

Madison Junior High and High School Student Handbook

2019-2020



Madison Bulldogs

This book belongs to:

USD #386 Board of Education

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Madison, KS 66860
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Madison Jr-Sr High School

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Madison, KS 66860
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Please visit the USD #386 Website at www.usd386.net

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Daily Announcements

Newsletters

Calendar of Events

Teacher Websites

Homework Assistance

....and much more....

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Welcome to Madison Jr.-Sr. High School

It is my pleasure to welcome you to the start of the 2019-2020 school year. I hope that you have had a relaxing and enjoyable summer and are now ready to begin another exciting school year. On behalf of the staff at MHS, I want to welcome you to Madison Jr.-Sr. High School.

Please take a few moments to look and read through this document. This handbook is not designed to be a comprehensive explanation of all board policies, but to serve as a guide as to the general operations of Madison Jr.-Sr. High School.

We have a dedicated staff of educational professionals who are dedicated to helping you receive a quality educational experience during your junior high and high school careers. I hope that you are prepared to work hard as we work together to make this year one of the best ever at Madison Jr.-Sr. High School.

This is an extremely exciting time for USD #386 Madison-Virgil as we have just completed our fifth year of the PreK-12 1:1 initiative. This will be the second year where 11th and 12th grade students will each have an Apple Laptop to utilize in their educational learning. All 7th - 10th grade students will have an Apple iPad. With the increase in enrollment in dual credit (college courses), it became critical for our juniors and seniors to have a device to assist in their learning. The USD #386 1:1 initiative immerses our students in a technology-rich instructional environment to become effective users and communicators of information in order to function in a technological society.

Madison-Virgil USD #386, 1500 SW Blvd., Madison, KS 66860 does not discriminate on the basis of sex, religion, color, national origin, ancestry, handicap/disability or age. Persons who have inquiries concerning Madison-Virgil USD #386 compliance with Title VI, Title IX, Section 504, Americans with Disabilities Act, and the Age Discrimination Act may contact Stu Moeckel, Superintendent, 1500 SW Blvd, Madison, KS 66860, (620) 437-2910.2017

This handbook is an official publication and students are responsible for the information contained within. This handbook has been approved by the USD #386 Board of Education on July 8th, 2019

USD #386 Madison-Virgil Mission Statement

The mission of USD #386 is to challenge and assist each individual student in a safe learning environment; educate and empower all students with the necessary academic and social skills; and develop responsible, respectful, caring citizens who will become life-long learners.

Madison High School Mission Statement

The mission of Madison High School, in order to assure students opportunities to live well adjusted, productive lives in our changing world, is to afford our students training in the areas of technology, academics, social skills, citizenship, and in developing a positive self-image.

Madison High School Fight Song

On you Bulldogs, On you Bulldogs,
We will win this game.
Grit your teeth and clench your fist, boys,
We will do the same. RAH! RAH! RAH!

You can do it, see you through it,
Fight, boys, win this game.
Fight, boys, with all your might,
For high school fame.

“Alma Mater”

Loyal and true
We pledge allegiance to you.
This is our motto:
We are all for one
And all for Alma Mater.

Here's to our school
And long on high may she rule.
Forevermore, you will find us
Always loyal and true.

School Colors

Black and Gold

Board of Education

Jeff Williams
Jannette Luthi
Dallas Luthi
Nicholas Cherry
Gary Kile
Todd Pyle
Jennifer Talkington

USD #386 Board of Education Office

Stuart Moeckel, Superintendent
Kristy Johnson, Clerk
Carla Thurston, Treasurer

Madison Jr-Sr High School Classified Staff

HS Secretary	Kaci Crooks
HS Secretary	Lisa Kile
Bus Driver 1	Lawerance Eaton
Bus Driver 2	Rachel Buster
Bus Driver 3	Kerry Krane
HS Custodian (day)	Curtis Brunk
HS Custodian (night)	Lacy Auchard
Head Cook	Unknown
Asst Cook	TBD
Asst Cook	Connie Kelley
Asst Cook	Shannon Murphy
School Nurse	FHCHC
Accompanist	Julie McKenzie

Madison Jr High and High School Faculty 2018-2019

Superintendent/Principal	Stuart Moeckel
7-12 Science/A.D.	Justin Redeker
10-12 English	Martie Helm
JH Social Studies & Math	Dale Wolgram
7-12 Math	Rosemary McGuire
HS Social Studies	Crystal Ecton
Business, Computers	Natalie Boone
7-9 English	Joel Young
Spanish	Peter Perez
JH/HS FACS	Melissa Harlan
7-12 Science	Kim Kingery
Physical Education, Health	Alex McMillian
Art	Sabina Bolinger
Band	Lora McDonald
Vocal Music	Jennifer Meares
Student Support Specialist	Vanessa Kresin
Gifted Facilitator	Kristine Schmidt
Adaptive Special Education	Rita Osborn
Special Ed. Coordinator	Monica Duncan

Bell Schedule

Regular Schedule – Schedule A

First Bell 8:00 a.m.
Warning Bell 8:07 a.m.

1st Hour: 8:10-9:00 a.m.
2nd Hour: 9:04-9:54 a.m.
3d Hour: 9:58-10:48 a.m.
4th Hour: 10:52-11:42 a.m.

Lunch Period

Junior High 11:46 - 12:13 p.m.
Senior High 12:17- 12:43 p.m.
5th Hour (HS): 11:46- 12:13 p.m.
5th Hour (JH): 12:17- 12:43 p.m.

6th Hour: 12:47-1:37 p.m.
7th Hour: 1:41-2:31 p.m.
8th Hour: 2:35-3:25 p.m.

Buses Depart 3:30 p.m.

Late Start Schedule – Schedule B

First Bell 8:35 a.m.
Warning Bell 8:42 a.m.

1st Hour: 8:45-9:30 a.m.
2nd Hour: 9:33-10:18 a.m.
3d Hour: 10:21-11:06 a.m.
4th Hour: 11:09-11:54 a.m.

Lunch Period

Junior High 11:57 - 12:27 p.m.
Senior High 12:30- 1:00 p.m.
5th Hour (HS): 11:57- 12:27 p.m.
5th Hour (JH): 12:30- 1:00 p.m.

6th Hour: 1:03-1:48 p.m.
7th Hour: 1:51-2:36 p.m.
8th Hour: 2:39-3:25 p.m.
Buses Depart 3:30 p.m.

Coaches and Clubs/Activity Sponsors

Position	Name
Head High School Football	Alex McMillian
Asst. High School Football #1	Brett Dannels
Asst. High School Football #2	Dustin Stutesman
Head JH Football	Fred McClain
Asst. JH Football	Travis Ballard
Asst. High School Girls Basketball	Ashely Cahoone
Head JH Boys Basketball	TBD
Asst. JH Boys Basketball	TBD
Head High School Volleyball	Ashley Cahoone
Asst. HS Volleyball	Mary Dannels
Head JH Volleyball	TBD
Asst. JH Volleyball	Sabina Bolinger
Head High School Girls Basketball	Vanessa Kresin
Head High School Boys Basketball	Brett Dannels
Asst. High School Boys Basketball	Alex McNeal
Head JH Girls Basketball	Mary Dannels
Asst. JH Girls Basketball	Brittany Barnard
Head High School Boys Track	Alex McMillian
Head High School Girls Track	Ashley Cahoone
Asst HS Track	Mary Dannels
Head JH Boys Track	Dale Wolgram
Head JH Girls Track	Brittany Barnard
HS Cheerleading Sponsor	Karin Platt
JH Cheerleading Sponsor	Kaitlin Kuhn
Quiz Bowl Sponsor 1 (JH)	Sabina Bolinger
Quiz Bowl Sponsor 2 (HS)	Dacia Brandt
7th Grade Class Sponsor	Rita Osborn
8th Grade Class Sponsor	TBD
9th Grade Class Sponsor	TBD
10th Grade Class Sponsor	Martie Helm
11th Grade Class Sponsor 1	TBD
11th Grade Class Sponsor 2	Karin Platt
12th Grade Class Sponsor 1	TBD
12th Grade Class Sponsor 2	Rita Osborn
Student Council Sponsor	Crystal Ecton
FFA (Ag Club)	Marti Helm
Yearbook Advisor	Sabina Bolinger
Athletic/Activities Director	Dale Wolgram
Instrumental Music Instructor	Lora McDonald
Vocal Music Instructor	Jennifer Meares
Debate/Forensics Sponsor	Joel Young
Play Sponsor	TBD
National Honor Society	
Summer Conditioning and Weight Training Director	Alex McMillian (.5), Ashley Cahoone (.25) Mary Dannels (.25)

Academic Dishonesty

Plagiarism and cheating in the classroom are viewed as unacceptable at Madison Junior/Senior High School. Individual policies and consequences for cheating or taking credit for another's ideas or work will be made clear by each teacher. Punishment **could** include, but is not limited to, loss of credit for the assignment, loss of credit for that class, and/or disciplinary measures such as detention or even suspension. Repeated incidents of plagiarism or cheating could result in more severe action being taken. Any incident of plagiarism or cheating will be dealt with at the discretion of the classroom teacher and may or may not involve the administration.

Plagiarism is defined as the practice of taking someone else's words, work, or ideas and passing them off as your own. To combat plagiarism in the classroom, Madison Junior/Senior High School has implemented the use of a plagiarism checking website and a school-wide plagiarism policy. Instances of Plagiarism will be tracked through a mutual google doc.

- 1st Offense: Warning. Call home and speak with parents and assignment will be redone.
- 2nd Offense: Call home and student must redo assignment at maximum 70% credit
- 3rd Offense: The assignment grade is and will remain a 0. This is the penalty for all further offenses.

Activity Bus

Students are expected to ride the activity bus to and from any activity. However, in some instances it is permissible for parents to request that their child be allowed to ride home with them. Since the school is responsible for each student's safety, no one except parents or other close family members will be allowed to take a student home. In order to see that each student is accounted for at away activities, the parent/guardian will be required to fill out a release form. This will enable them to take their child home after the activity. This form can be filled out before every individual away activity or the coaches/sponsors will also have forms at the event. **Any special case must be reviewed by the administration prior to the activity.**

ANIMALS and PLANTS in the SCHOOL

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. Under no circumstances are animals to be transported on school busses. Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animal to school and animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals. Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom. Teachers must be aware of federal and state laws regulating the handling of animals. (Cf. KSA 21-4310) If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care and safety. All experiments using live animals must have prior approval of the principal. If a staff member or student has been bitten by an animal, the incident must be reported immediately to the school office by the supervising teacher. Principals are to assume responsibility to notify public authorities to have the animal impounded for observation. Principals will attempt to notify the parents.

Daily Announcements

Morning Announcements will be distributed daily. Students or student groups wishing to include announcements in the bulletins must have the announcement approved and signed by the head sponsor of the group or an administrator.

Attendance Policy

Students are expected to be present and punctual for all their classes throughout the year. It is considered unlikely that a student can carry on school work satisfactorily in absentia. An absence count will start upon a student's first day of enrollment in class. Attendance at school sponsored events is not considered an absence. A parent should phone the school prior to the absence or on the day of the absence before 8:00am.

Only the following will be counted as an Excused Absence:

- Professional appointments (doctor, dentist, etc.)
- Personal illness
- Death in immediate family
- Absences with prior approval

It is the parent's responsibility to contact the school if a student is absent from first hour class. Absences are considered unexcused until parental contact is made. If a student is more than 15 minutes late to school, this will constitute an absence. If a student is late up to 15 minutes they will be considered tardy. There will be circumstances that may arise that will need special attention. Any student and their parent may request special consideration by contacting the principal prior to the absence.

Attendance Probation

When a student accumulates 5 absences (not school related) in a semester, an attendance review will be performed by the school administration and/or student support specialist. A meeting will be held with the student and parents will be contacted to discuss the reasons for absence.

At this time, the student may be placed on attendance probation. The parent and the student will be notified of this decision both verbally and in writing. Once placed on attendance probation, any future absences must be excused by a doctor's note, the school nurse, or an administrator. Failure to have the absence excused by one of these methods will result in the student receiving an unexcused absence.

Under the laws of the State of Kansas all students between the ages of seven and eighteen years (twenty-one for special education students) must be in regular and continuous attendance at school unless lawfully excused. The law in Kansas (K.S.A. 72-1113) states that students are truant when they are inexcusably absent for three (3) consecutive school days or five (5) or more school days in one semester, or seven (7) days in a school year.

Finals policy

All 9th – 12th grade students will be required to take a final for each semester class. A student final will not be worth more than 10% of their semester grade in any class. JH students are not required to take a final; though teachers may choose to give a final at the end of each semester.

Celebrating Success

Celebrating success recognizes the efforts of students who consistently meet and exceed expectations in the areas of Attendance, Behavior, Academics, and Community Service. Each category is worth 100 points and has a categorical weighting assigned to it.

<u>Category</u>	<u>Points</u>	<u>Wtg</u>	<u>Criteria</u>
Attendance	100 points	.4	3 absences or less (does not include school related absences)
Behavior	100 points	.4	No OSS, No more than 1 day of ISS
Academics	100 points	.1	No grade lower than a "C"
Community Service		.1	5 hours of Community Service

Students who have a total score of 90 points or above (each semester) will be excused from school for one day at the end of each semester on a date to be determined by building administration. The points are earned in each category on an all or none basis. Three tardies will carry the same weight as one absence.

Gold/Black Program

In conjunction with STUCO, students can earn additional opportunities by consistently demonstrating the ability to make responsible decisions in the areas of Attendance, Behavior, Academics, and Community Service. Students will have the opportunity to meet Gold and Black levels of performance and the additional opportunities that come with each level. The additional opportunities will be determined in a cooperative effort between STUCO and administration. The criteria for each level is shown below:

Gold

Attendance: 1 day of absence or less
 Discipline: No OSS, ISS
 Academics: All grades are a C or above
 Community Service: 2-3 hours

Black

Attendance: 2 days of absence or less
 Discipline: No OSS, ISS
 Academics: All grades are a C or above
 Community Service: 1 hour

The criteria for black and gold will be calculated at the end of each 9 weeks. Students who are not in good standing can be removed from a level at anytime by administration. Three tardies will carry the same weight as one absence.

Make-up Work

1. Make-up work is due within two days after returning to school (some exceptions may be made).
2. A grade of Incomplete is given for make-up work not completed as required by the teacher. Any incomplete grade that is not made-up by the end of the second week of the next grading period will become an "F". Credit is given for a course only when all required work is completed. It is the student's responsibility to collect and complete all make-up assignments.
3. **Students who are absent due to a school activity must turn their assignments in before leaving for the activity to receive full credit if the teacher requests it.**

Tardies

Anyone **tardy** to 5 classes during a semester will serve a half hour detention before or after school (within 7 days). For tardies 5 and 6 students will receive a 30 minute detention. For tardies 7-9 students will receive a 1 hour detention. For tardies 10 and beyond students will receive a one day ISS and hallway privileges will be reviewed. Detentions **MUST** be served in 30 minute increments.

Truancy

Truancy is defined as having 3 unexcused absences in a row, 5 in a semester, or 7 in a year. The procedures of K.S.A. 72-1113 will be followed in reporting a truant student to the County Attorney.

Activities – Extracurricular

The activities program is designed to offer opportunities for exploring, developing, and widening the student's range of interest and to help the student develop leadership and poise. Participation in extracurricular activities enables students to learn how to better plan and work with others. Students who represent the Madison schools in activities are expected to be the best examples of the youth of our school and community at all times. At events, both home and away, students are expected to maintain standards of conduct which will reflect well upon themselves, their community, and their school. Any student who participates in out-of-town activities is encouraged to go and return with the group. Personal contact by the parent **must** be made with the sponsor of the group for exceptions to this ruling or administrative approval must be communicated to the sponsor. (See Activity Bus)

All clubs will have a constitution on file, a list of officers, and a membership roster. Clubs may meet during the lunch period, the scheduled activity periods or at night. All meetings must be approved by the administration. It is best to schedule events for the entire year at an early meeting. Starting and ending times are to be approved by the administration. If an organization and sponsor permit outside guests, the guest's name and the student who invited him/her must be logged in the office. References may be contacted to determine if the invited guest is a student in good standing at their current educational institution. The guest will be expected to conform to the same regulations of appearance and behavior as Madison High School students. Students are not allowed to leave parties and return without the express permission of the sponsor.

All service projects and fund-raising activities must be approved by the sponsor and administration prior to the event being placed on the school calendar. The financial accounting of all school clubs and activities is done by the principal's secretary. All money must be turned in to the office for safe-keeping.

No funds should be kept in lockers or classrooms. At the end of the fund-raiser, all moneys are to be deposited with the secretary and a receipt obtained. Withdrawals are made only by filling out a purchase order signed by the club's treasurer or sponsor. Only then will a check be issued by the principal's secretary. No student is to make any purchase or make any charges to the school district or school organization without a purchase order approved by the sponsor and administrator. Purchases made without prior authorization will become the student's responsibility. Receipts **must** accompany requests for reimbursement. At the close of each month, the activity account balances will be posted, and it is important that the treasurer of each organization reconcile their account balances monthly.

Athletic/Activities Participation

Any student may participate in extracurricular activities provided he/she meets the requirements of the Kansas State High School Activities Association and the requirements of Madison High School. To be eligible to compete in a high school interschool activity, a student must be currently enrolled in five new subjects, have passing grades in at least five subjects for the preceding semester, as well as have a current physical, parent authorization, signed concussion form, and emergency treatment forms on file.

Students must achieve a passing grade in EVERY academic subject they are enrolled in. Eligibility will be determined each Monday. Failure to pass all subjects will render the student on probation for the following week, Monday through Sunday. If a student fails any class two weeks in a row (not necessarily the same class), the student becomes ineligible the following week or until he/she is passing all classes. Students on the ineligible list are still eligible to participate in band and vocal music performances where a class grade is given.

The Kansas State High School Activities Association Rule 14 states the following: A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

All students participating in extracurricular activities are required to have a current physical examination and concussion form on file at the school.

Students will not be permitted to participate in school activities or practice if they have been absent more than three (3) hours that school day. School activities might include, but are not limited to the following: school parties, plays, and interschool activities such as athletic contests, music contests (unless it is part of the class grade), speech contests, quiz bowl, etc. An exception to this might be made for an absence other than illness. This would include funerals, doctor appt., etc. Parental contact with the administration must be made in advance before granting permission to the student to participate in a school activity.

Athletic Uniform and Equipment Policy

Any athletic uniform or equipment is the responsibility of the person to whom it is issued or loaned. Restitution for loss or negligent damage to a uniform or equipment will be assessed. Athletic

uniforms/jerseys are not to be worn by other individuals who are not members of a specified team without prior administrative approval.

Band Uniform and Instruments

Each student checking out a band, twirler, or drum major uniform shall be responsible for its proper care and return (in good condition) to the band director at the end of the school year. No alterations are to be made to any uniform by the student or parents without permission of the band director. Students are responsible for cleaning during the school year; the school pays for summer cleaning. The student will be charged for any part of the uniform lost or damaged. The uniform will be worn only at such times as the band director requests. The appropriate dress for various events will be determined by the band director. Any student playing a school-owned instrument, rather than renting or purchasing his/her own, will pay a \$50.00 annual fee. Any student having his/her own instrument, but playing a school-owned instrument at the instructor's request, will not pay the \$50.00 fee. Percussion players will not be charged an annual fee. However, the student will be expected to pay half of the repair costs for any damages as a result of misuse, which will be determined by the instructor. Each student checking out a school-owned instrument, shall be responsible for its safe and proper care, and must return it in good condition to the band director at the end of the school year.

Before and After School

Students should not arrive to school prior to 7:15 am. Early arrivals must go directly to the commons area and remain there until the 8:00 a.m. bell. Students may put away band instruments and/or athletic equipment upon entering the building. After school, any student not having business to conduct will leave the building by 3:35 p.m.

Bullying

USD 386 Bullying Plan

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

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 386 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, “parent” includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a “staff member” means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board’s bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

Additional Information regarding bullying

School-wide rules against bullying:

- We will not bully others.

- We will try to help students who are bullied.
- We will make it a point to include students who are easily left out.
- When we know somebody is being bullied, we will report it.

Any student who bullies at school, on school property, or at any school-sponsored event will be subject to disciplinary measures ranging from detention time to suspension. Bullying of employees or students in the district by board members, administrators, certified and support personnel, students, vendors and any other persons having business or contact with the school district is strictly prohibited. It is also a violation of the board's policy for any employee to discourage a student from filing a complaint and for any supervisor to fail to investigate complaints in a timely manner. Any student who believes that he or she has been subjected to bullying should discuss the problem with his/her principal, student support specialist, or another certified staff member. Strict confidentiality shall be maintained throughout the complaint procedure. Students' can also report bullying via the anonymous reporting link on the school website.

Citizenship/Sportsmanship Code

Rule 52 Citizenship/Sportsmanship

The concept of "sportsmanship" must be taught, modeled, expected, and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

PHILOSOPHY - Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of **SPORTSMANSHIP** and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for the youth as respected representatives of society. Sportsmanship is good citizenship in action!

ALL ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE OR DISRESPECTFUL!

Sportsmanship is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarifications:

- a. Be courteous to all. (participants, coaches, officials, staff, and fans)
- b. Know the rules, abide by and respect the official's decision.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance, regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team, and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Closed Noon Hour

Students may either eat a hot school lunch or bring a lunch from home. If a student must eat at home for medical reasons, a written request must be given to the administration from a physician. Anyone

preferring a salad instead of a hot lunch **must** sign up in the office before 9:00 a.m. Lunch monies paid will go into a family account and when your family's balance reduces to \$5, students will receive a notice to take home. Refunds may be made upon parental request. All ala carte items must be purchased with cash. After eating, a student may go outside, using the south door only. The following regulations must be followed:

1. No food or drink will be allowed outside.
2. Students will not be allowed to have outside food brought in (pizza, hamburgers, etc.) for “groups of students” unless a parent contacts the school prior to the occasion and it is authorized by the administration. Parents may only bring in food for their student. It is important that students do not sign up for lunch at school when they will not be eating a school-provided lunch.
3. No one may enter the locker rooms.
4. Students should remain in the cafeteria or breezeway as described above unless first receiving permission from the teacher on duty.

Code of Conduct – Discipline Policy

The purpose of discipline is to help students develop self-control with due respect for self, peers, property and constituted authority. Good discipline is extremely important to the whole community and especially the educational process, and is a vital factor influencing the quality of education students receive. To promote a safe, secure, and quality educational atmosphere, the following procedures have been instituted:

The Madison Junior High and High School policy is made up of escalating consequences. Repeated student behaviors will result in escalated levels and in disciplinary action taken. Administration reserves the right to classify infractions as necessary and notes this is not an all inclusive list of possible infractions. The violations of policy are cumulative throughout the school year. Items with a * indicate that a report will be filed with law enforcement. (Chart is printed on Page 18)

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Tardies	Integrity Issues	Unexcused Absences	Threats/Threatening Actions	*Possession or use of alcohol at school or at school functions	*Bomb Threat
Dress Code Violation	Minor Vandalism	Skipping Assigned detention	Actions which are disruptive to the school environment	*Possession or use of a controlled substance or simulated substance or drug paraphernalia as defined by the Controlled Substance Act of State Statutes	*Possession or use of firearms, knives, weapons, or destructive devices as defined in Kansas States Annotated
Inappropriate / Disruptive Behavior	Skipping Class	Disruption of School Environment	*Theft, attempted theft, and/or possession of stolen items	*Any unauthorized use, possession, or disbursement of prescription or non-prescription medicine or drugs.	*Unsafe acts
Refusing a reasonable request	Leaving campus w/o permission	Violation of Cell Phone Policy	Willful disobedience, open defiance, angry/confrontational behavior, and/or disrespectful to one in authority	*Fighting; Physical Assault (can also be considered Level 6)	*Intent to Sell or Distribution of narcotics
Leaving class w/o permission	Issuing fake note/fake call	*Possession of Tobacco Products	*Sexual Misconduct, Sexual Harassment, Lewd Behavior	*Physical Bullying	*Unlawful entry into any district owned building
Violation of Authorized User Agreement	Inappropriate illustrations/literature	Repeated School Violation	*Possession or distribution of pornographic or profane material		*Battery and/or assault of staff member
Roaming	Verbal and Non-Verbal Bullying	Physical Bullying	Racially instigative comments or actions		
Inappropriate Language	Repeated School Violation		*Vandalism (includes cost of repair or replacement)		
Disrespect			Instigative Behavior		
Unauthorized in building or after hours			*Possession of dangerous materials/instruments		
Parking lot violation			Gang related activity		
Bus Violations			Profanity towards faculty member		
			Physical Bullying		
			*Use of Tobacco Products		
Consequences:	Consequences:	Consequences:	Consequences:	Consequences:	Consequences:
Detention	Increased Detention Time	In School Suspension	Out of School Suspension (1-5 days)	Out of School Suspension (3-10 days)	Rec Long Term Suspension and report to law enforcement
Bus Suspension	Loss of Privileges determined by admin.	Loss of Privileges determined by admin.	Loss of Privileges determined by admin.	Loss of Privileges determined by admin.	
Loss of Privileges deter. by admin.	In School Suspension			Possible Rec for long term suspension	

Detention

Students may be assigned an after school detention for minor classroom infractions or failing to complete homework assignments. Detention time can consist of, but is not limited to:

- a. learning activities b. assisting teachers c. secretarial work

Students will have one week (5 school days) to complete their detention assignment. Detentions can be served before or after school in the office or with a classroom teacher. Detention that is served with a teacher must be approved by the administration and the classroom teacher prior to serving the time. All detentions must be served in 30 minute increments.

The **STUDENT IS HELD RESPONSIBLE FOR NOTIFYING THEIR PARENTS AND PROVIDING THEIR OWN TRANSPORTATION.** Any detention not served will result in an In-School Suspension.

In-School Suspension

In-School Suspensions require a student to report to the office upon their arrival on the day of their In-School Suspension. Students are required to serve their In-School Suspension in a location designated by school administration. Students are expected to complete homework assignments and/or read during their time in In-School Suspension. Disruptive behavior or non-compliance could result in the student receiving an Out-of-School Suspension. All work missed during ISS is credit eligible. Additionally, students remain eligible to participate in extra-curricular activities and practices on the day of their In-School Suspension.

Out – of – School Suspension / Expulsion

(Pursuant to KSA 72-8901 et seq., as amended by House Bill No. 2746)

The suspension and expulsion regulations of Madison-Virgil USD #386 apply to all school sponsored activities including both curricular and extracurricular. A student may be suspended for infraction of rules and policies of USD #386 schools. Students who are under suspension from school or whose character or conduct brings discredit to the school will not attend or participate in extracurricular activities sponsored by the district. Note: Term of suspension means 12:01 a.m. of first day of suspension through midnight of last day of suspension (including weekends). Assignments missed during the suspension are credit-eligible and students are expected to complete all work missed as a result of the suspension. A suspension may be for a short term not exceeding ten (10) school days or for an extended term exceeding ten (10) school days. When an extended-term suspension or expulsion is recommended, a proposal to suspend or expel shall be given to the student and parents/guardians. A formal hearing will be held before the USD 386 Hearing Committee. If a student has been suspended for an extended term or expelled for an extended term, one of his parents/guardians may appeal such a suspension or expulsion to the Board of Education by filing a written notice of appeal with the clerk of the Board of Education not later than ten (10) calendar days after receiving the written notice. *Kansas Statutes Annotated Article 89 Suspension and Expulsion of Students 72-8901. Grounds for suspension or expulsion; who may suspend or expel.* The Board of Education extends its authority to suspend and expel any pupil or student to the following certified personnel:

- 1) Superintendent
- 2) Principal

The principal, at the beginning of each school year, shall file with the superintendent, in writing, the names of two certified staff members, other than counselors, whom the principal recommends be designated by the Board of Education and authorized to make suspensions and expulsions in the absence of the principal. The superintendent shall report to the Board of Education the names of the persons so recommended for such authority, and if the Board approves, it shall designate such persons and grant them such authority by motion duly passed and noted in the minutes of the Board meeting.

Short-Term Suspension

A short term suspension may be imposed on a student by a school administrator or principal's designee. No suspension for a short-term shall be imposed upon a student without giving such student notice of the charges against him or her. Such notice may be oral or written and the following informal process includes the following due process for students: 1) The right of the pupil to be present; 2) the right of

the student to be informed of the charges against him or her and the basis of the accusation; and 3) the right of the student to make statements in defense of the charges or accusations. A short term suspension may be imposed upon a student without such student or their guardians having a formal hearing if the presence of such student endangers other persons or property or substantially disrupts, impedes, or interferes with the operation of the school. A written notice of any short term suspension including the reason for suspension will be provided to the student and/or his or her guardians. In the event the student has not been afforded an informal hearing prior to a short term suspension, an informal hearing shall be provided as soon as it is possible, but no later than seventy-two (72) hours after the short term suspension has been imposed. All students recommended for expulsion shall first be assigned a short term suspension leading up to the formal expulsion hearing.

Terms of Suspension and Expulsion

A suspension may be for a short term not exceeding ten (10) school days or for an extended term not exceeding ninety (90) school days. The principals, or their designees, of all schools of USD 386 are hereby authorized by the Board of Education to impose short term suspensions that do not exceed ten (10) school days. The principal, or their designee, may recommend a pupil or student for a long term suspension or expulsion. Any recommendation for long term suspension or expulsion is made to the Suspension and Expulsion Committee and a formal hearing is held.

Emergency Safety Interventions

See Board Policy GAAF which is included in the back of the handbook.

Extended Term Suspension or Expulsion

Any such notice of a proposal to long term suspend or expel a student shall state the time, date, and place the student shall be afforded a hearing by the Suspension and Expulsion Committee. Such date shall not be later than 10 days after the date of the notice. Said notice shall be accompanied by a copy of the Kansas Statutes and this regulation and any other regulation of the Board of Education of Unified School District 386, adopted under K.S.A. 72-8903.

Items Inappropriate for School

It is inappropriate and a violation of school policy for students to possess and/or use any one of the following items: laser pointers, lighters, matches, knives, prank items, chains, spikes, dice, toy weapons, pets, water guns (this is not an all inclusive list). Inappropriate items will be confiscated and appropriate disciplinary action will be taken. Student owned equipment that has been lost or stolen will not be the responsibility of staff or administration. Unusual items needed for student presentations must be checked in and approved by administration.

Student Drug Abuse

The possession, use, distribution, and/or sale of alcoholic beverages, drugs, drug paraphernalia (except as medically prescribed), and/or other controlled substances by pupils is prohibited on school property or in school buildings or at school sanctioned events. When a pupil exhibits behaviors that may indicate

the use of any illegal drug (alcoholic beverages, drugs, or other controlled substances) the school will document such behaviors, confront the pupil and his/her lawful custodian(s) with the documented evidence, and recommend:

1. The pupil and lawful custodian(s) enter into a contract with the school to modify the inappropriate behaviors;
2. The pupil be considered for enrollment in a diversion program in lieu of consideration for formal treatment; or
3. The pupil be taken for an intake evaluation or assessment by a qualified alcohol and drug treatment agency.

Students are prohibited from possessing, using, and selling any tobacco products (cigarettes, chewing tobacco, electronic cigarettes, etc.) in addition to a controlled substance and unauthorized use of prescription/nonprescription drugs and alcohol, on school property, or at any school related activity at home or away.

Appropriate disciplinary action will be taken against pupils who violate this prohibition. Proper use of a drug prescribed by a licensed physician is permitted if used as prescribed, a completed medication consent form is on file, and medication is held in the school office. The complete B.O.E. policy pertaining to this subject is found at JCDA, JCDAB, JCDAC, and JCDAC-R in the Policy Handbook and is applicable to all students.

Weapons and Dangerous Instruments

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

Weapons and Destructive Devices

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;

- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee. Students violating this policy shall be reported to the appropriate law enforcement agency (ies) and if a juvenile, to DCF or the Commissioner of the Juvenile Justice.

Hall Passes

Any student leaving class or study hall must have a signed Hall Pass or a paddle pass from that class's instructor.

Ipads

Please refer to the iPad Handbook located at the end of this document.

Internet Policy

Children's Internet Protection Act (CIPA) Safety Plan

Goals:

It is the policy of USD 386 to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography and visual depictions or materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, email system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using email, chat rooms, and other electronic communication;

- educate students about appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students. It is the district's goal to implement and enforce technology protection measures under this plan in such a way as to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

Inappropriate Network Usage

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's on-line computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of on-line computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

Students shall report suspected violation of this policy to any classroom teacher.

Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

Disciplinary Measures

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Adoption

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD 386 at a public meeting, following normal public notice and a hearing, on Monday, August 12th, 2013.

The following agreement for acceptable use of computer networks, including the Internet, shall apply to the 2019-2020 school year. An Authorized User Agreement (AUA) must be on file for user access to computers attached to the district network. Independent access is defined as a person at the keyboard manipulating browser software or electronic email without direct supervision.

Use of District Computers (See also Board Policy IIBG)

Computer systems are for educational and professional use only. All information created by staff and students shall be subject to unannounced monitoring by district administrators. The district retains the right to impose on any student disciplinary measures that may include suspension or expulsion and to impose upon any employee disciplinary measures that may include termination for a violation of this policy. Users have no expectation of privacy in the contents of their personal files and records of their online activity while on the system. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the Internet Use Policy. An individual search may be conducted if there is reasonable suspicion that a user has violated the law or regulations.

Installation

No software, including freeware or shareware, may be installed on any district computer until cleared by the technology manager. The technology manager will verify the compatibility of the software with existing software and hardware. Software installed on district computers must comply with copyright laws.

Hardware

Users shall not install unapproved hardware on or connect it to district computers, or make changes to software settings that support district hardware. Users will not perform repairs or personalize any computers, networks, printers or other associated equipment or software including browser settings, without prior approval by the technology manager.

Student Emails

Students in grades 5-12 will be assigned his or her own email account and will be allowed to send and receive email through the filtered and monitored Google Apps for Education email system. Every attempt has been made to provide safe, secured student email; however, it is still the responsibility of

users to follow all school rules, teacher directions, and procedures and to report any inappropriate use or material to school personnel.

The following uses of the system are considered unacceptable:

(This is not an all-inclusive list. Users acknowledge that administrators will decide what appropriate use is and may take the appropriate action set forth by district policies.)

- a. Users must immediately notify a teacher or an administrator if they have identified a possible security problem.
- b. Users will not post personal contact information including, but not limited to personal, school or work address, telephone number, home email address.
- c. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory statements.
- e. Restrictions against inappropriate language apply to both public and private messages.
- f. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- g. Users will not attempt to gain unauthorized access to the District network or to another computer system through the internet, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
- h. Users will not attempt to disrupt the computer system or destroy data.
- i. Users will not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self replicate, damage, or in any way hinder the performance of any computer or software.
- j. Users will not erase, rename, password-protect or disable any computer file, program or disk without permission.
- k. Users will not use the District system to engage in any illegal act.
- l. Users will not download music, freeware, shareware or applications without the authorization of the technology manager.
- m. Users will not conduct personal business such as sales, trading, etc.
- n. If users inadvertently access inappropriate information, they should immediately disclose the inadvertent access to a teacher, administrator or supervisor.
- o. Users will not bring food or drink into computer areas.

- p. No inappropriate websites (pornography, sites promoting alcohol or tobacco use, etc.).
- q. No chat rooms (Yahoo messenger, etc.).

- r. No Blog sites, games, or email - except with explicit teacher permission.

The use of USD 386 networks and the internet is a privilege, not a right. Inappropriate use may result in cancellation of privileges. I understand any violation of the district guidelines may constitute school disciplinary action and/or appropriate legal action. School officials, based on school policies and/or this user agreement, will designate what is inappropriate use. School officials may terminate access to the internet at any time.

(a) As used in this section:

- (1) "**Access**" means to instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system or computer network.
- (2) "**Computer**" means an electronic device which performs work using programmed instruction and which has one or more of the capabilities of storage, logic, arithmetic or communication and includes all input, output, processing, storage, software or communication facilities which are connected or related to such a device in a system or network.
- (3) "**Computer network**" means the interconnection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals, or a complex consisting of two or more interconnected computers.
- (4) "**Computer program**" means a series of instructions or statements in a form acceptable to a computer which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer system.
- (5) "**Computer software**" means computer programs, procedures and associated documentation concerned with the operation of a computer system.
- (6) "**Computer system**" means a set of related computer equipment or devices and computer software which may be connected or unconnected.
- (7) "**Financial instrument**" means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card or marketable security.
- (8) "**Property**" includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation and computer software in either machine or human readable form.
- (9) "**Services**" includes, but is not limited to, computer time, data processing and storage functions and other uses of a computer, computer system or computer network to perform useful work.
- (10) "**Supporting documentation**" includes, but is not limited to, all documentation used in the construction, classification, implementation, use or modification of computer software, computer programs or data.

(b) (1) Computer crime is:

- (A) Intentionally and without authorization accessing and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
- (B) Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the

purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation; or

(C) Intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

(2) Computer crime is a severity level 8, nonperson felony.

(3) In any prosecution for computer crime, it is a defense that the property or services were appropriated openly and avowedly under a claim of title made in good faith.

(c) (1) Computer password disclosure is the unauthorized and intentional disclosure of a number, code, password or other means of access to a computer or computer network.

(2) Computer password disclosure is a class A nonperson misdemeanor.

(d) Computer trespass is intentionally, and without authorization accessing or attempting to access any computer, computer system, computer network or computer software, program, documentation, data or property contained in any computer, computer system or computer network. Computer trespass is a class A nonperson misdemeanor.

Student Dress and Appearance

The Board of Education believes that it has a responsibility to all students to ensure that the best possible learning situation exists at all times within the public schools of the district. The following regulations are hereby established in order to implement the policy of the Board of Education relating to student dress and appearance:

1. Students attending the schools of the district must be neat and clean in their appearance. Extreme styles of personal dress or other factors affecting appearance, such as excessively tight or baggy clothing, shall not be permitted.
2. Students whose appearance is considered to be improper or disruptive shall be asked by the administration to correct their appearance. Failure to comply with the administration's request shall subject the student to appropriate disciplinary action.
3. Students attending field trips and extracurricular activities will dress appropriately, as per the sponsor's request.
4. **Spaghetti strap tops are not to be worn at any time.** Tops that expose the midriff area are not appropriate.
5. Students are required to wear shoes.
6. Obscene lettering and/or art work on any item of clothing is not permitted.

7. Clothing that advertises drugs, alcohol, or tobacco is prohibited.
8. No hats will be worn in the school building.
9. The administration is authorized to interpret these rules and regulations and to make such adjustments and/or revisions as they shall deem appropriate when special circumstances require.
10. The policy of the Board of Education and these regulations shall be reviewed on an annual basis by the Student Government of the Madison Junior-Senior High School, and their recommendations shall be considered in each revision.
11. Any special circumstances that arise during the school year may call for adjustments in the dress code. If any student(s) would like a special consideration of dress, please check with the administration at least two days in advance.

Student Personal Items

Students are encouraged not to bring valuables or money to school. The use of cell phones and other recording devices is prohibited in all restroom and locker room areas on USD #386 property. The use of these devices is also banned from any restroom or dressing room areas housing USD #386 students on trips off campus. A violation of this policy will be treated as a major violation. Law enforcement may be contacted for investigation of possible invasion of privacy or pornography. **Cell phones are not allowed to be used during school hours (7:30 a.m.-3:25 p.m.) with the following exceptions:**

- 1) **Students can use phones in the cafeteria prior to the 8:10 am bell.**
- 2) **Students can use phones in the cafeteria during their lunch period.**

Phones should be turned off and silenced when secured in your locker or in your possession. A student making or receiving calls or text messages in an unauthorized area or unauthorized time will face disciplinary action as follows:

- 1st violation: 1 hr detention
- 2nd violation: 2hr detention
- 3rd violation: 1 day of ISS

Additional Information

For the purpose of the above description “cafeteria” shall be defined as follows: The lunch room including all tiled areas leading toward the office, the breezeway, and outside area students are authorized to be in before school or during their lunch period. In other words,

once you reach the carpeted areas of the hallway, your cell phone needs to be put away and turned off. .

Code of Conduct – Uniform Training Guidelines

In an effort to develop uniformity within our activities program, the following substance abuse policy will be enforced. We feel it is a privilege to participate in the Madison High School activities program. Students are expected to show self-discipline and control at all times. This policy will define substance abuse as the use of alcohol, drugs, or tobacco by any student during the school year.

RULE: During the school year, regardless of quantity, a student shall not: (1) use or possess a beverage containing alcohol or (2) use or consume, have in possession, buy, sell, or give away any marijuana or controlled substance or (3) use or consume, have in possession, buy, sell, or give away any type of tobacco. Since training rules are always subject to a lot of public opinion, it is extremely necessary to determine how violations will be addressed. Violations of the substance abuse policy shall be cumulative throughout the school year. If any student violates this rule and the violation is substantiated by a faculty member, school administrator, the student's own admission, or other evidence presented, the following will occur:

First Violation: The student will lose eligibility for the next one (1) interscholastic event per each activity the student may be active in. The student also must receive some counseling in substance abuse. This counseling will be determined by the principal, parents, counselor and head coaches/sponsors.

Second Violation: The student will lose eligibility in all activities for the remainder of the school year. In order to become eligible for activities for the next school year, the student must go through some sort of chemical dependency program at the expense of the individual or family. This completion will be determined by any professional substance abuse counselor and/or the principal, athletic director and school counselor.

If a source other than those previously listed signs a written statement about a student's violation of this policy, validity of the allegation will be screened, and if the information is substantiated, the appropriate action will be taken.

If a student enrolled in USD #386 is found to be in violation of Kansas statutes, district administrators are required to report these possible violations to appropriate law enforcement agencies for investigation and shall provide such factual information as may be available, consistent with Kansas law and the constitution of Kansas and the United States.

Bona fide Student

KSHSAA Rule 14, Article 2

A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

College Visitations

A senior may be excused to visit a college only after making arrangements with the counselor at least two days in advance of the visit. College visitations will NOT be allowed during the following times: at the end of a grading period or before or after a vacation. The only exception to this rule may be allowed if a special college day has been set up by the college for seniors. **Seniors will be excused a maximum of two days for visitation, juniors will be allowed one day.** A "Request for Advanced Excused Absence" form procedure must be followed two days in advance. A written note or phone call from the parent must accompany the request. The counselor will assist in any way possible. Failure to properly complete the required procedures will result in an absence as opposed to a "college visit."

Copies

Students requesting personal copies will be charged at the rate of 10 cents per page.

Dances

Dances are held throughout the school year as social activities for MHS students. Class organizations and clubs may sponsor these activities. Students attending school dances will be required to dress appropriately. Students leaving the dance may not return. Attendance at some dances is limited to MHS students. Some dances allow MHS students to bring approved "guests". A "guest" is defined as one's outside date to a school-sponsored dance. All dates must be signed up in the office prior to the activity. All guests are subject to approval by the administration and they may be required to fill out a guest contract. The date must be accompanied by the MHS student at the time of admission to the activity; some form of identification by the guest is required. Students must be in the 9th grade or above to participate in these activities.

Dual Credit Courses

Dual credit courses are defined as those where students are eligible to receive both high school credit and college credit. These classes are taken during the school day. Students will receive a Pass / Fail grade for the high school credit portion of the course.

Driving Privileges

The following rules apply 24 hours a day for all students, and violation may result in loss of driving privileges:

1. Careless driving.
2. Parking in staff parking area.
3. Driving / Parking on the grass.
4. Possessing, smoking, drinking, or using drugs in a vehicle and/or on school grounds.
5. Going to vehicle during school without permission.

These are just examples. Other misconduct with your vehicle could result in loss of driving privileges and be reported to law enforcement.

Early Graduation - (Board Policy JFCA)

A student, who for educational and vocational reasons, wished to graduate from high school in less time than the normal four-year grade 9-12 sequence, may request permission for early graduation. The student and parents shall consult the high school administrative and/or guidance personnel in order to develop a graduation plan.

The student shall request in writing to the board permission for early graduation with reasons supporting his/her plan and request. Examples of reasons to be given consideration are:

- Hardship circumstances,
- Vocational opportunities,
- Enlistment in the military,
- College entrance,
- Pursuit of a continuous specialized education objective

A parent or legal guardian of the student must submit a letter in support of the student's request for early graduation, and such letter is to accompany the student's written request. The request letters to the board are to be submitted to the superintendent no later than six months prior to the anticipated completion of the required high school program.

The student must reasonably be expected to satisfactorily complete all state and local graduation requirements of subjects and credit units or their accepted equivalents in order for consideration to be given to any request.

Each request is to be determined by the board on the merits of the individual circumstances; one case shall not set a precedent for others.

Emergency Drills

Blue Code Drills

In order for staff and students to be prepared to react in a safe and organized manner in the case of a serious building or school site crisis, a blue code drill will be practiced once each semester.

Fire Drills

At the signal of a fire drill, **everyone** is to leave the building as quickly as possible and in an orderly fashion. In each classroom, a card is posted showing the assigned door by which the students from that room are to leave the building. Returning to the building is done on a verbal signal from the office.

Tornado Drills

Unscheduled tornado drills will be held to accustom the students to the proper action during an alert. The signal for a tornado drill will be announced over the intercom as will the all clear signal. Students will follow the procedure outlined by the individual teacher.

Flint Hills Technical College Guidelines

1. Tuition for the course is paid by the state.
2. All costs for books, fees, tools, additional expenses, club fees, and required clothing are the responsibility of the student.
3. The non-refundable deposit at the beginning of each semester is the responsibility of the student.
4. Any student missing more than 10 days per semester will not be eligible to attend the technical college the following year. Exceptions to this rule require a written request from the parents stating the circumstances that warrant an exception. The written request will be submitted to the principal prior to June 1 of the upcoming school year. The principal will present the request to the superintendent and board of education for consideration.
5. Any student receiving a grade of "D" or "F" at the Technical College for the semester will not be allowed to return to the technical college the next semester. Any Special Education student having a written IEP plan could be exempt from this grade policy.
6. Any student enrolled in FHTC must complete the school year for which they enrolled. They will not be allowed to withdraw at semester. Exceptions due to extenuating circumstances must be approved by the superintendent and/or B.O.E.
7. Transportation from Madison High School to the technical college is provided by the district. The student may drive his/her private vehicle with PRIOR permission of parent/guardian and high school administrator. Students must return to Madison High School by the start of 6th period.
8. Students are required to attend the technical college every day it is in session, including those days when USD #386 is not in session. **Please be aware the FHTC calendar is not the same as the USD #386 calendar.**
9. Guidelines are based on scores obtained on the placement test. **Mrs. Kresin will schedule you for testing at the Technical College.**

Food and Beverages

Food and beverages are not allowed in the classroom without teacher permission. Administration reserves the right to ask any student to remove food or beverages from their locker should it pose a disruption to the educational process. Please see Kansas Pre-K-12 Wellness Policy Guidelines located at the end of the agenda.

Grading Periods

The school year is divided into two semesters. Students will receive grades at the nine-week mid-term, but only semester grades will be recorded on the permanent record which is kept in the school office. The following grading scale will be used to determine letter grades:

60	70	80	90
61	71	81	91
62 D-	72 C-	82 B-	92 A-
63	73	83	93
64	74	84	94
65	75	85	95
66 D	76 C	86 B	96 A
67	77	87	97
68	78	88	98
69 D+	79 C+	89 B+	99 A+
			100

Graduation / Promotion Requirements

Seventh Grade

Any seventh grader who fails two (2) core classes will be considered for retention. Core classes include: Math, Science, History, and English. Administration, parents, and teachers will meet before the end of the school term to make the final decision.

Eighth Grade

Any eighth grader who fails two (2) core classes will be considered for retention. Core classes include: Math, Science, History and English. Administration, Parents and Teachers will meet before the end of the school term to make the final decision. Only students who pass 5 or more classes will be able to participate in the 8th grade graduation regardless of any decisions regarding retention.

High School (Class of 2020)

To be classified as a sophomore, a student must have completed one year of high school and at least 5 units of credit; a junior must have completed two years of high school and 11 units of credit; a senior must have completed three years of high school and 17 units of credit.

Graduation requirements for Madison High School include 24 units of required and elective courses and activities. The required units shall include the following:

1. Four units of English Language Arts:

English I, II, III, and English IV/College Prep.

Students must pass these courses in sequence.

2. Three units of Mathematics - Algebra I and geometry are required classes for graduation. The recommended plan is for students to take algebra I as a freshman and geometry as a sophomore. Transfer students will have their records reviewed and appropriate adjustments will be made as necessary.
3. Three units of Science:
4. Three units of Social Science:
 - One unit** American History
 - One unit** American Government, including The Constitution of the United States
 - One unit** Social Science elective
5. One unit of Computer Technology (Business Essentials and Consumer and Personal Finance)
6. One unit of Health and Physical Education: (Transfer students - 1 unit of P.E.)
Two nine weeks of Health and two nine weeks of P.E.
7. One unit of Fine Arts

Gym Policy

1. NO tobacco will be allowed in the gym.
2. Street shoes will not be permitted on the gym floor.
3. No artificial noise makers will be allowed. Pep band activities will be confined to before athletic contests, halftimes, between games, and at time-outs.
4. There will be no unauthorized activity inside the gym before school, during morning break, noon hour, or after school.
5. All gym bags will be placed in lockers in the dressing room area before school.
6. Handicapped lift is for handicap use ONLY. Please leave lift alone.
7. Signs will be permitted in the gym with approval from administration or sponsor. They must be taped with masking tape only. They must be removed immediately after the contest.

Hazing

No student shall engage in, nor shall any staff member knowingly allow students to engage in, the hazing of another student. Hazing is defined as any behavior which coerces, demands or encourages another person to perform any act which could reasonably be expected to result in bodily harm, disfigurement or death, as a condition of membership in a school organization, team or group or who engages in any behavior which is done in a manner which could inflict bodily harm, disfigurement or death; or any act designed to ridicule or lower self-esteem. Any student who participates in the hazing of another student shall be subject to the school disciplinary code. Any staff member who encourages or tolerates hazing of a student by another student shall be subject to disciplinary action by the district. Hazing is a class B misdemeanor under Kansas State Law.

Health Services

Illness and Accident Policies

1. When students become ill at school, they must report to the nurse's office. If a nurse is not on duty, students will report to the main office. Parents/guardians will be notified by school personnel if the student is too ill to remain at school.
2. All accidents are to be reported to the nurse's office immediately so that an accident report may be completed. Following any serious accident, parents/guardians will be notified immediately.
3. Parents are requested to inform the school nurse when their students have been diagnosed with a contagious illness.
4. When students need to be excused from physical education participation for more than three days due to illness or injury a written statement from a physician stating the reason and the duration must be brought to the class instructor.
5. When students are absent from school for more than three days due to illness or injury a written statement from a physician stating they are released to return to school must be brought to the office.

To prevent illnesses from being transmitted at school, here are some guidelines to help you decide when to keep your student home.

<u>Exclude</u>	<u>Return</u>
Fever 100 degrees with or without symptoms	Fever free for 24 hours
Eyes reddened, inflamed with discharge	Discharge has stopped, or 24 hrs after initiating antibiotics, or note from healthcare provider stating not infectious
Head Lice	After pediculocide treatment is initiated
Diarrhea (2 or more loose stools in 24 hrs)	No diarrhea for 24 hrs or per disease protocols or note from healthcare provider
Vomiting	No vomiting for 24 hrs
Impetigo	24 hrs after administration of antibiotic (either topical or oral). Cover open wounds. Food handler staff is excluded until lesions are healed
Ringworm	After administration of antifungal treatment
Scabies	24 hrs after treatment or notes from healthcare provider
Chickenpox	When fever is gone and all lesions are crusted or dried. Children who have not had chickenpox or vaccination may also be excluded from school for days 10-21 following exposure to a case of chickenpox
Strep Throat	24 hrs of antibiotic treatment and fever free
Whooping Cough	Exclude all confirmed cases for 5 days following initiation of antimicrobial treatment and note from healthcare provider
MRSA	Note from healthcare provider

This is not an all-inclusive list of possible communicable diseases that may impact the school setting. Please call the school nurse if you have any questions.

Communicable Diseases

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease.

If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the child's medical condition, the child's behavior and neurological development, and the expected type of interaction with others in the educational setting. These decisions will be made after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

Immunizations

The state law requires all students be fully immunized prior to school entry. All students shall provide the principal with proof of immunization and required booster shots of certain diseases or furnish documents to satisfy statutory requirements. Students who fail to provide the documentation required by law may be excluded from school by the superintendent until the requirements are met.

Medication

Prescription or Non-Prescription Medications

All medications must be kept in the health room and are administered by the health or delegated school staff during school hours. All medications MUST come to school in the original containers accompanied by a permission note from the parent. **WE WILL NOT GIVE MEDICATION WITHOUT THIS CONTAINER.** If the doctor gives a professional sample medication to use, we MUST have a doctor note or a copy of a prescription for the drug. Parents/guardians should be responsible for transporting prescription medications to and from school for their students. If there are extenuating circumstances that prevent this from occurring, the school's registered nurse needs to be notified. Dosage changes from the medication pharmacy label: The School Nurse needs to be notified by a note from the doctor with the new dosage listed and a new parent permission form must be signed. Medications to be taken three (3) times a day can usually be done before school, after school, and bedtime, thus avoiding the need to take pills at school. **We do not give aspirin or medications containing aspirin without a doctor's order.** This is due to aspirin's connection to Reye's syndrome.

Herbal, natural and homeopathic remedies will not be administered at school without written authorization from the primary care physician. In most cases we do not give narcotics at school. The registered nurse (R.N.) in each school will make the decision. It is recommended students recover from injuries or surgery at home and be able to switch to non-narcotic pain medication before returning to school.

Parents or legal guardians may come to the school to administer the medications.

Self-Administration of Medications

Medication (Epi-Pens/Inhalers) prescribed by a health care provider for the treatment of anaphylaxis or asthma may be carried by the student with proper authorization from their physician, parent, school nurse, and administration. This will need to be renewed annually.

Honor Roll

The honor roll is divided into two groups: High Honors and Honors. Students who achieve academic excellence will be named to an honor roll four times a year, once each nine-week period. Students eligible for the High Honors honor roll must have no grade lower than 90% (A-). Students eligible for the Honors honor roll must have a 3.0 GPA or higher. All courses taken will count towards the honor roll. Awards will be given at the end of the school term to those students who have made the honor roll three of the four nine-week periods.

Independent Study

Any student wishing to take an independent study has to have the following items turned in to the office before the beginning of the semester:

Student Responsibilities

1. Teacher:
 - a. in the field of study
 - b. signed agreement between you and the teacher (teacher has to agree)
2. Course Outline or Syllabus:
 - a. list of assignments (completed by teacher and student)
 - b. approved by teacher, administration, counselor
3. Textbook or materials to be used:
 - a. defined jointly by student and teacher
 - b. any textbook not currently available at M.H.S. will be the student's responsibility to acquire
4. Written notes from all conferences between teacher and student:
 - a. signed by teacher
 - b. dated
 - c. minimum of four conferences per semester
5. Student Self Evaluation
 - a. weekly
 - b. copy submitted to teacher and principal

Teacher Responsibilities

1. Help the student with the above criteria.
2. Tests:
 - a. designed by teacher
 - b. minimum of two tests per nine weeks
3. Complete Evaluation Procedure Defined by Teacher and submitted to principal before course work begins.

All of the above information will be kept in a PORTFOLIO for the entire semester. It may be reviewed by the administration and counselor at any time.

Lockers

Grades 7-8 lockers are located in the west section of the academic area. Grades 9-12 lockers are located in the east section of the academic area. **No items will be placed on top of the lockers. Do not keep money or medications in your locker.** Students will not tape items to the outside of lockers. Any items attached to lockers will be done with magnets or string. Items on the inside, such as posters or pictures, will be in good taste and will be subject to administrative approval. Report all locker trouble to the office immediately. Locks are installed on the lockers. Lockers are school property, not student property. Lockers may be searched for any reason at any time at the discretion of the administration.

Lost and Found

Students are to turn in "Found" items to the classroom teacher, who will deposit the item(s) with the office. Students missing any item(s) are to inquire at the office, giving an accurate description.

Motor Vehicles

High school students will use the parking area south of the building. The first two rows are reserved for staff. No student may drive a motor vehicle during the school day without special permission from the administration and parent/guardian. The school may conduct periodic searches of vehicles in the parking lot.

National Honor Society Membership

1. Membership of this chapter shall be known as active and graduate. Graduate members have no vote.
2. Membership in this chapter shall be based on scholarship, service, leadership, and character.
3. Students from the 10th, 11th and 12th grades shall be considered for membership. Induction will be done in the spring.

4. Any student with a B average or 85% will be eligible for membership in the chapter.

5. National Honor Society Selection:
 - a. **Scholarship:** (3.5) GPA or above.

 - b. **Service:** All potential members must submit a list of their service activities to the selection committee. Each student must have been involved in at least two (2) service projects. Out-of school projects are also considered. Members must continue service projects at two per year.

 - c. **Leadership:** Potential members must include leadership activities on the same list. Members must belong to two or more school and/or community organizations and extra-curricular activities.

(Ex.: 4-H, youth group, football, volleyball, quiz bowl, etc.)

 - d. **Character:** (The following are examples, in no way inclusive of the behavior to be exhibited by potential or actual NHS members. If you have any questions, please consult the advisor or principal):

 - e. **Integrity:** No incidents of cheating or intentional dishonesty.

 - f. **Positive Behavior:** No skipping classes or violating school regulations. No record of civil offense within the community.

 - g. **Cooperation:** Willing to assist classmates, faculty, etc.

 - h. **Ethics:** Wants to do the "right" thing in most situations.

6. Any active member who falls below the standards which were the basis for his/her election to membership shall be dropped from the chapter by a majority vote of the faculty council.

7. If so dropped, his/her emblem shall be returned to the advisor of this chapter.
8. In all cases of impending dismissal, a member shall have the right to a hearing before the faculty council.

Office Business

The office will be open for student business from 7:45 a.m. until the beginning of first hour, and after school until 4:00 p.m. The majority of business can be transacted during these times rather than during class periods. Student class treasurers and organizations can make special arrangements to deposit money.

Organizational Meetings

1. The following groups will be allowed to meet once a month during the entire school year: Student Government and Classes (7th grade, 8th grade, etc.). This list is not inclusive as other groups may form.
2. If any group wants to meet more than the above criteria, it may meet during lunch, before school, or after school.
3. Since Choir meets during study hall period, students are expected to report to that class unless permission is granted from the vocal instructor.

Phone Calls

Students will NOT be given a pass during class to use the telephone unless it is an emergency. The phones in the school office can be used by students for school business as needed and for personal business when absolutely necessary. No long distance calls are to be charged to the school without permission.

Phone System

Our Madison Telephone communication system doubles as an intercom and telephone system. Each classroom has a telephone and teachers are able to place and receive calls. The system also has voice mail capabilities to leave messages when the teacher is not available. After regular hours (7:30 a.m. to 4:00 p.m.), callers will have the opportunity to ring into a particular extension and leave a voice message for school personnel.

Professional Learning Communities (PLC's)

Professional learning communities (PLC) are a time for teachers to meet to review data, collaborate, and plan student interventions. PLC time is time devoted to teacher learning and planning. USD #386 will begin to have PLC time for teachers beginning this school year. All PLC times will be held on the first and third Wednesday of the month, but will not affect student drop off or pick up times. All teachers will

participate in PLC's on the first and third Wednesday of each month beginning September 2nd, 2019 and continuing throughout the school year. High school teachers will participate in PLC from 7:45am-8:45am and elementary from 2:45pm-3:45pm. Buses will run their normal routes and students will have structured supervised activities while teachers are in PLC's.

Qualified College Admissions

H.B. 2668 pertains to qualifications applicable to students who seek to enroll in a State Board of Regents institution. The Regents are authorized to adopt rules and regulations for admission of students at state educational institutions. Beginning with the 2001-2002 academic year, the rules and regulations must include the following standards.

Kansas Resident Graduate of Accredited Kansas High School - A Kansas resident graduate of an accredited Kansas high school must be permitted to enroll in a State Board of Regents institution if the applicant:

1. has completed the pre-college curriculum prescribed by the regents with a minimum grade point average of 2.0 on a 4.0 scale or has been recognized by the regents as having attained a functionally equivalent level of education, or
2. has achieved a composite American College Testing Program (ACT) score of 21 or more points, or
3. has a ranking in the top one third of the high school class upon completion of seven or eight semesters.

The pre-college curriculum prescribed by the Regents must include, but is not limited to,

Four units of English

Three unit of Mathematics (four units for the class of 2015 and beyond)

Three units of Social Science

Three units of Natural Science

One unit in the field of computer technology designed for development of computer literacy, including a basic understanding of computer operations, applications and programming.

Safety Valve: Beginning in 2001-02, each institution must have a policy for admission of not more than 10 percent of freshmen students as exceptions to the standards otherwise applicable. The exceptions apply only to students who are bona fide residents of Kansas, as determined in accord with the Regents' rules and regulations. (These rules and regulations must be similar to those used for determination of resident status for tuition purposes.) The Regents must adopt rules and regulations setting forth criteria and guidelines to be applied system-wide to policies an institution develops in administering this feature of the qualified admission plan. The Regents must report annually to the legislature on the number and percentage of freshmen class admission permitted as exceptions to the standards. This information must be disaggregated by institution.

School Closing

School will be closed when weather conditions are such that buses cannot run safely. Parents/Students will be notified via an automated service that school has been canceled. Students are also encouraged to listen to local radio and TV stations. Some of the stations to listen to are as follows:

KSNT - TV 27 Topeka
KWCH- TV 12 Wichita
WIBW - TV 13 Topeka
KAKE – TV 10 Wichita
KVOE Radio 101.7 FM
WIBW Radio 94.5 FM
KVOE Radio 1400 AM
WIBW Radio 580 AM
KFDI Radio 1070 AM
KSNW – TV 3 Wichita

Please do not call the administration or these stations for this information.

School Site Council

The **mission of the school site council (SSC)** is to provide advice and counsel regarding specified areas of their school's programs and operation. The responsibilities of each council can be determined by the group membership, with the continuing focus, as provided in state law, on:

- providing advice and counsel in evaluating state, school district, and school site performance goals and objectives; and,
- in determining the methods that should be employed at the school site to meet those goals and objectives.

Council Member responsibilities: In carrying out these responsibilities, council members might be involved in:

Reviewing information about conditions of the school which relate to the following four areas identified in QPA-

1. School improvement through effective school principles
2. High standard of academic performance through an integrated curricular approach
3. Human resource development/staff training and retraining
4. Community-based programs

Council members should be expected to:

- attend all council meetings;

- act as a communication link between the council and staff, students, parents and community;
- contribute to the group and help members function as a team; and
- accept responsibilities for council work to assure that proposed objectives are achieved.

Senior Trip

In order to help make the senior trip safe, fair, and enjoyable for everyone involved, the following requirements must be met by each student of the senior class to be eligible to participate in the senior class trip.

1. Students must be enrolled as a senior at Madison before September 1 (or receive administrative approval).
2. All class dues must be paid, including any unpaid from previous years.
3. Students must meet fundraiser requirements for grades 9-11.
4. Students must meet the required number of “units” for fundraising set forth by the sponsors during their senior year.
5. A senior contract form must be on file in the office.
6. A drug testing consent form must be on file in the office.
7. All equipment must be returned. This includes, but is not limited to textbooks, library books, athletic uniforms, etc.
8. All bills must be paid. This includes, but is not limited to lunch bills, etc.
9. Only graduating seniors will be allowed to attend.
10. Students must be in “good standing” at Madison. This will include, but is not limited to the following conditions:
 - a. NO Out of school suspensions during the senior year or NO more than one day ISS;
 - b. NO unexcused absences during the senior year;
 - c. NO dishonest activities during fundraisers;
 - d. NO legal issues including probation.

If a student does not attend the senior trip for any reason, they will not receive any monetary compensation from the class.

The senior class shall approach the Board of Education by the January meeting date for approval to take a senior trip. If the Board of Education approves the trip, at least 1 – 2 additional sponsors (parents and/or staff) may accompany the class along with the senior sponsor and the principal or his/her

designee. If approved the following guidelines must be followed:

1. The senior class officers will do the planning for the trip, with the approval from the senior sponsors and the principal.
2. Typically, a trip would last three (3) days and two (2) nights. Any trip longer must be approved by the Board of Education.
3. A detailed itinerary must be submitted to the principal by April 1.
4. Sufficient class funds must be available for all trip expenses.
5. At least one (1) adult female and one (1) adult male sponsor must accompany the class.
6. If a student behaves inappropriately, his/her parents will be contacted to make arrangements for immediate transportation home at their expense.
7. If the class has additional funds beyond what is needed to cover the cost of the trip, no more than \$100 per student of the additional funds may be used as "spending money".
8. Student/Parents informational meeting.

Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by Board members, administrators, certified and support personnel, students, vendors, and any other having business or other contact with the school district is strictly prohibited. It is also a violation of the policy for any employee to discourage a student from filing a complaint and for any supervisor to fail to follow the policy or fail to investigate complaints. Complaints of sexual harassment will be promptly investigated and resolved.

Sexual harassment may include, but not be limited to:

- ✓ Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- ✓ Subtle pressure or requests for sexual activity;
- ✓ Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- ✓ Creating a hostile school environment, including the use of innuendos or overt or implied threats;

- ✓ Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- ✓ Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity; or
- ✓ Sexual assault or battery as defined by current law.

Sexual Harassment Procedure

Any student who believes he or she has been subjected 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 complainant. 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.

Student Sign-Out Roster

Before leaving the building for any reason while school is in session, a student must come to the office and sign out on the sign-out sheet. A student will not be allowed to sign out without permission from home or approval from the office. Any student leaving school without following this procedure will be considered Truant.

Valedictorian and Salutatorian

To be eligible for consideration, a student must have been a full-time student at Madison High School for his/her last four consecutive semesters and met or exceeded all other grade and credit requirements for graduation. Candidates would be required to take the courses listed on the Kansas Regents Qualified Admissions Curriculum. Of the students, the highest GPA would be the valedictorian and the second highest GPA would be the salutatorian. More than one candidate would be allowed for each position in the event of a tie.

Visitors

Students not enrolled in Madison Junior-Senior High School will not be allowed to visit school. However, parents and/or guardians are encouraged to visit. All visitors should report to the office to receive a visitor's pass. There shall be no unauthorized visitors allowed in the building.

Withdrawal Procedure

Students who leave Madison Junior-Senior High School during the school year should pick up a withdrawal form from the office at the beginning of his/her last day. Upon withdrawal, all books and materials must be returned and all financial obligations must be cleared. Student records will be forwarded to another school upon request from that institution.

U.S.D. #386 OFFICIAL DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Madison-Virgil U.S.D. #386, with certain exceptions, obtain your written consent prior to the disclosure of personally

identifiable information from your child's education records. (refer to JR, JRB, KCA, IDEA) However, USD #386 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow USD #386 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The school website;
- The schools live-streaming program
- The Madison Bulldog TV Channel
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want USD #386 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1, of the current school year. USD #386 has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Appendix Referenced Board Policies

IDAE Student Privacy Policy

IDAE

(See BCBK, ICA, ICAA, II, and JR et seq.)

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

Any student data submitted to or maintained in a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian’s signature; and 2) shall state student data submitted to or maintained in a statewide longitudinal data system only be disclosed as follows.

Student 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. Destruction shall comply with the NISTSP800-88 standards of data destruction.

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;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing 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.

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Select Student Surveys

No test, questionnaire, survey, or examination containing any questions about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

- the parent or guardian is notified in writing; and
- the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

Students may be questioned:

- in the provision of psychological services,
- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

Approved: KASB Recommendation – 7/03; 6/04; 4/07; 6/14

Annual Notice: Emergency Safety Interventions Board Policy GAAF

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF

The board of education is committed to limiting the use of Emergency Safety Intervention (“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. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions “Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto. “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement. “Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out. “Incident” means each occurrence of the use of an emergency safety intervention. “Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer. “Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority. “Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“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. “Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint. “School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district. “School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer. “Seclusion” means placement of a student in a location where all of the following conditions are 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 he or she will be prevented from leaving the enclosed area. “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

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 treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seat belts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions. ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file. Such written statement shall include an

explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be significant harm to the student or others. Use of Seclusion; When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

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 ESI. 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 written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by mail. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers - Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy. If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs. Documentation of ESI Incidents Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, 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 ESI, • Type of ESI, • Length of time the ESI was used, • School personnel who participated in or supervised the ESI, • Whether the student had an individualized education program at the time of the incident, • Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident. All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee 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.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future. For a student with an IEP or a section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below. 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. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. 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 within thirty (30) days after the parent is informed of the incident. 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 of fact and recommended corrective action, if any, 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 and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: 7-6-2016

KASB Recommendation – 6/19; 12/13; 6/15; 6/16

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;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing 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.

As the parent or legal guardian of [name of student(s)], I acknowledge that I have been provided with notice of authorized student data disclosures under the Student Data Privacy Act.

Parent Signature

Date

Purpose

The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet.

Acceptable Use Guidelines

Users shall adhere to the following guidelines of acceptable use:

- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' emails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- User shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.

- Students shall not disable or attempt to disable Internet filtering software.

Prohibitions

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

Monitoring

The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, e-mail transmissions and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

Internet Safety

In compliance with the Children’s Internet Protection Act (CIPA) and the Kansas Children’s Internet Protection Act, the school district will implement filtering and or blocking software to restrict

access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior including cyberbullying.

Penalties for Improper Use

Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The school district has the right to make the determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

Approved: KASB Recommendation - 6/14

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Access to student records, excluding student data submitted to or maintained in a statewide longitudinal data system in accordance with board policy IDAE, shall be permitted as set forth in board policies JR and JRB.

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school

records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

Approved: KASB Recommendation—7/96; 4/07; 6/14

Individual student files are not available for public inspection. Except as provided in IDAE with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in this policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in

performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs.

The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the

condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Approved: KASB Recommendation – 7/96; 6/00; 7/02; 7/03; 4/07; 2/13; 6/14

KCA Protection of Privacy Rights KCA

The superintendent, the board of education, and district staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act as required by law.

Approved: KASB Recommended – 6/14

JDDA Drug-Free Schools (See GAOB, JGFGB, JGFGBA, and LDD)

JDDA

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution,

and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to: Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Approved: KASB Recommendation – 7/96; 9/97; 7/02; 4/07; 6/08; 6/12; 12/13

USD 386 - Madison-Virgil Wellness Policies

USD 386 Madison-Virgil is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating, nutrition education, physical activity and integrated school based wellness. Therefore, it is the policy of USD386 Madison-Virgil that:

Policies in Place

General Guidelines

- Substitutions are provided for students with medical disabilities identified by a licensed physician that require meal modifications per the signed Meal Modification Form.
- Substitutions are provided for students with allergies and intolerances that do not rise to the level of a disability, identified by a Recognized Medical Authority on the signed Meal Modification Form.
- The food service area is clean, orderly, and has an inviting atmosphere.
- All school food service personnel receive required food safety training at a minimum of every 5 years. Continuing education training for all food service personnel meets federal and state requirements.
- All school food service personnel receive required food safety training at a minimum of every 3 years.
- All school food service personnel receive food safety training annually.
- The dining area has seating to accommodate all students during each serving period.
- High School: Closed campus. Students must remain at school during lunch periods.
- The dining area has adult supervision.
- The dining area has food service personnel and supervisory staff use positive communication cues with students to promote consumption of foods served as part of Child Nutrition Programs.
- The dining area had adults model healthy eating in the dining areas and encourage students to taste new and/or unfamiliar foods.
- The students are allowed to converse with one another at least part of the meal time.
- Mealtime conversation is not prohibited for the entire meal time as disciplinary action.
- Reimbursable meals and/or parts of a reimbursable meal are not withheld or denied as a disciplinary action.
- One "Smarter Lunchroom" or a Behavioral Economics technique is used on the serving line to encourage healthy choices by students.
- Identify content of reimbursable lunch and breakfast near or at the beginning of the serving line(s).
- Identify Kansas food products that are served as part of the school meals program at the beginning or on the serving line.

Breakfast

- All school breakfasts comply with USDA regulations and state policies.
- At least three different fruits are offered each week on three different days. At least one fruit per week is served fresh.
- Students have at least 10 minutes "seat time" to eat breakfast (not including time spent walking to and from class or waiting in line).
- Students have at least 15 minutes "seat time" to eat breakfast (not including time spent walking to and from class or waiting in line).
- All school lunches comply with USDA regulations and state policies.
- At least three different fruits are offered each week. Two fruits per week are served fresh.
- Offer one additional 1/2 cup* vegetable offering weekly from any of three vegetable subgroups (dark-green, red/orange, dry beans and peas).
- Students have at least 15 minutes "seat time" to eat lunch not including time spent walking to/from class or waiting in line.
- Students have at least 20 minutes "seat time" to eat lunch not including time spent walking to/from class or waiting in line.

All Food Sold in Schools

- No foods or beverages are sold except reimbursable school meals or snacks.
- All foods and beverages sold in schools are in compliance with USDA's Smart Snacks in School "All Foods Sold in Schools" Standards from the midnight before to 30 minutes after the end of the official school day.
- All foods and beverages sold in schools are in compliance with USDA's Smart Snacks in School "All Foods Sold in Schools" Standards from the midnight before to 5 pm.
- No energy drinks are sold on school property from midnight before to 30 minutes after the end of the official school day.
- All foods and beverages sold in schools are in compliance with USDA's Smart Snacks in School "All Foods Sold in Schools" Standards 24 hours a day.
- USDA's Smart Snacks in School Beverage Standards for middle schools apply to high school (only 100% juice, water, milk).

Other Child Nutrition Programs

- Meals and snacks served under the USDA At-Risk Afterschool Meals, Afterschool Care Snack

- Program, Fresh Fruit & Vegetable Program and/or Summer Food Service Program comply with all federal regulations and state policies.
- Participate in two of four programs. (At-Risk Afterschool Meals, Afterschool Care Snack Program, Fresh Fruit & Vegetable Program or Summer Food Service Program)

During the School Day

- Students have access to free drinking water throughout the school day, including during meal service. Hygiene standards for all methods delivering drinking water will be maintained.
- Students are allowed to have clear/translucent individual water bottles in the classroom.
- Teachers and parents are provided with information on healthy options for classroom rewards, parties and celebrations that meet Smart Snacks in School "All Foods Sold in Schools" Standards.
- All foods and beverages provided by teachers and the school for classroom rewards, parties and celebrations meet Smart Snacks in School "All Foods Sold in Schools" Standards.
- Foods and beverages for classroom rewards, parties and celebrations will not be provided within one hour before or after the end of the last lunch period.
- Fundraising within the school day meets "All Foods Sold in Schools" Standards (sans the exempted fundraisers).
- Fundraising within the school day and until 5 pm meets "All Foods Sold in Schools" Standards (sans the exempted fundraisers).
- Meals purchased at fast food outlet to be consumed at school must not be brought to school in their original containers. Caffeinated beverages are not allowed in sack lunches to be consumed in the cafeteria. (High School)

Nutrition Promotion

- School promotes participation in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) if applicable and to choose nutritious foods and beverages throughout the day.
- Menus are posted on the school website and/or distributed to families via another method.
- Students provide input on foods offered in the cafeteria.
- Students learn about the nutrition requirements for school meals and some students are involved in helping plan menus.
- Marketing and advertising of nutritious foods and beverages to students is implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.
- Allow marketing (oral, written, or graphics) of only those foods and beverages sold on the school campus during the school day that meet the requirements set forth in the Smart Snacks Rule.
- Allow marketing (oral, written, or graphics) of only those foods and beverages that meet the requirements set forth in the Smart Snacks Rule on the school campus at all times.

Nutrition Education

- All students in grades K-12, including those with disabilities, special health care needs and in alternative education settings, will have the opportunity to participate in culturally relevant participatory activities and a variety of learning experiences that support development of healthful eating habits that are based on the most recent Dietary Guidelines for Americans and evidence-based information.
- School administrators inform teachers and other school personnel about opportunities to attend training on nutrition and encourage them to attend training on teaching nutrition.
- Integrate nutrition education into other core subjects such as math, science, language arts, and social sciences, as well as in non-core and elective subjects.
- Include nutrition and health posters, signage, or displays in the cafeteria food service and dining areas, classrooms, hallways, gymnasium, and/or bulletin boards that are rotated, updated or changed quarterly.
- School personnel discuss with students the nutrition education materials displayed.
- Offer information to families at least once per semester that encourages them to teach their children about health and nutrition, and assists them in planning nutritious meals for their families.
- Offer information to families at least once per quarter that encourages them to teach their children about health and nutrition, and assists them in planning nutritious meals for their families.
- Offer information to families at least once per month that encourages them to teach their children about health and nutrition, and assists them in planning nutritious meals for their families.

Physical Activity General Guidelines

- All students in grades K - 12, including those with disabilities, special health care needs and in alternative education settings, have the opportunity to participate in moderate to vigorous physical activity at least 2 times per week during the entire school year.
- All students in grades K - 12, including those with disabilities, special health care needs and in alternative education settings, have the opportunity to participate in moderate to vigorous physical activity 3 or more times per week during the entire school year.
- All students in grades K - 12, including those with disabilities, special health care needs and in alternative education settings, have the opportunity to participate in moderate to vigorous physical activity every day during the entire school year.
- Physical activity facilities in and on school property are safe with sufficient age-appropriate equipment for all students, including those with disabilities. Adequate adult supervision is provided.
- School prohibits the use of physical activity as a punishment. Schools prohibit withholding physical activity, including recess and physical education, as punishment.
- School encourages extra physical activity time is an option for classroom rewards.

Throughout the Day

- Structured physical activity opportunities, in addition to physical education and recess (where applicable), are encouraged for all students.

- Professional development on integrating physical activity into core/non-core subjects is provided to all staff.

Physical Activity Education

- The physical education curriculum is sequential and consistent with Kansas State Board of Education approved physical education teaching standards for pre-kindergarten through grade 12.
- High school students are provided structured physical education in at least 1 course required for graduation.
- Physical education curriculum encourages a multi-dimensional fitness assessment.
- Physical education curriculum includes fitness assessment of at least 50% of all students enrolled in physical education and student fitness reports are available to parents.
- Physical education curriculum includes fitness assessment of at least 90% of all students enrolled in physical education and student fitness reports are available to parents.
- Physical education is taught by teachers licensed by the Kansas State Department of Education.
- Physical education teachers participate in physical education and/or physical activity specific professional development every 2 years.

Before & After School

- Extracurricular physical activity programs, such as a physical activity club or intramural programs, are offered.
- An assessment on walking and/or biking to school has been completed to determine safety and feasibility.
- The school has developed a walk and/or bike to school plan and encourages students to walk and/or bike to school.

Family & Community - PE

- Community members are provided access to the school's outdoor physical activity facilities.
- Community members are provided access to the school's indoor and outdoor physical activity facilities at specified hours.
- Community members are made aware of opportunities to access the school's indoor and outdoor physical activity facilities at specified hours.
- Offer information via multiple channels at least once per semester to all families that encourages them to teach their children about physical activity, and assists them in planning physical activity for their families.
- Offer information via multiple channels and provide opportunities for physical activity at least once per quarter to all families that encourages them to teach their children about physical activity, and assists them in planning physical activity for their families.

Integrated School Based Wellness

- Annual staff wellness activities and/or professional development opportunities related to nutrition, physical activity and abstaining from tobacco are provided to encourage school staff to serve as healthy role models. Staff wellness activities and training may also include additional components of the Whole School, Whole Community, Whole Child Model.
- Each semester provide staff wellness activities and/or professional development opportunities related to nutrition, physical activity and abstaining from tobacco are provided to encourage school staff to serve as healthy role models. Staff wellness activities and training may also include additional components of the Whole School, Whole Community, Whole Child Model.
- Annually, offer school-sponsored wellness family activities that address one or more components of the Whole School, Whole Community, Whole Child Model.
- Each semester, offer school-sponsored wellness family activities that address one or more components of the Whole School, Whole Community, Whole Child Model.
- Quarterly, offer school-sponsored wellness family activities that address one or more components of the Whole School, Whole Community, Whole Child Model.
- Annually partner with community health agencies/organizations and/or allow community use of school facilities for wellness activities.
- Each semester, partner with community health agencies/organizations and/or allow community use of school facilities for wellness activities.
- Each semester, health education is provided to families via handouts, postings on the school website, newsletters, presentations and workshops.
- Quarterly, culturally relevant health education is provided to families via handouts, postings on the school website, newsletters, presentations and workshops.
- Monthly, culturally relevant health education is provided to families via handouts, postings on the school website, newsletters, presentations and workshops.
- The local school wellness policy team meets at least twice per year.