



**Central Junior - Senior High School
PO Box 128
700 North Main
Burden, Kansas 67019**

To the Students and/or Parent/Guardian:

Welcome to the 2021-2022 school year!

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Central Jr./Sr. High School. Keep it readily available to answer any questions that may arise. Please do not hesitate to contact me or a member of our faculty or staff if you have questions, concerns, ideas or need assistance.

Have a great school year!

Sincerely,

Jillian Henning

Central Jr. / Sr. High School Principal

District Administration

Superintendent: Rick Shaffer

Principal: Jillian Henning

Athletics/Activities Director: Melissa Atkins

Clerk: Linda Bartel

Treasurer: Shari Wham

HS Secretary/Registrar: Mona Calvin

Board of Education

David Loewer 620-438-3272

Jake Liebau 620-441-3385

Mandy Cannon 316-323-4585

Yvonne Whitehill 620-394-2234

Matt Tatum 620-438-2100

Jennifer Biddle 620-218-4619

Isaac Ferguson 316-670-2207

DISTRICT MISSION STATEMENT

“TEAM”

Together Every Student Achieves More

Central USD 462 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, Americans with Disabilities Act, and the Age Discrimination Act may contact the school district's ADA and Section 504 coordinator, PO Box 128, Burden, KS 67019. 620-438-2218.

INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of faculty and administration. The administration and faculty will hold each student responsible for being aware of the information contained in this handbook.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help the student participate successfully in the world of tomorrow.

SCHOOL SAFETY & SUICIDE PREVENTION HOTLINE

School Safety: A statewide school safety hotline staffed by the Kansas Highway Patrol has been established. The hotline allows students to anonymously report possible impending violent acts in schools. The toll free number is: **877-626-8203**

Students are encouraged to talk to local school officials, but are welcome to call the hotline if anonymity is desired.

Suicide Prevention Lifeline: The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals. The toll free number is: **1-800-273-8255** or visit the website at <https://suicidepreventionlifeline.org/>

ATTENDANCE

It is expected that every student will be in school each day. Students are responsible for and expected to bring all needed supplies such as homework, textbooks, chromebook and charger, etc. to school with them each day. Absences and tardiness are entered on a student's *permanent record*. The parent/guardian of a student who is absent must call the school the day of the absence. If a call cannot be made, then the parent must send a written note the day the student returns explaining the absence. **If the student does not provide a note or parent contact has not been received within one school day upon the student's return to school, the absence will be unexcused.** Students must be in attendance during the school day in order to attend any school functions for that day unless the absence is due to a doctor's appointment or a funeral. If the absence is due to either of these excuses, then a written note must be presented at the office upon the student's return to school.

An excused absence is/ will include:

- 1) Illness,
- 2) Death in the family,
- 3) Appointments of a legal or medical nature,
- 4) Attendance as a spectator at a school sponsored event accompanied by a parent,
- 5) Emergency at home. This is not to include appointments of convenience such as haircuts, shopping, etc.
- 6) **Absences beyond 8 per semester will require a note from the doctor to be excused**

Admit slips (issued by the office) will be needed by the student to return to class after an absence. Make up work is the responsibility of the student.

Note: Since we are on a 4 day school week, please consider and attempt to schedule appointments on Friday when school is not in session.

TRUANCY

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. If a determination is made that a child is not or may not be attending school as required by state law, a report will be filed with the appropriate authority (Cowley County Truancy Officer).

TARDINESS

Being tardy to school and classes will not be tolerated. Students should leave for school early enough to give themselves sufficient time to arrive in time for the start of school. Students are also given 4 minutes between classes and are expected to be in their seats when the final bell rings.

1. Two (2) tardies without penalty will be permitted each student per semester in each class.

2. A 3rd or more tardy will result in a behavior and consequences referral and/or additional disciplinary action.

STUDENT SIGN-OUT

Students leaving the building during school hours for any reason must sign out through the high school administration office. No student will be allowed to leave school premises without written or verbal permission from their parent or guardian. Requests for students to leave the building must be made to the Central High School office in advance with written or verbal permission from their parent or guardian. **A student will only be allowed to go to their vehicle during the day with permission from the principal.** A student who becomes ill at school will be excused to sign-out **once the principal's office has communicated with his/her parent(s) or guardian.** Emergencies at home will be dealt with on an individual basis by the principal.

Seniors - 2nd Semester Shortened Schedule: Seniors with shortened schedules will leave the building and campus when not in class unless prior approval by the principal. Seniors will need to sign in and out at the office as it applies to their reduced class schedule.

SCHOOL DISMISSAL

If school is called or dismissed unexpectedly, the following stations will be notified:

RADIO: KFH-1330 AM, Wichita; KFDI-101.3 FM, Wichita; KKRD-107.3 FM, Wichita; KKLE-1550 AM, Wichita; KSOK-95.9 FM, Winfield; and KGGF-690 AM, Coffeyville.

TV: Wichita Channels 3, 10, and 12.

School Website: <https://www.usd462.org>

School Facebook Page: <https://www.facebook.com/CentralUSD462>

Parents will also be notified by the School Reach System.

DISCIPLINE PROCEDURES

All students are expected to comply with the regulations for student conduct or behavior and any violation of these regulations may result in the suspension or expulsion of the student. These regulations are based upon State Law, KSA 72-8901, which reads:

The board of education of any school district may suspend or expel, or by regulation authorize any certified employee or committee to suspend or expel any pupil or student guilty of any of the following:

- (a) Willful violation of any published regulation for student conduct adopted or approved by the board of education, or
- (b) Conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
- (c) Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity, or
- (d) Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult, or
- (e) Conduct at school, on school property, or at school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult, or
- (f) Disobedience of an order of a teacher, peace officer, or school security officer or 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.

School rules will be enforced by the staff and administration. The administration will use discretion when dealing with violations as each individual case can vary. A behavior and consequences model will be followed for disciplinary action. See Appendix C

Students will be accountable for their actions at all school activities. This includes dances, games, contests or any other school sponsored events. A student shall not cause the disruption or obstruction of any function of the school. Neither shall a student urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any function of the school.

CLASSROOM EXPECTATIONS

Each teacher will hand out and explain their expectation sheet at the start of the school year/semester. This will inform the student of the teacher's classroom rules, regulations, grading system, and the course outline. Students who are not in compliance with the class expectations may be referred to the principal for disciplinary action. **ALL INCIDENTS WILL BE RECORDED AND MAY BECOME A PART OF THE STUDENT'S PERMANENT RECORD.**

HOMEWORK POLICY

Students absent from school with an excused absence will have 1 school day to turn missed assignments into their teachers. Students absent from school due to participation in a school activity or event will be responsible for getting their assignments prior to leaving for the event or activity. Assignments will then be due as designated by the teacher. **Make up work for unexcused absences will be accepted at the discretion of the teacher.**

DETENTION & FRIDAY SCHOOL

Detention and Friday School is a reasonable form of discipline and intervention for students not exhibiting appropriate behavior and cooperation. Teachers or administrators can assign detention and Friday School to students. Detention assigned by the teachers will be served with the teacher assigning the detention or in after school detention. All school rules will be in effect during detention and Friday School. Detention will be served within a reasonable time or it will be doubled. Exceptions must be approved by the teacher assigning detention. If it is determined that the student is not making a reasonable effort to serve the detention, the student may be referred to the office for disciplinary action.

SUSPENSION

In-school suspension may be assigned to a student by the principal for any infraction of the behavior code. Any student placed on in-school suspension may receive full credit for make-up work completed in a timely manner. In-school suspension results in loss of all extra-curricular activities for that day.

The Board Policy Handbook has detailed information concerning Student Suspension (Out-of-School-Temporary) and Student Expulsion (Permanent).

PUBLIC DISPLAYS OF AFFECTION (PDA)

“NO TOUCH ” policy.

Inappropriate PDA will be determined by staff and administration and will be dealt with immediately as outlined in the discipline procedures as approved by the local Board of Education. PDA will not be allowed on school grounds during school or at any school function.

SEXUAL HARASSMENT POLICY

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action, including termination, of an employee or disciplinary action against 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 the harassment complaint, the complaint may pass by the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board of education.

Any student who believes he or she has been subject to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

TOBACCO/ALCOHOL/DRUGS

The possession of and/or use of any tobacco or alcohol products by students in any form is prohibited in **any** attendance center, on school grounds or at any school-sponsored activity. Any student who consumes alcoholic beverages before entering any school grounds or attendance center, at any school-sponsored activity off school grounds or traveling to and from any school-sponsored activity, shall be refused entrance and admission and will be suspended or expelled and reported to appropriate law enforcement authorities.

The unlawful possession, use, sale or distribution of illicit drugs, alcohol and tobacco by students on school premises or as a part of any school activity is prohibited.

K-9 DRUG SEARCH

Random safety sweeps may include vehicles in the parking lots, lockers and backpacks, locker room, sports facilities, commons area, perimeters, and other areas as directed. No students will be searched personally by the K-9. Please note that students are to make certain that their vehicle is free from prohibited items while parked on school property. School and gymnasium locker contents are the responsibility of

the assigned student. Parents need to speak with their student(s) concerning our district's safety policies.

SEARCH AND SEIZURE

The building principal, superintendent, or their designee are allowed to search students and lockers in order to protect the safety of students under school jurisdiction. Lockers are the property of the school and may be inspected at any time the administration believes that the locker may contain matter prohibited from being on school property by law or school regulations. These searches may include drug dog (both passive and non-passive) searches of lockers, the parking lot, and the classrooms, at the discretion of the administration. If any material is found that is illegal, dangerous or stolen, it will be seized and turned over to the proper authorities.

FOOD AND DRINK

Students may not take food or drinks other than water into any classroom during the school day. Students may not store any drinks in hall or locker room lockers. H2O only will be permitted in a no spill see through container with no additives allowed. All other drinks should be thrown away prior to your entrance into CJSHS.

INTERNET/COMPUTER USE

Students will be able to use the Internet/computers after the school has on file a signed Student Internet/Computer/Network Access Agreement usage form. The Acceptable Use Agreement for Use of Computerized Services and the The 1:1 Technology Initiative - Chromebook Policy & Procedures document (see Appendix A & B) explains the appropriate use of the Internet/computers/Chromebooks and consequences for violating the guidelines. Chromebook usage/insurance fee to be paid at enrollment for all students, \$10 per student, non-refundable/non-waivable fee.

ELECTRONIC DEVICES

The use of unapproved electronic devices can be disruptive to the educational process and may not be used during the school day. Violation of this rule will result in confiscation and the device will only be returned to a parent or guardian. Exceptions will be allowed on activity trips if approved by the sponsor(s). If required for classroom use, the device should be brought to and left in the office until needed for class. Other exceptions must be approved by the administration. See the Acceptable Use Agreement for Use of Computerized Services and the The 1:1 Technology Initiative - Chromebook Policy & Procedures document for more information (see Appendix A & B).

CELL PHONE POLICY

The use of cell phones/communication devices are not to be used in the classroom unless they are being utilized with teacher permission for learning purposes. The use of cell phones/communication devices will however, be permitted in the cafeteria area during the students lunch time only. Students are not permitted to leave class for the purpose of using a cell phone or communication device. All current student handbook rules that regulate when and how a student may leave the classroom will still apply. It will be considered a serious violation of this cell phone policy if a student's cell phone or communication device disrupts a class. The phone/device should not be on the student during non-approved times and should remain in a backpack or locker. In case of an emergency, students may ask for permission to be sent to the office where they can use their phone or a school provided phone. If a phone is confiscated by a classroom teacher, the teacher should secure the phone in a safe place until such time they can bring the phone to the office. Students who refuse to comply with this policy will face disciplinary action. Parents are encouraged to contact the High School office to deliver messages to students and not call or text students on their cell phones during school hours. If an emergency situation occurs, students will be allowed to use the phone in the school office.

DRESS CODE

Good grooming and appropriate dress are essential to a good educational atmosphere; therefore, grooming and attire which detracts from that atmosphere will be considered inappropriate. Unacceptable clothing and grooming will be defined as follows:

- Clothing displaying/advertising alcoholic beverages or tobacco products
- Clothing displaying/implying unacceptable language/messages
- NO short-shorts, athletic spandex shorts (outside of athletic practices/events) mini-skirts; or shirts that don't fall below the belt line. Shorts or skirts that allow fingertips to touch skin with arms at your side may be considered too short.
- NO hats or sunglasses worn in the building during school hours.
- NO tank tops and spaghetti strap tops or dresses
- NO sleepwear apparel (pajamas, house shoes, etc.)
- Any hair color or style that is considered a distraction/offensive to students, faculty and/or administration will not be permitted

- Clothing should not be see through, have excessive holes or be designed to reveal the body or undergarments which are intended to be concealed by the dress code policy
- Any apparel that the staff deems distracting to the educational process

The principal will determine the appropriateness or extremeness of any questionable attire and/or grooming which is not addressed above. Dress code policies will apply during physical education classes as well. Showers may be required and be part of a participation grade in all P.E. classes.

PROMOTION POLICY 7TH & 8TH GRADES

Students must pass five of seven classes. Four of the five classes must be in the required subjects (English, math, science, civics, and physical education). English and math will be two of the four required to be passed. Any student failing English and/or math will be required to attend summer school, and be successful, in order to be promoted. If the student decides not to attend summer school, the student will not be promoted to the next grade level.

HONOR ROLL

Students must be enrolled in five (5) classes to be eligible for Honor Roll recognition.

CREDITS (HIGH SCHOOL GRADUATION)

The Central Board of Education requires 24 credits to graduate.

Graduation requirements

- 4 credits English
- 3 credits Science
- 3 credits Math*
- 3 credits Social Studies
- 1 credit Physical Education
- 1 credit Fine Arts** 1 credit of Personal Life
- 8 elective credits

* only classes taken in grades 7-12 will count

** may be art, choir or band

Seniors who opt to reduce their schedule 2nd semester are expected to leave the school premises after their scheduled classes are completed unless they have specific written permission from an USD 462 staff member.

GRADUATION AND ISSUANCE OF DIPLOMAS

Parents/guardian will be notified second semester of a student's senior year in writing if their student is not keeping pace with the credit requirements for participation in graduation ceremonies.

Seniors who have not met all the requirements for graduation will not be allowed to participate in graduation ceremonies. The administration can make exceptions based on extenuating circumstances.

Foreign Exchange students will not receive a diploma. An appeal may be registered, in writing, to the board of education through the building principal. Appeals will be reviewed on an individual basis.

GRADUATION AWARDS

In order for students to be eligible for the valedictorian or salutatorian awards at graduation students must complete the Qualified Admissions Curriculum. Students may be eligible to receive a grade point average award, but not valedictorian or salutatorian unless they complete the Qualified Admissions Curriculum.

QUALIFIED ADMISSIONS CURRICULUM

The following high school curriculum is required of all incoming freshmen students at all Kansas Universities [Fort Hays State, Emporia State, Wichita State, Kansas State, University of Kansas and Pittsburg State]. You must earn at least a 2.0 grade point average (GPA) on a 4.0 scale

[a=4.0, b=3.0 etc.]. The standards will apply to freshmen entering high school in the fall of 2011.

There are two (2) ways a student can qualify to enroll in these schools without taking the Qualified Admissions Curriculum. One, score a 21 or higher, ACT composite score; two, rank in the upper 1/3 of your graduating class as determined by your grade point average and achieve 2.0 or higher on any college credit taken in high school.

- English --- 4 credits (one unit taken each year of high school).
- Math --- 3 credits; must be Algebra I, Algebra II and Geometry or any course with Algebra II and Geometry or any course with Algebra II as a prerequisite. Approved qualified admissions math classes must be completed in grades 9-12.
- Natural Science --- 3 approved units from the following; one unit must be Chemistry or Physics: Biology, Advanced Biology, Earth/Space Science, Chemistry, Physics, Principles of Technology
- Social Science --- 3 credits; one must be U.S. History, one-half must be U.S. Government; one unit must be selected from the following 8 options: Psychology, Economics, Civics, History, Current Social Issues, Sociology, Anthropology, Race and Ethnic Group Relations. One-half must be selected from the following: World History, World Geography, International Relations.

SEMESTER FINAL EXAM

Teachers will give semester final exams to students in grades 7-12. Semester and end of the year finals will be administered in the following manner:

- 10% of Semester Grade
- The final exam will be comprehensive
- The final exam will be administered in one or two days

To be exempt from the semester final exam, students in grade 9-12 (7-8 can not be exempt) must meet the following criteria:

- Must have a letter grade of "A" in a class to be considered
- If a student has a C, D, or F in ANY other class, they are not eligible for ANY FINAL EXEMPTION.
- In addition to grades, other criteria are considered:
 - A student with 2 unexcused tardies is not eligible.
 - A student must not have outstanding behavior and consequences restorative justice unresolved or be referred to the office for a level two or above behavior.

KANSAS BOARD OF REGENTS' KANSAS SCHOLARS CURRICULUM

This curriculum is more difficult than the Qualified Admissions Curriculum. Students who complete this curriculum are eligible to be considered for a scholarship from the Kansas Board of Regents. There are three factors which a student must meet in order to actually receive a scholarship; one, be a Scholars Curriculum completer; two, have a high ACT composite score (29+); three, show a high financial aid need as measured by the Free Application For Federal Student Aid (FAFSA).

The Scholar's Curriculum is as follows:

- English --- same as qualified admissions
- Math --- 4 credits, the 3 required in Qualified Admissions, and one more from the following: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions or Calculus. (Algebra 1 in 8th grade will count toward this requirement)
- Science --- 3 credits. One year each in Biology, Chemistry, And Physics, each of which include an average of one laboratory period a week. Two years of one of the above courses **may not** substitute for a third course. Any substitutions must be in the disciplinary area, but may not substitute Anatomy and Physiology for Physics. Physical Science or General Science courses are unacceptable due to their general nature.
- Social Science --- same as qualified admissions.
- Foreign Language --- 2 credits in the same language. Must have 2 years of one language. Latin and Sign Language are acceptable.

VIRTUAL PROGRAM ENROLLMENT CRITERIA

Students must be residents of USD 462. Students will need to meet with the administrative and counseling staff to assess the student's ability to function in a virtual environment and to request admission to the program. Admission to the program will be at the discretion of the administration. Students will be required to complete prerequisites (is applicable). Candidates to the program will need to demonstrate

proper academic ability, attendance, history, and a good behavioral history.

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 the work in question, as well other disciplinary measures up to and including suspension or expulsion.

ELIGIBILITY REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES

To attend any school activity, the student must be in attendance prior to 3rd hour of the activities school day.

(Participant: see activities handbook.)

Home activities: Students are encouraged to attend and support teams at home activities. However, students that leave the immediate playing area, (grandstand area for football, baseball, softball, and track and the building for volleyball and basketball) will not be allowed to re-enter the activity.

JH ELIGIBILITY

JH eligibility will be done on a weekly basis. The second consecutive week they are turned in they will be reported as ineligible. Ineligible students will not be allowed to participate at any home or away activity. Ineligible students will not be allowed to attend any home or away activity as long as they are ineligible. The third week that the student is ineligible he/she will be removed from the sport he/she is participating in.

COURSE SCHEDULE CHANGES

There should be very few requests for students to drop a course. The administration will not approve a request to change a schedule after the first week of a semester. The recommendations of a classroom teacher and the counselor will be the primary factors in making such a decision.

UNPAID BILLS

Parents should be aware of the following concerning unpaid bills:

1. Students will not be permitted to enroll in any elective in which they owe a bill.
2. Finished projects left unpaid longer than 3 weeks after school, the school has the option of selling them.
3. Any student with unpaid bills at the end of their senior year will not receive a diploma until all bills are paid. A collection agency may be utilized if payment is not received
4. Unpaid lunch and school fees in excess may be turned over to the State of Kansas to be collected via tax refund checks, etc.

TRANSPORTATION

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 developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing in advance by the student's parent or guardian and on file in the office with approval by administration.

BUS CONDUCT

Improper conduct on the bus will result in disciplinary action and could result in denial of bus service. Discipline action will be at the discretion of the principal. Follow these rules:

1. Observe classroom conduct.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver
6. Do not smoke or possess tobacco/alcohol products on bus.
7. Do not damage the bus or equipment.
8. Stay in your seat.
9. Keep head, hands, & feet inside the bus.
10. Do not fight, push or shove.
11. Do not tamper with bus equipment
12. Do not bring flammable material on the
13. The bus driver is authorized to assign seats.
14. No pets are allowed on the bus.

ACTIVITY TRIPS

Students riding buses to activities will return on the bus unless the principal has written permission from the parent to do otherwise. Students will not be released to ride with other students, only parents. Exceptions have to be cleared in advance by the principal. Conduct on activity trips must be beyond question and bus rules will be followed. Students must ride the bus to an activity in order to be eligible to participate in that activity.

Overnight Student Activity Trips

All overnight student trips will be governed by the following policy:

1. Students will be in their assigned rooms no later than 10:30 p.m.
2. Persons other than members of the team or group, their parents, coaches, or sponsors are not allowed in school rented rooms after 10:30 p.m.
3. The drug and alcohol policy in the student handbook is in effect on all out-of-town trips.
4. The conduct policy in the student handbook is in effect on all out-of-town trips.
5. Members of teams or school sponsored groups who violate the rules established for student conduct may be:
 - a) Suspended
 - b) Expelled
 - c) Removed from the group or team and not be allowed to participate in extra- curricular activities for the remainder of the term.

ACTIVITY & ATHLETIC PRACTICES @ JR/SR HIGH SCHOOL

The board encourages student, parent, and patron attendance at district activities, programs, games, and events. However, as the board expects the focus of district staff to be on the safe and efficient operation of the district event and not the provision of childcare for nonparticipants, any Pre-K through 6th grade aged students not actively participating in the event will be denied admission to such activities, programs, games, or events unless accompanied by an adult chaperon.

IMMUNIZATIONS AND HEALTH SERVICES

Students enrolling in USD 462 must have their immunizations record current. All students must bring immunization records up to date within 15 days of being notified that they are not, or they will not be permitted to attend classes. Letters are always sent to the student's home in ample time to comply before this action is taken.

Health services are available on a limited basis through the cooperation of the County Health Department. Visual, audio and dental examinations are a part of the health service.

SCHOOL VEHICLES

No student will be allowed to drive any school vehicle, with the obvious exception of a driver education student.

FUNDRAISING ACTIVITIES

All fund raising activities must be approved through the principal's office with a fundraising form prior to taking place.

DANCES

School dances may be held when approved by the administration. Students and guests must follow the school behavior code while in attendance. Sufficient faculty and/or parent volunteers will be assigned as sponsors and security may be hired by the group sponsoring the dance. **When a student, guest, or date leaves the dance or building, he/she will not be allowed to re-enter.**

Dress: Dress code at the discretion of the group sponsoring the dance.

Shoes: All dances in the school gymnasium are sock hops.

Guests: One guest or date will be allowed per student. Guests must be 9th grade or older and approved in advance by administration if not a USD 462 student. No guest aged 20 or over will be permitted unless approved by administration.

NOTE: Other restrictions will apply to the junior-senior prom.

Junior High School

The junior high will be allowed two dances per year with prior administrative approval. Only 7th and 8th grade Central Junior High School students will be allowed to attend. No guests are allowed. **When a student leaves the dance or building, he/she will not be allowed to re-enter.**

Junior - Senior Prom

All USD 462 students who are eligible to attend prom as a junior, senior, or guest of a junior or senior, must be a student in good standing within the district. Students who receive an in school suspension or out of school suspension in the quarter that prom is held will be ineligible to participate in prom and after prom.

Dinner: Juniors and seniors may bring a guest. The class members' dinners are paid for by the junior class. Their date's dinner will be paid for by the person bringing them. The charge is only for the cost of the meal. The evening's activities should start at 7:00 p.m. with no intermission between the dinner and the dance. A class member or a guest cannot go to the dance without going to the dinner. **If a class member or a guest leaves the dinner or dance, he/she will not be re-admitted.**

All guests must be approved in advance by administration if not a USD 462 student. Freshman and Sophomore out of district guests must be approved three (3) weeks prior to prom by administration. Junior and Senior out of district guests must be approved one (1) week prior to prom by administration. Sophomore servers may have a date, but they may not leave the prom to go get their date. No guests below 9th grade will be permitted. No guest or date aged 20 or over will be permitted. All out of district guests must be a high school graduate or seeking/ have received a GED or be a student in good standing at the high school or university in which they attend. All guests must be approved by the administration.

***Student Meals**

● Breakfast

The building will be open at 7:00 a.m. on school days. Breakfast will be served beginning at 7:35 a.m. on those days.

● Lunch

The lunch period is closed for all students. No student will be permitted to leave school premises or to be in or around the parking lot during their lunch period. Exception: Students living within walking distance may obtain a permission form from the office to be signed by their parents to allow them to walk home for lunch. The form will be kept on file in the office.

No student will be allowed to drive, or be a passenger in a vehicle, during the lunch period unless with parent or guardian. Students will not be allowed to call in orders and have food delivered for lunch.

**Notification for unpaid meals will be done weekly by either handing slips to students, mailing slips home, e-mailing parents or calling parents. Unpaid charges for meals (breakfast and lunch) should not exceed five (5) meal charges per student. If five (5) meal charges are exceeded, a student may be asked to bring a sack lunch from home until the unpaid balance is paid in full.

An application for free and reduced price school meals may be filled out at any time during the school year. Applications will be available in the high school office upon request.

CONCESSIONS

It will be the responsibility of the organization running the concession stand to clean trash from the gym area or grandstand area. They will also be responsible for cleaning the concession stand and all equipment they use in the concession stand after each game or activity.

WITHDRAWAL FROM SCHOOL

If a student is moving from the area and needs to withdraw from school, this procedure is followed:

- 1) Go to the principal's office for a withdrawal sheet.
- 2) Check in books, sports equipment, etc., to teachers.
- 3) Have W/D grades recorded and the sheet signed by each teacher.
- 4) Return the completed sheet to the principal's secretary

END OF YEAR SHEETS

Each year at the end of school, each student will be issued a check-out sheet. It is to be signed by each of a student's teachers, the librarian, the coach of any sport in which the student participated, and the lunch accountant. When it is completed, return it to the secretary's office.

Grade cards and/or diplomas will be issued when your bills (if any) are paid in full.

BUILDING EVACUATION

Each room shall have posted a building map and a procedure to follow during tornado and fire drills. The teacher in that room shall inform students of the procedure the first week of school. During practice drills:

- 1) The first student reaching the door shall hold it open until all students and teachers have left the building.
- 2) Students are to exit in an orderly manner.
- 3) Teachers and students are to follow exit routes as indicated on the map and go to the designated area.

GUIDANCE AND COUNSELING SERVICE

The guidance office exists for the benefit of every student in Central Junior-Senior High School. The guidance services include: academic, personal and vocational counseling. The counselor maintains an open door policy for students. Parents and teachers are encouraged to confer with the counselor concerning their student(s) at their convenience. The purpose of the Guidance Office is to:

- help each student with his/her class schedule
- help each student plan for her/his life's work
- help each student with his/her personal problems
- assists students with college or vocational school information
- give students available scholarship and loan information for college and vocational school
- administer and interpret aptitude, interest, and achievement tests in order that students can realize their potential
- assists students in the selection of an appropriate vocation

NOTICES TO PARENTS

Progress reports will be sent to parents at the end of the 4th week of each nine weeks grading period. These may be sent any time that the teacher deems necessary. They are meant to inform parents of their child's status if they are failing or doing unsatisfactory work. The teacher will list on the notice possible causes and solutions to the problem. Progress reports will also be used to report student's work that is above average or outstanding. Teachers are encouraged to tell students when they do a good job in the classroom. Discipline notices will be sent to parents to keep them informed of inappropriate behavior, excessive tardiness, unexcused absences, and other conduct that needs improvement. Attempts to resolve past problems and actions taken will be listed on the notice. Parental conferences may be requested and are encouraged to help students with school related problems. If out of school suspension is required, the parents will be notified by phone of the offense and the action taken.

LOCKERS

Lockers are provided by USD 462 for students' convenience. It is the student's responsibility to keep it clean, neat, and free of writing or other marks (inside and outside). If it is not working properly, report the problem to the office. Do not change lockers unless the office secretary has been informed. Any damage to the locker will be charged to the student assigned to it. Students should not expect privacy as ownership and control of the locker is retained by the school. Locks will be provided and students may choose to opt in or out of receiving a lock at enrollment. The hall lockers and locker room lockers do not provide security; therefore, it is best to bring articles of value (money, jewelry) to the office.

There will be a replacement fee for lost or stolen locks.

VANDALISM AND PROPERTY DAMAGE

Our school building and equipment cost the taxpayers to construct, purchase, and maintain.

A student that destroys or vandalizes school property will be required to pay for losses or damages and face disciplinary actions.

HALLS

Students should be in the halls only at the beginning of school or while moving from one class to another unless they have a pass for emergency reasons for being in the hall during class. (Returning to the locker to get class materials is not considered an emergency.) Students are required to be courteous at all times and to keep to the right when moving in the halls. Running, shouting, pushing, shoving, food and drinks are not allowed in the halls.

LIBRARY POLICIES AND PROCEDURES

The library is maintained for the benefit of the students and faculty of Central Junior-Senior High School. Quiet, courteous observance of the rules of the library by each individual will ensure good library service for all.

Borrowing Privileges

- Books in general circulation may be checked out for a period of two weeks and, if needed, may be renewed for a second two-week period if not in demand.
- General reference books and magazines are not to be taken from the library except by special permission of the librarian. Such books may be borrowed after seventh hour for overnight use and returned by 8:30 a.m. the following day.
- Students may not have more than two books checked out at one time except with the librarian's permission during research classes.
- After two notices of over-due books are given to the student and the student does not respond, a discipline notice will be written.
- Payment must be made for lost or damaged books. Replacement prices will be charged.
- A student who wishes to go to the library from a class must have a permit or pass from his or her teacher. No more than six students from a single class may go at one time unless accompanied by the teacher.
- Students may enter the library to do research, check-out materials, do leisure reading, or to browse. Use of library facilities is a privilege which will be withdrawn from any student who creates a disturbance or disobeys the rules.

PARKING LOT

There will be no loitering in the school parking lot either before or after school (this includes former students and guests).

Once a student arrives at the school (parking lot or building) either by bus or personal vehicle, they will not be allowed to leave school grounds without administration approval. All students should enter and leave the school at a reasonable time. Reasonable time limits will be at the principal's discretion.

Students are expected to drive safely and slowly on school property. The speed limit is 10 miles per hour in the parking lot. Do not park in the designated fire lane. Do not park in the bus loading zone next to the sidewalk which runs along the north edge of the parking lot.

SENIOR TRIP

The maximum length of the senior trip will be no longer than 24 hours.

Any student 1) in good standing, 2) academically eligible, and 3) current with the school, will be permitted to go. Any student who chooses not to participate in any of the junior class or senior

activities must declare so in writing at the beginning of their junior year and sign out of the class activities.

1) Students who enter as seniors and have missed fund-raising activities will pay an amount of money pro-rated as to the cost per student. (Cost per student will be based on food, and spending money.)

2) Senior fees shall not exceed the actual cost of the trip per student (not including spending money).

3) Senior students detected or caught using alcohol or drugs at school related activities or on school property shall automatically be barred from the senior trip.

4) Disassociation of the senior class merits disqualification.

5) Students may not withdraw any money from the senior class if they do not wish to take the class trip.

6) Should any member of Central High's senior trip behave in such a manner as to hurt the reputation of the school or the reputation of those with whom he/she travels, it is understood that she/he will be sent home at the expense of his/her parent(s) or guardian.

- 7) Out-of-state trips by students and their sponsors must have the approval of the Board of Education.
- 8) Seniors must be eligible for the graduation ceremony in order to be eligible for any senior trip.

OUT-OF-DISTRICT STUDENTS

Out-of-district students may be admitted to Unified School District 462 upon the following terms and conditions:

1. Permission to attend USD 462 must be approved by the Board of Education. The principal may give preliminary approval until BOE approval is received.
2. All out of district students requesting to enroll at Central will first be evaluated based upon their attendance, behavior, transcript grades and current grades from their previous school(s). Students in good standing with their previous school(s) will be accepted as a Central student. Out of district student will be expected to remain in good standing while enrolled and attending school at Central.

OFFICE TELEPHONE

When possible, **plans concerning after school should be made by the child and parents before coming to school.** Students may use the office phone only in emergencies. Persons calling students while the student is in class will be asked to leave a number or a message for the student, except in emergencies. The student may return the call between classes.

Student outgoing calls on the office telephone will be allowed on a limited basis and upon approval from either the principal or office staff. *Your cooperation in these matters will be greatly appreciated.*

TEXTBOOK RENTAL

The fees pay for textbooks, workbooks, etc. Students must supply other needed items. Any book that is damaged or lost must be replaced by the student/parent. Lab fees and workbook fees are not refundable.

Students enrolling any time during the first semester will be charged full year fees. Any student enrolling the first day of the second semester, or any time during the second semester will be charged one-half fees. A student withdrawing any time during the first semester will be refunded one-half of their fees. A student withdrawing any time during the second semester is not refunded any of the fees.

VISITORS AT SCHOOL

In order for a student to have a visitor with them during the school day, they must first obtain a visitor's permission form from the principal's office the day before the planned visit and have the form signed by his/her individual classroom teachers, who either grant or deny permission for the visitor to be in their classroom. All visitors should reside outside USD 462 boundaries.

If the visitor is denied permission to attend an individual classroom, arrangements must be made with the principal's office for their accommodation during that class period.

MEDICATIONS

Diagnosis and treatment of illness and prescribing drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including the school nurse.

Prescription Drugs

In certain explained circumstances when medication is necessary so that the student can remain in school, the school may cooperate with parents in the supervision of prescription medication that the student will use. The parents must submit a written request to the building administrator requesting the school's cooperation and releasing the school district and personnel from liability.

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 medication shall be examined by the school employee administering 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.

Any changes in type of drugs, dosages and/or time of administration shall be accompanied by parental permission and a newly labeled pharmacy container.

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 supervise the administration of the drug.

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

WEAPONS

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/weapon and /or behavior resulting in or substantially likely to have resulted in serious bodily harm, shall result in expulsion from school for a period of one-year (186 school days/1116 hours), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). Students violating this policy shall be referred to the appropriate law enforcement agency/agencies and if a juvenile to SRS.

BULLYING

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

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. 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.

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:

1. Harming any student or staff member whether physically or mentally.
2. Damaging a student or staff member's property.
3. Placing a student or staff member in reasonable fear of harm to the student or staff member.
4. Placing a student or staff member in reasonable fear of damage to the student or staff member's property.
5. Any form of intimidation or harassment prohibited by the board of education of the school in policy.

EMERGENCY EVACUATIONS

Fire and tornado drill evacuations are/will be posted in all classrooms of the Jr/Sr High building. Staff and students are encouraged to review procedures. Sporadic drills will be conducted throughout the school year.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by USD 462. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions, Disclosure of information from your educational records to other persons will occur only if:
 - a. We have your prior written consent for disclosure
 - b. The information is considered "directory information" and you have not objected to the release of such information;

OR

- c. Disclosure without consent is permitted by law

3. The right to request that our educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 462 has failed to comply with FERPA's requirements.
5. The right to obtain a copy of USD 462's policies for complying with FERPA. A copy may be obtained from the Superintendent, 700 North Main, Burden, Kansas 67019.

For purposes of FERPA, USD 462 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 462.

APPENDIX A: ACCEPTABLE USE AGREEMENT FOR USE OF COMPUTERIZED SERVICES

The Central USD 462 school district offers use of computers and provides Internet access for student and staff use. This document is the Acceptable Use Agreement for use of computers and Internet services in the schools and offices of Central USD 462. By reference it is part of the AUA signature page

This system has been established for a limited educational purpose to include classroom activities, career development, and limited high quality self-discovery activities. It has not been established as a public access or public forum. The Central school system has the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and will enforce all rules set forth in district policies and school rules as well as the laws of the state of Kansas. You may not use this system for commercial purposes to offer or provide products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the principal or his or her designee and with prior written approval of parents or guardians of students under age 18.

The following uses, rules, and conditions shall be enforced:

1. Personal Safety

- a. You will not post contact information (e.g.: address, phone number) about yourself or any other person.
- b. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account number or accessing another person's files.
- b. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. You will not use the Central schools LAN to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. System security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.

- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems: this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the district virus protection procedures when downloading software.

4. Inappropriate Language

a. On any and all uses of the Internet, whether in application to public or private messages or material posted on Web pages you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory remarks. You will not harass another person by a persistent action that distresses or annoys them and you must stop if asked to do so.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without explicit permission of the person who sent you the message.
- b. You will not post private information about yourself or another person.

6. Respecting Resource Limits

- a. You will use the system only for educational and career development activities and limited, high quality, self-discovery activities. There is no limit on use for education and career development activities.
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately transfer the file from the system computer to your personal computer.
- c. You will not post chain letters or engage in 'spamming' (that is: sending an annoying or unnecessary message to a large number of people).
- d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- e. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development

14

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher or administrator.

8. Inappropriate Access to Material

- a. You will not use the Central schools LAN to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with prior teacher and parental approval.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or other designated person. This will protect you against an accusation of intentional violation of this policy.
- c. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The district fully expects that you will follow your parents' instruction in this matter.

9. Cyberbullying

a. Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe

disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

10. Camera Use in School

a. Cameras may be used at school, on school property or at school 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 by students to record confidential material, such as classroom material, test, or grade book entries. Cameras may be used by staff to record classroom instruction, classroom material, and conduct interactive distance learning. 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.

11. Your Rights

a. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your right to free speech for valid educational reasons. The district will not restrict your right to free speech on the basis of its disagreement with the opinions you express.

b. Search and Seizure. You should expect no privacy of the contents of your personal files on the district system. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law.

An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to see the contents of your e-mail files.

c. Due Process. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the Central schools LAN. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of the Central School's LAN you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on your use of your Internet account.

The district makes no guarantee that the functions or the services provided by or through the district system will be error free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system. When you are using the system, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules. Violators should expect to be punished.

APPENDIX B: 1:1 TECHNOLOGY INITIATIVE - CHROMEBOOK POLICY AND PROCEDURES

Use and ownership

Although students will be issued a Chromebook to use for the duration of each school year, USD 462 retains full and complete ownership of the Chromebook device.

Chromebook check-in and check-out

Every student in grades 7-12 will be issued a Chromebook, power adapter and protective case for educational use in school and at home. The Chromebooks and peripherals will be distributed at the beginning of the school year. Students will fill out and sign a Chromebook Condition report during check-in and check-out in which the student and technology coordinator will state the condition the device, peripheral, and accessories are in upon check-in and check-out. Any student who transfers, withdraws or is expelled prior to the end of the school year will be required to return his/her Chromebook, peripherals, and accessories upon termination of enrollment. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency may be filed by USD 462. Students will be responsible for any damages.

Chromebook care

Students are responsible for the general care of the Chromebook they have been issued by the school.

- a. Students are responsible for all damages caused by liquid or food particles.
- b. Chromebooks are required to be left in the protective “always on” case and should not be left loose in a backpack.
- c. Do not use the Chromebook with the power cord plugged in when the cord may be a tripping hazard to others.
- d. Never transport the Chromebook with the power cord plugged connected to the chromebook.
- e. The Chromebook must remain free of any writing, drawing, stickers and labels.
- f. Always transport Chromebooks with care and with the screen closed.
- g. Never lift the Chromebook by the screen.
- h. The Chromebook screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat and light.
- i. Do not place anything near the Chromebook that could put pressure on the screen.
- j. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils or disks).
- k. Clean the screen with a soft, dry microfiber cloth or anti-static cloth only.
- l. Do not remove the USD 462 label and barcode from the chromebook.
- m. Do not leave the Chromebook in a car or any unsupervised areas with extreme temperature variations and high heat and/or humidity. This will cause damage to the battery and other components.
- n. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, library, unlocked classrooms, hallways, etc. Any Chromebook left in these areas is at higher risk of being stolen, or damaged. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office.
- o. Contact a high school staff member if a secure storage for your chromebook is necessary.
- p. Never share your Chromebook or charger. If it is broken, damaged, stolen, or lost you are still the one responsible regardless.

Chromebook monitoring - See the Acceptable Use Agreement for Computerized Services for more information.

- a. Students have no expectation of confidentiality or privacy with respect to any usage of their Chromebook, regardless of whether that use is for school-related or personal purposes.
- b. The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of the school. By using the Chromebook, students agree to such access, monitoring and recording of their use.

Chromebook audits

- a. Teachers and administration may at any time conduct a Chromebook audit. The student will immediately turn over their device for a Chromebook audit when requested.

Damage or theft procedures

- a. All Chromebook problems must be reported to the office who will then contact the technology coordinator.
- b. Loaner Chromebooks or Laptops may be issued to students while repairs are completed.
- c. Students are responsible for any losses or damages resulting from attempts to harm or destroy data of another person. This includes, but is not limited to, “hacking” or creating, loading or sharing malicious software, scripts or code.
- d. In case of theft, vandalism or other criminal acts, a police report may be filed with the local police department.
- e. Chromebooks that are broken or fail to work properly must be reported to the office staff or administration as soon as possible so that they can be taken care of properly. The Chromebook should never be taken to an outside computer service for any type of repairs or maintenance.
- f. If intentional damage or misuse takes place, the cost of repairs are the responsibility of the student, and could be assessed up to the replacement cost of the Chromebook.

Using the Chromebook at school

- a. The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks and grades using their Chromebook. School-issued Chromebooks should

be used for educational purposes and students are to adhere to the Acceptable Use Agreement for Use of Computerized Services and all of its corresponding administrative procedures at all times; including off-site use.

- b. Students are expected to bring a fully charged Chromebook to school every day and bring the Chromebook to all classes. Students will not be permitted to sign out to retrieve their chromebook and accessories from home. Students may check out a device from the office to be returned at the end of the school day. If this becomes a repeated occurrence, a conference may be called to discuss responsibilities and possible disciplinary action. Students assume all responsibility for the loaned device as if it was their own.

Sound

- a. Sound must be muted at all times unless permission is obtained from a teacher.
- b. Headphones / earbuds may be used at the discretion of the teachers.
- c. For sanitary reasons, students will need to use their own personal set of headphones.

Downloading apps and add-ins

- a. Students will not be allowed to download or delete apps on the device without prior approval.

Managing and saving digital work

- a. The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- b. Some files may be stored on the Chromebook hard drive.
- c. Students should always remember to save frequently when working on digital media.
- d. The school will not be responsible for the loss of any student work.

Bringing your own devices

Students are provided a district Chromebook to equalize access and provide consistent instructional tools. Unless specifically approved for educational use by the classroom teacher *with advanced approval from building administration*, students should not use any personal wireless computing device in class. Wireless communication devices, including smart phones, should be turned off and not visible.

Using the chromebook outside of school

Students may use the Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications may be available while not connected to the Internet. Students are expected to follow the USD 462 Acceptable Use Agreement for Use of Computerized Services, and follow digital citizenship guidelines whenever they use the Chromebooks.

Digital Citizenship

Students may receive Digital Citizenship training throughout the year as part of their Chromebook training. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- a. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- b. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- c. **Respect Others.** I will show respect to others. I will not record and/or share images or video of others without their explicit permission. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- d. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- e. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all sources. I will validate information. I will use and abide by the fair use rules.

- f. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

1:1 Technology Frequently Asked Questions

1. Will students/parents/guardians have to purchase a Chromebook?
No, USD 462 will provide a Chromebook for every student in grades 7-12.
2. How will the devices be inventoried?
USD 462 will inventory the Chromebook devices and charger by using the serial numbers. Students will be assigned a Chromebook during their attendance at USD 462 which will be checked out at the beginning of the school year and checked back in at the end of the year.
3. Will there be restrictions on the device?
There is a required internet filter and other protective measures on the device. Students will not be allowed to download or delete apps on the device without prior approval. Careful adult supervision should always occur, as no technical filtering measures are 100 percent effective.
4. Will students be able to take the device home?
Yes. Students will be able to take the device home during the school year and are responsible for adhering to all stated policies both in and outside of school.
5. Will a case/cover be required? If so, will the school purchase the case/cover?
Yes, a case/cover will be required and provided by the school. Upon initial enrollment at Central Jr./Sr. High School, a protective case will be provided at no cost. This cover is meant to be an "always on" case to provide added protection from physical damage.
6. If a student uses the device inappropriately, what discipline procedures are in place?
School administration will follow appropriate discipline procedures consistent with school and district policies.
7. What if a device is damaged or broken?
Students are responsible for all damages, and could be assessed for costs up to the replacement cost of the device. If the device is damaged, the student will turn the device into the office for repair. Assessment of any repair costs will be determined after a forensic review of the Chromebook by district staff. Students may be eligible for a loaner device after assessment of any damages.
Estimated costs:

\$25 charger	\$95 screen	\$25 replacement case
\$25 keyboard (missing keys)	\$45 outer casing	
\$185 full replacement + \$24.50 for Google admin per new device		
8. What if a device is stolen?
If a device is stolen, a report of stolen property may be made with the local law enforcement agency by USD 462. These devices cannot be used without having a @usd462.org account to login to the machine.
9. What happens if the device is lost?
If a device is lost, the student may be expected to replace it.
10. How is the technology/software updated?
The device automatically updates after it has been properly shut down and restarted.
11. What if a student does not have Internet at home?
Some Google based apps and items can be accessed when not on the Internet. There may also be access to Internet in the surrounding communities via hot spots.

APPENDIX C: 1: BEHAVIOR AND CONSEQUENCES

Level 1: Attendance Policy (tardies), Cell Phone / Music device, Disruptive Behavior, Dress Code Violation, Horseplay, Food and Drink, Hallway Expectations, Unnecessary or Inappropriate School items - Restorative justice intervention/30 min detention 2) Revisit RJ/1 hour detention 3) Revisit RJ/2 hour detention 4) Friday school/ISS

Level 2: Academic Dishonesty / Cheating/ Forgery, Defiance /Disrespect, Internet Usage, Chromebook Violation, Lunchroom expectations, Profanity / Inappropriate Language, Refusal of Reasonable Request, Repeatedly Breaking Rules, School Bus Violation, Parking Lot Violation, Going to Car / Leaving Building, Unexcused Attendance Policy (skipping) - 1) Restorative justice intervention/ 1 hour detention 2) Revisit RJ/ 2 hour detention 3+) Friday school/ 1-3 days ISS (completion of Restorative Justice Procedure)

Level 3: Bullying, Failure to Serve an Office Assigned Detention, Gang Related Activities, Hazing, Profanity / Inappropriate Language Towards an Adult - 1) Restorative justice intervention/ 2 hour detention 2+) Friday school / 1-3 days ISS (completion of Restorative Justice Procedure)

Level 4: Battery / Fighting, Sexual harassment and Discrimination, Smoking / Tobacco Products, Theft Possession of Stolen Items, Vandalism / Destruction of Property (includes chromebook), Verbal Assault / Criminal Threat. - 1) 1-5 days OSS (followed by ISS until completion of Restorative Justice Procedure) 2+) Due Process hearing/ level 5 consequences

Level 5: Battery of staff member, Bomb Threat/ Perpetuating False Alarm or Other Hoax, Drugs, Narcotics and Alcohol Products, Possession of fireworks or pyrotechnics, Weapon Use/Possession - minimum of 10 day OSS/Up to Long Term Suspension/Expulsion

The administration will use discretion when dealing with violations, consequences are subject to change as each individual case can vary.

APPENDIX D: ZERO'S AREN'T PERMITTED (ZAP'D) POLICY

What is the ZAP program?

Zeros Aren't Permitted (ZAP) is a program designed to increase expectations of students who habitually, or even occasionally, fail to complete and turn in homework assignments on time. It is first and foremost an expectation of high academic standards for all students. It is the goal of this program to empower students to acquire self-discipline and develop positive work habits. These skills will help students achieve success in our school while preparing them to meet the expectations of college and career professionals that they will encounter after graduation.

Why is USD 462 using the ZAP program?

The ZAP program is formed based upon the belief that every student can learn and be successful in school. Based on this belief, we will implement this program to hold ourselves and our students accountable for meeting this level of expectations. He/she will take pride in completing an assignment and doing it to the best of his/her ability. The most important trait that an individual can possess when it comes to achieving success is grit. Grit is the ability to persevere and overcome any obstacle in the pursuit of a goal. When students choose to skip an assignment, they lose an opportunity to practice hard work and display their grit. We realize that for many students a zero is not an immediate consequence since most students who repeatedly receive zeros are students who are struggling in school anyway. As educators, we recognize that when a student skips an assignment, this is a behavioral problem that often becomes an academic problem. ZAP is just one more strategy to help a child experience more success in school by building good character and work ethic. However, ZAP goes beyond behavioral goals like teaching grit. Using ZAP means preparing a student for college, career and/or for life because it requires teachers to ensure each child knows the curriculum, and if he/she is not completing assignments a teacher cannot possibly provide an accurate measure of that student's knowledge. Our students know more than nothing, and we want them to prove it every time. That is why zeros aren't permitted.

ZAP Program Details:

- The program and referrals will begin on the 2nd Monday of each quarter.
- The student will receive a ZAP form on Monday by 3:55 p.m. with details about the missing or incomplete work. A copy of this form will be kept by the office, the teacher, and given to the student.
- Guardians will be notified via a schoolreach phone call and email by Monday evening.
- To get Un-ZAP'd, the student will be required to complete the listed assignment(s) for the class with full effort and fill and have the teacher sign a green "get out of ZAP" form. It is the responsibility of the student to get the green form completed and turned in to the office by 3:43 p.m. to be Un-ZAP'd.
- Any student without a completed green "get out of ZAP" form by 3:55 p.m. the following day, Tuesday and each consecutive school day after will be REQUIRED to stay after school until 4:55 p.m. During this time, students will work on getting the academic work done that they are missing.
- There will be no ZAP after school on Mondays. The program will be on Tuesday, Wednesday, and Thursdays from 3:55 - 4:55 p.m.
- This intervention program is staffed by a certified teacher. Students may be picked up at the jr/sr high school library doors at 4:55 p.m. No school transportation will be provided, families are responsible for transportation arrangements. If the student does not have available transportation, please contact administration to inquire about possible school transportation arrangements for the student.
- Please see the teacher's syllabus for specific expectations of turn in procedures, grading protocol, late work acceptance, etc.
- If a student involved in after school activities or athletics is ZAP'd, the student will not miss ZAP for after school activities or athletics, including game days. If a junior high student is ZAP'd, they may practice from 3:25-3:50 and then will report to ZAP.
- Students who do not attend/skip ZAP under any circumstances will be referred to the office for disciplinary action following the

behavior and consequences policy of Central Jr/Sr High School.

- Miss Tuesday, Wednesday, or Thursday = parents will receive a phone call and/or email stating that the student has required Friday school the same week. Friday school will take place in the jr/sr high school library from 9:00 a.m. - Noon. Students will be required to make up missed time from ZAP, up to 3 hours per week. Example, if a student misses Tuesday, they miss 1 hour of ZAP and must attend Friday school during the same week for 1 hour.
- Miss Required Friday School = Structured Day the following Monday.

APPENDIX E: PARTICIPATION IN FIELD TRIP OR OTHER ACTIVITIES AND CONSENT FOR TREATMENT

With parent/guardian permission during student enrollment, students may participate in field trips and other activities. Parent/guardian will provide legal consent and authorize any representative of Central USD 462 to authorize emergency medical treatment, including any necessary surgery or hospitalization, for child, for any injury or illness of an emergency nature that may occur while participating in the field trip or other activity noted above by any physician or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 65-2801, and any hospital. Parent/guardian will agree to pay and assume all responsibility for medical and hospital expenses and any emergency services incurred on behalf of the child.

Parent/guardian will acknowledge and agree that Central USD 462 is not responsible for any medical, hospital expenses, and/or other charges that are incurred in the medical treatment or hospitalization of the child. A photocopy/fax of this document shall have the same force and effect as the original. If child requires emergency medical treatment, parent/guardian understands that school personnel will make a reasonable attempt to contact them to seek permission to authorize that treatment and in order to facilitate contact, they agree to continue to provide current home and work phone numbers to the school.

APPENDIX F: ANNUAL NOTICE OF AUTHORIZED STUDENT DATA DISCLOSURES

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

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

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

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

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

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

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- Directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- Student data pursuant to any lawful subpoena or court order direction such disclosure; and

- Student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

Parents/guardians will have the opportunity at enrollment to give consent to the district disclosing student data concerning students which is submitted to or maintained in a statewide longitudinal database and which is defined as directory information under the Student Data Privacy Act as necessary. If parent/guardian chooses to revoke consent, they recognize that they may do so at anytime by putting such request in writing and submitting it to the superintendent at Central USD #462, 700 North Main, Burden, Kansas 67019.

APPENDIX G: NOTICE OF NO SCHOOL ACCIDENT INSURANCE PLAN

The voluntary student accident insurance plan will not be offered until further notice. Accidents which occur in school sponsored and supervised activities, including participation in interscholastic athletics, will not be covered by a school accident insurance plan. Accidents occurring in the classroom, recess, P.E. class, at a school sponsored activity or anywhere on school property including all buildings, parking lots, or surrounding grounds will not be covered by a school accident insurance plan. Parents and/or guardians will be responsible for all costs incurred due to school related accidents.