at USD 411 and updated to fit the needs of all concerned. Feel free to visit our website at <http://www.usd411.org> to have access to the most up to date revisions of our policies. Printed copies of policies may be requested from the school offices.

**NOTICE OF NON-DISCRIMINATION**

United School District 411 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in its admission or access to or treatment or employment in its programs or activities. Any questions regarding the Boards compliance with Title VI, Title IX, Section 504 or the Americans with Disabilities Act may be directed to the district Compliance officer, who can be reached at 620-367-4601 or the Office for Civil Rights of the Department of Education, telephone (816) 891-8026 The Compliance officer can also be contacted for the existence and location of accessible services, activities and facilities.

## HARASSMENT (SEXUAL AND RACIAL)

Harassment, sexual or racial, will not be tolerated in the school district. Harassment of 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.

Violation of this policy may result in disciplinary action, possibly including termination of an employee or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

The district encourages all victims of sexual/racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to harassment should report it to the building principal, another administrator, the counselor, or another certified staff member. Any report not made in good faith or made with malice is also a violation of these policies.

Sexual harassment may include, but is not limited to:

- ❖ Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
- ❖ Subtle pressure or requests for sexual activity or favors;
- ❖ Unnecessary touching of an individual (e.g., patting, pinching, hugging, repeated brushing against another person’s body)
- ❖ Sexual assault or battery as defined by current law.

(Refer to BOE policy GAAC, JGECA, and GAACA)

## CHANGES IN CALENDAR

The printed school calendar is up to date prior to the start of school. However, during the school year there will be additions, deletions and changes. Please continue to check with the school, the school web site at <http://www.usd411.org> the Hillsboro Star Journal and the District office if you have any questions.

## SCHOOL SCHEDULES

Preschool AM 3 year olds.....	8:04 AM to 10:30 AM Tuesday-Thursday
Preschool PM.4 year olds .....	11:30 AM to 3:27 PM Tuesday-Thursday
Kindergarten AM.....	8:04 a.m. to 11:30 AM
All day Kindergarten (optional).....	8:04 AM to 3:27 PM
Elementary School.....	8:04 AM to 3:27 PM
Jr. Hi/Sr. High School .....	8:00 AM to 3:25 PM

## SCHOOL CANCELLATIONS

When severe weather and hazardous road conditions develop, parents should check the school website and USD 411 Goessel Schools Facebook page. Local radio and TV stations are also notified of school cancellation. Excessive days that are missed because of emergency weather will be made up on the days set aside for that purpose on the school calendar. USD 411 will also attempt to contact families with an alert from our EZ-Messaging system by the way it has been requested at enrollment.

## SCHOOL VISITATIONS

Parents are encouraged to visit the school at prearranged times. Student success is supported by close communication between student, teacher, and parent. Any visitor to a school building and/or grounds of the District shall first make his/her presence known to the appropriate building principal or designated office representative before proceeding to contact any other person in the building or on the grounds. Students are not allowed to open locked doors for visitors. All visitors should be directed to the office.

Parents are encouraged to visit school, but children of preschool age must be accompanied by an adult at all times. All student visitors (of school age) shall obtain prior administrative approval and are expected to comply with the same regulations as students. The guest must check in at the office for a pass. A teacher has a right to refuse the guest into the classroom on a particular day, at which time the guest should return to the office for a reappointment.

Any other non-school age or non-parent guests may be admitted only at the discretion of the administration.

(Refer to BOE Policy KM)

## STAYING AFTER SCHOOL

If a student is to be kept after school more than 15 minutes, the child’s parent will be notified or previous arrangements will need to have been made unless the student has transportation for that night.

## STUDENT INFORMATION POLICY

Notice to the parents/guardians of students enrolled in the schools of Goessel USD 411 in the current school year and who are or will be eighteen years of age and will be a student of the Goessel USD 411 school district during the current school year and all other persons concerned. Each is hereby notified that the Board of Education of USD 411 designated the following student information categories as Directory Information:

- ❖ Name, address and telephone listing.
- ❖ Date and place of birth.
- ❖ Participation in officially recognized school activities and sports.
- ❖ Date of attendance.
- ❖ The most recent previous educational agency or institution attended by the student.
- ❖ Diplomas and awards received.
- ❖ Honors achieved
- ❖ Student publication and yearbook information
- ❖ Athletic rosters information.

The above categories of “Directory information” will become public records of each student unless you inform USD 411, Goessel, Kansas, 67053 on or before September of the current school year, that any information designated shall not be released without your prior knowledge

(Refer to BOE Policy IDEA, JRB and JRC)

## PRESCHOOL AND KINDERGARTEN ENROLLMENT

A child must be three years old on or before August 31 to enter preschool. A child must be five years old on or before August 31 to enter kindergarten. A birth certificate and second form of identification must be presented at enrollment time. A student health form is required for enrollment. Visual and dental examinations are recommended for kindergarten students.

## IMMUNIZATIONS

To protect children from certain communicable disease, Kansas's law requires students to be immunized with required doses against diphtheria, tetanus, polio, mumps, rubella and measles, varicella and Hepatitis B.

1. Any child who enters a Kansas school for the first time, including preschool and kindergarten must show proof of completing these immunizations within 90 days after the first day of school or be suspended from school unless exempted for medical or religious reasons.
2. A “TD booster” is required at 11 years of age if more than 2 years since previous dose.

(Refer to BOE Policy JGCB and JGCC)

## PHYSICAL EXAMINATIONS

Any student planning to participate in competitive athletics is required to have a physical examination after May 1 for the following school year. In addition, it is required that kindergarten students have physical examinations before starting school.

(Refer to BOE Policy JGC)

## MEDICATION ADMINISTRATION

### Administered by School Personnel

Designated school personnel may administer medication (including “over the counter” items) to students during school hours when the following steps are taken:

- A written request from the parent/guardian must accompany all medication to be administered by school personnel, including over the counter drugs. The form “**Permission for Medication**” should be obtained from the principal’s office
- All medication must be sent with its name, dosage, time of day to be given, and the prescribing physician’s name, if applicable.

For your child’s well-being, it is recommended that the medication be administered at home prior to being given at school to avoid unexpected reaction; and be sent in its original container.

### Administered by Student

The self-administration of medication for asthma or anaphylactic reactions is allowed for students in grades K-12. The student shall provide written authorization from the student’s health care provider and parent/guardian stating the student has been instructed on self-administration of the medication and is authorized to do so. A form to authorize such self-administration of medication is available in the school office. Under no circumstances are students to give any medication to fellow students.

(Refer to BOE Policy JGFGB and JGCC)

## **PRESCRIPTION DRUGS**

Under the following rules, the supervision of prescription medications by school personnel, including school nurses, is authorized: School personnel shall not be required to be custodians of any prescription medication except in circumstances where it is essential that students take such medication during school hours. The school employee administering shall examine the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of a licensed medical person. Only oral medications should be administered except in emergency situations. The Marion County Health nurse shall be responsible for the overall administration of medication in schools, and may delegate this to an LPN or unlicensed staff member after receipt of the medication, initial assessment and training of the staff member. Should questions arise about the administration of any medication, the nurse may be contacted in person or by telephone. Where practical, this policy shall be shared with all local physicians, dentists and other professionals who have a license to prescribe medications. Forms should also be made available to the health care providers in the community.

Parental permission and a newly labeled pharmacy container shall accompany any changes in type of drugs, dosage and/or time of administration. Building administrators may choose to discontinue the administration of medication if the administrator first notifies the parent or medical person with an explanation in advance of the date of discontinuance.

## **NON-PRESCRIPTION DRUGS**

Non-prescription drugs may be administered during school hours if the drugs are in their original container and the parent/guardian sends a note giving permission for school staff to administer the drug. If necessary, school personnel who administer non-prescription medications shall seek advice from the Marion County Health nurse or the administration when administering non-prescription medications on orders of the student's parent.

The public school shall not provide students with aspirin or any other medication.

Deciding whether any drug is needed is a form of diagnosis, and dispensing medication is a form of treatment (unauthorized administration of unprescribed medications shall not be practiced by any school personnel including school nurses). Over-the-counter medications shall not be supplied by school employees or kept in athletic areas, and shall not be administered to students unless written parent permission to administer is also provided.

## **FIRST AID**

In the event of an accident or sudden illness at school, first aid will be administered by school personnel to the best of their abilities and training. Parents will be informed of any serious illness or injury that requires the child to leave school. It is important that parents provide the school with an emergency phone number to call in case they cannot be reached. In addition, the name of the family doctor should be on file in the child's student records.

## **STUDENT INSURANCE**

Student accident insurance is made available for purchase through the schools in USD 411. Students will be furnished application information at enrollment. USD 411 carries catastrophic insurance for students involved in accidents costing over \$25,000. However, your individual insurance will take precedence and will be used before this insurance can be used. There are some limitations on this insurance and you should check on those limits with district personnel before proceeding with a doctor's care. GOESSEL USD 411 CARRIES ONLY LIABILITY INSURANCE to protect the school district.  
(Refer to BOE Policy JGA and JGFG)

## **GOESSEL USD 411 CRISIS MANAGEMENT PLAN**

School officials have developed a crisis management plan for the district. The purpose of this plan is to provide a framework of understanding regarding procedures that will be followed in the event of a crisis.

The Rationale for this plan includes:

- ❖ To provide a structured environment in which the needs of all students and staff (both those directly and indirectly impacted by the crisis) can be met.
- ❖ To maintain order and provide an organized structure to the media, parents and the general public.
- ❖ To prevent the escalation of rumors.
- ❖ To protect the privacy of the parents and family of victims.

The Goessel USD 411 Crisis Management Team is comprised of the superintendent, board president or designee, the building principals, and the school counselor. Questions regarding this plan may be directed to any school administrator or counsel.

## **SAFETY DRILLS**

Schools are required by law to have fire and severe weather drills periodically throughout the school year. All children are expected to participate whenever a drill is held. Students are expected to participate in drills for other emergency situations as directed by staff.

## RETENTION

Holding a child at the same grade level for an additional year is generally the result of learning difficulties. However, behavioral and emotional problems also may contribute to any retention decision. The parents or the school may initiate requests for retention. Each case is regarded as having a unique set of circumstances, which must be carefully and objectively examined. Parental support for the school's decision to retain a student is extremely important in helping a child adjust to the new situation.

## TEXTBOOKS AND FEES

An evaluation committee of staff members selects textbooks. Books are adopted only after careful study. Textbooks are purchased by the school and remain the property of the school. A textbook rental plan is used by Goessel USD 411 to cut the textbook costs to a minimum. The rental fee will be collected at enrollment. At the end of the term, the student is required to return the books in good condition. Failure to do so will obligate the student to pay the original price of the books. Students are charged replacement cost for lost or damaged library books, magazines, and consumable materials such as workbooks that cannot be reused. In addition to these fees, certain classes require fees for special materials. Current fees for classes are in the office at each school building.

## SCHOOL MEALS

Nutritionally balanced lunches are provided at each school. Jr. High and Senior High students have a closed lunch period and must go to the cafeteria when it is time for their class to eat whether they eat a lunch brought from home, a hot lunch or choose not to eat. A closed lunch means that students must remain on school grounds during the entire lunch period. Junior high students will remain in the cafeteria for the lunch period until released to the gym. High school students will be permitted to leave the cafeteria and may go to the hallways where high school lockers are located. All other parts of the building are off limits.

Free or reduced price lunches are provided for those students unable to pay full price. Parents may make application for this reduction with the building principal. Parents are encouraged to pay for meals in advance preferably by the month or longer if you wish to do so. Students not able to have milk with their lunch need to submit Doctors permit each year.

### Breakfast Prices: (serving begins at 7:50 AM)

PreK-12 .....	\$1.50
Reduced Breakfast .....	\$0.40
Extra Milk .....	\$.30
Adults.....	\$2.15

### Lunch Prices

The price of school lunches will be as follows:

Elementary School (PreK-5) .....	\$2.65
Reduced Lunches .....	\$0.40
Kindergarten Milk Break .....\$0.25 .....	Extra Milk \$0.40
Staff .....	\$3.70
Jr. High/High School .....	\$2.85
Visitors (please provide correct amount) .....	\$4.00
Seconds.....	\$0.50 for rolls, \$1.50 for entrée'

### Lunch Money

1. The price of meals shall be determined and published in the handbook at the beginning of each school term. If an increase in the price of meals becomes necessary during the year, students are to be given due notice of the same.
2. Money for lunches must be paid in advance preferably by the month or semester through electronic draft.
3. In case of absence, notification, either by telephone or note, must be sent to the office by 9:00 AM the morning of the absence.
4. Refunds will be granted if absences have been reported by 9:00 AM.
5. The collection of proceeds for meals shall be the responsibility of the building principal.
6. Students must have a positive account balance for seconds.
7. Lunch accounts that reach \$15 overdrawn per family per building will be cut off.

### Lunchroom Behavior

The lunch program is part of the overall educational program. Therefore, students are expected to:

1. Line up for their servings during their regular time.
2. Stand respectfully in the line while waiting to be served.
3. Focus on eating before visiting.
4. Use correct table manners.
5. Speak respectfully to the cooks and servers.
6. Use a quiet voice while in the serving line or lunchroom.
7. Return the tray and place it on the rack in the proper way.
8. Cannot return to "food bar" once you have sat down at the table unless returning for seconds.

## PARENT/TEACHER CONFERENCES

Goessel USD 411 is committed to the belief that students will make the best progress in school when parents and teachers work together. For that reason, the school district sets aside time each year for parent/teacher conferences. In late October or early November, after the first quarter of the school year, the school schedule is altered to allow time for teachers to have conferences with each student's parents.

### Preparation for Conferences

It is important that parents take the time to participate in parent/teacher conferences because they are one of the best ways for parents to become involved in their child's education. Some planning before the conference can make the session more productive.

- ❖ Make a list of questions you would like to discuss with your child's teacher.
- ❖ Both parents should discuss questions and comments for the conference beforehand particularly if only one parent will be able to attend.
- ❖ Be on time to ensure that you have time for adequate discussion. If you cannot keep our scheduled appointment, please contact the school.
- ❖ Make notes of the teacher's comments to refer back to.
- ❖ Be sure to mention things about your child that the teacher might find useful in understanding and teaching your child.
- ❖ At the Jr/Sr High level students will be expected to participate in or lead conferences.

## COMPLAINTS AND GRIEVANCES

Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulation to the student, and must specify the basis for the complaint. The principal will investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed. Any student may file a complaint of discrimination with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

### Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed. If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint; appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

(Refer to BOE Policy JCE)

## **REHEARSALS AND PRACTICES**

All rehearsals and practices for plays, musicals, etc., shall terminate by 10:00 PM, and students are to be out of the building by 10:30 PM. On Wednesday, all practices will be done by 6:00 PM and students will be out of the building by 6:30 PM.

## **PERSONAL EQUIPMENT AND PETS**

Students should not bring their own play equipment without approval of the classroom teacher is given. Visitation of pets may be allowed with approval of the classroom teacher and administration. Pets are expected to be caged or leashed and have up to date immunizations.

## **LOCKERS**

Each student will be assigned a locker. The school is lending the locker to students; therefore any locker may be inspected by school officials at any time. At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, or safety of students and/or district employees. Students using their own locks must provide a key or combination to the building principal.

## **ITEMS OF VALUE**

Money and other articles of value not needed for school use should not be brought to school. The school is not responsible for the loss of money or personal belonging.

## **USE OF BUILDING AND GROUNDS**

The elementary school building is open at 7:40 AM and pupils may come into school at that time report to designated areas. The Jr/Sr High building opens at 7:30 AM for students. USD 411 believes in maintaining a separate Jr. and Sr. High as much as possible even though they must share the same building. Before school, students eating breakfast may be in the cafeteria, junior high students who are not eating may only be in the hallways where their lockers are located and in the art gallery. High school students who are not eating may be in their locker hallways before school but are restricted from other parts of the building unless under the direct supervision of a faculty member. Only those students who need to remain for practice purposes or are under the direct supervision of a faculty member are to be in the building following dismissal.

## **GUIDELINES FOR USE OF BUILDING**

Groups for various activities according to an established policy may use the building by the board. Dates and fees are to be handled through the building office.

Regulations concerning the building use should be carefully observed and are as follows:

- ❖ Buildings shall be used for general education purposes.
- ❖ Organizations of the school district will be permitted to use the building.
- ❖ Supervision of group using building is expected.
- ❖ No smoking including vaping shall be permitted in the buildings or on school grounds.
- ❖ During the month of July, the building may not be available for public use.
- ❖ Kitchen utensils are not to be taken from the building.
- ❖ Parents and group leaders are responsible for seeing that youngsters do not run in the hall.
- ❖ All food is to be eaten in the cafeteria.
- ❖ We require those playing in the gymnasium to bring clean gym shoes.
- ❖ All lockers are the property of USD 411 and may be searched or inspected at the discretion of the Administration.
- ❖ All students attending Goessel USD 411 are requested to help keep the building neat and clean.

(Refer to BOE Policy JCAB)

## **USE OF SCHOOL PHONE**

Students may use the office phone or classroom phones only in emergency situations. Phones for local calls are available to students in the Jr. High hallway. Parents who wish to contact their children at school should plan to leave a message with the school office. Students will not be pulled out of class for phone calls except for emergency situations.

## **LIBRARY**

The use of the library is your privilege as a student of Goessel USD 411. It is a room for reference work, for getting materials to prepare assignments in your subjects, or to satisfy your reading interests beyond your textbooks. The number and kind of library and reference books, periodicals, newspapers, pamphlets, information files, and other learning aids are adequate for the number of pupils attending and for the instruction in all courses. To keep the students posted on daily events, our library is supplied with current reading material.

## **PARKING REGULATIONS**

Traffic will move along more rapidly if the one-way traffic sign at the Elementary School is observed. Courtesy is always appreciated. Disability parking is provided at the west parking lot at the Kinder Haus entrance of Goessel Elementary School. At Goessel High school disability parking is at the east and west gym entrances and west of the Jr High entrance. All vehicles used as a means of transportation to and from school must remain properly parked from the time the student arrives at school in the morning until he/she leaves for home after school has been dismissed. Seatbelt use is required on school property. Only by special permission from the office may vehicles be moved from the parking lot or used to transport other students during the school day. Parking is only allowed in the gravel or paved marked parking areas. Student parking is in the lot north of the high school. Parking outside designated areas or dangerous or reckless driving on school property may result in suspension of driving and parking privileges.

(Refer to BOE Policy JGFF)

## **BUS TRANSPORTATION**

Students who come to school on the bus should return home on the bus unless they have a note from their parents. Riding the school bus is a privilege. Inappropriate conduct on the buses will result in bus privileges being denied. Only regularly scheduled bus students are to ride the school buses unless prior arrangements have been made by parents. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon. Elementary School students can also board the bus at the junior high doors where junior high students are let off.

(Refer to BOE Policy JGG and JBH)

## **STUDENT TRANSPORTATION RULES**

1. Students shall be ready at the bus stop by the time designated by the bus driver.
2. Students shall wait in a safe place, clear of traffic and away from where the bus stops.
3. Students shall wait in an orderly manner and avoid horseplay.
4. Students shall cross the road or street at a visible distance to the driver in front of the bus only after the bus has come to a complete stop and upon direction of the driver (if given).
5. Students shall never walk between buses parked close together.
6. Students shall go directly to an available or assigned seat when entering the bus.
7. Students shall remain seated and keep aisles and exits clear.
8. Students shall observe classroom conduct and obey the driver promptly and respectfully.
9. Students shall refrain from throwing or passing objects on, into, or out of buses.
10. Students shall refrain from the use of profane language, tobacco, alcohol, drugs or any other controlled substance on the bus.
11. Students shall refrain from eating and drinking on the bus unless given permission by the bus driver or sponsor of the trip.
12. Students shall not carry hazardous materials, nuisance items and animals (unless permission is granted by principal or other proper authorities) onto the bus.
13. Students shall respect the rights and safety of others.
14. Students shall refrain from leaving or boarding the bus at locations other than the assigned stops at home or school (unless accompanied by a note from parents or school authorities).
15. Students shall refrain from extending head, arms or objects out of the bus windows.
16. High school students attending off campus education opportunities provided by USD 411 may use personal transportation to and from the school and their educational site if permission is granted by the administration.

## **SEAT BELT REGULATIONS**

In accordance with state law, USD 411 requires that all drivers and passengers in any school vehicle equipped with seatbelts, are required to wear them at all times. This includes school vans, cars, and/or trucks equipped with seatbelts. Students failing to wear seatbelts may lose riding or driving privileges.

## **FIELD TRIPS**

There are many outstanding educational advantages that can be gained by students traveling on field trips. The following guidelines can be used when planning field trips and for parents' information.

1. Teachers or sponsors are responsible for all students.
2. A form must be signed by the parent or guardian of each child giving permission for the student to take the trip.
3. Principals may make additional requests of teachers or parents to suit the situation.
4. Trips will be taken in school buses whenever possible.
5. Parents are encouraged to accompany their child on school buses rather than following separately in personal vehicles.

## WITHDRAWALS AND TRANSFERS

If a family changes its place of residence, be sure to contact the principal in advance for proper withdrawal procedure. When leaving the district, it will be necessary to obtain the child's progress report on the last day on which the student attends his or her present school and request a transfer of records to the receiving school. The Board interprets current and former students' records to be confidential.

## OUT OF DISTRICT STUDENTS

Students who are out-of-district may apply to attend USD 411 schools. Admission will be based on the student's past performance in the following areas:

- ❖ Student discipline record
- ❖ Attendance
- ❖ Academic achievement

Consideration of the class size will also be a factor in the determination of acceptance. Out of district students must reapply each year for re-admittance.

(Refer to BOE Policy JBC)

## PART TIME STUDENTS

1) To ensure students stay on schedule to graduate with their class, students are expected to enroll in a full-time schedule each year in high school. Students with special needs ( for example, pregnant students, students who are parents, students with verified medical conditions which prevent full-time attendance, and home schooled students, students attending virtual schools) may also be allowed to attend part time with the administration's permission. In determining the feasibility of allowing part-time enrollment in a given academic program, the administration shall consider factors that include, but may not be limited to, the availability of staff, facilities, equipment, and supplies in a given program and the perceived qualitative impact of extraneous students on a given academic program.

- ❖ Application for part-time status shall be completed no later than June 30th each year.
- ❖ The counselor or administrator shall review the student's academic record and career plans with the student and at least one parent or guardian.

2) Students who attend part-time may be denied the opportunity to participate in the following if they do not attend at least 3 classes on campus or through MCSEC:

- ❖ KSHSAA sponsored activities including, but not limited to athletics and music, scholars bowl, forensics, spirit activities.
- ❖ Clubs including, but not limited to FFA, FCCLA, Model UN.
- ❖ Class and Student Council activities including but limited to movie nights, dodgeball tournament, fun day, dances, prom, and senior trip.

3) Students who attend part-time shall leave school property after their classes are completed each day. Students who have legitimate business with their teachers, the counselor or the principal or other school official may remain for scheduled meetings with these officials as appropriate.

## INTERNATIONAL STUDENTS' GRADUATION REQUIREMENTS

An international student (hereafter called a student) shall be required to have the following before being given a Goessel High School diploma:

1. The student shall have completed the same number and the same kind of course requirements that American students have to complete to graduate from Goessel High School.
2. The student shall be 17 years of age by the end of second semester of attendance.
3. The student shall furnish the school, a certifiable transcript from his or her previous school.
4. The student must be considered to be in 'good standing' with Goessel High School.
5. Students must meet all of the above requirements before becoming a candidate for graduation. Any student who does not meet the above-mentioned criteria may be permitted, by administration discretion, to walk across the stage with other graduating seniors and pick up a Certificate of Completion. Due to unforeseen circumstances, the Goessel USD 411 Board of Education may waive these requirements on a case-by-case basis.

## MARION COUNTY SPECIAL EDUCATION COOPERATIVE

The Marion County Special Education Cooperative #617 provides educational service for exceptional students. Services include evaluation and diagnosis, direct instruction, consultation to teachers and support services for students. Goessel USD 411 is a member of this cooperative.

## AUDIO AND VIDEO SURVEILLANCE

The district may use surveillance cameras to monitor student activity. Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility. Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

(Refer to BOE Policy EBC, JGGA, and KGD)

## PERSONAL ELECTRONIC DEVICES

To protect student's learning time, cell phones and other personal electronic equipment, including tablets and handheld video games, are not to be visible or used during the school day (8:00 AM– 3:25 PM). Cell phone use during instructional time is prohibited unless teacher-approved for classroom learning, regardless of location (i.e. locker room, restroom, outside the building, etc.). High school students may use cell phones during lunch. Laser pointers are not allowed in school at any time. Teachers have authorization to confiscate electronic devices and turn them into the office for the student or parent to pick up at the end of the day. Repeated violations of this rule may result in a student not being allowed to bring electronic devices to school.

## ELECTRONIC IMAGES, PHOTOGRAPHS

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing obscene, pornographic, depictions of nudity – themselves or others, lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries. For the purposes of this section, “camera” shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

## ON LINE COMPUTER REGULATIONS

To use computers and networks at Goessel Schools, students are required to sign, along with their parents/guardians, the Acceptable Use Policy (AUP) prior to using the district's Information Services. For the purpose of this policy, Information Services are defined as any interaction between a student and the district's computer network, including access to the Internet. In signing this agreement, students are acknowledging that they are responsible for anything loaded onto the computer or accessed on the Internet.

### Results of Unacceptable Actions

A number of levels of action may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

#### Level I: Warning

Student action is subject to warning by any adult staff member and the student will discontinue the action immediately. (Any adult staff member includes any staff member employed by the district including substitute staff)

#### Level II: Loss of Privilege

A loss of computer use for one week and possibly additional consequences will result after a warning has been given.

#### Level III: Parent-Conference and Loss of Privilege

Student would lose access to the information retrieval system until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed at the conference. This conference may include other staff members.

#### Level IV: Expellable Offense

Student could be expelled from school if the student engages in conduct on an information retrieval system that contains the elements of a crime as defined by state or federal law. Any student expelled from misuse of technology will also lose computer privileges for the remainder of the school year or school years.

(Refer to BOE Policy IIBF, IIBG, IIBGA, and IIBGC)

## DETENTION POLICY

Detention may be assigned by any faculty member or by the principal and will be served before or after school, either the day the detention is assigned or the next day. Detention will be served with the assigning teacher unless arrangements have been made with the principal to serve the detention in the office. Students in detention must be silent, work on schoolwork and provide for their own transportation home. No food, candy, pop, electronics, etc. will be allowed and any lack of cooperation or failure to serve a detention may result in additional detention time and or in or out of school suspension. (Refer to BOE Policy JDB)

## STUDENT DISCIPLINARY POLICY

Behavior patterns in the school shall reflect standards of good Citizenship.

### RESPECT

#### A. Student's respect for constituted authority.

1. Conform to all school rules and regulations.
2. Abide by and live within the laws that apply to their conduct such as the use of tobacco, drinking alcoholic beverages, stealing, vehicle operation, etc.

#### B. Student's respect for real and personal property.

1. Students shall be punished for maliciously and willfully damaging or destroying real or personal property and are liable for damage up to \$1,000 (KSA 38-120). This includes writing on desks, destroying books, magazines, etc.
2. Students shall report to the principal's office any money or articles of value found.

#### C. Students' relationship to fellow students-respect for fellow students.

- ❖ Students shall have consideration and compassion for fellow students.
- ❖ The rights and privileges of others shall at all times be reflected in his action.
- ❖ Hazing on or off school property is prohibited

Authorized staff may search students' clothing, belongings, desks, and/or lockers if there is reasonable suspicion that district policies, rules or directives are being violated.

(Refer to BOE Policy JCAB and JCABB)

## BULLYING

In accordance with state requirements, USD 411 has adopted policies prohibiting bullying on school property, in school vehicles or at school sponsored activities. "Bullying" refers to 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. This may include threat or actual harm to a person physically or mentally, damage to property or threat of damage to property, creating a sense of fear, and/or any form of intimidation either physical or through various means of communication.

Hazing is a form of bullying. Incidents involving initiations, hazing, intimidation, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student are prohibited. USD 411 works to discourage bullying behavior through an active and regular Character Education Program. Students learn appropriate means of interacting through this program. In addition, all staff, teachers and administration work to implement the appropriate discipline necessary to stop and correct bullying behavior when and where it surfaces. Options available to staff may include counseling with the student(s), detention, meeting with parents, in-school or out-of-school suspension and may also include notification to law enforcement officials for severe or persistent behaviors.

(Refer to BOE Policy EBC, GAAB, and JDDC)

## FIGHTING

### Fighting Grades K-12

Any swing, kick or blow by one student with intent of bodily harm, regardless if it is in a defensive nature or not, will be met with the following consequences. There has to be an actual blow delivered: pushing is not considered fighting but may be dealt with in an appropriate manner.

**1st offense: Up to Three-day in-school suspensions.** The parties involved will be removed from classes and placed in the principal's office the remainder of the school day. The three-day ISS will start the next available school day. Parent or guardian may be required to meet with the administrator before reinstatement can occur.

**2nd offense: Up to Five-day out-of-school suspensions.** The student and parents may be required to meet with the counselor and administrator before that student is readmitted. Counseling for the student is highly recommended. The appropriate law enforcement agency may be called.

**3rd offense: No less than a 10-day out-of-school suspension (at the discretion of building administrator and superintendent).** Counseling for the student is highly recommended. The student and parents must meet with the superintendent, principal and counselor. The appropriate law enforcement agency may be called.

## SNOWBALLING

Snowball and rock throwing is prohibited.

## FIRE HAZARD

Students shall not have in their possession a lighter, matches or other fire making devices at school or school activities. A standard consequence for a first time offense is a 60-minute detention.

## WEAPONS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm shall result in expulsion from school for a period of one year (180 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provision of JDC (Probation). Students violating this policy shall be referred to the appropriate law enforcement agency(ies). As used in this policy, the term “firearm” means any weapon (including a starter gun) 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 such weapon or any firearm muffler or silencer; or any destructive device. As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other device similar to any of these devices. (Refer to BOE Policy JCDBB)

## SUSPENSION POLICY

The Board of Education authorizes the administration 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.
2. Conduct, which substantially disrupts, impedes or interferes with the operation of any public school.
3. Conduct, which substantially impinges or invades the rights of others.
4. Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Kansas State Annotated or any criminal Statute of the United States.
5. Disobedience of an order of a teacher(s), peace officer, school security officer or any other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others. Any short-term suspension may be as long as 10 days. Extended term suspension may be longer than 10 days.

Expulsion means the removal of a student for the entire year. Examples of behavior, which could lead to short term suspension other than those already, mentioned are:

- ❖ Vandalism to school property
- ❖ Profanity, obscenity, or disrespect
- ❖ Stealing
- ❖ Threats by students towards school employees, students or the facilities
- ❖ Reckless driving on school grounds
- ❖ Breaking of school rules
- ❖ Extortion
- ❖ Failure to comply with reasonable request (willful disobedience)
- ❖ Bullying, harassment or intimidation
- ❖ Possession, consumption, sale or being under the influence of alcoholic beverages.
- ❖ Possession or use of lethal weapons.
- ❖ Possession, consumption or sale of narcotics or drugs.
- ❖ Other matters covered by KSA 72-8901, etc.

Students have the right to due process prior to a suspension or expulsion. Anyone wishing a copy of the state statute may request one from an administrator  
(Refer to BOE Policy JCDA)

## IN-SCHOOL SUSPENSIONS

- ❖ In-school suspension will be held in a separate area.
- ❖ An adult will monitor in-school suspension.
- ❖ No talking will be allowed in the in-school suspension without permission of the supervisor.
- ❖ The student will get his/her lunch from the lunchroom or locker before the lunch period has begun and must eat their lunch in the ISS room.
- ❖ Only one break in the morning and one break in the afternoon will be allowed. Those breaks will be given with the monitor walking with the student to the nearest bathroom.
- ❖ Students with ISS will report to the office by 7:55 AM with all their books and materials for the day and will be dismissed and must leave campus at 3:15 unless riding the bus.
- ❖ Students will do school work or read a book all day--no magazines, video games, listening to music, snacks, beverages or sleeping will be allowed.
- ❖ Failure to follow the rules during ISS may result in additional days of ISS or an out of school suspension.
- ❖ Teachers will provide work for the students prior to the beginning of the ISS or during their planning time.
- ❖ Parents, students, and staff will be informed of the dates in which ISS will start.

- ❖ The student will hand in assignments to the ISS supervisor who will put them in teachers' boxes or if the work is not completed, it is the student's responsibility to hand it in.

**Any student who serves an in-school suspension will not be allowed to participate in, or attend any USD 411 extracurricular activities held before, during or after school on the day of the in-school suspension. This includes practices, performances, programs, recitals, or games. This is not an all-inclusive list. If for some reason the suspension cannot be served the day following the infraction, the next day will still be used as the day for denying participation in activities or athletics.**

## ACADEMIC DETENTION

Goessel USD 411 has developed the Academic Detention program for Grades 4 through 12 for the following reasons:

1. To increase the likelihood of student success.
2. To not allow students to fail a class by simply defaulting and not accomplishing the required work.
3. To help students accept responsibility for their education.

### Academic Detention Procedure

1. If a student does not turn in work when it is due, a minimum of 30 minutes will be spent before or after school in the teacher's room. Detentions will be assigned for the day immediately following the infraction. Assignments not completed will be assigned for additional detention until the assignment is completed.
2. This type of detention shall be used only for academic purposes. It is solely for the use by instructors for student non-completion of assignments. Teachers shall not use academic detention as a disciplinary measure.
3. Students with two or more detentions assigned on a given day will be required to spend one full hour of detention.
4. Students who fail to fulfill the requirements of academic detention will be subject to disciplinary action under the guidelines of the Student Disciplinary Policy.
5. Behavioral requirements of academic detention are to be the same as those established in the Student Handbook, with the additional requirement that students must bring the assigned work to the detention and work on that assignment until it is completed.
6. Whenever a student is assigned an academic detention, the teacher will complete an Academic Detention form. One copy of this form will be given to the student, one will go to the office, and the teacher will retain one.
7. Academic detention shall be given on the second uncompleted assignment in each subject area per nine weeks grading period. A high school student will be given one warning per year. On the second and each successive incomplete assignment, the student will be assigned an academic detention. Unusual circumstances, such as sudden illness, etc., may be reason for not assigning academic detention. This may be granted by consent of both the teacher and administrator.

## EXTENDED SCHOOL DAY

**Goessel Jr/Sr High has implemented Extended School Day for the following reasons:**

1. To increase the likelihood of student success.
2. To allow students a quiet supervised setting to complete missing work or regular assignments
3. To help students develop effective study habits and time management skills.

Extended school day may be assigned as recommended by the student improvement team, administration, and parents for a student experiencing any of the following academic challenges: low grades, frequent or extended absence, 3 or more Academic Detentions, 3 or more weeks on the ineligible list.

Extended school day will occur on Monday, Wednesday, and Thursday from 3:30- 4:30 pm. Students are to bring all assignments and class work to the assigned classroom of the supervising teacher. If the student is caught up they will work on improving study habits for academic success.

## ACTIVITIES

The extracurricular activities of the Goessel High School have been developed to a high point in the belief that there is a great deal of practical education in well organized and properly conducted programs of activities. The presence of clubs, assemblies, physical activities, a student council, FFA, FCCLA, school yearbook, and music organizations, gives pupils an opportunity to develop leadership, desirable social traits, and behavior patterns in an atmosphere that is more like out-of-school and daily life experiences. USD 411 does not allow our students to leave school activities and return once they have entered the building or site of an event without administrative approval unless the student both leaves and returns with their parent(s) or guardian. All handbook policies apply to students whether the school activity is at home or away. School activities in the Goessel High School are carried on under supervision of the faculty. In accordance with this policy, special periods have been set-aside in the schedule for such student's activity. The Board of Education, Administration, and Staff encourage the utilization of the District's facilities. Our high school is a member of the Wheat State League which sponsors activities in band, choir, forensics, scholars' bowl, basketball, football, track, volleyball, cross country and art. In order that students develop their leadership ability, we urge them to participate in some extracurricular activities, which will prepare them to live a better life and finally take their place in this complex society.

(Refer to BOE Policy JH)

## JR. HIGH AND HIGH SCHOOL ELIGIBILITY

In order to participate in extracurricular activities at Goessel USD 411, a student must:

- ❖ Be in good standing in his/her school
- ❖ Receive fewer than two academic detentions in a week.
- ❖ Be enrolled and attending on campus or through MCSEC for at least 3 class periods
- ❖ No student is allowed to practice, participate in, or attend any school-sponsored activity on a day in which he/she is not in school **by the beginning of third hour or their first on campus class, whichever is later**, without prior approval by Administration. (Dental and Doctor's appointments are to be excused with a note.)
- ❖ Meet additional KSHSAA requirements for eligibility in KSHSAA sponsored activities.
- ❖ Passing all classes in which they are enrolled

A failure to meet the above-mentioned requirements would mean that the student would not be allowed to participate in the activities in which eligibility is required. A student is ineligible beginning on Wednesday morning running through and including the following Tuesday evening.

Students declared ineligible due to a failing grade during a semester will be subject to the following consequences:

- 1<sup>st</sup> Placed on 'academic probation'.
- 2<sup>nd</sup> Ineligible to participate in school-sponsored activities.
- 3<sup>rd</sup> Ineligible to participate in school-sponsored activities and Jr/Sr High Students may be required to attend Extended School Day.\*

On the Monday immediately after the end of a 9-week grading period, the previous 9-weeks grades will be used for eligibility. Beginning the second Monday of each 9-weeks period, an ineligibility list will be compiled in the office of students failing by 1:00 PM on every Monday. Written notices will be mailed home to parents on that Monday or the first school day of the week.

Eligibility is required by all students to participate in all school-sponsored activities outside of a normal school day including:

1. Interscholastic athletic events
  2. School play
  3. Forensics events
  4. Music activities, competitions or performances away from school.
  5. School sponsored trips out of the district
  6. FFA, Stuco, and FCCLA sponsored activities
  7. Any other activity as determined by administration
- ❖ Ineligible students may go on educational class trips in or out of the district as determined by administration.
  - ❖ Alternative grading methods of assessment will be provided if an ineligible student is enrolled in a performance class where the missed activity is graded.

The Student Improvement Team and administration reserve the right to assign varying amounts of time to best meet individual student needs.

(Refer to BOE Policy IDFA)

## DRUG AND ALCOHOL POLICY

Students involved in any activity represent Goessel U.S.D. 411. Students that perform in events in front of others carry the responsibility of role-modeling acceptable and healthy behaviors at all times before, during, and after school hours including weekends. Activities include any club, organization, or team that is school, league, &/or KSHSAA sponsored including all athletics teams, forensics, Model UN, FFA, Stuco, FCCLA, art festival, cheerleading, music groups & festivals, scholar's bowl, etc. This is not an all-encompassing list, as other organizations may exist within the school district.

Information gained from other sources will be cause for questioning or investigation. However, only confirmed, valid information will be used for disciplinary purposes.

Students who use or are in possession of drugs, tobacco, and/or alcohol during the school year will be subject to the following consequences before being allowed to participate in Goessel Jr/Sr High School activity events, competitions, or performances. Activity meetings and practices are not inclusive with suspension; therefore, students in violation will still be expected to attend meetings and practices.

1<sup>st</sup> Violation of school year: 14 calendar day suspension from events, competitions, &/or performances. Students can reduce suspension to 7 days by completing an administratively approved educational and counseling program\* through the school's counseling department.

2<sup>nd</sup> Violation of school year: 60 calendar day suspension from events, competitions, &/or performances. Students can reduce suspension to 30 calendar days by completing an administratively approved evaluation and counseling program\* from a professional agency (i.e. Prairie View) at the expense of the student.

3<sup>rd</sup> Violation of school year: Suspension from all activities outside of a normal school day for the remainder of the school year. A student wishing to participate in activities the next school year may be reinstated after completion of an administratively approved evaluation and counseling program\* from a professional agency (i.e. Prairie View) at the expense of the student.

\*Written verification of evaluation &/or counseling program must be presented to high school administration before reinstatement to activities.

\*Alternative grading will be provided if suspension of activities affects a graded performance or competition.

## **DISTRICT DRUG FREE SCHOOL POLICY**

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco product, drug paraphernalia, e-cigarette, vape pen, intoxicant of any kind or any materials (facsimile) that give the appearance of alcohol, tobacco, or other controlled substance or other illegal substance. This includes on school grounds at any time or at a school activity, function, or event off of school grounds.

Students and their guests, regardless of age, are to arrive free of these substances. Those who do not follow these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:

- ❖ Parent notification
- ❖ Police involvement
- ❖ Suspension and/or expulsion
- ❖ Completion of a substance abuse evaluation at family's expense
- ❖ Exclusion from future extra-curricular activities

Possession or use of any prohibited substance may be met with the following consequences.

1st offense: Two-day in-school suspension.

2nd offense: Four-day in-school suspensions.

3rd offense: Five-day out-of-school suspensions. Parent(s) or guardian must meet with a school administrator before re-admittance may occur.

## **PERSONAL APPEARANCE AND DRESS**

The Board of Education and the administration of Goessel schools strongly feels that appropriate dress and conduct are essential to a good learning environment. Students should strive for neatness, cleanliness, and modesty in their school dress at all times. Therefore, acceptable dress for students at school or school sponsored activities shall be the responsibility of both the parent(s) and students.

1. Caps, hats, bandanas, hoods and other head coverings are not to be worn in the classroom or in the lunchroom.
2. Clothes must be neat and clean and under apparel is required.
3. Safety regulations must be met in certain classes. (i.e., Science, FCS and Ag. Education may require special dress.)
4. Wearing apparel that commercializes tobacco, alcoholic beverages or illegal substances, or which are inconsistent with other school regulations, such as obscene or suggestive pictures or language may not be worn to school.
5. Skirts, shorts or dresses, which are short or revealing, are not acceptable. The shortest part of the apparel must be at least as long as a closed fist when arms are relaxed to the side.
6. Shirts that do not completely cover the midriff area are not appropriate. Fishnet clothing, halter tops, or spaghetti straps may not be worn by themselves. Tank tops, tube tops, or other types of shirts, which do not cover the upper body properly, are not acceptable. Tops should have at least 2" of cloth across the top of the shoulder. Cleavage should not be visible. Also, shirts that are low or revealing, that allow undergarments to show, that have partially open sides or that have large openings are not appropriate school apparel. Shirts should have hemmed sleeves and necklines.
7. Bare feet or stocking feet will not be permitted. Shoes must be worn at all times based on Kansas State Board of Health regulations.
8. Sunglasses, unless required by a physician, are unacceptable.
9. Exceptions to the dress code may be made on special occasions with prior approval of the administration
10. Chains and gang related clothing is not permitted.

Parents are encouraged to ensure their child's attire is in compliance with the dress code before sending students to school. The building principals and teachers are responsible for enforcing appropriate dress. When, in the opinion of a member of the Faculty or Administration, a student's personal dress or cleanliness is determined to not comply with the dress code, interfere with classroom instruction, disrupts the school or exhibits indecency, the student will be asked to correct the situation immediately. Either the student corrects his/her appearance or the student will be sent home. Repeated dress code violations will result in a conference with the principal and additional disciplinary action including detention, and or suspension. Students that must leave school to change will make up those periods missed on an equal time basis as an unexcused absence. Students who participate in interscholastic activities will be expected to adhere to the personal appearance standards developed by their sponsors or coaches of those activities and as approved by the building principals.

(Refer to BOE Policy JCDB)

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection should be limited to holding hands. Violations will be subject to disciplinary action.

## **ATTENDANCE POLICY**

Punctual and regular attendance of Goessel students is expected. Students who have been absent will require an admit slip before returning to class. All students, whose absence has not been accounted for by phone by their parent and/or guardian, must provide a written note from the same, in order to obtain their class permit. The note must be brought in when the student returns to school or the absence will be unexcused. The note should include the following information; (a) the date(s) of absence; (b) the name of the student

for whom the note is written; (c) the reason for the absence; (d) a telephone number at which the writer can be reached in the event of questions and (e) the signature of the person writing the note. Excused or unexcused absences will be determined by the administration in accordance with the policies of Goessel USD 411. Students are not permitted to excuse themselves even if they are 18. Each student is responsible for making up all work missed. Students attending an authorized school activity are allowed to make up the work missed and receive a grade and credit. Students will be given the number of days missed plus one additional day to make up work.

(Refer to BOE Policy JB and JBD)

### **Excused Absence**

Excused absences include any absence because of personal illness, serious illness or death in a student's immediate family, necessary medical or dental appointments, personal or family emergencies, religious conviction or observance (holidays). A doctor's statement on his/her official stationery verifies all necessary medical or dental appointments. The statement must be presented to the office when the student returns to the school. The administration reserves the right to judge the sufficiency of any claimed emergency. Students must obtain prior approval but may be excused to go with their own family on family vacations. Students are expected to obtain permission in advance for any planned absences that will last two or more days. For planned absences, class work is to be made up prior to leaving, if possible. **STUDENTS WILL HAVE ONE DAY TO MAKE UP WORK FOR EACH DAY MISSED AND ONE ADDITIONAL DAY.**

No student is allowed to practice, participate in, or attend any school-sponsored activity on a day in which he/she is not in school **by the beginning of third hour for 6-12<sup>th</sup> grade students and noon for K-5 students**, without prior approval by Administration. (Medical appointments are excluded with a doctor's note.)

### **Unexcused Absence for Jr/Sr High Students**

Those students without a parental note or phone call, or students with unacceptable reasons as determined by the administration in accordance with the policy of USD 411 will receive an unexcused absence. Unexcused absences will carry the following disciplinary action for:

**1st unexcused absence: (per semester)** The student will make up time missed on an hour per hour basis. \*Any work missed must be made up within 24 hours or **NO** credit will be given.

**2nd unexcused absence: (per semester)** The student will make up time missed on an hour-per hour basis and may be required to serve a One (1) day in school suspension. Two (2) unexcused absences will necessitate a parental conference. \*Any work missed must be made up within 24 hours or **NO** credit will be given.

**3rd unexcused absence: (per semester)** The student will make up time missed on an hour-per hour basis and may be required to serve up to Three (3) day in school suspension. A hearing may also be scheduled with parents, principal, and selected others as deemed necessary by the principal, for the purpose of selecting a specific course of action for the future. If a hearing is requested, all documentation not previously submitted to the high school office, such as hospitalization and doctor's appointments, will be the responsibility of the parent or guardian.

\*Any work missed must be made up within 24 hours or **NO** credit will be given.

#### **List of Possible Unexcused Absences:** (not an all-inclusive list)

Babysitting, car trouble, oversleeping, missing the bus, attending the fair, senior pictures, hunting, home chores, hair appointments, personal appointments and trips, shopping, working, skipping school. Any students participating in a "sneak/skip day" will be considered as unexcused and subject to all of the regulations regarding unexcused absence, including reduction of credit for assignments given, as well as other policies, which disrupt or interfere with normal class procedure.

### **Excessive Absences**

When a student reaches a total of eight (8) absences in a year (excluding those for which there is already written verification of medical care/legal proceedings, school activities and approved college visits), a letter will be mailed to the home. The letter will explain that eight (8) absences have been reached and will break down the reasons.

On the twelfth (12) absence in a year (counting all absences except those for which there is already written verification of medical care/legal proceedings, school activities and approved college visits), a probation form will be signed by the student and sent to the parent/guardian. The probation form will state that future absences will be counted as unexcused unless the student is excused by (1) a doctor's/legal note or by the principal. A parent contact will be made and the student will be referred to the Student Improvement Team (SIT). If no improvement is demonstrated, the County Attorney will be notified for truancy if the student is under 18, or a hearing will be held if over 18.

**TRUANCY REPORTS:** According to Kansas Compulsory Attendance Law, when a student has unexcused absences on **3** consecutive school days or **5** school days in a semester or **7** school days in a school year, whichever occurs first, a report of truancy will be made to the County Attorney for legal action. (KSA 72-1113)

(Refer to BOE Policy JBE)

## TARDINESS

Elementary school parents will be contacted regarding concerns of tardiness.

For Jr/Sr High Students, if a student is late for class they must have a pass from a faculty member or the office or it is unexcused.

Students will start over with zero tardies at the beginning of a new semester. Tardiness is on a per class basis and is not cumulative for all classes. The student will be subject to the following disciplinary action:

1<sup>st</sup> tardy ..... warning

2<sup>nd</sup> tardy..... conference with student and parent contact

3<sup>rd</sup> tardy.....after school detention for 30 minutes

4<sup>th</sup> tardy.....after school detention for 60 minutes

5 or more .....referral to SIT team or IEP team meeting

Detentions are still expected to be served if a 3<sup>rd</sup> tardy occurs before a conference and parent contact is made for a 2<sup>nd</sup> tardy.

Failure to serve an after school detention will result in an office referral and an in-school suspension.

## GHS GUIDELINES FOR STUDENT AIDES

Students who enroll as a student aide must have a GPA of at least 2.5, be a junior or senior, or obtain specific consent of administration. Students enrolling as an aide must also complete and submit the application form.

## JR/SR HIGH GRADING SCALE

Letter grades used to designate a pupil's progress are:

A 100% - 90% 4.0 grade points

B 89% - 80% 3.0 grade points

C 79% - 70% 2.0 grade points

D 69% - 60% 1.0 grade points

F 59% - Below 0 grade points

(Refer to BOE Policy IHA and JF)

## ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for work in question, as well other disciplinary measures up to and including suspension or expulsion.

## REQUIREMENTS FOR GRADUATION

A minimum of twenty-eight units of credit is required for graduation. All high school students must enroll in eight units of credit per semester and academic skills. Any student wishing to graduate early must meet the requirements set forth by the state of Kansas and the Board of Education of Goessel USD 411. They must have in writing the reason for early graduation, signatures from the counselor, principal, parent(s) and themselves. This will be submitted to the Board of Education for approval at least three months prior to the time the student wishes to graduate.

Required units for all students are:

- ❖ Four units of language arts, three units of social studies, (which shall include one unit of American History and one-half unit of government) three units of science, three units of mathematics, one half unit each of health and physical education, and one unit of fine arts. The remaining units may be selected from one or more of the nine groups.

Juniors and seniors are allowed two college visits. The counselor and principal must approve these visits in advance.

[Kansas Qualified Admissions Curriculum](http://www.kansasregents.org/qualified_admissions)- [www.kansasregents.org/qualified\\_admissions](http://www.kansasregents.org/qualified_admissions)

[Kansas Scholars Curriculum](http://www.kansasregents.org/students/student/financial_aid/kansas_scholars_curriculum)- [www.kansasregents.org/students/student/financial\\_aid/kansas\\_scholars\\_curriculum](http://www.kansasregents.org/students/student/financial_aid/kansas_scholars_curriculum)

In order for a student to participate in commencement exercises they must have completed all requirements for graduation as required by the Kansas State Department of Education and the USD 411 Board of Education upon completion of the last day of school for seniors.

(Refer to BOE Policy JFC and JFCA)

To graduate from Goessel High School, all students must earn a minimum of 28 credits, choosing from the following requirements.

CONTENT AREA	USD #411 GRADUATION REQUIREMENTS	QUALIFIED ADMISSIONS STATE REGENT SCHOOLS	STATE OF KANSAS SCHOLARSHIP PROGRAMS
English	<b>Required Units: 4</b> English I* English II* English III* English IV or Col Eng Comp I/II*	<b>Required Units: 4</b> 4 approved units, ½ unit may be Speech (includes English I, English II, English III, English IV or Col Eng Comp I/II and Public Speaking)	<b>Required Units: 4</b> 4 units, one unit to be taken each year. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening
Natural Science	<b>Required Units: 3</b> (at least 1 physical and 1 life science)  Physical Science (p) Biology* (l) Chemistry (p) Physics (p) Earth & Space Science (p) Horticulture I & II (l) Animal Science/Adv An Sci (l) Food Science (l) Animal Health/Vet Science (l)	<b>Required Units: 3</b>  3 approved units, one of which must be a full unit of Chemistry OR Physics  (includes Physical Science, Biology, Chemistry, Physics, Earth & Space Science, Anatomy & Physiology, Advanced Animal Science)	<b>Required Units: 3</b>  One year each of Biology, Chemistry, and Physics, each of which include an average of one laboratory period a week. Applied/technical courses may not substitute for a unit
Math	<b>Required Units: 3</b>  Algebra I* Algebra II Geometry* Advanced Math Personal Finance (*may require in the future) Banking & Finance/Investing College Algebra College Plane Trigonometry College Anal Geom Calc I	<b>Required Units: 3</b> Must complete either: Option A - 3 approved units and meet the ACT college readiness math benchmark or 22 OR Option B – 4 approved units, one of which must be taken in the graduating year  (includes Algebra I, Algebra II, Geometry, Advanced Math, and other upper level math)  *courses completed in middle school do not fulfill the QA math requirement	<b>Required Units: 4</b>  Algebra I, Algebra II, Geometry and one unit of advanced mathematics-suggest courses include: Analytic Geometry, Trigonometry, Advanced Algebra, Probability & Statistics, Functions or Caclulus.  *Algebra I taken in the 8 <sup>th</sup> grade is accepted.
Social Studies	<b>Required Units: 3</b>  World History* Amer. History* Government (.5)* Sociology (.5) Current World Events College Psychology College Fund of Sociology	<b>Required Units: 3</b>  3 approved units (includes World History, American History, U.S. Government, Sociology, Psychology)	<b>Required Units: 3</b>  1 unit of U.S. History, minimum of .5 unit of U.S. Government and .5 unit World History; and 1 unit selected from: Psychology, U.S. Government, U.S. History, Sociology, and Current Social Issues. Half unit courses may be combined to make this a whole unit.
Foreign Language	<b>Not Required</b>	<b>Not Required</b> but recommended	<b>Required Units: 2</b> Two high school units in one foreign language (Latin & Sign Language are accepted)
Health/PE	<b>Required Unit: 1</b> Health/ PE	<b>Not Required</b>	<b>Not Required</b>
Fine Arts	<b>Required Unit: 1</b> Band, Choir, Elbiata, Art, Photography, Graphic Des, etc.	<b>Not Required</b>	<b>Not Required</b>
Electives		<b>Required Units: 3</b> 3 approved units	

## GHS GUIDELINES FOR COLLEGE/ON-LINE COURSES

Some students may have a need to supplement their high school education by enrolling in college-level or on-line courses. Coursework is available through ITV classes and on-line. Juniors and seniors may enroll and earn both college credit and high school graduation credits. Students wishing to enroll in college or on-line courses must meet the following requirements:

- ❖ Be a junior or senior, or have an IEP
- ❖ Have a GPA of at least 3.25
- ❖ Make arrangements at least 2 weeks prior to the beginning of the course
- ❖ Except in special circumstances, the same or similar course is not available at GHS.
- ❖ The course will fulfill GHS requirements for graduation.
- ❖ The student will be able to schedule the course with little or no conflict in his/her schedule.
- ❖ The student will maintain an enrollment of at least 8 total courses; a maximum of 2 of these on-line.
- ❖ The student has not previously dropped or been removed from a course, unless by administrative approval.
- ❖ The student has maintained at least a “C” or better in all previous college/on-line coursework.

These courses, when taken at Goessel High School during school time, will count towards your high school transcript. Any disruptive behavior may result in parents being required to sit in on the class or students being removed from the class and required to enroll in a supervised GHS class. On days when these classes do not meet, students will report to the assigned class location. Students not in their assigned location will be counted as absent and unexcused. Attendance will be documented as well as a record of the grade earned. Students will not be able to drop this class outside of the regular 5-day period at the start of each semester.

If a class meets outside of the high school, a student will provide their own transportation to and from class. Dual college-high school credit will be granted on time spent in class. For each 3-hour semester college course, three quarters of a credit will be given for high school. If a student takes a 3-hour college course that is the equivalent of yearlong course, they may receive one credit, i.e. Spanish I. Other decisions that arise will be the final decision of the school counselor and principal.

## SCHOOL SAFETY HOTLINE

HB 2558 establishes a statewide school safety hotline that will be staffed by the Kansas Highway Patrol. The purpose of the hotline is to give students an opportunity to report, “impending school violence.” Student calls will be received by a single statewide highway patrol dispatch center; then transferred to local law enforcement who will relay information to the local school administrator.

**Kansas School Safety Hotline number is 1-877-626-8203.**

## EMERGENCY SAFETY INTERVENTIONS

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

### Definitions (See K.A.R. 91-42-1)

- “Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.
- “Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.
- “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
- “Mechanical Restraint” means any device or object used to limit a student’s movement.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement.
- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

## **Prohibited Types of Restraint**

All staff members are prohibited from engaging in the following actions with all students:

Using face-down (prone) physical restraint;

Using face-up (supine) physical restraint;

Using physical restraint that obstructs the student's airway;

Using physical restraint that impacts a student's primary mode of communication;

Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and

Use of mechanical restraint, except:

- Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
- Any device used by law enforcement officers to carry out law enforcement duties; or
- Seatbelts and other safety equipment used to secure students during transportation.

## **Training**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

### **Notification and Documentation**

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

## **Reporting Data**

District administration shall report ESI data to the state department of education as required.

## **Local Dispute Resolution Process**

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

(Refer to BOE Policy GAFF)