

Trego Community Schools

**STUDENT/PARENT
HANDBOOK**

2018-2019



Home of the Trego Golden Eagles

Trego County Schools
2018-2019
Student/Parent Handbook

Together Generating Success

Trego
Reaching
Educational
Growth
Opportunities

Unified School District 208
Working Together, Educating All

Approved by the Board of Education
July 9, 2018

Nondiscrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Tavis Desormiers, Superintendent, 612 Junction Ave, Suite B, WaKeeney, (785) 743-2145, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence. The district prohibits retaliation or discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting or participating in the investigation proceeding or hearing.

Introduction

This handbook has been printed for your information and use so that you may better understand some of the policies and practices of our school.

It is our intention that everything in this handbook is in agreement with the written policies of the Board of Education of Unified School District 208. Should any conflict occur, the policies of the Board of Education would govern.

This handbook is reviewed annually, and changes are made as needed. Parents, staff members, and students are welcome to make suggestions. The school and home are working together for the welfare of the children. The better we work with one another, the better we are able to provide the best educational opportunities for the children in our care.

Trego Junior High School Song

Rah Rah Trego

Rah Rah Trego, Trego will win.
Fight to the finish, never give in.
You do your best team; we'll do the rest team.
Rah Rah Trego win!
Let's win!

Eagles, Eagles,
Sis, boom, bah!
Trego Junior High
Rah, Rah, Rah!

Trego Community High School School Anthem

On a peaceful sunny upland,
Rest with nature sweet,
Fairest daughter of the prairie,
Trego's county seat.
And upon her breast implanted,
Like a gem to bless,
Sparkles forth in happy luster,
Dear T.C.H.S.

School Mascot: Golden Eagle

School Colors: Purple and Gold

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Board of Education Members

Mr. Tavis Desormiers, Superintendent USD 208 District Office (785-743-2145)

Mrs. Libby Ziegler

Mr. Jason Dinkel

Mr. Doug Minson

Mr. Lee Sells

Mr. Dale Pfannenstiel

Mr. Seth Kastle

Mrs. Dawn Howard

Administration

USD 208 District Office, 612 Junction Ave, Suite B, WaKeeney, KS 67672

785-743-2145

Mr. Tavis Desormiers, Superintendent

Mrs. Kasandra Bliss, Clerk of the Board

Mrs. Lindsey Mong, District Treasurer

Mr. Ron Ziegler, TGS Head Maintenance/Custodial

Mr. Jeff Hafliger, TCHS Head Maintenance/Custodial

Mr. Troy Leiker, Grounds Keeping

Trego Community High School, 1200 Russell Avenue, WaKeeney, KS 67672

785-743-2061

Mr. Shea Rothchild, Principal/Activities Director

Mr. Jeremy Samson, Assistant Activities Director

Mrs. Tina Hickson, Secretary/Data Clerk

Trego Grade School, 612 Junction Avenue, WaKeeney, KS 67672

785-743-2472

Mr. Tavis Desormiers, Principal

Mr. Jeremy Samson, Assistant Activities Director

Ms. Megan Schrant, Secretary

Transportation

Transportation Director

Michael Gebhart

785-743-2788

Bus Drivers

Gina Deaver

Michael Gebhart

Mischell Sauer

Trego Grade School Staff

Principal

Early Childhood

Kindergarten

First Grade

Second Grade

Third Grade

Fourth Grade

Fifth Grade

Art

Computers

Counselor

Family and Consumer Science

Gifted

Language Arts

Library Media Specialist

Math

Music, Vocal

Physical Education

Psychologist

Reading

Interrelated

Interrelated

Interrelated

Science

Social Science

Speech Pathologist

S.T.E.M. (Science, Technology,
Engineering and Math)

Technology Director

Agricultural Exploration

Mr. Tavis Desormiers

Mrs. Beverly Armbruster

Mrs. Jane Lang and Mrs. Kristin Crawford

Mrs. Jaclyn Schreiner and Mrs. Shelli Jones

Mrs. Chris Carr and Mrs. Stephanie Hafliger

Mrs. Bailey Belisle

TBA and Mrs. Tina Walt

Mrs. Chris Herl and Shanna Butel

Mrs. Lori Dietz

Mrs. LaTrisha Flax and Mr. Lance Ziegler

Mrs. Joleen Schoenthaler

Mrs. Elizabeth Deines

NKESC Staff

Mr. Lance Ziegler

Ms. Sonya Kostner

Mr. Craig Malsam

Mrs. Kathy Jamison

Mr. Sean Dreiling

NKESC Staff

Mrs. Ginger Sedbrook

Mrs. Jana Walt, NKESC Staff

Mrs. Leanna Keller, NKESC Staff

Mrs. Cynthia Malay, NKESC Staff

Ms. Amy Keller

Mr. Todd Elsen

Mrs. Thelma Berland, NKESC Staff

Mrs. Tammi Wynn

Mr. Jeff Rhoden

TBA

Trego Grade School Support Staff

Custodial Service	Mr. Ron Ziegler, TGS Head Custodian Mr. Grant Arnold
Food Service	Mrs. Chris Bliss, Head Cook Mrs. Barbara Hendrickson Ms. Peggy Lang Mrs. Krista Schneider
Head Start Para (NKESC)	Miss Bobbi Windholz
Library Media Center	Mrs. Janene Schrant, Library Aide
Para-Educators	Ms. Casey Bliss. Mrs. Theresa Clemence Mrs. Rubylee Draper Mrs. Charlene Dreher Mrs. Karen Flagler Mrs. Paula McCurdy Mrs. Deb Satran Mrs. Margaret Schmitt Mrs. Joan Townley Mrs. Linda Turley
School Nurse	Mrs. Mandie Kinderknecht, RN
School Secretary	Ms. Megan Schrant
Title I Aide	Mrs. Leanna Mohr and Becky Windholz

District Site Council Members

Mr. Tavis Desormiers, Principal	Mr. Shea Rothchild, Principal
Mr. Jeremy Samson, Asst. Activity Director	Mrs. Tina Hickson, Secretary
Mrs. Chris Carr, Teacher	Mrs. Nora Schoenthaler, Teacher
Mrs. Tammi Wynn, Teacher	
Mrs. Michelle Brungardt, Parent/Community	Mr. Jerod Brown, Parent/Community
Mrs. Donnell Pfannenstiel, Parent/Community	Mrs. Michelle Post, Parent/Community
Mr. John David Schneider, Parent/Community	Mrs. Sarah Schoenberger, Parent/Community
Miss Brenna Flax, Student	Mr. Leyton Brock, Student

Trego Community High School Staff

Principal/Activities Director	Mr. Shea Rothchild
Assistant Activities Director	Mr. Jeremy Samson
Art, Graphic Art	Mrs. Lori Dietz
Business Education	Mrs. LaTrisha Flax
Family and Consumer Science	Mrs. Elizabeth Deines
Gifted	NKESC Staff
Guidance Counselor	Mrs. Joleen Schoenthaler
Health	Mr. Patrick Haxton
Industrial Education	Mr. Carl Mohler
Interrelated	Mrs. Ashley Calvin, NKESC Staff
LA/Communication	Mrs. Nan Brown, and Mrs. Nora Schoenthaler
Library Media Specialist	Ms. Sonya Kostner
Math	Mrs. Dawn Knipp and Mr. Jeremy Samson
Music, Vocal	Mrs. Kathy Jamison
Online Course Work	TCHS Certified Staff
Oral Communications	Mrs. Nora Schoenthaler and Mrs. Nan Brown
Physical Education	Mr. Patrick Haxton
Psychologist	Mrs. Beth Billinger
Science	Mr. James Burk and Mrs. Katie Flax
Social Science	Mr. Taylor Tomsic
Speech Pathologist	Ms. Thelma Berland, NKESC Staff
Technology Director	Mr. Jeff Rhoden
Vocational Agriculture	TBA

Trego Community High School Support Staff

Custodial Service	Mr. Jeff Hafliger, Head Custodian Mr. Nick Schamberger
Food Service	Mrs. Mary Jo McCoy, Head Cook Mrs. Jodi Desair Ms. Mary Deaver
Para Educators	Ms. Dienna Gebhart Ms. Sharon O'Toole Mrs. Tina Poe Mr. Eric Richards Mrs. LaDonna Snyder Mrs. Linda Turley
School Nurse	Mrs. Mandie Kinderknecht, RN
School Secretary	Mrs. Tina Hickson

Enrollment or Withdrawal from School

Enrollment and Admission

JBC, JGC

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, equipment and supplies are available. Other factors that will be used to determine the admission of out-of-district students include student grades and attendance and disciplinary records. A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board. Non-resident students must obtain permission to enroll by completing the Request for Admission of a Non-Resident Pupil form available at the District Office or Trego Grade School.

All students enrolling in the district for the first time shall provide required proof of identity.

Preschool Trego Grade School will have a limited number of openings for the role-model students in the preschool level. With this limited number of openings, four-year olds will receive first consideration. An application must be on file to be considered for a position in the program. Applications may be picked up anytime throughout the year and are available at the District Office, 612 Junction Ave, Suite B, or at TGS, 612 Junction Avenue, Suite A.

Kindergarten (To be eligible to enter kindergarten, a child must be 5 years old on or before August 31, of the year he or she enrolls. There is no age limit on students who have been enrolled in and attended kindergarten **in another state**.)

- Certified copy of their birth certificate,
- Completed medical examination form, and
- Completed Kansas Certificate of Immunization.

First Grade (To be eligible to enter first grade, a child must be 6 years old on or before August 31, of the year he or she enrolls, or the child must have completed a kindergarten course maintained by a public school district.)

- Certified copy of their birth certificate.

Grades 2-12

- Certified transcript or similar pupil records.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also

provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child. See *Immunizations*, p. 48.

Part-Time Enrollment (for TCHS students only)

Part-time students may enroll with the (board's/administration's) permission if they complete all paperwork in a timely fashion and are in attendance no later than the first regular day of class. Part-time students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

Assignment to Grade Level or Classes

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

At Trego Grade School, all children who have enrolled before school begins will be assigned to rooms and teachers before the opening day of school. New enrollees will be assigned to grade and room upon arrival. Teacher requests will not be honored except in extreme circumstances (i.e. relation).

Transfer or Withdrawal

If a student plans to transfer to another school or withdraw, the student or parent should notify the principal and complete the withdrawal form available at the TGS and TCHS offices.

Transferring Credit

In the junior high and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, at the time the student enrolls, unless the principal determines there is valid reason for not doing so.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Out of District Students

Non-resident students (along with their parents) will meet with the building administrator to discuss expectations and fill out the paper work before they can enroll in the district. Although the district is not required to admit non-resident students; non-resident students may be admitted to the extent of the staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident admittance may be considered prior to acting on non-resident application including but not limited to student grades, attendance, disciplinary record and/or other factors as determined by the board. They must also provide complete documentation (i.e. current transcripts, health records, I.E.P., and any additional records) that are deemed appropriate. In accordance with state law, any non-resident student who has been suspended or expelled from another district will not be admitted to the district.

**Alternative
Arrangements
JQE**

Married students, pregnant students and students who are parents shall have access to the same educational opportunities, special services and extra-curricular activity considerations provided to other students.

A pregnant student may be required to provide a physician's release statement to be allowed to participate in school activities. If there is a delay in obtaining a physician's release statement, in the student's best interest, the administration may deny activity participation until the permission slip is made available.

**Student Records
JR, JRB, IDAE**

In compliance with the Student Data Privacy Act (Board Policy IDEA), the Annual Notice of Authorized Student Data Disclosures (Appendix O) is available on the district web page. Parent/Guardian(s) are required to acknowledge their access and understanding through the online registration complete with a digital signature. Under the provisions of the Student Data Privacy Act and the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by USD 208. In accordance with Student Data Privacy Act and FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law.
 - The district may disclose, without your 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 or duties.
 - The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 208 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of USD 208 policies for complying with FERPA. A copy may be obtained from the superintendent at 612 Junction Ave, Suite B.

Directory Information

For purposes of Student Data Privacy Act and FERPA, USD 208 has designated certain information contained in educational records as directory information that may be disclosed for any purpose without your consent.

Annual notice shall be given to parents and eligible students concerning the student's records (see Appendix O) and the Protection of Pupil Rights Amendment of 2015 can also be viewed in Appendix P. 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 district office, on the district webpage, and in the office of each school building.

Information designated as directory information by the district are as follows:

- student's name, address, telephone number, email address, picture;
- date and place of birth;
- major field of study;
- weight, height, participation in officially recognized activities and sports;
- dates of attendance or grade level;
- degrees and enrollment status (undergraduate/graduate, full-time/part-time);
- honors and awards received;
- most recent educational agency or school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 208 at 612 Junction Ave, Suite B, on or before September 1, of the current school year or 10 days from the receipt of this notice. If refusal is not filed, USD 208 assumes there is no objection to the release of the directory information designated.

Recruiting Information

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

The district recognizes that divorced parents continue to share caregiving and custody of their children and that each parent, if not otherwise prohibited by court order, should have equal access to information regarding his/her child's school progress and activities. The district recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child(ren). Upon request to a child's principal, either parent may obtain copies of school information

Student Privacy IDEA, KCA

Parent's Rights KCB

Fees
JS

and access to the power school parent information system.

Students may be assessed fees for the following (not an inclusive list):

- materials for class projects;
- class parties;
- activity trip fees;
- personal apparel, used in extracurricular activities, that become the property of the student;
- voluntarily purchased student accident insurance, pictures, yearbooks, publications, class rings, graduation announcements, etc.; and
- TCHS class dues.

Class funds are school district funds. Any class funds not expended by graduation shall be used at the discretion of the building principal to purchase school equipment, supplies, honorariums, etc.

Fees for Lost, Damaged, or Destroyed School Property

Building principals shall attempt to collect the justifiable value owed by a student of school property lost, damaged or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the school board’s attorney, and they shall jointly recommend a course of action to the board.

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

TGS Schedule

TGS Building Hours	8:15 a.m. – 3:50 p.m.
Head Start	7:45 a.m. – 11:15 a.m.
ECH	12:15 p.m. – 3:20 p.m.
Grades K-8	8:15 a.m. – 3:20 p.m.
Bus Students Dismissed	3:15 p.m.

Bells do not dismiss students from a class or activity. Dismissal of students is the responsibility of the teacher.

Students do not need to arrive at school prior to 8:00 a.m. unless they are eating breakfast or special arrangements have been made with the teacher. Upon arrival at school, all students will wait outside or in designated areas inside the doors of the building. Students and parents do not need to go down the halls until the 8:15 bells have sounded.

Immediately upon dismissal, students are to vacate the building unless being supervised by a teacher for instructional purposes. Students should go directly home after dismissal because the playground will not be supervised.

TCHS Schedule

	7:56	Lunch Times
<u>Bell Schedule</u>	8:15 – 9:06	
Warning Bell	9:09– 10:00	1 st Lunch 11:24-11:49
1 st Period 51 min.	10:03-10:26	2 nd Lunch 12:13-12:38
2 nd Period 51 min.	10:29 – 11:20	
Seminar 23 min.	11:23 – 12:38	
3 rd Period 51 min.		
4 th Period 75 min w/ lunch		

5 th Period 51 min.	12:41 – 1:32
6 th Period 51 min.	1:35 – 2:26
7 th Period 51 min.	2:29 – 3:20
Bus Loading	

Students leave only with a signed teacher pass.

Bells do not dismiss students from a class or activity. Dismissal of students is the responsibility of the teacher.

Changing Class Schedules

Any change in a student's class schedule must follow the procedure listed below:

- Obtain a *REQUEST FOR STUDENT CHANGE IN CLASS SCHEDULE* form from the counselor's office. (One form for each class change.)
- Obtain signed approval from the teacher whose class you wish to drop.
- Obtain signed approval from the teacher whose class you wish to add.
- Obtain signed approval from the principal.
- Obtain signed approval from the counselor.
- Return the completed form to the counselor's office.
- In some cases, parental approval may also be required.

Pictures

Individual, activity, and sports pictures are scheduled to be taken throughout the school year. Purchase of pictures is optional however; all students and staff will be photographed for the yearbook. More detailed information will be sent home with students at a later date.

Academics

Exit Outcomes	<p>The district will utilize curriculum, activities and services which promote the following student learning outcomes:</p> <ul style="list-style-type: none"> • Demonstrate basic skills in communication and calculation that will provide success in life • Demonstrate skills in complex thinking/problem solving in applied academic areas • Demonstrate emotional, physical, and social competency • Demonstrate skill in adapting to changes in technology • Demonstrate academic skills <p>See Appendix A for a copy of the <i>District Mission Statement</i>.</p>
Testing Program II	<p>The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.</p> <p>TCHS students also have the opportunity to take the, PSAT, and to register for the ACT/SAT.</p>
Promotion and Retention JFB	<p>Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.</p> <p>The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.</p>
Periodic Reports & Report Cards JF	<p>Periodic reports either written, by telephone, or individual conference with the parent(s) may be made to parents during the interim between reporting periods. Staff shall contact parents of students who are failing to master the learning objectives or whose grades have shown a decrease since the last formal reporting period. USD 208 will not be issuing hard copies of grade cards. If a parent, would like a hard copy of their student's grades, they may request one at any time. We feel that the information on PowerSchool is up to date and readily available. For those parents that do not have access to the internet, they may request a grade card at any time.</p>
Parent, Student, Teacher Conferences	<p>See District School Calendar for dates of scheduled conferences.</p>
Teacher In-Services	<p>See District School Calendar for dates of scheduled in-services.</p>
Class Rank (TCHS)	<p>TCHS students are ranked each semester according to individual accumulative GPA to determine the top 1/3 of each class.</p>
Awards and Honors JN	<p>Awards for interscholastic activities shall be limited to those approved by the KSHSAA. Academic letters at Trego Community High School are given at the end of the third nine weeks. A student must have all A's and B's with a 3.70 grade point average for the semester to receive an academic letter.</p>

Honor Rolls
IHD

Honor Rolls will be maintained for grades 6-12.

All A Honor Roll = All A's
Honor Roll = All A's and B's

Points shall be computed on the following basis: A=4; B=3; C=2; D=1; F=0; Incomplete=0. When an incomplete grade is changed, the grade point average shall be re-figured. *Incomplete* is not a passing grade. Plus and minus marks shall be ignored in computing the grade point average.

A list of sixth, seventh and eighth grade honor roll students will be published in the local newspaper at the close of each nine-week period. Certificates will be awarded at the end of each semester. TCHS's honor roll is announced at the end of each semester. Students having a 3.3 GPA or higher will be listed on the honor roll. Students earning a 4.0 GPA will be recognized as such. No one with an F can earn the honor roll. Groups that originate from a regular class, such as a music ensemble that meets outside the regular school day and issues less than 1/2 credit, will not be figured in the honor roll.

Graduation
(TCHS)
JFC, JFCA, IHF

TCHS students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

Early Graduation

Students who complete all state and local graduation requirements may request permission to graduate early. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The board shall approve or deny each request based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, shall state the reasons supporting the request, and include a copy of the graduation plan and a letter of support from the student's parents. The letters of request shall be sent to the superintendent who shall forward them to the board.

TCHS requires 24 credits for graduation which include:

- 8 Units of Elective Course Work
- 4 Credits of English Language Arts, including English I, II, III (Student may choose between English IV or Adv. English for the 4th credit)
- 3 Credits of Social Studies (U.S. History, World History & U.S. Government)
- 3 Credits of Math
- 3 Credits of Science (1 from life science and 1 from physical science, 1 of which must be received the freshman or sophomore year.)
- 1 Credit of Physical Education, which may include Health (Health is not a graduation requirement, but it is a required freshmen course.)
- 1 Credit of Fine Arts (Vocal & Instrumental Music, Graphic Arts, Art, Forensics)
- 1 Credit of Practical Arts (Business, FACS, Vo Ag, Ind. Ed.)

This represents the minimum number of credits required. Since all students are required to be enrolled as full time students, most students' graduate with 24 to 28 credits earned, with the exception of adult students which will be dealt with on a case-by-case basis. Consult with the school counselor to determine specific graduation requirements. See *Class Ranks*, p. 16; Appendix K, *Pre-College Curriculum Requirements*; and *NCAA Approved Core Courses* for TCHS Appendix K.

with the exception of adult students which will be dealt with on a case-by-case basis. Consult with the school counselor to determine specific graduation requirements. See *Class Ranks*, p. 16; Appendix K, *Pre-college Curriculum Requirements*; and, *NCAA Approved Core Courses* for TCHS Appendix K.

Foreign Exchange Students Graduating

Foreign exchange students admitted to Trego Community High School shall be eligible to participate in graduation ceremonies provided they meet the following criteria: 1) enroll as a high school senior; 2) deemed a student in good standing by the high school principal, and 3) pass all course work enrolled during the school year. Foreign exchange students will receive a “certificate of participation” diploma. An exchange student is considered a senior if their transcripts indicate they have completed three years of high school level education.

Valedictorian/ Salutatorian (TCHS)

Valedictorian and Salutatorian honors will be selected by following the below listed criteria beginning with class of 2022. The Valedictorian and Salutatorian will be selected yearly from the graduating class. The Valedictorian rank first in scholarship and is considered the top student of his/her class; the Salutatorian ranks second in scholarship and is considered the second highest student in his/her class. Criteria are based primarily on cumulative GPA, but the number of upper level courses and scores on the ACT test will also be utilized to determine these designations. These criteria will be considered at the midpoint of the 3rd quarter of senior year. It is possible that more than one student may qualify for the valedictorian honor; if this is the case no Salutatorian award will be give. Ties will be honored if there is a tie for the Salutatorian designation. Students must attend classes at Trego Community High School for at least 3 semesters of their junior and senior year to be considered for these honors.

The following point system will be used to determine valedictorian/salutatorian:

1. Cumulative GPA shall be determined at the end of the 1st semester of the senior year. The top ten seniors shall be ranked by GPA and given the following point values; 1st: 30 Points; 2nd 27 Points; 3rd 24 Points; 4th 21 Points; 5th 18 Points; 6th 15 Points; 7th 12 Points; 8th 9 Points; 9th 6 Points; 10th 3 Points. The GPA will consist of 60% of the total formula for determining Valedictorian and Salutatorian.
2. The number of upper level classes taken by the top ten GPA seniors shall be determined at mid-3rd quarter of the senior year. Classes considered upper level at TCHS are listed below. The following point values will be awarded to students based on the total number of upper level courses taken during high school; 1st 10 Points; 2nd 9 Points; 3rd 8 Points; 4th 7 Points; 5th 6 Points; 6th 5 Points; 7th 4 Points; 8th 3 Points; 9th 2 Points; 10th 1 Point. Upper Level Courses will consist of 20% of the total formula for determining Valedictorian and Salutatorian.
 - a. Courses designated as Upper Level Courses at TCHS:
 - i. Accounting II
 - ii. Applied Business Years 2 and 3
 - iii. Advanced Animal Science
 - iv. Choir Year 4
 - v. Advanced Art and Computer Graphics
 - vi. Advanced English I
 - vii. Advanced English II
 - viii. College Speech
 - ix. College Algebra
 - x. Calculus
 - xi. Statistics
 - xii. Trigonometry
 - xiii. Advanced Biology

- xiv. Chemistry II
 - xv. Anatomy and Physiology
 - xvi. Engineering Technology Years 3 or 4
3. The top score on the ACT test earned by the top ten GPA seniors shall be determined at mid-3rd quarter of the senior year. The last ACT score to be considered for this honor is a December score. The following point values will be awarded; 1st 10 Points; 2nd 9 Points; 3rd 8 Points, 4th 7 Points, 5th 6 Points, 6th 5 Points, 7th 4 Points, 8th 3 Points, 9th 2 Points; 10th 1 Point. The ACT score will consist of 20% of the total formula for determining Valedictorian and Salutatorian.

The point totals from the above three criteria will be used to determine Valedictorian and Salutatorian. The Principal and Guidance Counselor will meet with the qualifying students after the 3rd quarter of their senior year to inform them of their honor and to begin preparing for graduation, which will include each individual preparing and delivering a speech during the graduation ceremony.

**Correspondence
Credit (TCHS)**

A maximum of two (2) units of credit from a state university independent study department will be accepted toward graduation at Trego Community High School. (Permission from the principal in advance is required.) Both the student and his or her parent or guardian must submit a letter requesting the school accept the specific correspondence classes needed to help meet graduation requirements. Official record of a passing grade in the correspondence class(es) must be on file with the school one week prior to graduation in order for the student to participate in graduation ceremonies.

**Homework
IHB**

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom. Students are expected to complete homework assignments on time. See *Make-up Work*, below.

**Make-Up Work
IHEA, JBD**

All teachers shall supply make-up work assignments when requested. The make-up assignments must be turned in within 2 days after the student returns to school unless special arrangements have been made. It is the student's responsibility to request make-up assignments from teachers following an excused or unexcused absence.

**Academic
Dishonesty**

Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

**Sexuality
Curriculum
IKCA**

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality classes included in the district's required curriculum.

To receive information on the opt-out provision, or to inspect the human sexuality curriculum, you may contact the principal's office.

**Special
Programs
IDAA, IDACA,
IDACB**

USD 208 conducts a number of programs designed to assist students who have special needs. Some of these special education services are obtained through the Northwest Kansas Educational Service Center. A school psychologist receives referrals from the school S.I.T. Team for educational testing. Once the testing is completed, a team meeting with parents, administrators, and other staff members, interprets the various kinds of assessment information to determine the student's educational needs, then recommends

appropriate placement.

Early Childhood Program

This program provides half-days of individual instruction and group activities for youngsters with special needs, ages 3-5.

Educable, Trainable, and Severely Mentally Handicapped Programs

Children in these programs are placed in the educational interrelated classroom and are mainstreamed into as many curriculum areas as possible.

Gifted Program

Students participate in accelerated and/or enriched learning experiences.

Learning Disabilities Program

This has been in the curriculum since 1975. Children with identified learning disorders have opportunities to meet with the learning disabilities teacher daily.

Speech Therapy Program

It is through this program that children with speech and hearing problems can receive special help. Children meet individually or in small groups for speech instruction.

Visually Impaired Program

Children in the visually impaired program are placed in the interrelated special education classroom and are mainstreamed into as many curriculum areas as possible.

Teacher Aides and Para-Educators

These individuals work with students under the direction of licensed teachers. They may be assigned to regular classrooms, special education, or elsewhere as needed.

Title I Reading Program

This language arts program is provided for children grades 1-8 to reinforce reading concepts.

Title I Math Program

This math program is provided for children grades 1-8 to reinforce math concepts.

Parental Involvement

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural Safeguards in Parent Rights in Special Education" published by the Kansas State Department of Education. In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules, and regulations.

Section 504

In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

Students enrolled in grades 11-12 are eligible to enroll in dual credit courses offered

Dual Credit

Courses

through Colby Community College, Northwest Kansas Technical College, or any additional accredited post-secondary institution. The maximum number of college credit allowed to juniors is six per semester, and nine per semester for seniors. Students must have a minimum ACT or comparable score to enroll in some classes for college credit. All cost of the college tuition, fees, and any additional textbooks or supplies needed for the completion of the college credit will be the responsibility of the individual students or as provided for in SB 155.

Attendance

Absences and Excuses

JBD

Student attendance is instrumental in the success of each student enrolled at Trego County Schools. One of the functions of education is to prepare individuals for the work force of the future. To be successful, individuals must develop a sense of responsibility for reporting to their assigned place regularly and promptly. All employers are concerned about their employee's attendance. Employers learn a great deal about an individual's work habits and job performance by studying the employee's attendance history.

The parent or guardian is to notify the school office by 8:15 a.m. each day the child is absent from school for any reason (i.e. illness, appointments, etc.) An automated call will go out at 8:30 to any unexcused student. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student. The parent or guardian may excuse absences up to and including 8 days cumulative for the semester for whatever reason they deem necessary. After the 8th absence, the parent/guardian and the student will be required to meet with the administration to discuss the absentee policy. A doctor's note will be required for any illness after the 10th absence and the building principal will be responsible for determining if the absence without a doctor's note will be excused.

All excuses must be written or oral explaining the reason for the absence. The parent, guardian, or other person having custody of the child must sign the written excuse. The parent, guardian, or other person having custody of the student must give the oral excuse. Fraudulent absentee notification may result in disciplinary actions.

Excused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course,
- Absences prearranged by parents and approved by the principal; and
- Students of active military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

The administration reserves the right to judge the sufficiency of any claimed emergency. All other excused absences should have prior approval of the administration. This prior approval should be obtained well in advance of the date when the student will be absent.

Unexcused Absences

All absences that do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from a district shall not be considered to be inexcusably absent.

Examples of Unexcused Absences

This is not an all-inclusive list. Some situations may arise that will be dealt with on an individual basis.

- Vacations (unless a family vacation in unusual situations)
- Shopping
- Senior Pictures

- Hair Appointments
- Missing the Bus
- Oversleeping
- Working (other than for parent)
- Car Trouble (without immediate verification by parent)
- Paying Court Fines (when not required to see the judge)
- Babysitting (contingent upon circumstance/emergency)
- Skipping School

Consequences for Unexcused Absences

Unexcused absences will result in the loss of the right to perform the work, obtain information, and the assignment for the day, take any tests given that day, and/or accumulate any points or grades possible by being in attendance or by being gone with an excused absence. In addition, teachers may require that students make up unexcused class time. More than three unexcused absences in a semester may result in a truancy report being filed with the county attorney.

Definition of Significant Part of the School Day

A significant part of a school day is defined as two or more hours in any school day.

TCHS Attendance

The above language regarding absences applies to all TCHS students (including those 18 and older) in addition to the following language:

Upon reaching the following absentee limits during a semester (per class period), parents and students will be notified as follows:

5th Absence: Principal will notify in writing to both the student and parent, the consequences of a 7th absence.

7th Absence: Loss of course credit.

A student may make up absences after they have reached their 6th absence at the sole discretion of the teacher whether or not to make this an option. Should the teacher say, "No," the student will not be allowed to make up any time and will lose credit for that course for that semester.

Should the teacher be willing to work with the student, it is at the sole discretion and convenience of the teacher when the student will be allowed to make up the time. It is required that the time be made up outside of normal school hour. A student is to make up the equivalent time to each class period missed over six with each individual classroom teacher. The student is to perform the academic work he/she missed during the absences.

It is only necessary that a student make up absences over their 6th. Example: A student has 8 absences in American History 1st hour and 9 absences in English 2nd hour. The student does not have more than 6 absences in any other course. The student will be required to make up a total of 5 hour- 2 of those with the American History teacher and 3 of those with the English teacher. IF the classroom teacher opt to do this, they must notify the office so that a student's attendance can be changed after the student has completed their makeup time.

Certain absences may be considered excused. But, an excessive amount of absenteeism whether excused or unexcused is unacceptable and can result in either disciplinary action, loss of credit or a report to proper authorities. Chronic absenteeism is defined as missing 2 days in a 10 day period, either excused or unexcused. Such absences due to doctor's visits or hospitalization will not count in these if the student provides documentation of the visit. School Activities will never count toward the absence limit.

Sign In/Sign Out When arriving at school after 8:15am, students must sign in at the office before going to class. Students must also sign out before leaving the school premises during the school day. Students not signing out properly may be given an unexcused absence. The principal or his representative may require that students make up unexcused time.

Release of Student During School Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent.

JBH

Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

If your child is under a formal custody agreement, please provide a copy of that agreement to the building principal. Without that, we must allow either natural parent or guardian to have access to the student. See *Sign In/Sign Out* above.

Tardies

Trego Grade School

When a student is tardy to first hour class, they are to obtain a tardy slip from the office. Students tardy to other classes should receive a slip from the excusing teacher explaining the delay in order to be excused. In other cases, the teacher or office will decide if the tardy is excused or unexcused. Three unexcused tardies will be recorded as one absence during the semester. Chronic tardies can result in a student being reported as truant.

Trego Community High School

When a student is tardy to first hour class, they are to obtain a tardy slip from the office. Three 1st hour tardies in a nine week period will result in a detention to be served in the office. A student who is more than 30 minutes tardy to first hour will be unexcused for that hour.

All tardies after 1st hour will be handled at the teacher's discretion.

Truancy

JBE

Kansas' law requires students to attend school until the age of 18. Students 16 or 17 years of age may be exempted from compulsory attendance regulations if:

- The parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form;
- The student earns a GED; or
- The student has a court order exemption.

The law requires the disclaimer to include the following information:

- The academic skills the child has not yet achieved;
- The difference in future earning popup between a high school graduate and a high school dropout; and
- A list of education alternatives available to the child.

Students age 16 or 17 who are not exempt shall be reported as truant.

Reporting Truant Students

The building principal shall report students who are inexcusable absent from school to the appropriate authority. Prior to reporting to either DCF (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Truancy is defined as any 3 consecutive unexcused absences, any 5 unexcused absences in a semester or 7 unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Law enforcement officers may return truant children to the school where the child is enrolled or to the child's parent or guardian. If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian. See Appendix B, *Compulsory Attendance Exemption* form.

Student Conduct/Discipline

Behavior/ Conduct

JCDA, GAAF

All USD 208 staff who are aware of situations which could be potentially harmful to the student or others have the responsibility to report those concerns to the appropriate person and/or agency.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension, expulsion, criminal charges, and/or an evaluation to determine the student's suitability to return to the school environment. See *Suspension or Expulsion*, p. 34.

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, threatening or violent material including but not limited to pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.

The board of education is committed to limiting the use of Emergency Safety Interventions, ("ESI"), Appendix C, 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 in Board Policy GAAF. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

Trego Grade School

The school shall have the authority to discipline students for inappropriate behavior which may occur at any school function or any school sponsored activity.

- TGS will discipline any student whose behavior materially and substantially disrupts the school program, the learning process, or endangers the general welfare of students or staff.
- Disciplinary action is progressive and the action taken by TGS will reflect the severity and frequency of the negative behavior.
- TGS may elicit input from parents, staff and students to determine the action required.
- Verbal conference, detention, suspension or expulsion may be used as disciplinary actions.

Behavior at Activities:

Football Stadium:

- Bicycles are to be parked against the fence and not ridden in the stadium.
- Stay out of the sand pits and off the track equipment.
- Playing catch is permitted south of the track only.

Gymnasium:

- Students are not to run around or hang from stair railings.

See Appendix C, *Trego Grade School Discipline Policy*.

Trego Community High School

Students at TCHS prefer to be thought of as ladies and gentlemen and are expected to conduct themselves as such. The cooperation of students, parents, teachers, and

administration is the foundation of a good school.

Cases of conduct not meeting the approval of the teacher will be rectified using detentions with the teacher, conferences with the counselor, contact or conferences with parents, and any necessary involvement with the principal.

Hands-Off Policy

Students should remember to keep their private lives private and not be subject to public approval or disapproval. Interlocking arms or holding hands is permissible, but any other physical display of affection is forbidden. Parents will be notified and asked to intercede if this policy is abused.

School Regulations Prohibit:

- book bags and backpacks in the classrooms;
- storing gym bags outside the locker room;
- using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia;
- the improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances
- disobedience of an order from a school authority if the disobedience results in disorder, disruption or interference with school operations;
- bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event
- absence without a valid excuse;
- conduct which endangers the safety of others, or substantially impinges on or invades the rights of others;
- the use of abusive or disrespectful language or gestures;
- the collection of monies to be used for non-school activities;
- being off campus during school hours; (This prohibits students going off school grounds to smoke and students going home to get assignments, etc.);
- the possession or use of a weapon at school, on school property or at a school-sponsored event;
- damaging or stealing property (including computer abuse);
- verbal, written or physical threats of violence;
- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operations;
- conduct which constitutes the commission of a felony or a misdemeanor.

Cell Phone & Electronic Device Policy

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic depictions of nudity – themselves or other – lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

Trego Grade School

At Trego Grade School, students are not allowed to use or carry cellular telephones during the school day. If students bring a cell phone to school, they are to be kept in their locker between 8:15 a.m. and 3:20 p.m. Students are not to call home using their cell phone without obtaining permission from the principal.

We understand the importance of incorporating electronic devices as educational tools. E-reader devices are allowed but are to be used only as a reading tool. Other electronic devices, such as Nintendo DS and Playstations are discouraged at school. Trego Grade School assumes no responsibility for lost, stolen, or damaged personal electronic devices.

Trego Community High School

Cellular phones and other electronic devices are useful electronic tools. However, responsible people must hold to ethical usage guidelines. Electronic devices must not interrupt the classroom instructional environment or interfere with administrative processes. Cell phones may be used during lunchtime, during passing time and before and after school. Students must demonstrate responsible cell phone etiquette by not calling or text messaging fellow students while in class. Cell phones are to be left off and in designated areas in each classroom.

Cell Phone Consequences:

1st offense – Student will lose phone privileges for one day. Student will check phone in at the office from the start of the school day to the end of the school day following the day of the offense.

2nd offense – Same as 1st but student will check in their phone for 3 days.

3rd offense – Phone will be held until a conference can be held with the student and parent.

Electronic Devices:

- TCHS has the duty to protect the identity of all students. Student assistance is needed in protecting each individual's identity and their safety at school.
- USD 208 and TCHS assume no responsibility for lost or stolen personal electronic devices at school or school activities.
- Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are of an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries. For the purposes of this section, "camera" shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video) videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.
- Electronic devices other than school issued chrome books are not to be used during school hours. The use of headphones will be at the discretion of each teacher.

Students serving time for a staff member will be subject to the above rules no matter the time of day. Items that need returned to the parent/guardian will be at the convenience of the administrator.

Pride in personal appearance has a positive effect on school performance and the whole school environment. USD 208 will endeavor to work with parents to insure that students come to school each day in clean, neat, and appropriate attire, and that school attire shall be based on COMMON SENSE and GOOD TASTE by both

Dress Code
JCDB

students and parents. Therefore, students of Trego County Schools are expected to be neatly groomed and appropriately dressed for our school. Any negligence in this area is to be taken care of promptly.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student...

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

The following dress will be observed by students:

- Clothing that is excessively short, excessively low-cut, or revealing may not be worn.
- Items that display or promote alcoholic beverages, tobacco products, illegal substances, suggestive or obscene language or which does not promote a positive school message shall not be allowed.
- Shirts are to completely cover the mid-section of the body. They must extend past the waistline of the lower garment.
- Shirts with large armholes will not be allowed (muscle or undershirts, halter tops, and spaghetti strap tank tops).
- Hats, sunglasses, and bandanas are not to be worn in the school – remove upon entering the building and store in locker.
- Heavy coats are to be kept in student lockers.
- Hoods on sweatshirts must remain down while in the buildings.

The dress code will be in effect at all activities in which Trego County Schools are associated. If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. Students will be provided appropriate clothing and the inappropriate clothing will be retained. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

Gang activities which threaten the safety or well being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. Students, parents, patrons, or staff members who have bullied others in violation of district policy may be subject to disciplinary action, up to and

Gangs
JHCAA

Bullying
JDDC

including suspension and expulsion. If appropriate, students, patrons, parents and staff members who violate the bullying prohibition shall be reported to local law enforcement.

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

To recognize bullying, ask these questions:

- Is it fair?
- Is it one-sided?
- Is someone using power in a hurtful way?
- How does it feel?

Hotline Number

A statewide school safety hotline staffed by the Kansas Highway Patrol has been established to allow students to anonymously report possible impending violent acts in schools. The hotline number is: **1-877-626-8203**.

Suspected Child Abuse

GAAD

Individuals may file a report of suspected abuse anonymously to either the Department of Children and Families (DCF) by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

Weapons

JCDBB

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

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
- 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 $\frac{1}{4}$ ounce, mine, or other 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 $\frac{1}{2}$ 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.

***Drug Free Schools
and Communities
Act***
JDDA

Penalties for Possession

Possession of a firearm or other weapon listed under the “Weapons and Destructive Devices” heading above 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, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for a weapons violation 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 the Secretary of DCF or the KDOC.

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 purpose of this policy shall only be permitted if such substance was:

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;

In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB.

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 or 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 shall be subject to any one or more of the following sanctions:

First Offense

A first time violator shall be subject to the following sanctions:

- A punishment up to and including short-term suspension.
- Suspension from all student activities for a period of not less than one month.

Second Offense

A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension.
- Suspension from all student activities for a period of not less than one semester or four months.
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

Third and Subsequent Offense

A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school for the remainder of the school year.
- Suspension from participation and attendance at school activities for the year.
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed an approved drug and alcohol education and rehabilitation program.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. 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 in 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 or 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.

Compliance with this policy is mandatory. See *Suspension and Expulsion*, p. 34.

Tobacco
JCDA

Smoking by students and/or the possession and use of any other tobacco product or electronic cigarette is prohibited in any attendance center, at school-sponsored events, or on school property. Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

Alcohol Testing

Students that exhibit symptoms of being under the influence of a restricted substance may be tested for consumption by the following method and procedure:

Students suspected of being under the influence of alcohol or cereal malt beverages may be tested by a school administrator or the administrator's designee with a portable breath analysis machine. If parents are not present during the testing, they will be notified immediately of all testing results. If a student tests positive, the parent(s) or guardian(s) shall be notified immediately and asked to take the student home. If a student refuses to take the test, it will be assumed they are guilty and they will follow the same procedure as a student who has tested positively.

**Complaints About
Discrimination**
JCE

The district shall maintain a learning environment free from discrimination insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a matter deemed appropriate by the administration, up to and including suspension or expulsion from school.

The district prohibits retaliation or discrimination against any person for opposing discrimination including, harassment; for participating in the complaint process; or

**Harassment,
Sexual, Racial, or
Disability**
JGEC, JGECA

making a complaint, testifying, assisting, or participating in any investigation, or hearing.

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment and free from discrimination, including harassment on the basis of race, color or national origin.

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

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

Sexual Harassment

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Specific examples of sexual harassment may include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;

- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual;
- spying while someone is showering or dressing.

Racial Harassment

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

Racial Harassment is racial motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

Reporting of Sexual, Racial, or Disability Harassment

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

Any student who believes he or she has been subject to sexual, racial, or disability harassment or has witnessed an act of alleged harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another licensed staff member. Any school employee who receives a complaint of sexual, racial, or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual, racial, or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual, racial, or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors, which are

Vandalism
EBCA

unacceptable but do not constitute harassment, may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is sexually, racially, or disability motivated.

The filing of a complaint or otherwise reporting sexual, racial, or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in an investigation, proceeding, or hearing of a sexual, racial, or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual, racial, or disability harassment may result in corrective or disciplinary action against the complainant.

The board shall seek restitution according to law for loss and damage sustained by the district.

When a juvenile is involved in vandalism to district property, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Routine procedures will be followed for any necessary follow-up to secure restitution from the responsible party.

Juveniles or their parents shall make restitution payments to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

Students must return school property. If a student does not return district property, the superintendent may take action allowed by law.

Discipline Measures

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate. See Appendix C for *TGS Discipline Policy* and Appendix Q for *TCHS Discipline Policy* (Also see discipline measures listed under *Absences and Excuses*, p. 21, *Academic Dishonesty*, p. 18, *Gangs*, p. 27, *Weapons*, p. 28, *Vandalism*, p. 33, *Sexual, Racial, or Disability Harassment*, p. 31, *Dress Code*, p. 26, *Drug Free Schools*, p. 29, *Transportation To and From Activities*, p. 39, *Computer Use*, p. 55, and *Food Service*, p. 58.)

Detention

JDB

Trego Grade School

Detention periods may be before or after school hours, during recess periods, or during lunch periods. Detentions may not begin more than thirty (30) minutes before the *first bell*, nor may they end more than thirty (30) minutes after the *last bell*. Teachers who assign detention must make all arrangements with regard to time, place, and supervision. Bus students will be given a 24-hour notice.

Trego Community High School

Guidelines for in-school suspension or detention:

1. A room will be provided for these obligations. The student will not have any contact with other students during the in-school suspension.
2. The student will serve detention starting immediately or the earliest time available following the assignment to detention.
3. The student must come to the detention room on time and have classroom assignments and supplies needed. During detention time, the student may be responsible to complete an action plan.
4. Detention periods may be before or after school or during lunch, as approved by the teacher. Detentions during school time will be considered unexcused absences.
5. Detention time will take precedence over attendance of an organization activity. Being suspended removes the right to attend or be involved in any school activity.
6. Students will not bring radios, cards or other items to suspension.
7. Bus students will be given a 24-hour notice.

Suspension and Expulsion

JDD

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas' law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and district policy. Suspension and/or expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;

- disobedience of an order from a school authority if the disobedience results in disorder, disruption or interference with school operations; and
- possession of a weapon at school, on school property or at a school-sponsored event.

Short-Term Suspension Procedures

Except in an emergency, a short-term suspension (not exceeding 10 school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for the accusation. The students shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law; and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension-expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a licensed employee or committee of licensed employees authorized by the board, the chief administrative officer, or other licensed employee of the district in which student is enrolled, or by an officer appointed by the board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas' law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas' law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

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

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies that provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal

may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

- If the expulsion is related to a weapons violation only the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not: a) be on school property or in any school building without the permission of the principal; b) attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right to:

- counsel of his/her own choice;
- have a parent or guardian present;
- hear or read a full report of testimony of witnesses;
- confront and cross-examine witnesses who appear in person at the hearing;
- present his or her own witnesses;
- testify in his or her own behalf and to give reasons for his or her conduct;
- an orderly hearing; and
- a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

Corporal punishment shall not be permitted in the school district.

**Corporal
Punishment**
JDA

**Reporting Crimes
to Law
Enforcement**

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

JDDDB

- in possession of a weapon,
- in possession of a controlled substance or illegal drug

**Probationary
status**

JDC

Any punishment, suspension or expulsion may be deferred by the superintendent, principal, or designee. The student involved may be placed on probation for a set period of time.

The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the principal. The principal's decision may be appealed to the superintendent.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that:

- the terms and conditions have been explained,
- the student understands the conditions,
- the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

Any probation arrangements resulting from violations of the weapons policy shall be handled by the Supt. See *Weapons*, p28, and *Suspension and Expulsion*, 34.

**Searches of
Students**

JCABB

Principals, superintendent or a designated representative are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness. See *Lockers*, p. 56.

Property Searches

Use of Trained Dogs Conducting Sweeps

Law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials which may threaten the general health, welfare and safety of the students and staff. Sweeps may be requested and/or on a schedule predetermined by the principal. School premises include the parking lots, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

**Interrogations and
Investigations**

JCAC

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

In cases not involving the investigation of known or suspected child abuse, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow questioning, a valid warrant has been presented to the principal for such purpose, or in demonstrated emergency

Activities

Athletic Physicals

Students participating in athletics, dance line, and cheerleading must have a yearly physical and have a form on file with the building principal before the first practice. Forms are available from the District Office at 612 Junction Ave, Suite B.

Days Exempt from School Sponsored Activities AEA-R

Except for the summer months and Commencement Exercises, there will be no school-sponsored activities conducted on Sunday. All students will be showered and vacated from the buildings by 6:00 p.m. on Wednesdays. **Exceptions to this policy will be handled on a “case by case basis” by the superintendent of schools.** There will also not be any school-sponsored activities conducted on Thanksgiving Day, Christmas Day, Good Friday, and Easter unless school is in session or unless the Mid-Continent League, the Kansas State High School Activity Association, or the Kansas State Department of Education schedules the activity.

Transportation to and from Activities JGG

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day. Students may be released to their parent or guardian if the parent or guardian personally reports to the sponsor in charge.

Waivers and Checkout

Only the principal may approve a waiver for a student to not use the school provided transportation to or from the event.

If transportation is being provided by someone other than the parent or guardian, a waiver form must be signed by both parties and approved by the principal. The principal is responsible for notifying the coach or sponsor and the parent. See Appendix D, *Waiver Application for Transportation To or From a School Sponsored Activity*.

The *Checkout Form* will be used if a student will be returning home with their parent or guardian. Parents or legal guardians will sign the checkout form at the event. If the coach or sponsor has an approved activity waiver stating someone other than the parent may provide transportation for the student, that individual must sign the checkout sheet at the event when the student is released into their care. See Appendix E, *Checkout Form*.

Activity Trip Transportation Rules

1. Students shall be subject to the district’s student behavior code and other regulations. See *Behavior/Conduct* p. 24
2. The use of flash photography or flashlights including those applications on a cell phone is prohibited from dusk till dawn (non-daylight hours) while the bus or school vehicle is in operation.
3. The teacher or sponsor shall be in charge of all passengers.
4. The teacher or sponsor shall have the authority to assign seats.
5. When leaving the bus, pupils must observe directions of the operator.
6. All occupants of passenger vehicles shall wear seat belts.
7. Students may eat and drink on the bus provided they do so responsibly. Only drinks with screw on lids are acceptable.
8. Unnecessary conversation with the operator is prohibited.
9. Students shall not extend any part of their body out windows.

10. School Transportation providers will not allow anyone other than school personnel and students to ride the bus unless permission has been issued by the transportation supervisor or the supervisor's representative.
11. Student transportation will leave from and return to the school building. Authorized pickup and drop off locations other than the school are:
 - Collyer – Rohleder's Station
 - Ogallah – Schreiner's Station
 - Trego Center – Zion Lutheran Church
12. Students will ride to and from events in school provided transportation unless parents personally pick them up, or have prior permission from the principal.
13. Violators of these rules will be reported to the proper administrative official.

The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

Field Trips
IFCB

The principal may approve field trips when reasonable educational objectives can be established.

Class and Organization Trips and Camps

The board subscribes to the philosophy that students learn in a variety of ways and that class and student organization trips and camps planned cooperatively by students and faculty shall be viewed as school-sponsored activities whether occurring inside or outside the normal school year.

Student participation in these activities shall be voluntary, and students who do not participate shall not be adversely affected in terms of their course requirements, grades or eligibility to participate in other activities of the class or student organization.

Students may participate in a field trip if the parental consent form has been turned in.

Student Publications
JHCA

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative.

Students who have facts and opinions should be allowed to express them in print as well as through oral communication. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media.

No student shall distribute any school publication which:

- is obscene according to current legal definitions;
- is libelous according to current legal definitions; or
- creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Student publications, which are not libelous, disruptive or obscene, may be distributed on school property during school hours at times and in areas designated by the building principal.

Non-school sponsored publications may not be distributed without prior permission. See *Distribution of Materials*, p. 52 and *Personal Property*, p. 53.

Fund-Raising or Solicitations
JK

Solicitations by students of students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

TGS Activities

Mid-Continent Elementary League

We consider our co-curricular program for interschool competition and participation to be an important part of our school program. We are a member of the Mid-Continent Elementary League that includes: Ellis, Hill City, Norton, Oakley, Phillipsburg, Plainville, Smith Center, Stockton, TMP, and Trego County.

See Appendix N *Trego County USD 208 Extra Curricular & Classroom Activities Purpose Statement*.

Athletics

Coaching Staff

Basketball – Boys’: Nolan Smith and Ryan Windholz

Basketball – Girls’: Lance Ziegler and TBA

Co-Cheer Squad: Kylie Bleske

Football: TBA and Jeff Hafliger

Track: Tammi Wynn, Bailey Belisle, and Jeff Hafliger

Volleyball: Tammi Wynn and Shelby Crawford

Wrestling: Doug Malay and Jeff Hafliger

Eligible students in the 7th and 8th grade may participate in football, volleyball, basketball, wrestling, and track.

Lettering

- The requirements for lettering will be set up by each head coach or sponsor.
- Lettering for extenuating circumstances will be the principal and coach’s decision.
- The coach may issue a provisional letter at his/her discretion.

Assemblies and Pep Rallies

IKE

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

Clubs and Organizations

JHC

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, is open to all interested and eligible students.

KAY Club

The Kansas Association for Youth is a character building, leadership-training program for junior high students. Through the programs and service projects, the members are taught the essential and basic elements of good citizenship.

Dances, Parties and other Social Events

All dances, classroom parties, and other school social events must be approved and scheduled through the principal at least one month in advance of the event.

As a general rule, all weekday junior high social events are to be completed by 10:00 p.m. or earlier. Weekend events should be completed by 11:00 p.m. or earlier.

Unless otherwise approved by the principal:

- attendance at all social functions is limited to students enrolled at TGS.
- students will not be permitted to leave and then return to the building during dances or other similar school functions.

Extra- Curricular

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;

Activities Participation Requirements

JH

- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

Administrative recommendations to add or eliminate specific activities shall be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk. See *Athletics, TGS*, p. 41.

Attendance at School Activities if Absent During the Day

Students not in school from 12:00pm, due to illness, or going home during the day due to illness are not to participate or attend a school activity or practice that afternoon or evening. Exceptional circumstances will be dealt with on an individual basis.

All absences must be excused in advance in order to participate in an activity or practice after school or that evening. A call from home in advance is necessary. Exceptional circumstances will be dealt with on an individual basis.

TGS Academic Eligibility Policy

The purpose of this academic eligibility policy is to instill in students the importance of good academic performance and increase student responsibility for their education. Students need to be responsible for their own educational attainment, but teachers and coaches also have a responsibility to help students academically. Therefore, teachers, sponsors, coaches, and the principal will be responsible for managing the eligibility policy and enforcing its provisions.

Posting of Names

Teachers will submit to the office a list of students and the classes in which they are failing by 9 a.m. on the first day of the school week.

The name of each failing student and the class in which he/she is failing will go on the ineligibility/probation list each Monday and the student becomes ineligible for a minimum of one week. A student's name will be deleted from the ineligibility/probation list the following Monday if he/she is passing his/her classes.

Teachers are responsible for privately informing students of failing grades each week. Coaches and organizational sponsors are responsible for checking the *Eligibility–Confidential* list to make sure students in their programs are eligible to participate.

ELIGIBILITY/PROBATION DETERMINATION

Number of F's	1st week status	2nd week status	3rd week status
1	Probation	Level 1	Level 2
2	Level 1	Level 2	Level 2

Probation

The *probation* week(s) serve as a grace period for students to get their grades to the passing level. The student loses no extracurricular privileges.

Level 1 – Ineligibility

The student may participate in curricular activities that occur during regular school hours. Students may be allowed to attend field trips at the discretion of the principal. If an after-hours activity is deemed part of a class curriculum the event may be attended by the ineligible students. In sports, the athlete may practice during the week, but he/she may not play in a scheduled competitive event. The ineligible student may not attend after-school social activities or other non-curricular events.

Level 2 – Ineligibility

The student may participate in curricular activities that take place during regular school hours. Students may be allowed to attend field trips at the discretion of the principal. The student may not participate in any after school activities unless the activity is required as a part of the student's grade.

TCHS Activities

“Active involvement and achievement in high school activities is the surest predictor of success in later life.” — Phi Delta Kappa

Activities are a learning laboratory. They encourage physical and mental excellence and reach out to the community. It is only with the total involvement and cooperation of the parents of our participants that our contact with the community can be positive and effective. It is only with this same total support that TCHS coaches, sponsors, and administrators can successfully confront the participants with emphasis towards prevention of tobacco, drug or alcohol use and/or abuse. We believe that intervention and counsel with certified alcohol rehabilitation counselors, may be necessary to assess potential “at risk” students. Should counseling for the student, which may include parents, be advised following an assessment, continuing eligibility will be based on full cooperation.

Our emphasis is on prevention and intervention, not punishment. The total expectation package is based on the time proven theory that sacrifice, self-discipline, and willingness to adhere to guidelines leads to individual and school pride. Only with properly applied and positive discipline will pride become a reality.

Certain standards of social behavior are expected from extra-curricular participants since they are a more visible representative of our school and community than the non-participants are involved in an activity that necessitates they be more aware of keeping their bodies in a higher state of wellness.

Mid-Continent League

We consider our co-curricular program for interschool competition and participation to be an important part of our school program. We are a member of the Mid-Continent League that includes: Ellis, Hill City, Norton, Oakley, Phillipsburg, Plainville, Smith Center, Stockton, TMP, and Trego County.

See Appendix N *Trego County USD 208 Extra Curricular & Classroom Activities Purpose Statement.*

Athletics JGC

Coaching Staff

Basketball – Mens’: Sean Dreiling and Nolan Smith

Basketball Womens’: Donnie Shubert and Shelby Crawford

Cheer Squad: Mandie Kinderknecht and Kate Shubert

Cross Country: Bernard Giefer

Drill Team: Brandy Schoenberger

Football: Patrick Haxton, Jason Draper, and Taylor Haxton

Golf – Mens’: Sean Dreiling and Daryl Kesler

Tennis- Mens’: TBA and James Burk

Tennis- Womens’: Lori Dietz and Jim Briel

Track: Patrick Haxton, and Bernie Giefer

Volleyball: Kate Shubert and Kristen Hafliger

Wrestling: Jeremy Samson and Michael Malay

Lettering

The individual sponsors and coaches will determine lettering in athletics and other activities. This information will be shared with parents and participants at their individual informational meetings.

**Assemblies and
Pep Rallies**

IKE

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

All school assemblies are called for the purpose of giving information, for pep assemblies, for education and entertainment. All students will be expected to attend. If students are absent it will be treated as an unexcused absence and the consequences it requires.

Teachers will be responsible to take their class to the assembly and take roll. Seating will be by classes: Seniors in front four rows; Juniors in rows five through eight; Sophomores in South front section; Freshmen in north front section

**Clubs and
Organizations**

JHC

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, is open to all interested and eligible students.

Extra-curricular clubs and organizations include: Debate, FBLA, FCA, FFA, Forensics, KAY's, Musical, National Honor Society, Newspaper, Scholar's Bowl, School Play, Science Club, Student Council, T-Club, Trap Shoot Club and Yearbook.

**Dances and
other Social
Events**

All dances and other school social events must be approved and scheduled through the principal at least one month in advance of the event.

As a general rule, all weekday high school social events are to be completed by 10:30 p.m. or earlier. Weekend events should be completed by 11:00 p.m. or earlier.

Social Event Guidelines:

- attendance at all social functions is limited to students enrolled in the grades 9th-12th and recent TCHS graduates under the age of 21.
- out of school date passes must be obtained in the office prior to each social function. No one over the age of 20 will be allowed at a social function (proof of age is required).
- students will not be permitted to leave and then return to the building during dances or other similar school functions.
- Dance moves should be school appropriate and not include any sexually explicit moves for example, no "Dirty Dancing".

**Character
Education**

Character education holds widely shared, important core ethical values, such as caring, honesty, fairness, responsibility, and respect for self and others. Our school is committed to developing good character in students, and we expect students to exhibit these core ethical values as a matter of obligation to both individuals and the greater school community. Our character education program asserts that we all have a responsibility to uphold these values to affirm our human dignity, to promote the development of the individual person, and to treat others as we would like to be treated.

Students who choose to be non-compliant with these expectations will be required to participate in additional character education activities during before-school or after-school tutoring sessions. Inappropriate recurring behaviors will also be addressed through disciplinary measures.

**Extra-Curricular
Activities**

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations; (See Appendix L and M)

Participation Requirements
JH

- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

Administrative recommendations to add or eliminate specific activities shall be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk.

See *Athletic Physicals*, p. 39; *Athletics, TCHS*, p. 44; *Clubs and Organizations* p. 45

Attendance at School Activities if Absent During the Day

Students not in school from 12:00 pm on due to illness are not to participate or attend a school activity or practice that afternoon or evening. Exceptional circumstances will be dealt with on an individual basis.

All absences must be excused in advance in order to participate in an activity or practice after school or that evening. A call from home in advance is necessary. Exceptional circumstances will be dealt with on an individual basis.

Academic Eligibility Policy

The primary purpose of an academic institution is to educate. Extra-curricular activities should not take precedence over education. The purpose of this eligibility policy is to instill a work ethic and self-pride in students, and to help those who are struggling academically. The implementation of the eligibility policy will operate as follows:

- A student will be on **probation** and his or her name will be placed on the probation-ineligibility list when his or her grade falls below a D- in any subject area. A student will be on probation for one week from Monday morning to the following Monday morning. (If school is not in session Monday, probation will begin the next school day.)
- A student will be declared **ineligible** when his or her grade falls below a D- in the same subject area for the second week. A student will be ineligible for one week from Monday morning to the following Monday morning. (If school is not in session Monday, probation will begin the next school day.)
- A student's name will be removed from the probationary-ineligible list on the Monday after the grade is raised above an F.
- If a student becomes ineligible, he or she may participate in any activity period function, including meetings, pep assemblies, etc. Also, if an *after-hours* activity is deemed part of a class curriculum – required concerts, etc. – the event may be attended by the ineligible student.
- Teachers are responsible for privately informing students of their probation-eligibility status each week.
- Coaches and organizational sponsors are responsible for knowing if a student is on probation or is ineligible.
- An ineligible athlete may practice during the week, but may not play in a scheduled, competitive event.
- The ineligible student may not attend after-school social activities or other non-curriculum events.
- An ineligible student may be required to attend before-school or after-school tutoring sessions. Students who skip assigned tutoring sessions may also have disciplinary consequences.

Probation-Eligibility Determination

The first week a student's name is placed on the probation-ineligibility list, he or she may participate in any event or activity. This *probation* week serves as a grace period for students to get their grades to a passing level. If this is not accomplished, a student's name and the class in which he or she is failing is placed on the list as an ineligible

student for a minimum of one week.

Credit Recovery

Students enrolled in Credit Recovery classes must be progressing at an appropriate pace as determined by the Credit Recovery teacher to remain eligible. The Credit Recovery teacher is responsible for monitoring progress for Credit Recovery students.

Semester Eligibility

If a student has passed five classes at the end of the semester, he or she will not be considered ineligible at the beginning of the next semester.

Ineligible students may try out for drill team, cheerleader, or an organizational office for the next school year. If elected, the students may serve in these capacities the following year if they have passed five classes the previous semester.

Teacher Flexibility

At the end of the first and third nine-week periods, teachers may decide whether to consider cumulative semester points or points earned in the current nine-week period in determining a student's eligibility.

Policy Regarding Scholastic Eligibility of Virtual Students

With respect to KHSAA Scholarship Requirements Rule 13 and Enrollment Rule 15, students may count virtual courses for the purpose of establishing eligibility for all KSHSAA sponsored activities, provided local USD policy permits dual enrollment agreements with virtual schools.

It is in the best interest of a virtual student to have daily contact with other students from the school with whom they will be interacting and competing on school teams. The student and the school share an interest in the student being a part of the daily climate and culture of the school. For stipulations that apply concerning virtual students, refer to Appendix M.

Health and Safety

Health Services

The district school nurse is available at Trego Grade School approximately seventy-five percent of the time. Her responsibilities include the following: maintenance of school health records, checking immunization certificates, counseling with students and teachers concerning health problems, checking vision and hearing, conducting certain educational programs for the students, and administering first aid.

Immunizations

JGCB

Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine-preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella.

Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/guardian's signature on the prescribed release form signifies knowledge of the outbreak and risks to the child.

Health Assessments (TGS)

JGC

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time. See *Immunizations* above.

Head Lice

Students who are determined to have lice will be dismissed from school until such time as they are treated with a medicated shampoo. Students do not have to be nit-free, but they must be free of live lice before returning. Students shall be checked by the school nurse prior to returning to school.

Reporting of Accidents

JGFG

Students should report any injury incurred at school or at a school-sponsored activity to the principal or appropriate sponsor.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment. See Appendix F, *Student Accident Report* sample form.

First Aid

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

Medications

JGFGB

The supervision of medications shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any

medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the school must have:

- A signed Medication Waiver of Liability form requesting the schools cooperation in such supervision and releasing the school district and personnel from liability. This form may be picked up from the nurse's office. See Appendix G, *Medication Policy*
- a written order for prescription medication from the medical person prescribing the medication, or a written order for non-prescription medication from the parent, and;
- a properly labeled, original container.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new parent permission signatures and a newly labeled pharmacy container. See Appendix H, *Medication Authorization – Over the Counter Medications* or Appendix I, *Medication Authorization – Prescription Medications*. These forms are also available at our website, www.tregoeagles.com.

In the event of illness, students must be fever free for 24 hours before returning to school.

Student Self-Administration of Medications
JGFGBA

The self-administration is allowed for students in grades K-12. To be eligible, a student shall meet all requirements as outlined in board policy. Parents/guardians shall submit a written statement from the student's health care provider using the form provided. See Appendix L, *Permission for Self-Administration of Medication*. This form is also available at our website, www.tregoeagles.com

Diabetes Management
JGFGBB

Accommodating Students with Diabetes

Diabetes management and treatment plan means a plan prepared and implemented for a student with diabetes which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.

Student Eligibility

Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy.

Parents or guardians shall submit a written diabetes management and treatment plan from the student's health care provider.

The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. An annual written renewal of parental authorization for the self-care of diabetes shall be required.

While at school, each student capable of managing and caring for the student's diabetes will be allowed to:

- Perform blood glucose level check,
- Administer insulin through the delivery system the student uses,
- Treat hypoglycemia and hyperglycemia,
- Possess the supplies or equipment necessary to monitor and care for their diabetes, and
- Otherwise attend to the management and care of the student's diabetes.

Physical

A student will be excused from participation in physical education by written permission

**Education
Exemption**

from a parent or guardian, doctor, school nurse, or principal. The reason for the excuse should be stated on the written note if applicable. We recommend that the instructor be notified ahead of time if the student is to be absent from class other than for illness.

**Communicable
Diseases**

JGCC

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 the student is free from all symptoms of the disease.

**Animals and
Plants in the
School**

ING

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. All animals must be contained while in a classroom or on school property. Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. See *Reporting of Accidents*, p. 48.

Service animals may be permitted in the schools and on school property in accordance with board approved guidelines and may be used by employees, patrons, and students. This policy does not apply to animals provided by the school for instructional purposes or for therapy or comfort dogs.

Asbestos

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the Superintendent of Schools at the District Office, 612 Junction Ave, Suite B, WaKeeney.

Drills

EBBE

Students shall be informed of emergency drill procedures at the beginning of each school year.

Fire Drill

Monthly: An intermittent signal on the alarm bell will signal a fire drill. At that time, the students will file from the classroom on a pre-arranged route, usually the nearest exit. All students move in silence and as quickly as possible. There will be absolutely no running! Students will not stop at lockers or for any purpose. Books and pencils should be left on desks. Do not get hats or coats. Classes are to stay together and stay at least 50 feet from the building. Teachers are to check that all students are accounted for and no students remain in the building. An announcement will signal the safe return to the classroom.

Tornado Drill

Once in the fall and twice in the spring: A steady signal of the alarm bell or an announcement will signify a tornado drill. Students will proceed quietly to their assigned areas and wait for further instructions.

The evacuation program is designed with the assumption that the staff will be forewarned in the event of a tornado. However, i.e. event of no warning, each classroom should be turned into a secondary shelter area by placing the students in the cloak and storage areas of each classroom and instructing them to assume the same physical position that they use in the shelter areas.

Full Lockdown Drill

Once per semester in coordination with local law enforcement: Principal or the principal

Emergencies
EBBD

designee calls the code and turns off bell system. Building secretary notifies the superintendent and tries to keep phone lines open at all times. Custodians/maintenance will lock all exterior doors of the building and report to the office to assist law enforcement and/or principal-designee. Teachers will clear the hall immediately outside their classroom door then lock classroom doors, turn out lights, make sure all cell phones are turned off, and add any additional students to their roster. Ignore fire alarms and any announcements made over the intercom. Teachers will have students sit quietly in a predetermined secure section of the classroom; this may change based on the direction the shooting is coming from. Students in the restrooms should remain in the restroom, pull the stall door closed and hide by squatting with their feet on the seat of the stool. All students should remain in their lockdown location until the room is cleared by the proper authority using the appropriate procedure.

If an emergency interferes with the normal conduct of school affairs, students may be dismissed from school only by the superintendent. If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day. See *Release of Student During School*, p. 22.

The complete Emergency Response Plan is available at www.tregoeagles.com on the District Page.

Early Dismissal or Cancellation

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, school may be cancelled or dismissed early. If school is held and parents do not feel comfortable with their child being on the road, they may choose to keep their child home. Students will not be penalized with unexcused absences due to severe weather.

Notifications of early dismissals or cancellations of school will be made using the emergency calling system. Notifications can occur by a phone message, by email, or by text message, whichever the parent or guardian prefers. Please remember to inform the district of any changes to your emergency contacts so that you will continue to be informed in these instances.

Notification will also continue to be made over the following radio and TV stations:
KAYS 1400, KHAZ FM 99.5, KJLS FM 103.3, and KKQY FM 101.9
KBSH-TV, KSNC TV, KAKE TV

When school is dismissed early or canceled due to bad weather, there will not be any extra-curricular activities.

General Information

Calendar

Each month's activities will be updated and published on the local cable channel. If you have any questions concerning an activity, please contact the principal or secretary at each building. Activities will also be published on the school's Web page at tregoeagles.com.

Complaints about School Rules

JCE

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

Public Conduct

KGDA

The superintendent or the superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of board and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. {Visitors must secure and wear a visitor's pass to enter school buildings during the school day.}

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility, or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

Possession of a Firearm

KGD

Unless otherwise allowed by law or authorized by board policy, no person other than law enforcement, shall possess a firearm on any district owned or operated property; within any district owned or operated building or structure, in a school vehicle; or in an employee's personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program, or event.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such an order will result in a report to law enforcement.

Distribution of Materials

KI

The superintendent reserves the right to refuse distribution of any material by outside individuals or groups to the students of the district in accordance with the rules adopted by the board.

Gifts

JL

The giving of gifts between students and staff members is discouraged. Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor. Any student organization gift to the district shall become district property when accepted by the board.

Insurance

JGA

The financial responsibility for student injuries, whether at school or some other location is that of the parent. The school maintains a student accident policy that may help to defray costs incurred if a student athlete is injured during athletic participation. This policy is **secondary insurance only**, paying a limited amount after your personal insurance. After filing your own insurance, remaining bills can be submitted to the USD Office for possible payment by the district's student insurance provider.

The school strongly advises each parent to provide their own insurance coverage. Optional coverage can be purchased through private insurance carriers or student accident companies such as Sports Management Associates, if you feel your personal financial resources are inadequate.

Staff-Student Relations

GAF

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

Personal PropertyLaptop Computers

Unless approved by the principal, students will not be allowed to use personal laptops in school. Chromebooks are available for students in grades 6 – 12 through the 1:1 initiative see the Chromebook user rules and Loan Agreement Appendix R.

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

At the elementary school, each child's belongings, including books, school supplies, wraps, overshoes, gym shoes, gloves, etc. should be plainly and personally marked to avoid loss or exchange.

Lost and Found

All articles found on the school premises are brought to the school office. They will be returned to their owners when properly identified. After a two-week period, articles not identified will be disposed of.

Posters

Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized posting will be removed immediately and become the property of the school. See *Lockers*, p. 57.

Telephone Calls

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the

prior permission of the principal.

Students will be permitted to use the telephone in emergency cases to make or receive calls. Students will be called from class only if the call is urgent. The office personnel will take messages for students whenever possible, and we ask that messages be kept to a minimum. We expect students to make arrangements for after-school activities before coming to school. Late arrival to class because of using the phone between classes will be unexcused.

**Use of Personal
Vehicle (TCHS)**
JGFF

Designated Parking Areas for TCHS Students

- East side of 12th Street along the football field
- North side of Russell Avenue from 11th to 12th Street
- South side of Russell Avenue from 12th to 13th Street
- North side of the football practice field

Prohibited Parking Areas

Vehicles parked in unauthorized areas will be towed at the owner's expense. Student parking is prohibited in the following areas:

- Trego County Fairgrounds between 9:00 a.m. and 4:00 p.m.
- North side of Russell Avenue between gym doors and main office door
- Directly west of the agriculture building (staff parking only)
- Directly north of the industrial arts building and wrestling room
- Entry ways to any school facility (incl. both agriculture entries)
- Marked staff parking
- On the grass or other landscaped areas

A student who is observed driving recklessly on or near school property shall be reported to the building principal. The principal shall review the violation with the student and sanctions including, but not limited to the following, may be applied:

- The student may be prohibited from parking or driving on school property;
- A letter may be sent to the student's parents;
- The student may be disciplined according to the disciplinary code.

Visitors
KM

Parents and other visitors must check in at the office each time they come to Trego Grade School and Trego Community High School. All are required to sign in, get a visitors badge, and then sign out when leaving the building. Children not enrolled in Trego Grade School or Trego Community High School will be limited to visiting over the lunch hour. Permission to visit must be obtained in advance.

Parent visits may be scheduled with the teacher or the building principal. Such visits are for the purpose of becoming acquainted with school instruction, programs, personnel, operation and/or the facility. The principal or designated representative shall accompany the parent on the visit if the parent so desires. It would be preferable to visit school after the first half-hour of the morning and before the last half-hour of the day. Please avoid visiting just before a holiday or during the first or last week of school.

**Orientation
(TCHS)**

Orientation for freshman and parents will be held in the spring of each year. New students will be dealt with on an individual basis.

School Property

Appropriate Use of Equipment and Supplies

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission from the principal.

Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies. See *Fees for Lost, Damaged, or Destroyed School Property* p. 14.

Computer Use IIBG

Computer systems are for educational and professional use. All information created by students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion for violation of this policy.

Students shall not install software on district computers or computer systems. Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Privacy Rights

Students shall have no expectation of privacy when using district e-mail, computer systems, or electronic devices. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers and the administration.

Any e-mail or computer application or information stored in district computers, computer systems, or electronic devices, is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school.

Ownership of Student-Produced Computer Materials

Computer materials or devices created, as part of any assigned classroom activity undertaken on school time shall be the property of the board.

Computer Network Use Guidelines

All users of the schools' computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
- Do not reveal your personal address or phone numbers or that of other students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible via the network should be assumed

- to be private property, which is subject to copyright laws.
- Do not place unlawful information on any network system.
 - Keep paragraphs and messages short and to the point. Focus on one subject per message.
 - Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages).
 - Unauthorized access to and/or unauthorized use of the district server system (including but not limited to, surveillance footage) is also prohibited.

(Students and parents of students in grades 6 – 12 need to review the E-Mail/Internet/Chromebook Regulations and Student Chromebook Loan Agreement: Appendix R)

Consequences of Violation of Technology Policies

All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks so more time can be spent enhancing services.

Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD 208 district schools concerning use of computers and networks will result in disciplinary action.

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

Level 1: Warning:

Student will lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

Level 2: Pattern of Abuse, Repeated Abuse or Flagrant Violations:

Student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable Offense:

Student could be expelled from school (removal for five days or more) if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year(s). See *Suspension or Expulsion* p. 34

Lockers JCAB

Lockers in the district schools shall be under the supervision of the building principal or the principal's designee. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. Students shall not place locks, other than those approved by the school, on any locker.

The principal or the principal's designee may search any locker at any time without notice. Prohibited items found during the search shall remain in the custody of the principal.

Students are not to have sprays of any kind in their school locker. Trego Grade School students are not to have items such as gum, candy, or liquids in their locker. We cannot be responsible for the safekeeping of radios, extra money, or other personal items stored in your locker. Please leave them at home.

Only acceptable and appropriate pictures may be placed in lockers. The general rule is *If in doubt, don't*.

Use of Trained Dogs Conducting Sweeps

Law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials which may threaten the general health, welfare and safety of the students and staff. Sweeps may be requested and/or on a schedule predetermined by the principal. School premises include the parking lots, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

**Use of Drug
Dogs JCAB-R**

Student Services

**Guidance
Counselor**
IDAB

USD 208 employs a counselor who is available to assist students with personal concerns. The counselor may make information available about community resources designed to address personal concerns. TCHS also has a guidance counselor who is available to work with students, parents, and staff on academic programs and assist students in selecting and enrolling in courses. Through career exploration, the counselor will assist students in selecting vocational and post-secondary goals.

Library
IF

Trego Grade School and Trego Community High School each have their own library that is open the days that school is in session from 8:00a.m. until 3:45 p.m. If a student has an overdue book, no additional books may be checked out until the overdue books have been returned. Books lost or damaged are the responsibility of the person in whose name they are checked out.

The central library is a program of services built around an organized collection of learning resources for both students and staff. The prime objective is to teach students how to use the library as a media center in the fulfillment of their needs and interests, and to develop reading and learning as an enjoyable habit. Additionally, the Kansas Library Catalog (K.L.C.) is available to select books for interlibrary loan.

Media center materials support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

Nurse

See *Health Services*, p. 49.

Tutoring
GBRGB

Parents who feel that their children need tutoring may discuss the situation with the building principal, counselor or the teacher. Tutoring assignments may be accepted by the teacher involved when recommended by the principal and superintendent and approved by the board prior to the beginning of any such instruction.

Food Service
JGH

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided to parents in the enrollment packets. Additional applications may be obtained from the principal or the District Office at 612 Junction Ave, Suite B.

Meal Prices

Student breakfast prices are \$1.90 for both TGS and TCHS. Student lunch prices are \$2.75 for TGS and \$2.80 for TCHS. Additional milk may be purchased for 50¢. Prices are subject to change at the discretion of the Board.

All meals must be paid in advance through the food service cashier. Students are allowed a 5-meal grace period after which they will be served a sandwich. Students will receive reminders 8 days prior to the payment deadline.

Parents may also check the balance of their child's food service account via the Parent Portal of Powerschool, our district student information system. At this time, parents will not be able to pay online.

Breakfast is served each morning from 7:40 to 8:00 with exceptions for late bus arrivals.

Students are encouraged to take advantage of the food service that is offered. Students are to remain at school through the lunch period unless excused by the building principal. Milk may be purchased to supplement lunches brought from home.

Food prepared commercially elsewhere may be brought to school by a parent for only their child. If a parent chooses to bring their child a lunch, they are not to take it to the office or the classroom, but they are to deliver it to the lunchroom during their child's lunch period. Any other arrangements must be authorized and planned by the administration.

Trego Grade School

At TGS, classroom teachers will supervise students in the lunch line until all have received their tray. Additional adult supervision is in the lunchroom at all times. Students are expected to demonstrate appropriate table manners and behavior. Normal conversation is expected and encouraged.

Trego Community High School

TCHS students have the opportunity to buy additional food during their lunch period. Popular sales include sandwiches or other main dish items, french fries, or fruit. Purchases for extra food can be deducted from their meal account or paid with cash at the time of the purchase. Students that are receiving free meal benefits will not be allowed to purchase additional food or milk items unless they have deposited money into their food service account or are purchasing with cash.

Elementary Section

Recess and Play Periods

Whenever weather permits, we want your child to play outside in the fresh air. A child's school life should maintain a balance between work, organized play, and other activities. Should your child have asthma or any other condition which makes it necessary to refrain from strenuous exercise or to stay indoors when the others are out, be sure to make it known to the child's teacher by means of a written note. *Parents, please dress your children appropriately for existing weather conditions.* We generally go outside for recess. Children need hats, boots, coats and gloves when it's cold or wet.

Recess/Playground Rules

1. Swings:
 - One person, sitting, going back and forth, no games.
 - No excessive pushing or running under.
 - No jumping from a moving swing.
2. See-Saws:
 - One person at each end facing each other.
 - One leg on each side of the seat and holding on to the bars.
 - No bumping the other person or jumping off the seesaw.
3. Jungle Gym: Used for climbing only; no tag games.
4. Once outside, do not go back into the building without teacher permission. Get coat, playground equipment, and use the restroom before going to recess.
5. Do not run after balls in the street without checking with the teacher on duty.
6. No throwing or kicking sand, dirt, rocks, snow, etc.
7. Touch football only, no tackling.
8. Please refrain from bringing items from home to play with at recess. Trego Grade School assumes no responsibility for lost, stolen, or damaged personal items.
9. No sitting or standing on top of crossbars.
10. When you hear the whistle or bell, stop playing immediately and line up.
11. Stay out of entryways.
12. The teacher on duty has the right to stop any activity they consider being dangerous or inappropriate.
13. Students are required to wear boots to play in the snow.
14. Stay off ice and frozen patches of water.

Holiday Parties

Parties for holidays may be provided. Parents wishing to excuse their child from a holiday party shall notify the child's teacher at least one day in advance of the party.

Room Parents

At the discretion of the classroom teacher or the building administrator, parents may be asked to be room parents.

Birthday Treats

Time will be allowed at the discretion of the teacher for sharing birthday treats. Students in grades Early Childhood through 5th may provide treats for their birthday. The teacher must be notified at least one day in advance of the birthday observance. All food, including drinks, must be pre-packaged. Homemade items are not allowed.

Party Invitations

Invitations for birthday or dance parties will not be handed out at school unless invitations are given to all boys and girls in the grade.

Safety Rules

Students shall observe the following safety rules:

Bicycles

- K-5 – use the bicycle rack west of the kindergarten room.
- 6-8 – use the bicycle rack south of the science room.
- No bicycle riding on the school playground or sidewalks.

- Please walk bicycles when on school property.

Motor Vehicles

- Any device, whether licensed or not, which has a motor and carries one or more persons is a motor vehicle. There should be no recreational use of motor vehicles on the school grounds.
- Plan your driving to school in such a way that children are dropped off at the curb side of school so that children do not need to cross the street to enter the school grounds.
- Children should cross only at intersections. There should be no jaywalking.
- Parking along the south side of the school, north side of the street, to pick up children is permitted.
- Parking is prohibited along curbs where crosswalks are marked. Please leave these areas free of obstructions so those children walking may do so safely.
- Parking on the west side of school, east side of street is for pick up and drop off only. No parking in this area.
- Parents are advised that according to state law you must stop for any school bus loading or unloading.
- The bus-loading zone will be located on the east side of the school building.

APPENDIX A: MISSION AND VISION

USD 208 District Mission & Vision

Mission Statement:

“The mission of USD 208, is to provide our students the opportunity to acquire the necessary skills to be college or career ready when they graduate by providing a rigorous K-12 academic program and/or the related training essential to begin a successful career.”

Vision:

We will accomplish this mission by providing a safe learning environment with dedicated, collaborative, professional staff that deliver college and career ready curriculum. We envision a district in which staff

- ❖ Unites to achieve a common purpose and clear goals;
- ❖ Uses curriculum that is aligned with college and career readiness;
- ❖ Works and learns together in collaborative teams;
- ❖ Uses research-based instruction that is flexible, intentional, and engaging;
- ❖ Uses a system to evaluate and provide results showing student growth; and
- ❖ Promotes a climate and culture of efficacy in which all staff and leaders believe all students can meet their learning goals.

We Believe: (Action statements)

❖ **Partnership with parents and community:**

Parents and community will encourage daily school attendance and participation in extracurricular activities. Parents and guardians will provide a safe place to do homework. The community will support classroom learning by providing educational incentives and work-related experiences that reinforce the district mission.

❖ **Partnership with higher education:**

Through a partnership with community colleges, universities, and technical schools; provide students with curricular programs that allow for the acquisition of an industry recognized certification or a degree program upon graduation from high school.

❖ **Assisting All students with whole child support:**

The USD 208 educational team is committed to providing all students support for both academic and social needs to enhance their success in meeting the goals in their Student Learning Plans.

❖ **Employability/Soft Skills:**

Each graduate will be able to communicate effectively through reading, writing, listening and speaking. Each graduate will be skilled in critical thinking by being decisive, able to solve problems, reasoning, and through creative thinking. Graduates will also demonstrate personal qualities such as responsibility, have self-esteem, be sociable, and be able to access resources.

❖ **Career interest development:**

Students will engage in exploration and career preferences relevant to student’s interest leading to post-secondary success. Career preferences will be listed in their individual student learning plan as career goals.

APPENDIX B: COMPULSORY ATTENDANCE

PARENT CONSENT AND WAIVER FOR CHILD 16 OR OLDER TO BE EXEMPT FROM
COMPULSORY ATTENDANCE REQUIREMENTS

I, _____, (Name of Parent(s) or Person Acting as Parent) understand that pursuant to Kansas law, _____ (Name of Student) is required to attend school until he/she receives a high school diploma or general educational development (GED) credential or reaches the age of 18, whichever occurs first.

Pursuant to K.S.A. 72-1111, as amended, Unified School District No. 208 encourages _____ (Name of Student) to remain in school or to pursue an education alternative.

The academic skills listed below have not been achieved by _____ (Name of Student):

Based on _____ (Source of Information) the difference in future earning power between high school graduate and a high school dropout is _____.

_____ (Name of Student) is encouraged to attend one of the following area alternative education programs in order to aid _____ (Name of Student) in obtaining a high school diploma, a general education development credential, or other certification of completion, such as a career technical education industry certification:

(List any programs that may be available. Contact information for accredited private schools, virtual schools, and virtual programs can be found at <http://www.ksde.org/Default.aspx?tabid=4606>. The statutory language suggests an "alternative learning plan" could also include extended learning opportunities such as independent study, private instruction, performing groups, internships, community service, apprenticeships, and online coursework.)

I(we), the undersigned, hereby give written consent to allow _____, (Name of Student) who is [16] [17] years of age, to be exempt from the Kansas compulsory attendance requirement and state we have attended the final counseling session conducted by USD No. 208 in which the above information was presented to us.

_____ Signature of Student _____ Date

_____ Signature of Parent(s) or _____ Date
Person Acting as Parent

APPENDIX C: Emergency Safety Interventions**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. 72-6146, 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.

GAAF Emergency Safety Interventions**GAAF-2**

“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.

APPENDIX C: Emergency Safety Interventions

“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. 72-3122(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.

GAAF Emergency Safety Interventions**GAAF-3**

“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

APPENDIX C: Emergency Safety Interventions

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;

GAAF Emergency Safety Interventions**GAAF-4**

- 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
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

APPENDIX C: 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.

GAAF Emergency Safety Interventions**GAAF-5****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 subjected to ESI, if not subjecting the student to ESI would result in significant physical 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.

APPENDIX C: Emergency Safety Interventions

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.

GAAF Emergency Safety Interventions**GAAF-6**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.

APPENDIX C: Emergency Safety Interventions

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

GAAF Emergency Safety Interventions**GAAF-7**

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 email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

APPENDIX C: Emergency Safety Interventions**GAAF Emergency Safety Interventions****GAAF-8****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,

GAAF Emergency Safety Interventions GAAF-9

- 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.

APPENDIX C: Emergency Safety Interventions

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 days of the parent's request. The focus of any 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.

GAAF Emergency Safety Interventions**GAAF-10**

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

APPENDIX C: Emergency Safety Interventions

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.

GAAF Emergency Safety Interventions**GAAF-11****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

APPENDIX C: Emergency Safety Interventions

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

GAAF Emergency Safety Interventions**GAAF-12**

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:

KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 6/18

APPENDIX D: TGS DISCIPLINE POLICY**Trego Grade School Discipline Policy**

It is our goal at Trego Grade School to provide a safe environment for all students so that the learning process is at its highest level at all times for all students. We ask our students at Trego to practice “Above the Line” behaviors and to recognize that “Character Counts.” We ask students to follow four basic guidelines, and to make personal choices with these guidelines in mind:

- Respect Yourself
- Respect Others
- Respect Other’s Property
- Respect the Learning Process

Students are assigned discipline points for violations reported to the office with proper documentation. An accumulation of points will be made for the nine weeks, semester, or the entire year depending on the severity of the infraction. Once certain point totals are reached, more severe consequences are incurred. Consequences for point accumulation are at the discretion of the building principal, with input from teachers, but these are the guidelines set in place:

- 3 points= Loss of recess time, class privileges or activity time (pep rally, assembly, or field trip.) Depending on the severity of the infraction; a single three point violation is treated differently than several one point violations. Parents will also be notified.
- 4 points= Detention after school, or in school suspension – above consequences may also apply.
- 5 points= 1-3 day suspension, in or out of school
- 6-9 points= 3-5 day suspension, in or out of school, for each violation which advances the accumulated points. Student will also begin school counseling, one day a week.
- 10-15 points= 5-10 day suspension, in or out of school, for each violation which advances the accumulated points

1 point/Referral:

- Inappropriate clothing, 1st offense
- Inappropriate language/use of profanity (May be 2 or 3 points)
- Abusive language (May be 2 or 3 points)
- Disrespect toward teacher or other authority (May be up to 5 points)
- Chronic academic insubordination (Homework not being completed)
Chronic is defined as 3 times per nine weeks
- Excessive talking; classroom learning environment disturbed
- Lack of class materials
- Chronic tardiness
- Inappropriate hallway behavior

These violations of the policy may stay with the student the entire year depending on severity

2 point/Referral

- Class disturbance beyond excessive talking
- Inappropriate clothing, 2nd offense
- Cheating

- Use of cell phone in class (Including taking pictures or text messaging)
- Disrespect of authority
- Refusal of reasonable request
- Skipping a teacher assigned detention
- Bullying/Harassment- first minor offense

These violations of the policy may stay with the student the entire year depending on severity.

3 point/Referral

- Disrespect of authority
- Lunch room disturbance: any violation in the lunch room, including excess noise, thrown food, kicking under table, etc.
- Computer network violation
- Destruction of school property
- Theft
- Academic dishonesty, including plagiarism, improper use of internet sources, manipulation of accelerated reader points, etc.

These violations of the policy may stay with the student the entire year depending on severity

5 point/Referral

- Tobacco, use or possession
- Disrespect of staff member
- Bullying/Harassment
- Fighting
- Assault
- Leaving school without permission

These violations of the policy may stay with the student the entire year depending on severity.

Proper documentation will be included with all referrals. Referrals should also include efforts to correct behavior unless the situation is an emergency.

APPENDIX E: TRANSPORTATION WAIVER

**Unified School District #208
Waiver Application for
Transportation To or From a School Sponsored Activity**

I _____ make application
Parent/Guardian Name

for my child, _____ to be exempt from
Student's Name

school sponsored transportation (Check one) _____ going to _____ returning from

_____ (Activity) on _____

The student will ride to the activity with: _____

The student will be returning from the activity with: _____

I understand that I, the parent/guardian of the above named student, release the school of any and all responsibility relative to the student's transportation to/from the above mentioned activity.

Date

Parent/Guardian Signature

If the student will be riding with someone other than the student's parent/guardian, the person providing the transportation must sign the following statement also.

I take full responsibility for the above mentioned student's transportation to/from the above activity.

Signature of Person Providing Transportation

Building Principal's Action: _____ Approve _____ Reject

Reason for Rejection: _____

Principal's Signature

Date

Original: Principal
Copy: Parent

USD 208 Form: 12-98

APPENDIX F: CHECKOUT FORM

**Checkout Form
Student Returning Home With Parent/Guardian
From School Sponsored Activity**

_____ Activity _____ Date
Coach/Sponsor in Charge _____

The below mentioned student is being released to me, and I take full responsibility for the return transportation for my child from the above mentioned activity. (If the individual is not the parent or legal guardian, the coach or sponsor must have the approved Waiver.)

Student's Name	Parent/Guardian Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

APPENDIX G: STUDENT ACCIDENT FORM**Student Accident Report**

UNIFIED SCHOOL DISTRICT 208

WaKeeney, Kansas

Name of injured _____ School: TGS____ TJH____ TCHS

Age _____ Sex _____ Parents or Guardians

Class or Grade _____ Date _____ Time _____

What was the person doing when hurt? (Operation) _____

Nature _____ of _____ Injury

First Aid Given _____

_____ By _____ whom

Location _____ of _____ Accident

Unsafe act _____

School Nurse Notified: Yes ____ No ____ By whom _____ Time _____

Building Principal Notified: Yes ____ No ____ By whom _____ Time _____

Parents/Guardians Notified: Yes ____ No ____ By whom _____ Time _____

Action taken by parents: Returned to Class ____ Sent Home ____ To Nurse ____

Hospital ____ Other: _____

Care or treatment by doctor? _____

_____ Name _____

Names of witnesses to accident: _____

This report must be completed and filed with the School Nurse for any student having an accident which requires first aid or the services of the school nurse or doctor, or keeps him/her out of school.

Report Completed By _____ Date _____

Copies:

White- Superintendent

Yellow- School Nurse

Pink- Principal

Goldenrod- Person Initiating Report

APPENDIX H: MEDICATION WAIVER OF LIABILITY FORM**MEDICATION WAIVER OF LIABILITY FORM**

In the event a school employee administers oral medication, injection, topical medication, eye drops, ear drops, nasal spray or medication prescribed by a physician to a student in compliance with the prescriptions/instructions of the specific medication, then the employee and the school district shall not be liable in any criminal action or for civil damages as a result for the administration of the medication.

The administration of oral and topical medications, injections, eye drops, ear drops, nasal spray or other medication prescribed by a physician to any student may be discontinued by USD 208, and the district shall not be liable in any criminal action or for civil damages as a result of the discontinuance of the administration of the medication, PROVIDED that the district has first provided actual notice orally OR in writing in advance of the date of discontinuance to the parent/guardian.

RECEIPT OF MEDICATION

Medications that the parent/guardian authorize to be administered must be brought to school by the parent/guardian of the student or by another designated adult. There may be an exception made for medications that are self-administered by the student such as asthma inhalers and cough drops. Students will not be allowed to have any medication on their person unless the medication has been approved by the school nurse and proper forms have been filled out. Medications not approved to be carried by the student will be confiscated and parents will be called to pick up the medication within 5 school days. If the medication is not picked up, it will be disposed of.

All medications MUST be in properly labeled medication containers with the name of the medication, student name, date, quantity and strength per dosage unit, frequency of administration, and any other instructions for administering said medications.

Written and signed parent/guardian authorization request are required for all medications to be administered by school staff. NO EXCEPTIONS. These forms are available on the district website, or you may get them from the nurse's office.

CHANGES IN MEDICATION ORDER

Whenever there is a change in a student's medication order, a new medication request form is needed. The parent/guardian or physician must contact the nurse immediately if a change in medication order is received. Only a licensed nurse can take a verbal/phone/fax order from a physician's office. A verbal order must be followed by a written order within a reasonable period of time. Faxed orders are considered written orders.

The medication container with the previous prescription label may be used for up to 10 school days to give the parent/guardian time to get a bottle with the current order as long as the nurse has a current order and labels the old bottle with the current prescription information. The nurse will assure that unlicensed employees who may administer the medication are aware of the order change and know how to administer the medication. All new medication orders will be reviewed and approved any the nurse, necessary forms for documentations prepared, and training and delegation completed prior to unlicensed personnel administering the first dose.

APPENDIX H: MEDICATION WAIVER OF LIABILITY FORM

DISPOSAL OF MEDICATIONS

At least two weeks prior to the end of the school year, or when medication is discontinued, parent/guardian of students with leftover medication will be notified in writing OR verbally and will be provided the opportunity to pick up any unused medication. If parent/guardian does not pick up the medication by the date specified, the medication will be properly disposed of.

By signing this form, I acknowledge that I have received a copy of the new medication policy and agree to abide by it. This agreement is in effect for the duration of my child's enrollment at USD 208.

Parent/Guardian Signature

Date

APPENDIX I : MEDICATION – OVER THE COUNTER

Unified School District

208**NON-PRESCRIPTION
MEDICATION AUTHORIZATION**

NAME OF STUDENT: _____ GRADE: _____

MEDICATION, DOSE, AND ROUTE OF ADMINISTRATION: _____

DATE MEDICATION STARTED: _____ TIME TO BE GIVEN AT SCHOOL: _____

REASON FOR MEDICATION: _____

NO. OF DAYS TO BE ADMINISTERED AT SCHOOL: _____ DURATION OF SCHOOL YEAR: YES NO

I hereby give my permission for the above named student to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or non-prescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

NOTE: MEDICATION IS TO BE BROUGHT TO SCHOOL IN THE ORIGINAL CONTAINER.

DATE: _____

Signature of Parent or Guardian

**Return completed form to:
Mandie Kinderknecht RN, School Nurse
612 Junction Ave.
WaKeeney, KS 67672
Fax # - 785-743-5244**

APPENDIX J: MEDICATION –PRESCRIPTION MEDICATIONS

USD 208- Trego County Schools**REQUEST FOR PRESCRIPTION MEDICATION ADMINISTRATION AT SCHOOL**

NAME OF STUDENT _____ DATE OF BIRTH _____

SCHOOL _____ GRADE/TEACHER _____

PHYSICIAN DIAGNOSIS/REASON FOR MEDICATION _____

MEDICATION _____ DOSE _____ TIME GIVEN _____

Anticipated number of days to be administered at school: _____ Special Instructions _____

Printed Name of Physician: _____ *Physician Signature

Address: _____ Phone: _____ Fax: _____

Date: _____ **or a copy of the prescription or fax from health care provider***PARENT PERMISSION TO ADMINISTER MEDICATION/INFORMATION EXCHANGE**

I hereby give my permission for my child to take the above prescribed medication at school as ordered by our primary care provider. **I understand that it is my responsibility to furnish the medication in the original container appropriately labeled by the pharmacy/manufacturer or physician stating the name of the medication, the dosage, and the number of days to be administered at school.** Any school employee who administers the medication in accordance with written instructions from the prescribing health care provider shall not be liable for damages as a result of any adverse drug reaction suffered by the student. I also give permission for the exchange of information between the school nurse or other school representatives and pharmacy in the event a question or concern may arise.

Printed Name of Parent/Guardian:**Parent/ Guardian Signature:****Address: _____ Telephone: _____****Email: _____****Date: _____**

Please Return Completed Form To:
Mandie Kinderknecht RN, School Nurse
612 Junction Ave.
WaKeeney, KS 67672
Fax #- 785-743-5244

APPENDIX K: MEDICATION –PRESCRIPTION MEDICATIONS

USD 208 PERMISSION FOR SELF-ADMINISTRATION OF MEDICATION

Name of Student: _____

School: _____ Grade: _____ Teacher: _____

Medication: _____ Dosage: _____

Date Started: _____

Conditions under which the medication is to be given: _____

Any additional circumstances under which the medication is to be given: _____

Length of time medication is to be administered: _____

I hereby give my permission for _____ (Name of Student) to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

**MY CHILD HAS BEEN INSTRUCTED ON SELF-ADMINISTRATION OF THE
MEDICATION AND IS AUTHORIZED TO DO SO IN SCHOOL.**

Signature of Parent or Guardian: _____ Date: _____

Signature of Health Care Provider: _____ Date: _____

APPENDIX L: TCHS, BOARD OF REGENTS, AND NCAA COURSE CHECKLIST

REQUIREMENT CHECK CLASS OF 2015 AND AFTER

Name: _____ Graduation Year: _____

<u>TCHS</u>	<u>Kansas Board of Regents</u>	<u>NCAA</u>
English (4) English I English II English III English Sr. Yr.	English (4) *One unit each year English I English II English III English IV Advanced	English (4) *One unit each year English I English II English III English IV Advanced
Math (3) Math Math Math	Math (3) Algebra I Geometry Algebra II Math ACT 22 or One Upper Level Math	Math (3) Algebra I Geometry Algebra II
Science (3) Science Science Science	Science (3) Science Science Chemistry Physics	Science (2) Science Science
Social Science (3) US History American Government Social Science	Social Science (3) US History American Government World History	Social Science (2) Social Science Social Science
Physical Education (1) Physical Education		Additional (1) English Math Science
Fine Arts (1)	Electives (3) Academic/Technical/Fine Arts _____	Additional (4) English, Math, Science, Social Science, Foreign Language
Practical Arts (1)		
Total (24) _____	Total GPA 2.0 AND ACT 21 or Higher OR Rank Top 1/3 OR 2.0 or Higher in College Course _____	Total GPA ACT Total Sliding Scale _____

APPENDIX M: KSHSAA ELIGIBILITY CHECKLIST

ATTENTION PARENTS AND STUDENTS KSHSAA ELIGIBILITY CHECK LIST

NOTE: Transfer Rule 18 states in part, a student is eligible transfer-wise if:

BEGINNING SEVENTH GRADER- A seventh grader, at the beginning of his or her seventh grade year, is eligible under the Transfer Rule at any school he or she may choose to attend. In addition, age and academic eligibility requirements must also be met.

BEGINNING NINTH GRADERS IN A THREE-YEAR JUNIOR HIGH SCHOOL- So that ninth graders of a three-year junior high are treated equally to ninth grades of a four-year senior high school, a student who has successfully completed the eighth grade of a two-year junior high/middle school, may transfer to the ninth grade of a three-year junior high school at the beginning of the school year and be eligible immediately under the Transfer Rule. Such a ninth grader must then as a tenth grader, attend the feeder senior high school of their school system. Should they attend a different school as a tenth grader, they would be ineligible for eighteen weeks.

ENTERING HIGH SCHOOL FOR THE FIRST TIME- A senior high school student is eligible under the Transfer Rule at any senior high school he or she may choose to attend when senior high is entered for the first time at the beginning of the school year. In addition, age and academic eligibility requirements must also be met.

For Middle/Junior High and Senior High Students to Retain Eligibility

Schools may have stricter rules than those pertaining to the questions above or listed below. Contact the principal or coach on any matter of eligibility. A student to be eligible to participate in interscholastic activities must be certified by the school principal as meeting all eligibility standards.

All KSHSAA rules and regulations are published in the official *KSHSAA Handbook*, which is distributed annually and is available at your school principal's office.

Below Are Brief Summaries Of Selected Rules. Please See Your Principal For Complete Information.

Rule 7- Physical Evaluation-Parental Consent- Students shall have passed the **attached evaluation** given by a physician and have the written consent of their parents or legal guardians.

Rule 14- Bona Fide Student- Eligible students shall be a **bona fide undergraduate member** of his/her school in good standing.

Rule 15- Enrollment/Attendance- Students must be regularly **enrolled and in attendance** not later than Monday of the fourth week of the semester in which they participate.

Rule 16- Semester Requirements- A student shall not have more than two semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or a senior high school. *Note: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.*

Rule 17- Age Requirements- Students are eligible if they are not 19 years of age (*16,15, or 14 for junior high or middle school students*) on or before September 1 of the school year in which they compete.

Rule 19- Under Influence- The use of **undue influence** by any person to secure or retain a student shall cause ineligibility. If tuition is charged or reduced, it shall meet the requirements of the KSHSAA.

Rules 20/21- Amateur and Awards Rules- Students are eligible if they have not **competed under a false name** or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.

Rule 22- Outside Competition- Students may not engage in **outside competition** in the same sport during a season in which they are representing their school. *NOTE: Consult the coach or principal before participating individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.*

Rule 25- Anti-Fraternity- Students are eligible if they are not members of any **fraternity** or other organization prohibited by law or by the rules of the KSHSAA.

Rule 26- Anti-Tryout and Private Instruction- Students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of the school athletic team.

Rule 30- Seasons of Sport- Students are not eligible for more than four seasons in one sport in a four-year high school, three seasons in a three-year high school, or two seasons in a two-year high school.

APPENDIX N: KSHSAA HOME AND VIRTUAL SCHOOL STUDENT POLICY

KSHSAA ELIGIBILITY POLICY FOR VIRTUAL AND HOME SCHOOL STUDENTS

The Executive Board voted unanimously to adopt the following policy specifying the terms by which students attending virtual schools accredited by the Kansas State Department of Education may establish eligibility at a KSHSAA member public school. The policy was developed with input from staff, members of the Kansas State Department of Education and Kansas virtual school administrators. Executive Board members noted there has been very little feedback on the proposed policy; it will not appear in the KSHSAA Handbook. The KSHSAA will post this information on its website and distribute it through appropriate means to all member schools.

KSHSAA Executive Board Policy Regarding Scholastic Eligibility of Virtual Students with respect to KSHSAA Scholarship Requirements Rule 13 and Enrollment Rule 15, students may count virtual courses for the purpose of establishing eligibility for all KSHSAA sponsored activities, provided local USD policy permits dual enrollment agreements with virtual schools.

The following stipulations will apply:

- Virtual classes must be taken through a virtual school, fully accredited by the Kansas State Department of Education.
- Students will be eligible at the public school in whose district and attendance area they reside.
- Virtual students enrolling and establishing eligibility by September 20th must be included in the school's annual KSHSAA classification count.
- The student must be currently enrolled and attending a minimum of one (1) class at the KSHSAA member public school where they desire eligibility. If the student desires participation in music, debate or speech activities, they must be enrolled and attending in that academic course at the school, if such course is offered and the school requires enrollment for participation.
- Eligibility for virtual students will be established on a semester basis consistent with traditionally enrolled students. Virtual and traditionally enrolled students are required to pass five units of credit each semester to establish scholastic eligibility.
- The school is responsible to verify the academic progress of the student with the virtual school administrator prior to submitting the student's name on KSHSAA eligibility forms and rosters.
- Virtual students must be enrolled in five units of credit (courses) each semester. At the conclusion of the academic semester, they must have completed coursework sufficient to equal a passing grade in each course, consistent with traditionally enrolled students.
- All students, virtual or traditional, must pass five units of credit in the previous semester to retain eligibility.
- Like traditionally enrolled students, virtual students must be currently enrolled in five or more courses not previously passed, to establish and retain eligibility each semester.
- Local school districts retain the authority to approve dual enrollment agreements with the virtual schools.

RATIONALE: It is in the best interest of a virtual student to have daily contact with other students from the school with whom they will be interacting and competing on school teams. The student and the school share an interest in the student being a part of the daily climate and culture of the school.

**APPENDIX O: TREGO COUNTY USD #208 EXTRA-CURRICULAR AND CLASSROOM
ACTIVITY STATEMENT**

Trego County USD 208 Extra Curricular & Classroom Activities Purpose Statement

The interscholastic program shall be conducted in accordance with the KSHSAA and school policies, rules, and regulations. While the school takes great pride in winning, it does not condone “winning at a price.” It discourages any and all pressures that neglect good sportsmanship and the well-being of participants. At all times, the interscholastic program must be conducted in such a way as to justify it as an educational activity.

OUR GOAL: For Students to become more effective citizens by learning:

- to work with others: In society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desire.
- to be successful: Our society is very competitive. We do not always win, but we succeed when we continually strive to win and desire to excel. You can learn to accept defeat only by striving to win with the earnest dedication.
- to develop sportsmanship: To accept defeat like a true sportsman, knowing we have done our best, we must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
- to improve: Continual improvement is essential to good citizenship. As a participant, you must establish a goal and you must constantly attempt to attain that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
- to enjoy participation in activities: It is necessary for the student to enjoy participation, to acknowledge all of the personal rewards to be derived from the activity, and to give sufficiently of themselves in order to preserve and improve the program.
- to be prepared: Students need to be prepared to meet the challenging and sometimes unfair world.

APPENDIX P: IDEA: ANNUAL NOTICE OF AUTHORIZED STUDENT DATA DISCLOSURES**Annual Notice of Authorized Student Data Disclosures**

In accordance with the Student Data Privacy Act and board policy IDEA, 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 of 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

Parent Signature

Date

APPENDIX Q: PROTECTION OF PUPIL RIGHTS AMENDMENT: REGULATION USD 208**Surveys: Parental Inspection Rights**

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written Permission Required

If such survey is funded in whole or in part by federal funds or if the survey concerns the student's or student's parents' or guardians' beliefs or practices on sex, family life, morality, or religion, it shall not be administered without providing notice to and the express written consent of a parent or guardian. If the survey is not federally funded and does not cover the aforementioned topics, parents must be given direct notification of the survey, and be provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

Parental Rights: Marketing Information

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Release of Information – FERPA Rights

Unless the information collected from students is designated as directory information and is maintained outside of a statewide longitudinal student data system, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)

APPENDIX R: TCHS DISCIPLINE POLICY

Trego Community High School Discipline Policy

Offense	Points	and/or Penalty
* Weapons Violation	13	Long Term Suspension/ Expulsion
* Arson	13	Long Term Suspension/ Expulsion
* Conduct which severely impacts the safety of others	13	Long Term Suspension/ Expulsion
* Terroristic Threat	13	Long Term Suspension/ Expulsion
* Alcohol or Drugs on School Property and/or Activities	6	5 – 10 Days Suspension
* Tobacco / e-cigarettes	2 – 5	3 – 5 Days Suspension
* Theft	2 – 5	3 – 5 Days Suspension
* Destruction of Property	2 – 5	3 – 5 Days Suspension
Fighting and/or Physical Force	2 – 5	3 – 5 Days Suspension
Disrespect / Insubordination	2 – 5	Detention / Suspension
Bullying/ Harassment	2 – 5	Detention / Suspension
Disruptive Behavior	2 – 5	Detention / Suspension
Inappropriate Language	1 – 2	1 – 6 Hours of Detention
Cheating / Plagiarism	1 – 2	1 – 6 Hours of Detention Zero on Assignment
Skiping Class or School	1 – 2	1 – 6 Hours of Detention (Possible DCF Referral)
Dishonesty	0 – 1	1 – 4 Hours Detention
Bus Referral	0 -1	5 Points of Bus Referrals= Loss of Bus Privileges
<ul style="list-style-type: none"> ➤ Items marked with an asterisk (*) require a mandatory reporting to law enforcement. ➤ If a student accumulates 5 points, he/she may be given lunch detention. ➤ If a student accumulates 10 points, he/she may be given 2 days of ISS. Parent will be notified by mail when their child accumulates 9 points. ➤ If a student accumulates 13 points, he/she may be given 3 – 10 days suspension and/or expulsion (determination will be based on the severity of the infractions) ➤ Students may erase 3 points per semester by completing 9 hours of community service for the district (3 hours' work = 1 point). ➤ The point system DOES NOT APPLY to very small issues that teachers can deal with by simple request with which students comply. ➤ At the Principal's discretion, a warning may be given on first offense for any infraction requiring 2 points or less. Only one warning per semester is permitted. If a warning has been granted the next offense will result in the maximum points. 		

APPENDIX S: E-MAIL/INTERNET/CHROMEBOOK REGULATIONS AND STUDENT CHROMEBOOK LOAN AGREEMENT

E-MAIL/INTERNET/CHROMEBOOK REGULATIONS TREGO COUNTY USD #208, WAKEENEY, KANSAS

The Chromebook that has been issued to each 6-12 Trego County USD #208 (TC USD #208) student remains the property of the TC USD 208. This Chromebook is on loan to the student and must be used in accordance with the following guidelines:

- Chromebook Security Policy During the School Day
 - Students must have Chromebooks with them, or locked in their school lockers. Chromebook must never be left unattended. Faculty will pick up and give unattended Chromebooks to the office.
 - Chromebooks must be kept in the padded case provided by the district at all times.
 - It is recommended that Chromebooks go home with students each evening for recharging. Students are responsible for bringing their Chromebook, fully charged, to school each day.
- Students are not to deface their Chromebook with stickers, white-out, etc. If there are any questions, check with the administrators.
- Students should protect their Chromebook from extreme heat or cold. Chromebooks should never be left in a car.
- E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks, harass, or bully others. All e-mail sent from a TC USD #208 accounts is property of TC USD #208. TC USD #208 reserves the right to inspect any and all e-mail messages sent from or to any TC USD #208 e-mail account without informing the student.
- All student internet searches and website traffic on the school network is documented. TC USD #208 reserved the right to review these searches and traffic without notifying the student.
- Use of the Chromebook (including “Instant Messaging”) for anything other than a teacher-directed or approved activity is prohibited during instructional time.
- The internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the internet and then used in academic work is to be properly documented. Students may not access websites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher who will contact the technology director.
- Internet computer games are prohibited in classes, activity periods, and the library during regular school hours.
- Installation of peer-to-peer file-sharing programs is strictly forbidden. Software run from external drives (such as a USB flash drive) is prohibited. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, library-media specialist, or language arts department person.
- If you have a specific need for additional web applications or you want to add personal applications to your school account, you must request approval prior to installation.
- Chromebooks may not be used to make sound recordings without the consent of all those who are being recorded.
- Sound must be turned off at all times, except when being used as a part of a class.
- Students may use their own headphones to listen to music, ect., if they have the instructor’s permission.
- Deliberate attempts to degrade the TC USD #208 network (including use of smart phones/other devices as Wi-Fi hotspots) or to disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- TC USD #208 reserves the right to define inappropriate use of technology.
- If the Chromebook is damaged or not working properly, it must be turned in to the District Technology staff for repair. Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.
- Before a student is issued a Chromebook, he or she must have paid the district technology fee and both student and parent/guardian must have signed the Computer Acceptable Use form. The technology fee provides insurance that will cover theft, accidental damage, fire, power surge, vandalism, and natural disasters. See Chromebook Loan Agreement for additional information. Lost Power cords and Chromebook Cases are not covered and are the responsibility of the student/parent. There is a deductible of up to \$100 per incident, which is the responsibility of the student/parent.

It is recommended that student owned internet capable devices (iPads, tablets, etc.) be left at home. If a student brings such a device, the use of that device falls under the cell phone/electronic device policy on page 18 of the Trego County USD #208 Student/Parent handbook.

STUDENT CHROMEBOOK LOAN AGREEMENT TREGO COUNTY USD#208, WAKEENEY, KANSAS

Providing Chromebooks for instructional use by Trego County USD#208 (TC USD#208) students is an exciting venture. Certain guidelines are necessary to protect the laptop and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

1. The student agrees to follow all TC USD#208 regulations and policies governing the use of computers as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. This equipment is the property of TC USD #208, WaKeeney, Kansas and is herewith being loaned to the student for educational purposes only for the academic school year. The student may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer.
3. The student will have a Chromebook checked out at the beginning of school once the necessary fees have been paid. The Chromebook will be checked-in on the last day of school in May.
4. The Chromebook is the property of TC USD#208. If a student withdraws from school prior to the end of the loan period, the Chromebook is to be returned to school officials by the student prior to withdrawal.
5. Chromebooks not returned in an appropriate manner will be filed as missing and turned over to the proper authorities as theft.
6. The student shall not remove or alter any TC USD#208 identification labels attached to or displayed on the Chromebook, nor shall the student change identification within the Chromebook such as the Chromebook name.
7. The student agrees to handle the computer carefully and protect it from potential sources of damage.
8. The student will assume the risk of loss by theft, destruction, or damage. If, during the loan period, the Chromebook is damaged or returned with any accessories missing, TC USD#208 may charge the student the lesser of the repair or the \$100 insurance deductible. If the Chromebook is stolen or vandalized, the insurance will cover all but the deductible, providing that a police report is filed on the incident. By signing the loan agreement, the parent/guardian agrees to be responsible for the insurance deductible for each occurrence involving loss/damage to the Chromebook, or the cost of repair for such damage, while in the student's possession. Any Chromebook reported stolen without filing a police report will result in payment of full replacement cost of the Chromebook which, at this time, is \$300.
9. The student must report theft (or suspected theft) of the Chromebook, loss of the Chromebook, damage to the Chromebook, or malfunctioning of the computer to school personnel immediately.
10. The student and parent agree to indemnify TC USD#208 against any claim, suit or damage occurring during or resulting from student possession or use of the Chromebook including but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to student's use of the District's Chromebook.
11. Upon request, the student agrees to deliver the Chromebook to TC USD#208 staff for technical inspection or to verify inventory or other information including random screening.
12. TC USD#208 is not liable for lost data or time spent on data.

I have read and agree to abide by all TC USD# 208 policies and regulations for the use of equipment including the Acceptable Use Policy Agreement and the Student Chromebook/E-mail/Internet Regulations. I accept responsibility for damage to or loss of the equipment listed below while in my possession. I understand that if the Chromebook or any accessory is lost, damaged, or stolen, I am responsible for the replacement cost or insurance deductible whichever is less. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested by school personnel. Please return the signed agreement to your child's school or the district office.

Student Name: _____

Permanent Address: _____

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

This portion is to be filled out by a school representative when the device is issued:

Asset ID Number: _____ Chromebook Serial Number: _____

School: Trego County USD #208

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