



Lansing Middle School

Unified School District #469 • 220 Lion Lane • (913) 727-1197 • Fax (913) 828-4507
Kerry Nick Brungardt, Principal Brooks Jenkins, Vice Principal

Mission Statement

The mission of Lansing Middle School is to
provide a safe environment in which students...

LEARN

**MATURE &
SUCCEED**

Parent Handbook 2018 – 2019

This handbook is meant to be an abbreviated version of Lansing USD 469 District Policy. Should a discrepancy between the two arise, District Policy supersedes the policies in this handbook.

USD #469 NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District #469 are hereby notified that this institution does not discriminate on the basis of sex, race, color, national origin, gender, age, religion, marital status, veteran status, disability or any other basis prohibited by state or federal law in admission or access to, or treatment, or employment in, its programs and activities.

Any person having inquiries concerning Unified School District #469 compliance with the regulations implementing Title II, Title VI, Title VII, Title IX, the Age Discrimination Act of 1975, Boy Scouts of America Equal Access Act 2001, USERRA, Section 504, or reports of specific complaints, or alleged discrimination, is directed to contact Unified School District #469, 200 E. Mary Street, Lansing, Kansas 66043, (913) 727-1100. The Superintendent is designated by USD #469 to coordinate the institution's efforts to comply with the regulations implementing Title II, Title VI, Title VII, Title IX, the Age Discrimination Act of 1975, Boy Scouts of America Equal Access Act 2001, USERRA, Section 504 or other applicable federal, state or local law.

Any person may also contact the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64111, (816) 268-0550, TDD (877) 521-2172, regarding the institution's compliance with regulations implementing Title II, Title VI, Title VII, Title IX, or Section 504. (07/2016)

WELCOME

Dear Students and Parents,

On behalf of the faculty and staff, I would like to welcome you to the Lansing Middle School family. We are committed to providing you an outstanding educational experience in a safe and nurturing atmosphere. Middle school can be a challenging time; however, with appropriate measures in place, middle school can also be a gratifying experience for students and parents.

This LMS Student Handbook is designed to help you know and understand our school guidelines. Please know that I have an open door policy and that I encourage you as students and parents to contact me with any concerns you may have. Of course, I also like to hear positive remarks about our school; therefore, I encourage you to let us know the good things we do at LMS too.

Best Regards,



Kerry Nick Brungardt
Principal

District Mission Statement

The Lansing School District's mission is to provide students the opportunity to develop the scholastic, technical, social, and life-long learning skills essential for academic, occupational, and personal success as productive citizens.

Accountability Statement

The educators and members of the Board of Education, Lansing Unified School District 469, accept responsibility for providing an educational program that assures student success in accordance with the District mission statement and goals for student learning. Students, parents, and guardians, with the support of the community, are accountable for taking advantage of the educational opportunities offered by the district.

Phone Numbers

Lansing Elementary School	727-1128	Lansing Board of Education	727-1100
Lansing Middle School	727-1197	Lansing Special Ed. Dept.	727-1755
Lansing High School	727-3357	Bus Service	727-1100

School Violence Hotline (877) 626-8203

The hotline allows students to anonymously report possible impending violent acts in schools. The hotline, enacted by House Bill 2489, connects to the Kansas Highway Patrol central dispatch center. From there, information is transferred to local law enforcement who will relay information to the local school administrator. This hotline is a cooperative effort between the Kansas Highway Patrol and the Kansas State Department of Education.

School Leadership/Site Council

Each building has a site council, which is a combination of members of the school staff, parents and patrons who work together to assist the school with recommendations, suggestions and ideas to help make our schools the best possible for our children. The council meets on a regular basis. The dates are established at the beginning of each school year. All meetings are open to the public. The purpose of the Leadership/Site Council is to:

- Provide advice and counsel to the school in evaluating performance goals and objectives;
- Help determine methods which could be used by the school to meet the goals and objectives;
- Serve as a liaison between the school, school organizations, the community, and the local board of education by collecting and disseminating information about school improvement; and
- Provide other assistance that the school may request.

The council will not have any of the powers and duties reserved by law or regulations to the local school board. For more information concerning the Leadership/Site Council, contact your child's school.

ENROLLMENT/WITHDRAWAL FROM SCHOOL

Resident Students – JBC

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 or a child who lives in the district as the result of placement by a district court or by DCF. For the purposes of this policy, parent means natural parents, adoptive parents, step-parents, and foster parents. For the purposes of this policy, person acting as a parent means a guardian or conservator, a person liable by law to care or support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care for and control of the child with written consent of a person who has legal custody of the child.

Non-Resident Students – JBC

Non-resident students are those who do not meet the definition of a resident student. Only those students who qualify as residents of USD 469 shall be permitted to enroll except as set forth in the following exceptions. Non-resident students may only be enrolled or continue in district schools under one of the following exceptions:

Non-resident students admitted to the district shall be evaluated before admitted to the district and each spring using the following criteria: academic standing (did the student make progress), attendance (was the student's attendance regular and punctual), and disciplinary record (did the student abide by the student conduct code and avoid major disciplinary problems or a large number of referrals for minor disciplinary problems.) Consideration shall also be given to the student/teacher ratio in each building. These ratios should be according to best practice for each building. Students may be admitted, readmitted or denied admission for the current school year or the next school year based on the results of these finding. Parents shall be informed of the administrative decision as soon as it has been acted on by the Board of Education.

Identification of Students – JBC

All students enrolling in the district for the first time shall provide required proof of identity and residence. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

Enrollment Information – JBC

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 and 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 thirty (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. Enrollment documentation shall further include such documentation as may be required by the superintendent to establish the student residency and or eligibility for attendance in the district.

Inoculations – JGCB

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent to immunizations has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for the current law.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

Health Assessments – 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. All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination.

Building, Grade Level, or Class Assignment – JBC

The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance center in which the student resides may do so only with the prior written permission of the superintendent. 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.

Transferring Credit – JBC

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

Pupil Information Form

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- name(s), phone number(s) and address of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of the student's physician; and
- description of any medical conditions of which the staff needs to be aware.

This information is kept on file and made part of the student's record.

Fees – JS

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of fees;
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

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.

RECORDS

Family Educational Rights and Privacy Act (FERPA)

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

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

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - we have your prior written consent for disclosure;

- the information is considered directory information and you have not objected to the release of such information (see “Directory Information”); and
- disclosure without consent is permitted by law.
- The right to request your educational records may 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.

The right to file a complaint with the Family Policy and Regulations Office at the US Department of Education if you believe USD 469 has failed to comply with FERPA’s requirement. The address of this office is:

Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, DC 20202-4605

Directory Information

For purposes of FERPA, USD 469 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

Directory information categories will include the following: the student’s name, picture, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

The custodian of records may make directory information available without parental or eligible student’s consent if public notice of the categories of information designated as directory information has been given and the parents or eligible students have had the right to object to the release of the information without their consent.

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 469 at Lansing Board of Education, 401 S. 2nd St., Lansing, KS 66043 on or before **September 1 of the current school year**. If refusal is not filed, USD 469 assumes there is no objection to the release of the directory information designated. Refer to JRB for complete policy.

The Kansas Open Records Act (KORA)

Your Right to Request Records:

- The right to have our freedom of information officer (Assistant Superintendent) respond to your questions about KORA.
- The right to inspect any public record that we have in our possession that is not exempt. We are not required to create a record for you if the record does not already exist.
- The right to have copies of public records, for a fee of \$.10 per page.
- The right to be informed of the procedures you must follow in requesting access to or copies of our records.
- The right to inspect or obtain copies of our records during our regular business hours.
- The right to have access to a record no later than three days after you request it.
- The right to a written explanation of the reason we are denying you access to a record if we refuse to allow access to a record.
- The right to bring action against us in the district court if you believe we are denying access to a record you have a right to see.
- The right to have your attorney’s fee paid by us if the court determines we intentionally violated your rights under KORA and had no reasonable basis for denying your request.

ACADEMICS

While there are many variables that go into the education of a student, the academic program provides the foundation for student success. The staff at Lansing Middle School constantly strives to provide the best academic program for its students. The expectation at Lansing Middle School is that students, in turn, take their academics seriously and make every effort to achieve at their fullest potential.

Homework and Retesting

1. Homework/Practice must be turned in when due to receive full credit.
2. Teachers may impose a homework policy which is more rigorous but not easier. It must be published at the start of the class.
3. Homework/Practice shall count for at least 20% of the grade.
4. Students who score below mastery on a test may be required to retest **after regular school hours**.

5. When absences are anticipated, the student **must** bring a note in advance to the office stating the purpose of the absence with a signature from the parent/guardian. The student will then receive an assignment sheet to be seen by all of his/her teachers for documentation and signatures. All assignments must be completed and turned in the first day upon returning to school, unless the teacher specifies otherwise.

Letter Grades and Percentages

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

Testing Program

Fall	6 th – 8 th Grade – AIMS Web Plus	Spring	6 th Grade – SS, Reading and Math – State Assessments 7 th Grade – Reading and Math – State Assessments 8 th Grade – Science, SS, Reading, and Math – State Assessments 6 th – 8 th Grade – AIMS Web Plus
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Report Cards

Each student and parent will be issued a username and password in order to access the Skyward program. Students and parents are encouraged to check grades through the Skyward program on a consistent basis as grades are provided in real-time through Skyward. Report cards shall be issued to each student at the end of each quarter. Parent and student conferences shall be held in October and February. Please see the district calendar for exact dates each year. Refer to JF for complete policy.

Honor Roll

Qualification for the honor roll is based on the four (4) point scale with A=4 points, B=3 points, and C=2 points. A grade of D or F in any course is automatic disqualification from honor roll consideration. Students who are still carrying “incomplete” at the honor roll verification deadline (3 days after report cards are handed out) are ineligible for that particular grading period honor roll. Three honor roll categories are identified:

- (1) Lions Honor Roll -- students receive all A grades in all classes,
- (2) Red Honor Roll -- 3.5 – 3.99 grade average on 4.0 scale, and
- (3) White Honor Roll-- 3.0-3.49 grade average on 4.0 scale.

Honor roll eligibility is not determined by *cumulative GPA*, but rather by the grade average earned by the students for a given grading period during each school year (i.e., 1st quarter, 2nd quarter, 1st semester and so on).

Academic Dishonesty

Academic dishonesty—as in cheating or plagiarism—is not acceptable. Cheating includes copying another student’s work—such as homework, class work, or test answers—as one’s own. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author.

If a student is caught cheating, the following steps will be taken:

- A conduct report will be written each time a student cheats.
- Offenses will be cumulative from 6th – 8th Grade. Example – If a student is caught cheating on a homework assignment in November on a 6th grade social studies homework assignment, that is the student’s first offense. If the same student is caught cheating in January on a 7th grade science test, that is the student’s second offense.

1) **On a homework assignment** – The student will receive a “zero” on the assignment. A conduct report will be written.

2) **On a quiz** – The student will receive a “zero” on the assignment. A conduct report will be written.

3) **On a test** –

1st offense: The student will re-test. Their score on the second test will be averaged with a “zero” from the first test. Therefore, the maximum grade they can achieve is a 50%.

Example – Test 1 – (0%) **Cheated**

Test 2 – 94%

Actual Test Grade = 47%

2nd offense (and subsequent offenses): Automatic “zero”

Disciplinary Action (minimum)

1st Offense – the student will receive a one-hour after-school detention.

2nd Offense – the student will receive an in-school suspension.

Grades/Eligibility

Many valuable lessons may be gained from activities that are difficult to replicate in the standard classroom. However, we understand that participation in activities are a privilege and believe that all participants are to be students first and athletes/participants in activities second. Therefore, to participate in any KSHSAA sponsored or endorsed **competitions or competitive events**; all students must meet the following criteria:

- Have passed five classes during the previous semester.
- Be currently enrolled in five classes.
- Scored a minimum of 2.0 GPA for the previous grading period (quarter) or be participating in an approved Student Academic Eligibility Plan of Assistance.

Additionally, Lansing Middle School will use the following guidelines to determine eligibility – Each week, teachers will examine a student’s academic and behavioral performance to determine participation in that week’s extracurricular activities. A failing grade, two (2) or more Ds, and/or poor behavior may result in ineligibility for that week’s extracurricular activities that the student is currently involved. The student will still be able to be part of the team and participate in practices during the week.

Promotion and Retention – JFB

The policy of the district is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social and emotional development. The best interest of the student will be the guiding philosophy for determining acceleration, promotion or retention.

In arriving at a decision for either the promotion or retention of a student, the principal will consider the viewpoints of the special services personnel, teachers and parents.

The final decision in any case pertaining to promotion or retention shall rest with the appropriate building principal.

Human Sexuality and AIDS Education Program – 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 and AIDS classes included in the district’s required curriculum.

Following appropriate review of the curriculum goals on file at the board of education office, or attendance center, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum which the student is not to be involved.

Special Education Program

Parents new to the district and requiring special programs for their child(ren) should notify the principal at the time of enrollment. Placement in a special education class requires an I.E.P. developed by a placement staffing committee. Parents should take past I.E.P.’s and evaluations with them. A temporary placement may be made based upon this information. All students returning to special education classes in the fall should enroll according to the last I.E.P. developed or as directed through personal correspondence from the Special Education Office. Additional special education services are made available through the Leavenworth Special Education Cooperative. Further information is available from the Co-op at 913-727-1755.

ATTENDANCE

It is the philosophy of Lansing School District to educate the total student and not merely to provide the academic or skills portion of the individual’s education. We realize that children do get sick and need to stay home. However, active attendance in class is a valuable and integral part of the student’s formal education. An absence from class, for whatever reason, causes the student to miss a truly necessary part of learning, which can be only partially regained through make-up work. Attendance in school is the combined responsibility of the student and parents/guardians. The responsibility of the school is to provide instruction and to inform parents of absences from class.

Absences will be recorded on the student’s permanent record. (School sponsored activities are not recorded as absences although students are still missing valuable classroom time.) In the following policy, students are defined as anyone enrolled at Lansing School District regardless of age.

Anytime a student misses more than a half-day of school, he/she may not attend any after school functions or programs. Extenuating circumstances will be considered and evaluated by school administration.

Compulsory Attendance Requirements

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

- the student has attained a diploma or GED; or
- the student is enrolled in an approved alternative education program, recognized by the local board of education; or
- there is a court order exemption; or
- the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

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

Attendance Policy

NOTIFICATION OF ATTENDANCE BY PARENT

Parents/guardians of a student absent from any of the Lansing Unified School District's attendance centers are required to notify the student's attendance center before 9:00 a.m. on the day of the absence and state the reason for the absence. Any parent/guardian with a student absent from any attendance center without proper notification to the school will be called by the school after 9:00 a.m. If the school must call to find out why your child is absent, the school has the right to consider that as an unexcused absence. The school will attempt to call only two telephone numbers provided to the appropriate attendance center. It is the parent's responsibility to provide the school with the phone number(s) at enrollment time and any changes thereafter. If no phone number is provided or if a phone number is changed during the year, and the school is not notified of the change, the parent is thereby releasing the school official from this notification responsibility. After the two numbers have been tried, no further calls will be made. No attempt will be made to contact parents/guardians who have made prior notification to the school that their student will be absent from the attendance center.

STUDENT/PARENTAL RESPONSIBILITIES

1. Families should schedule vacations and appointments for students when school is not in session.
2. Parents/guardians should submit to the office all court and medical documentation for verification of absence.

ABSENCES AND EXCUSES - JBD (See IHEA, JDD, JBE)

Quality education and attendance at school are highly correlated. Therefore, absence from school is discouraged. The following student absences will be excused by the administration:

- 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;
- Student of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment
- **All other absences will be considered unexcused unless previously approved by the building principal.**

MAKE-UP WORK

It is the responsibility of the student to obtain the necessary makeup work from his/her teachers when absent. All teacher lesson plans and assignments are posted to Skyward. Students and parents are encouraged to check Skyward as the primary source of information when absent.

Make-up Work - Excused Absences - The student is responsible for obtaining all make-up work and for making appointments to meet with teachers to make-up tests, labs, etc. Students will be expected to make up all work missed as the result of an absence. They will be allowed two (2) days for the first day missed and one (1) day for each consecutive day absent beyond the first, unless other arrangements are made with the individual teachers. Advance make-up is required when the absence is due to a regularly scheduled school sponsored activity and may be required on prearranged absences authorized by the principal.

Make-up Work - Out Of School Suspensions - The student must make up the work and return it when they return from the out of school suspension period unless other arrangements have been made with the principal. A student will receive full credit for fully completed work. Work that is not turned in will be counted as a zero, and the zero will be averaged into the grade.

EXCESSIVE ABSENCES (Excused or Unexcused)

The school will notify parents regarding excessive absences to include both excused and unexcused absences. Parents will be notified before or when a student misses ten (10) school days during the year.

In the case of multiple absences:

- If a student misses more than ten excused school days during the year, absences can be considered unexcused unless by exception of legal, medical, or administrator authority; in this event a letter may also be sent to the county attorney or Kansas Department for Children and Families (DCF).
- A doctor's note is required after an absence of three (3) or more consecutive days. A doctor's note may also be required for each absence above ten days and the school may count the absence as unexcused without one.
- A student forfeits the opportunity to receive credit for work missed due to an unexcused absence.

Truancy

Any absence not excused is unexcused. Truancy is a violation of law. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent without excuse for a significant part of any school day shall be considered unexcused. Truancy requires notification to the Leavenworth County Attorney or Department for Families and Children. (K.S.A. 72-1113)

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian. The building principal shall report students who are truant from school to the appropriate authority (students 13 years and under shall be reported to the local office of Department for Families and Children and students over 13 shall be reported to the Leavenworth County attorney.) A total of five (5) tardies will equal one unexcused day. Prior to reporting to either the Kansas Department for Children and Families or the county or the Leavenworth County Attorney, 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 is a violation of the attendance statutes for the State of Kansas and shall result in the student being reported truant.

Tardies

If a student enters the building tardy, he/she must be accompanied into the office by a parent or guardian or bring a note signed by a parent or guardian into the office. If a parental note is not received within 24 hours, the tardy will be unexcused. A total of five (5) tardies will equal one (1) unexcused day.

CONSEQUENCES FOR TARDIES (Tardies Per Nine Weeks – Per Class)

1. Warning
2. After School Detention (30 min.)
3. After School Detention (60 min.)
4. In-School Suspension (1 day)
5. In School Suspension (2 days)
6. In School Suspension (3 days)

Release of Student During School Day – JBH

Building principals will not release a student during the school day except to a student's lawful parent or custodian as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written request of a parent or lawful custodian. The name, address and telephone number of the parent or legal custodian shall be entered on the permanent record of the student in accordance with board policy. See also JBC and JBH-R.

At the time of school enrollment and admission, the building principal shall complete the student's permanent record form, which will identify the student's legal name, address and telephone number of the student's parents or lawful custodian(s).

Before releasing a student during the school day, the building principal shall be responsible for the verification of the identity of any parent or lawful custodian or anyone seeking release of a student.

If the principal is not satisfied with the identification of the person seeking release of a student, he/she may refuse to grant the release.

Students needing to leave the building must:

1. Have an authorized parent/guardian sign them out in the school office.
2. The student will then be called from his/her classroom to checkout.
3. Upon returning, the authorized parent/guardian must accompany the student to the office and sign them back in.

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. A copy of the current rules shall be filed with the state board of education.

The rules of conduct shall be published in student handbooks. (See JA)

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. (See JDD)

USD #469 K-12 Discipline Policy

DEFINITION OF DISCIPLINE

A process to teach, model, and reinforce the responsible behaviors that are necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable and respectful behavior.

BELIEF STATEMENTS

Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student:

- a. will not be allowed to interfere with the learning opportunities of another student.
- b. will not be allowed to interfere with the teacher's responsibility to teach all students.
- c. will not excuse the misbehaving student from successfully completing the learning objectives.

EXPECTATIONS

1. Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment.
2. A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
4. Students will be expected to be on task at all times while in the classroom or at other learning activities.
5. Staff will provide learning opportunities for misbehaving students with support from parents and guardians.
6. Staff, students, and parents will assist misbehaving students to change their unacceptable behavior to acceptable behavior.

NON-NEGOTIABLE DISTRICT RULES

Violence Free Policy

It is everyone's responsibility to keep our schools free of violent acts of any kind. Students, staff, parents, and guests have the right to feel safe in all district buildings and at any school-sponsored activity. To help ensure a violence-free environment, the district has adopted a zero-tolerance stance concerning the following:

A: Possession of a Weapon:

Definition: 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. (JSDBB) Weapon means firearm, loaded or unloaded, knuckles, knife, chains, clubs, throwing star, laser pointer, incendiary or exploding device or any other article that is commonly used, or is designed to inflict bodily harm.

Consequences: One (1) to ten (10) days Out-Of-School suspension (OSS) with a due process hearing for possible long-term suspension (LTS) or expulsion. The police may be notified. Possession of a firearm of any kind will result in a ten (10) day suspension with a due process hearing with the recommendation for expulsion and notification of the police.

B: Use of a Weapon or Other Objects Used as a Weapon:

Definition: The use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm is prohibited at all times on school premises, before, during, or after school or at any school-sponsored activity, regardless of where held. Examples include belts, combs, pens, pencils, files, compasses, scissors, laser pointers, bats, rocks, etc.

Consequences: One (1) to ten (10) days Out-Of-School suspension (OSS) with a due process hearing for long-term suspension or possible expulsion. The police may be notified.

C: Involvement in a Fight:

Definition: Two or more individuals engaged in any physical contact that expresses anger and which might cause physical harm.

Consequences: Out-Of-School Suspension (OSS) for 1-10 days and the possibility of a due process hearing that may result in a long-term suspension (LTS) and/or expulsion. The police may be notified. (minimum consequence: K-3, 1 day OSS; 4th-5th, 2 days OSS; 6th-8th, 3 days OSS; 9th-12, 5 days OSS)

D: Assault or Intimidation of an Individual:

Definition: A physical attack or threat of a physical attack on another individual(s) to extort items or favors, induce fear, or for any other reason.

Consequences: Out-Of-School suspension (OSS) for at least one (1) day with the possibility of a ten (10) day suspension and/or with a due process hearing that may result in a long-term suspension or expulsion. The police may be notified.

Levels of Unacceptable Behaviors

Level 4 – SAFE ENVIRONMENT

Behaviors that are intended to cause another individual physical or mental harm or are illegal. Examples are: Alcohol/drugs (possession, sale or use of), Arson, Destruction or defacement of property, Explosive devices (possession or use of), Fighting (assault or battery of any kind), Filing false emergency reports, Gang affiliation, Gross disrespect toward an adult (cursing, name calling), Harassment of any kind, Intimidation/extortion/threats, Theft, Tobacco (possession or use of), Weapons (possession or use of). Police will be notified if any student commits a felony or misdemeanor.

Minimum Consequence: Out-of-School Suspension.

Maximum Consequence: Expulsion for 186 school days resulting from a due process hearing.

Level 3 – ORDERLY ENVIRONMENT

Behaviors that occur that are not intended to cause physical or mental harm to another individual, are not illegal, but do negatively affect an orderly environment. Examples are but not limited to: Absence/skipping/tardiness/truancy, Being in the hallway without a pass, Defiance of authority, Dishonesty, Disruptive behaviors at school or school activity, Disruptive behaviors before, during, or after school, Dress code violations, Educational nuisance, Improper use of equipment, Inappropriate display of affection, Inappropriate literature, Inappropriate use of a motor vehicle, Leaving school without permission, Setting off disaster alarms, Sexual misconduct, Solicitation (selling unauthorized items at school).

Minimum Consequence: Eye contact with the student misbehaving.

Maximum Consequence: Out-of-School suspension and a possible due process hearing that may result in a long-term suspension or expulsion.

Level 2 – PRODUCTIVE CLASSROOM ENVIRONMENT

Behaviors that occur in the classroom and interfere with the learning of others. Examples are but not limited to: Failing to follow reasonable request of the teacher, Talking out, Horseplay, Disturbing another student in any way, Being out of seat without permission, Showing disrespect, Use of profanity, Cheating.

Minimum Consequence: Eye contact with the student misbehaving.

Maximum Consequence: In-School Suspension.

Level 1 – PRODUCTIVE PERSONAL ENVIRONMENT

Behaviors that occur in the classroom but affect only the misbehaving student. Examples are but not limited to: Not having appropriate equipment and materials, Sleeping, Being off task ... but not disrupting others, Failing to turn in homework/failing to complete assignments, Failing to dress out for P.E.

Minimum Consequence: Eye contact with the student misbehaving.

Maximum Consequence: Detention.

TYPES OF CONSEQUENCES

The following are consequences used in this district, in order of severity from minimum to maximum.

- Make eye contact/walk toward the misbehaving person
- Informal talk
- Counselor referral
- Isolation/Loss of recess
- Behavior contract/Plan
- Lunch Detention
- Referral to principal
- Restitution
- In-school suspension/After school detention
- Removal from school bus
- Principal-teacher-parent conference
- Suspension from school-related activities
- Out-of-school Suspension (OSS) – Short-Term (1-10 Days)
- Referral to local agencies
- Out-of-school Suspension (OSS) – Long-Term (11 + Days)
- Expulsion for the remainder of the school year
- Expulsion for 186 days

Repeated offenses will result in a progressive increase in the consequences.

Academically Productive Learning Policy

To ensure a positive learning environment, no student will be allowed to continue to disrupt the learning opportunity of other students or the teacher's responsibility to teach. Whenever a student is asked to stop a behavior deemed disruptive by the teacher, the student will be expected to stop such behavior immediately. The teacher will go through the following procedures when a student is disrupting the learning of others:

1. The teacher will identify the disruptive behavior and ask the student to discontinue immediately. If the student stops the behavior, the teacher will continue with the learning activity.
2. If the student continues to misbehave, the student will receive a consequence (see above for possible consequences).
3. If the student continues to misbehave, the student will be sent to the administrative center along with a conduct notice. If the student refuses to leave the classroom, the teacher will call the office for someone (possibly including a law enforcement officer) to escort the student out of the classroom.

iPad Infractions Policy

This is for students that are not using the school-proved iPad appropriately at school.

1st Infraction – The teacher will submit a conduct report via Skyward. The student will be assigned a **30** minute detention. The teacher will make a phone call to a parent to talk about the detention, infraction and passcode policy. The parent will be reminded that a 3rd offense results in a passcode, which will be ultimately result in the student not having access to the iPad at home because only staff members can put in the passcode.

2nd Infraction – The teacher will submit a conduct report via Skyward. The student will be assigned a **60** minute detention. The teacher will make a phone call to a parent to talk about the detention, infraction and passcode policy. The parent will be reminded that a 3rd offense results in a passcode, which will be ultimately result in the student not having access to the iPad at home because only staff members can put in the passcode.

3rd Infraction – The teacher will submit a conduct report via Skyward. A **passcode** will be put onto the student's iPad. The teacher will make a phone call to a parent to talk about the infraction and passcode policy. The parent will be reminded that with a passcode, the student will not have access to the iPad at home because only staff members can put in the passcode. **The passcode will stay on the iPad for a minimum of two weeks.**

4th Infraction – The teacher will submit a conduct report via Skyward. A **passcode** will be put onto the student's iPad. The teacher will make a phone call to a parent to talk about the infraction and passcode policy. The parent will be reminded that with a passcode, the student will not have access to the iPad at home because only staff members can put in the passcode. **The passcode will stay on iPad for remainder of the school year.**

Detention Policy

1. The student will report to the designated area on time with work to do (homework or a book to read). The school will not provide transportation nor be responsible for the supervision of students after detention is completed.
2. The student will be expected to follow all rules and procedures.
3. The student will be expected to be on task at all times.

Failure to comply with the above expectations will result in the following consequences:

Minimum Consequence – Additional detention

Maximum Consequence – Out-of-School Suspension

Those students serving In-School and Out-of-School Suspension will not be allowed to participate in extracurricular activities on the day(s) of their suspensions.

Lansing Middle School Bullying Policy

Position Statement

Lansing Public School will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation, in its school buildings, on school grounds, or in school related activities. Lansing Middle School will initiate an investigation into all reports and complaints bullying, cyber bullying, and retaliation in a timely and appropriate manner and take action to end that behavior and restore a sense of safety to all community members. USD 469 will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

Definitions

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

- (i) Harming a student or staff member, whether physically or mentally;
- (ii) Damaging a student's or staff member's property;
- (iii) Placing a student or staff member in reasonable fear or harm to the student or staff member; or
- (iv) Placing a student or staff member in reasonable fear or damage to the student's or staff member's property

Cyber Bullying – Bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, Facebook, Twitter and websites.

Any other form of intimidation or harassment prohibited by any policy of USD 469 concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8256 and amendments thereto

School Vehicle – School vehicle means including, but not limited to any school bus, school van, other school vehicle and private or commercial carrier used to transport students or staff members to and from school or any school-sponsored activity or event.

Responsibilities/Rights of Students, Staff and Others

Applicants for admission and employment, students, parents of elementary and secondary students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with USD #469 Lansing are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender, disability, age, or any other basis prohibited by state or federal law in the admission or access to, or treatment, or employment in any of its programs or activities. Any person having inquiries concerning USD #469 compliance with the regulations implementing Title II, Title VI (Race, Color, and National Origin), Title IX (Gender), Age Discrimination Act of 1975, or Section 504 (Disability) is directed to contact USD #469, 401 S. 2nd Street, Lansing, Kansas 66043, (913) 727-1100. The Superintendent is designated by USD #469 to coordinate the institutions' efforts to comply with the regulations implementing Title II, Title VI, Title IX, and the Age Discrimination Act. The Superintendent is the compliance officer for Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with regulations implementing Title II, Title VI, Title IX, Age Discrimination Act of 1975 or Section 504. (07/2009)

Parental Involvement/Support

The prevention of bullying in our schools must be a joint effort involving both school staff and parent/guardians. The role of the parent of the target and or the aggressor in understanding the bullying situation and working with his/her child and the schools is crucial to the student's development of appropriate social skills.

Annual Review of Policy/Plans

District and building level policy/plans will be reviewed annually. The district plan will be approved by the Board of Education. District and building level policy/plans will be published in the handbook(s) and/or online.

Reporting Bullying or Retaliation

Reports of bullying or retaliation may be made by staff, students, parents/guardians, or others, and may be made verbally or in written form. Report forms may be obtained from the building where the incident occurred. Verbal reports made by or to a staff member shall be recorded in writing. A school district staff member is required to report immediately to the principal or designee any instance(s) of bullying or retaliation as soon as the staff member becomes aware of or witnesses such an event. Reports made by students, parents/guardians, or other individuals who are not school or district staff members, may be made anonymously.

False Reporting

Any student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action, including, but not limited to reprimand, detention, suspension, or other sanctions as determined by the school administration. An educational component will be part of the actions taken.

Complaint Process

The school/district expects students, parents/guardians, and others who witness or become aware of instance(s) of bullying or retaliation involving a student to report it to an appropriate school official. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. If a parent initiates a complaint, the appropriate staff member will follow up with the student. Students, parents/guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with a school administrator.

Reporting by Staff

A staff member will report immediately to the school administration when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the school administration does not limit the authority of the staff member to

respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

Notifications

The school administration will promptly notify the parents/guardians of the target and the aggressor about the results of the investigation and, if bullying retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents/guardians must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the school administration cannot report specific information to the target's parents/guardians about the disciplinary action taken unless it involves a "protection order" or other directive that the target must be aware of in order to report violations. In the case of cyber bullying, the parents of any student, or staff member, mentioned in/on the bullying medium (texting, Facebook, Twitter etc.) will be notified.

At any point after receiving a report of bullying or retaliation, including after an investigation, if the administrator has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the administrator will notify the local law enforcement agency. Notice will be consistent with USD 469 policy and local law enforcement procedures.

Discipline

Discipline will be administered according to district policy (see agenda or online publication). Discipline must be balanced with teaching appropriate behavioral skills. If the school administration determines that disciplinary action is appropriate, then the disciplinary action assigned will be based on the information gathered by the school administration including the nature of conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Sanctions may include, but are not limited to, educational conferencing with the student to the maximum, expulsion from school. Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Act (IDEA), and in cooperation with state laws.

Teaching/Training Appropriate Behavior

Students

The teaching of appropriate social skills is a key part of bullying prevention. The school will provide annual training per K.S.A. 72-8256. Researched based curriculum will be used for providing a continuum of training regarding bullies, bystanders, and targets.

Staff

The school will provide annual training per K.S.A 72-8256. Researched based curriculum will be used for providing a continuum of training regarding bullies, bystanders, and targets on the following topics; not limited to, but including discrimination, intimidation, sexual harassment, cyber bullying, retaliation and reporting. Staff will include, but is not limited to, administrators, counselors, social workers, teachers, custodial staff, paras, bus drivers, nurses, kitchen staff, and maintenance.

Parent/Guardians and Community

USD 469 will offer annual bully prevention information and support to parents/guardians and community.

Vandalism – EBCA

Vandalism Protection

All school personnel shall report any vandalism to their immediate supervisor. School personnel are expected to lock or otherwise secure any files, records, safes or similar compartments at the close of each school day.

In the event of vandalism, the board may offer a reward according to law.

Restitution for Damages

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

The principal shall notify the superintendent of any loss of, or damage to, district property. The superintendent shall investigate the incident. The cost involved in repairing the damage and/or replacing equipment will be determined after consultation with appropriate personnel.

When a juvenile is involved, 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.

Restitution payments shall be made by juveniles or their parents 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.

Return of School Property

School property must be returned by students. If a student does not return district property, the district may refuse to forward student records according to law.

Offering a Reward

The board may offer a reward for information leading to the discovery, arrest and conviction of persons committing acts of vandalism. The offer will conform to state law and the policy adopted by the board.

Library Rules

- Students must remain quiet at all times.
- No food, candy or gum will be permitted in the library.
- No book bags will be permitted in the library.
- Students must check in when arriving in the library and must secure permission to use the computers.
- Student must comply with computer usage policy.

All school rules regarding student behavior will apply. Refer to IF for complete policy.

Dress Code

Students will not be permitted to remain in class or at school sponsored functions in attire that draws such attention to themselves that it disrupts general decorum, interferes with the intended function of the school or school activity, or creates potential health or safety hazards. Neatness and cleanliness of personal attire and hygiene is required at all times.

Parents/guardians are expected to illustrate concern, provide guidance and have knowledge of what their child is wearing.

Below are guidelines for students to help them avoid attire which interferes with the learning environment. *Examples include but are not limited to the following:*

- Clothing that is revealing or is suggestive may not be worn.
- Tube tops, halter tops, and crop tops that show the midriff may not be worn. Tank tops may not be worn.
- Leggings, yoga pants, and compression shorts are considered acceptable attire if they are worn with a top that is not more than 6" from above the middle of the knee cap or the top is no higher than the bottom of the student's finger tips.
- Sagging pants are not considered appropriate school wear. Pants must be worn at the waist at all times.
- Shorts, skirts, and dresses – length must be no more than 6" from the middle of the knee cap or no higher than the bottom of the student's finger tips. This rule will also apply to any holes in jeans or shorts.
- Chains will **not** be worn in the building.
- Headgear may not be worn in the building. Hats, caps and hair rollers will not be permitted. Hair color that draws undue attention to the student will not be permitted. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire.
- Other inappropriate school attire includes: gloves, pajamas, boxer shorts not worn as intended, slippers, and clothing with vulgar, profane, and ethnically derogatory messages. This includes messages, pictures, symbols or depictions of gangs, Satanism, illegal substances or alcoholic beverages.

Building administrators or their designees will make individual evaluations to determine if other similar items are likely to be disruptive or create a potential health or safety problem in a particular instance. Exceptions may be made in the case of appropriate team uniforms, special school events and other specific principal designated activities. Teachers are expected to refer students who are in violation of the dress code to the office.

Dress Code Discipline Procedure – LMS

On the first day of school, students will be given the school guidelines for the dress code. They will be told that the dress code is in effect at the beginning of the second day of school.

If a student wears clothing that does not meet the school dress code, the following steps will be taken:

1st Offense

- a) The student will be sent to the office with a dress code referral.
- b) The student will be given different clothing to wear by the school. The student will also be allowed to call his/her parent. If the parent chooses to bring in alternative clothing for their student, they may do so. If this happens, the student will be called down to the office to change into these clothes once they arrive.
- c) The inappropriate clothing worn by the student will be given to the school staff.
- d) The student will get his/her clothing back once they return the clothing issued by the school.

2nd offense

- a) The student will be sent to the office with a dress code referral.
- b) The student will be given different clothing to wear. If it is a shirt violation, the student will be given a T-shirt. If shorts or pants are the problem, the student will be given sweat pants to wear.
- c) The inappropriate clothing worn by the student will be given to the school staff.
- d) The student will get his/her clothing back once they return the clothing issued by the school.

3rd offense or more

- a) The student will be sent to the office with a dress code referral.
- b) The student is considered to be defiant. As a result, the student will be suspended (out of school) for the rest of the school day.
- c) The student will be allowed to return the next day if his/her clothing is deemed appropriate.

Sexual Harassment

Sexual harassment shall not be tolerated in the school district. The board of education is committed to providing a positive and productive learning and working environment, free from the discrimination on the basis of sex, including sexual harassment. Sexual 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.

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.

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

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

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse; calling someone gay or lesbian;
- 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.
- 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 graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- forcing someone to do something sexual;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure. Refer to JGEC for complete policy.

Drug Free Schools and Communities Act – JDDA

Maintaining drug free schools is important in establishing an appropriate learning environment for district students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

First Offense

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

- An out-of-school suspension of a minimum of 20 school days to a possible 180 days;
- Suspension from all student activities for the period of a minimum of 20 school days to a possible 180 school days inclusive of weekends;

Second and Subsequent Offenses

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

- A punishment up to and including expulsion from school for 180 days;
- Suspension from participation and attendance at all student activities for 180 days;
- A student who is expelled from school under the terms of this policy may be readmitted during the term of expulsion only if the student has completed a drug and alcohol education and rehabilitation program approved by the building principal and superintendent. The final decision to allow the student to be readmitted under this policy rests with the building principal and superintendent.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, *et seq.* Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with the clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

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

Tobacco – JCDAA

Smoking by students and/or the possession and use of any other tobacco product 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.

GAOC

The use of tobacco products in any form is prohibited in any school attendance center or vehicle owned, leased, or rented by the district.

Gangs – JHCAA

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

The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities.

District staff shall be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

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; or

- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction.

Hazing/Initiations - JHCAA

Incidents involving initiations, hazings, intimidation, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited.

Transportation/Bus Regulations

The bus is considered to be an extension of the school day. All rules during the course of the school day are expected to be followed on the bus. School consequences, i.e. detention or suspension, may also be used for bus behavior infractions. Consequences may be altered based on principal's discretion.

Level 1 (Minor Offenses)

- 1) Out of Seat While Bus is Moving
- 2) Excessive Noise (Yelling, Screaming)
- 3) Eating, Drinking, Littering
- 4) Violation of Safety Rules (See written description)
- 5) Failure to Sit in Assigned Seat
- 6) Inappropriate Language
- 7) Horseplay – Physical Contact (Pushing, Tripping, etc.)
- 8) Disturbing Others
- 9) Disobedient or Disrespectful to Driver
- 10) Other (See written description)

*Consequences – 1st Offense – Minimum – Warning; Maximum – 5 Day Removal
 2nd Offense – 3-5 Day Removal
 3rd Offense – 5-10 Day Removal*

Level 2 (Major Offenses)

- 1) Fighting
- 2) Harassment of Any Kind (Includes racial slurs, bullying, sexual harassment, etc.)
- 3) Vandalism
- 4) Gross Disrespect to Driver or Monitor
- 5) Defiance (Repeated refusal to follow requests from Level 1)
- 6) Possession or use of drugs, alcohol, or tobacco of any form
- 7) Possession of firearms, knives, or any other weapon
- 8) Other (see written description)

*Consequences – 1st Offense – Minimum – 5 Day Removal; Maximum – Removal for Remainder of School Year
 2nd Offense – Minimum – 10 Day Removal; Maximum – Removal for Remainder of School Year
 3rd Offense – Minimum – 30 Day Removal; Maximum – Removal for Remainder of School Year*

Searches of Students and Property – JCAB/JCABB

Principals are authorized to search students and a student's property 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.

Lockers – JCAB

Lockers in the district schools shall be under supervision of the principal. 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. The principal may search any locker at any time without notice. Students shall not place locks other than those issued by the school on any locker.

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.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

HEALTH AND SAFETY

Nurse

Lansing schools provide school nurses to help meet health care needs of our students. Our licensed nurses function to maintain health records and conform to state immunization regulations, conduct state required screenings, assess the health status of a student in regard to injury or illness, provide information as a resource to health concerns and education, and administer immediate first aid care.

Medications, Administering

Students may not carry medications at school. All medications must be brought in by a parent and given to the school nurse so it can be recorded and administered properly.

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any medications to students, including prescription and non-prescription drugs, except as outlined in district policy.

In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person. The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

The building administrator may choose to discontinue the administration of medication provided he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons thereof.

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district. Refer to JGFGB for complete policy.

Student Health and Safety

If a student becomes ill at school, a parent or guardian will be called by the school nurse or school secretary. Please keep telephone numbers current in the office. Students who have a fever of 100 or higher cannot remain at school. Such students may not return to school until at least 24 hours have passed without a fever. If your child vomits during the night, please keep him/her at home the next day.

Any time your child misses more than a half day of school, he/ she may not attend any after school functions or programs. Extenuating circumstances will be considered and evaluated by school administration.

Accidents, Reporting of – JGFG

Accident and illness may occur in the classroom and on school grounds. All school personnel shall be prepared to follow the necessary first aid procedures and other rules described in this section.

Any school employee who discovers an accident involving a student on school property shall report the accident to the building principal or designated representative and follow the rules approved by the board. Refer to JGFG for complete policy.

First Aid – JGFGA

The district may provide appropriate first aid and CPR training for identified personnel. This training may be provided as a part of the district's in-service plan or other programs established by the board.

First aid and CPR may be administered to students only by those school employees qualified by training approved by the district and then only in case of emergency. School employees shall not attempt to treat any student injury after the initial treatment of emergency first aid. The district will not assume liability for employees acting outside the scope of their authority under these policies.

Personnel identified by the district as eligible to receive first aid and CPR training may include those who are regularly assigned to the work site, such as the building principal or head teacher, the building secretary, the physical education instructor, and other personnel as the district may identify.

First aid shall be limited to the applying of simple bandages or infection preventatives and to any justifiable emergency aid such as stopping excessive bleeding to prevent further injury, disability or death. Neither diagnosis nor treatment, except under emergency conditions, are within the responsibilities of school personnel, since school personnel are not trained to make what are essentially medical decisions.

At least one person in every school building in the district shall be qualified to administer first aid and CPR.

Physicals – JGC

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination.

Communicable Diseases

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

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

Drills

Students shall be informed of emergency drill procedures at the beginning of each school year. On a periodic basis, the principal will conduct the minimum emergency drills required by law to instruct students in the proper procedures to follow in contingencies such as a tornado alert, civil defense disaster, fire or any other such emergencies. A buzzer will sound and teachers will direct their students to the proper tornado shelter, or in case of a fire drill, to the designated exit.

Lansing Middle School will also conduct Intruder-on-Campus (IOC) drills periodically throughout the school year. The staff will go over the rules and expectations with students prior to conducting a drill.

The classroom teacher or teacher in charge will be responsible for assisting any student with a disability in exiting the building during a fire, emergency, or tornado unless a full time para-professional is assigned to that student. Teachers with more than one disabled student in their class must notify the principal on the first day of school so that another staff member or para-professional can be designated to assist such student(s) in the event of a fire, emergency, or tornado. Refer to JGFA for complete policy.

Weather Emergencies

In the event of severely inclement weather or mechanical breakdown, the school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. The best way to find out if school is cancelled is to sign up for Lion Alerts, which is a text messaging service. To do this:

- 1) Go to www.usd469.net

- 2) Click on "Resources"
- 3) Click on "Alerts"
- 4) Follow the instructions on that page

Media reports in the morning will be between 6:00 a.m. and 8:30 a.m. on KCLO-AM (1410), KCLO-FM (98.9), WIBW-AM Topeka (580), KCMO-AM (980), WDAF-TV 4, KMBC-TV9, KCTV-TV5, and KSHB-41.

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.

Asbestos

An asbestos management plan has been developed for the school district. A copy of the management plan is available from Board of Education Office.

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from maintenance.

GENERAL INFORMATION

Dances

School sponsored dances are an extension of the school day; therefore, policies regarding dress code and behavior will be enforced. Students need to be present during the school day in order to attend a dance. Extenuating circumstances will be considered by the administration. Unless prior permission is granted, students will not be permitted to leave then return to the building during dances or other similar school functions. A student will not bring a guest not enrolled in the district without prior approval from administration. Students may not leave prior to the scheduled end time unless they are picked up by a parent or guardian. All dances end at 9:00 PM; all students should be picked up by 9:15 PM at the latest.

Field Trips

Students may participate in a field trip if the parental consent form for the trip has been signed and turned in. Refer to IFCB for complete policy. All field trips must be of an academic nature and related specifically to the mission of the club or group sponsoring the trip. Whenever possible, field trips should be after school or on weekends. All trips are subject to prior administrative approval. The cost of trips, including transportation, will be the responsibility of the sponsoring club or group.

At the middle school, each class may take one daylong reward field trip, sponsored by the Student Council. The following system will be used to determine eligibility for this field trip:

POINTS

- Each Day of Out-of-school suspension (OSS) = 3 points
- Each Day of In-school-suspension (ISS) = 2 points
- Each After-School Detention (ASD) served = 1 point
- Each Lunch Detention = ½ point

6th grade students who accumulate ten (10) or more points will **NOT** be allowed to attend class field trips.

7th and 8th grade students who accumulate fifteen (15) or more points will **NOT** be allowed to attend class field trips.

GRADES

- If a 6th grade student gets an "F" in any class during the 1st semester, that student will not be eligible for the field trip.
- If a 7th grade or 8th grade student has an "F" during the 2nd semester, that student will not be eligible for the field trip.

NOTE: Sixth grade field trip will be held in January. Seventh and eighth grade field trips will be held in May.

Fundraising - JK

Solicitations by students within the schools or on school grounds for any cause are prohibited except as they relate to school-sponsored activities.

Student Posters and Publications

Lansing Middle School encourages students to be involved in their school. School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. If a student would like to display a poster, drawing, or publication that is not sponsored, it will need to be approved by school administration in advance.

No student shall distribute any publication which:

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

Distribution of Materials – KI

Materials unrelated to the school's curriculum may not be distributed without prior consent of the principal. Refer to KI for complete policy.

Parties / Social Events

All classroom parties and other school social events must be approved in advance by the principal.

Exclusionary Activities

At Lansing Middle School, we would like all students to feel included in activities. Therefore, the administration and staff will not support or participate in activities that appear to be exclusionary in nature. Activities of this kind often appear to be divisive and can be hurtful to individuals not invited. Activities that involve selective invitation should be organized and held away from school.

Group celebrations by class, grade, school, family, community and/or organized by the school continue to be supported. No lunches or snacks may be brought in for particular groups of students at lunch.

Invitations/Student Addresses

Party invitations may only be given out at school if everyone in the classroom receives one. We cannot give out addresses and phone numbers for our students or staff.

Birthdays – Balloons/Flowers

Please send balloons/flowers to the student's home address for the students' birthdays and other celebrations.

Personal Property

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.

1. Students should not bring excess money, electronic devices, toys, games or any other valuable items into the school building.
2. Students should not bring skateboards, scooters or roller blades to school or use them on school property.
3. Students having something lost or stolen should notify a teacher and check with other students. Students may also notify the office of the lost items.

Cell Phone and Electronic Devices

Lansing Middle School strives to provide the best education for its students. Students may bring cell phones, mp3 players, gaming devices, and other electronics to school. However, these devices can be distracting and disruptive to the learning of the students in the classroom. In order to provide a productive learning environment, students are prohibited from using cell phones during the school day. Students may carry cell phones or keep them in their book bags but they should not create a disruption during class or in the hallway. Students may use cell phones before school and during lunch, with permission from the lunchroom supervisor. The school is not responsible for loss or damage to cell phones.

Telephone Calls

District telephones are for school usage. Students are able to use the phone for emergency purposes. If a student needs to use a phone, they must first obtain permission from the staff.

Computer Use

In order to use the computers, information, networks and the Internet at the Lansing schools, students and their parents must agree to the rules of conduct as approved by the Board of Education and sign the Acceptable Use Policy. These signed agreements will be retained on file by an authorized designee for the duration of applicable computer, network or Internet use.

The Internet is an educational tool, which is to be used for educational-related purposes. All existing district policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of district resources, sexual harassment, information and data security, and confidentiality.

Parents as Teachers

The Lansing District provides first time parents assistance to programs that enhance their child's intellectual, social and physical development from birth to age three. This program is provided at no cost to the participant.

Parent Involvement

Parent volunteers are utilized in all areas of the school. Parents should contact the classroom teacher or principal to arrange for volunteer activity.

Insurance – JGA

The board recommends that all students be covered by some type of accident insurance. Such insurance may be provided by each student's parents through personal insurance coverage or through the student group insurance program available from each building principal.

Any medical expense not covered by the student's accident insurance, the KSHSAA catastrophic insurance or activities insurance is the responsibility of the parents.

Personal Property

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.

- 1) Students should not bring excess money, electronic devices, toys, games or any other valuable items into the school building.
- 2) Students should not bring skateboards, scooters or roller blades to school or use them on school property.
- 3) Students having something lost or stolen should notify a teacher and check with other students. Students may also notify the office of the lost items.

Animals and Plants in the School

Prior permission must be approved by the principal before bringing a domesticated animal to school. Domesticated animals must be inoculated against rabies at the parent's expense before the parent may bring such animal to school. Animals must be adequately housed and cared for in a screened cage or proper restraint. Under no circumstances are animals to be transported on school buses. All animals must be transported by parents. A copy of the rabies vaccination must be provided to the school nurse.

Staff-Student Relations – GAF

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members are responsible for the regulation of student conduct at school events and school-sponsored activities. Staff members shall not have any interaction of a sexual nature at any time regardless of the student's age or status.

Visitors – KM

We encourage and welcome parents and other family members to visit your child's school. **Visitors must sign-in at the office upon arrival and wear a visitor's badge while in the building.** In an effort to offer quality time with parents that wish to have a conference with a teacher or a team of teachers, please contact the team or individual teacher to set up an appointment. Students from other schools are not permitted to visit classes.

Principals/teachers will determine the appropriate time for a classroom visit with prior approval. If you would like to eat lunch with your child, please call the school office by 8:00 a.m. to order your lunch. Refer to KM for complete policy.

Appropriate Use of Equipment, Supplies, and Textbooks

Lansing Middle School has equipment, supplies (including textbooks) available for the performance of official and approved assignments. In order to keep equipment and supplies usable for all students, we ask that students use it carefully and appropriately.

Books and supplies are subject to a fine if they are not handled in the manner stated above. Grade cards and/or the ability to re-enroll in the district could be hindered if fines are not paid.

The cost of replacing damaged or lost books will be assessed using the following formula:

New Book 1st year = 100%
 2nd/3rd year = 100%
 4th year and thereafter = 50%

Building Opening/Closing Times and Procedures

Grades 6 – 8 will be in session from 8:15 AM to 3:20 PM

Children should arrive at school **no earlier** than 7:45 AM. Prior to that time, any children on school grounds will be unsupervised. At 7:45 AM, the school doors will be unlocked and the children will be allowed to enter the building.

Students may go to lockers after the first bell which rings at 8:15 AM. At the end of the school day all students not involved in after-school activities must leave the building. Students may use the office phone during lunch, after school, or for emergency calls during the day with permission from the office. It is not to be used for social calls.

The Middle School library is open Monday-Friday from 7:50 – 3:35.

FOOD SERVICE

A Child Nutrition program is provided for all children in grades 1-12. The district participates in the free and reduced Child Nutrition program with the State. Parents can secure applications from any of our school offices or the district office. Children who qualify for the free or reduced lunch program also qualify for the breakfast program.

All students are encouraged to use the Child Nutrition program. Lansing Middle School uses a computerized lunch system that has been set according to state and federal accounting guidelines and will operate as follows:

1. All purchases from the students' meal account will be made by the student entering a code number. If a student does not use the computerized meal account, they may use cash for their purchases.
2. Any money sent to school with a student for meals will go into his/her account – no cash will be given back to the student if a check is the form of payment.
3. A student meal, a la carte items, or milk may be purchased at meal-time with the student's meal account. The amount of purchase will automatically be deducted from his/her account.
4. Only one breakfast and one lunch per day can be deducted from an account.
5. Any money remaining in an account will be credited to the student's account for the next school year.

A student may credit his/her meal account in the food service area before school. Money cannot be added to accounts during lunch.

A monthly menu will be sent to parents through Skyward.

Parents may not bring "fast food" to school when eating lunch with their children. Fast foods in the building detract from the emphasis placed upon the Child Nutrition Education. We encourage students to participate in our meal program. Two options include eating a school lunch or bringing a lunch from home. Please do not send soda in your child's lunch box.

Inappropriate Behavior in the Lunchroom

Minor offenses include but are not limited to the following: popping bags, milk cartons, or other objects; throwing away silverware; leaving a mess at your table; leaving lunchroom without permission or being in the lunchroom without permission.

Milk Allergies/Lactose Intolerance

If your child should need a substitute for the milk with school lunches, we must have a note from your family physician. The physician will need to designate what your child may have in place of milk, for example, fruit juice, Hi-C, Kool-Aid, etc. A new note will need to be presented to the school each year. This is required by Kansas State Board of Education, Nutrition Services (Federal Reg. 7CFR, Part 210.10).

ACTIVITIES DEPARTMENT

Philosophy

Interscholastic activities are an integral part of the total school educational program. Activities provide educational experiences not otherwise provided in the curriculum. Learning outcomes are developed in the areas of knowledge, skills, and emotional matters as well as the contribution to the development of better citizens.

Students involved in activities accept the responsibilities, broaden themselves and develop strength of character.

By being a representative of Lansing Middle School in any activity, students have a responsibility to the school to always do their best and always follow the guidelines set forth. By being a role model, students are representing the school and the community.

Students automatically assume a leadership role when they are on an athletic squad or any extra- or co-curricular activity. The student body, the community, and other communities judge the school on its participant's conduct and attitude, both on and off school grounds. Because of this leadership role, students can contribute to school spirit and community image.

Clubs and Activities

The middle school years are a time when students start to define their interests. In order to do this, students are encouraged to explore and take part in the many different clubs and activities that are offered at Lansing Middle School. Sports and cheerleading are available to 7th and 8th grade students only. All other activities are available to 6th, 7th, and 8th grade students.

School Sponsored Clubs

School sponsored clubs shall be under the direct control of school personnel. Every school-sponsored club shall have a constitution, which has been approved by the building principal and filed in the school office. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

Non-School Sponsored Clubs

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor but shall not participate in the group's activities.

KSHSAA Regulations Governing Summer & School Year Activities

Kansas State High School Activity Association govern student participation. Students desiring to review all regulations or needing interpretations of the regulations should consult with their sponsor or the appropriate school official – activities director, principal, or superintendent. A copy of these rules may be viewed during school hours in the activity director's office or may be accessed from the KSHSAA in Topeka. Further information can be found at the KSHSAA website at www.kshsaa.org.

All schools are voluntary members of the KSHSAA and compete only with member (or associate member) schools. As a member school, Lansing Middle School agrees to abide by and enforce all the rules and regulations established by the Association. The primary role of the KSHSAA is to maintain rules and regulations that ensure equity in competition for the student participants and a balance with other educational programs. The KSHSAA solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations. The KSHSAA attempts to enforce such rules that assure the greatest good for its members and insure that competition is conducted in an appropriate manner. To be eligible for interscholastic activities, the student must meet the following criteria:

- **Enrollment** – A student must be enrolled in five or more subjects.
- **Physical Exams** – Students must have on file a signed statement by a practicing physician certifying the student is physically fit to participate in athletics, pompom, and cheerleading squads. The statement must also be signed by the parent (guardian) stating the student has permission to participate.
- **Scholarship** – The student shall have passed at least five (5) new subjects (those not previously passed) of unit weight in his/her last semester of attendance.
- **Residence** – A student who attends one class after enrolling is considered in attendance. Should the student transfer, then application for participation must be made to the KSHSAA. Upon entering high school for the first time, the student is eligible. If a student's parent(s) or legal guardian makes a bona fide move to a new residence in the vicinity of the new school to which the student transfers, the student is immediately eligible.

- **Awards** - Awards are limited to traditional letters, medals, ribbons or certificates to the student for outstanding achievement. No student shall accept an award, cash or merchandise from outside agencies as it relates to interscholastic activities. The outside agency can give medals, ribbons, or certificates similar to those awarded by KSHSAA.
- **Outside Competition** – A student who is a member of a school athletic squad may not participate as a member of an outside team or as an independent competitor in the same activity during the season. All KSHSAA rules for off-season competition must be followed.

Grades/Eligibility

Many valuable lessons may be gained from activities that are difficult to replicate in the standard classroom. However, we understand that participation in activities are a privilege and believe that all participants are to be students first and athletes/participants in activities second. Therefore, to participate in any KSHSAA sponsored or endorsed **competitions or competitive events**; all students must meet the following criteria:

- Have passed five classes during the previous semester.
- Be currently enrolled in five classes.
- Scored a minimum of 2.0 GPA for the previous grading period (quarter) or be participating in an approved Student Academic Eligibility Plan of Assistance.

Additionally, Lansing Middle School will use the following guidelines to determine eligibility – Each week, teachers will examine a student’s academic and behavioral performance to determine participation in that week’s extracurricular activities. A failing grade, two (2) or more Ds, and/or poor behavior may result in ineligibility for that week’s extracurricular activities that the student is currently involved. The student will still be able to be part of the team and participate in practices during the week.

Basic Activity Policies

Listed below are rules governing the general operation and participation of activity programs at Lansing Schools. Along with these, **each head sponsor of a specific activity may, subject to administrative approval, develop and adopt those rules that he/she desires to have in effect for his/her particular activity.** These rules will be given in writing to each participant in that specific activity and a copy will be filed in the office of the activity director, principal and superintendent. Anyone desiring clarification or interpretation of the rules governing their specific activity should consult their sponsor or the appropriate school official.

PRE-PRACTICE REQUIREMENTS – All student athletes shall meet the following requirements before they begin practice --

- **PHYSICAL** – A yearly exam is required and is to be on file in the AD’s office prior to participating in an athletic activity.
- **CONSENT TO PARTICIPATE** – Each student’s parent(s) signs the physical examination sheet providing the student permission to compete.
- **INSURANCE** – The school district through KSHSAA does carry catastrophic insurance to cover school time activities and extracurricular activities with a \$10,000 (ten thousand dollar) deductible, but the coverage is limited to catastrophic accidents. The parents do have an option to purchase insurance or need to possess a family insurance plan. The student and parents must sign an insurance verification form before the student begins active participation in the activity or sport.
- **MEDICAL RELEASE FORM** – The student will provide the school with a medical release form signed by the parents with the insurance company, policy number, family doctor and a contact telephone number. The medical release will allow the school administration and/or sponsors to gain medical treatment in the event the parents are not available. This form is a requirement to participate in an interscholastic activity. The form will be on file in the AD’s office and the coach and/or sponsor will carry a copy to each interscholastic contest.

Sponsors will be knowledgeable in the most up-to-date techniques and skills to be taught in their assigned activity.

Students will be instructed about the dangers of participation in the particular activity and their responsibility to follow safety procedures.

PARTICIPATION AND ATTENDANCE –

Students may not participate in any activities or practices if they are under disciplinary suspension or expulsion.

All students are expected to be on time for all practices, contests, meetings and departures for activities. Should a student not be able to attend a practice, they must contact the sponsor in advance.

Exception: *When a student is absent from school they do not need to notify the coach/sponsor; however, most sponsors appreciate knowing the reason why the student is absent from school. Students are to show the sponsor the make-up slip to be excused.*

All students are expected to participate fully in all practices/meetings.

The head sponsor shall determine penalties for unexcused absences at the beginning of each activity, and such penalties shall be distributed to the student participants in writing at the first practice.

TRANSPORTATION – All participants will travel to and from all activities in transportation provided by the school. Students will be allowed to ride home with only their parent/s with written permission at or before the event. Any other arrangements must be approved in advance by the school administration.

TWO SIMULTANEOUS ACTIVITIES – Scheduling conflicts that arise due to the student being a member of two different activities will be worked out by the sponsors and the administration. The student will not be required to make the decision about the conflict. KSHSAA activities will take priority over any other activity. The parents and student will be consulted when time allows.

VACATIONS – Vacations by students during the activity are discouraged. In the event of an absence due to a family vacation during the time school is in session, the student must contact the coach/sponsor. School vacations (Labor Day, Thanksgiving, Christmas, or Easter) do not apply. No one will be penalized for going on a family vacation during these scheduled breaks. NOTE: If the student is not on vacation and is at home, he/she will be expected to be at practice.

INJURIES – Report all injuries to the coach or sponsor. If the injury requires medical attention by a doctor or hospital, it will be necessary to have an injury report form completed. Once a physician treats a student, the student must obtain the physician's permission to return to the activity.

LOCKER ROOMS – Rules in the locker room are: (1) no roughhousing, throwing towels or other objects; (2) no hazing of other students; (3) no glass containers are permitted; and (4) all spiked/cleated shoes must be put on and removed outside. All cases of misconduct will be dealt with by the sponsor in charge, and if he/she deems it necessary referred to the proper administrative authority for review and/or further action. Student athletes are to respect all equipment and supplies in the training room. Sponsors'/coaches' offices and equipment rooms are **OFF LIMITS** to all student athletes except student manager(s).

APPEARANCE – Students representing Lansing Public Schools will always be neat, clean, and well-groomed while participating. All student participants will take pride in their dress and appearance. No outlandish dress or attire will be permitted. Students will consult their specific head sponsor for the particular rules that will govern their participation in that sponsor's activity. Such things as required dress, hair length and other reasonable expectations will be given in written form to each participant in an activity by the head sponsor.

PRACTICE SCHEDULES – The head sponsor will designate all starting times for practices/meetings. All students are expected to be present at the time set by the sponsor. There will be no practice on Sundays or holidays unless approval for such practice has been given by the USD #469 superintendent of schools prior to the date of practice.

EQUIPMENT – The athletic department tries to furnish the student athlete with as much of the equipment needed as is feasible. The sponsor in charge will check out all equipment to individuals at the beginning of the activity. The student will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the activity in reasonable condition. It is the responsibility of the student to check in the equipment at the end of the activity or immediately, should they quit the activity. If a student fails to check in his/her equipment at the designated time or immediately, should they quit an activity, they will be expected to pay for the cost of replacement. **Students should wear the school-owned equipment checked out to them only at practices and contests.** All students are highly encouraged to use locks on their athletic lockers.

SWITCHING ACTIVITIES – If a student switches from one activity to another before the first activity is completed, he/she must do so with both sponsors' and administrative approval.

Good Conduct

Students participating in Lansing activities need to realize that their behavior **AT ALL TIMES** reflects on their school, their community, their team/organization, their sponsors, and *certainly on themselves*. Furthermore, if and when a student chooses to violate school rules and state laws in regards to **GOOD CONDUCT** and the use and/or possession of controlled substances, there will be appropriate consequences. Some examples of poor conduct would include (but not limited to) assault, stealing of property, vandalism, acts of violence, being put on probation or parole, or entering a county diversion program.

Due to the serious nature of the code, the following individuals will be involved in a disciplinary hearing: the sponsor, the activity director, and the principal. They will meet to determine the penalty according to the infraction. The penalty shall range from a minimum of a one (1) activity suspension to a maximum of a permanent suspension from all activities for the remainder of the school year.

Use of Drugs, Alcohol, and Tobacco

The Lansing policies concerning tobacco, illegal drugs, and alcohol are based upon the underlying principles of Kansas State Law.

Kansas Law states:

- It is illegal for a minor under the age of 18 to use OR possess tobacco in any form.

- It is illegal for anyone under the age of 21 to use or possess alcoholic beverages.
- It is illegal for anyone to use the common drugs of marijuana, hallucinogens, amphetamines, barbiturates, and narcotics except as prescribed by licensed agencies.
- All schools must conduct a comprehensive health program with special emphasis upon the harmful effects of drugs, alcohol, and tobacco.

In order to prevent adverse public relations, prevent dissension within the various teams and organizations, and for the general welfare of all participants and the school, the following TOBACCO, ILLEGAL DRUGS, AND ALCOHOL regulations have been developed and are to be in effect during the school year, beginning with the first day of fall practices and ending on the last day of the school year or the last day of school activities (i.e. state track meet). These guidelines are also to be in effect during the summer when any student participates in any school-sponsored activities.

A student will be excluded from the district's extra-curricular activities if he/she:

- is formally charged by an officer of the law for use/possession of any illegal substance. If a student is charged in a court of law and found not guilty, the suspension will be lifted immediately.
- is found guilty in a court of law for use or possession of any illegal substance.
- self-reports to sponsor, administrator or activities director an incident of use or possession of an illegal substance.
- is personally seen using or possessing any illegal substances by a sponsor, coach, faculty member, school administrator, school board member, any school employee, student or adult district patron. Such a witnessed incident must be put into writing, signed, and given to school officials. Such charges **WILL NOT BE INVESTIGATED** if given anonymously or based on rumor or hearsay. Upon investigation of the documented incidence, the principal or his designee will conduct an investigation to determine the validity of the accusation and appropriate actions will be taken in accordance to this policy. No student will be determined to be ineligible until they are determined to be guilty by a preponderance of the evidence as determined by the activities director or administration.
- consumes, buys, sells, possesses or gives away any illegal or non-prescribed controlled substances (or look-alike), tobacco products, or any beverage containing alcohol.
- enters into any kind of a county pre-trial diversion program for an incident of possession and/or use of any illegal substance.

PRE-TRIAL DIVERSION PROGRAMS

The Lansing School District accepts the fact that many counties in Kansas and in other states now have various forms of pre-trial diversion programs for minors who have been charged by officers of the law with illegal possession and/or use of tobacco, alcohol, and other illegal drugs. Under the provisions of some pre-trial diversion programs, a minor's record is concealed or erased upon successful completion of such a program while unsuccessful completion results in facing charges originally issued...or a repeat violation during the pre-trial diversion program results in facing both first and second offense charges.

Any Lansing student in grades 6-8 or 9-12 who enters a pre-trial diversion program as the result of legal charges for illegal possession or use of illegal substances **WILL FORFEIT HIS OR HER RIGHT OR PRIVILEGE TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES PER THE CONSEQUENCES FOR VIOLATIONS LISTED BELOW.**

It is further understood that any student who voluntarily enters a pre-trial diversion program by his or her signing into the program, **WILL NOT BE JUDGED** by the Lansing Schools **AS GUILTY** of the previous pending charges, nor will their entry be construed as an admission of guilt... as it is realized that students may choose the pre-trial program in any extenuating circumstances to avoid the possibility of a court conviction and record of such, regardless of innocence or guilt. However, such entry into a diversion program **WILL COUNT AS AN OFFENSE** to the Lansing School's Good Conduct Rules.

CONSEQUENCES FOR VIOLATIONS

The student who is involved in any of the Lansing extra-curricular offerings in grades 6-8 or 9-12 **WILL HAVE ALL** illegal drug, alcohol, and tobacco offenses **BE CUMULATIVE AT THE BUILDING LEVEL.** Such offenses can be those on school grounds, at school-sponsored activities home or away, or on a student's free time outside the school day or week.

FIRST OFFENSE - The student participating in extra/co-curricular activities or clubs will receive a **28-CALENDAR DAY SUSPENSION** from all activities and a minimum suspension **FROM (4) MAJOR ACTIVITIES.** Major activities include, but are not limited to, athletic contests, musical events or contests, drama or speech contests/performances, organizational clinics or field trips, prom or other school dances. The determination of what constitutes a major activity will be at the discretion of the principal.

ALL OPTIONS CAN BE CHOSEN TOGETHER OR CHOSEN SINGULARLY.

OPTION B: If the student "self-reports" a violation to the sponsor(s) or the activities director **WITHIN ONE (1) SCHOOL DAY** of the incident, the suspension will be reduced by seven (7) CALENDAR DAYS from activities, and the MINIMUM number of major activities that must be missed will be lowered by one.

OPTION C: If the student agrees to participate in a school approved evaluation and substance abuse awareness program **at the cost of the student or parent/guardian,** the student will have a further reduction of days from the suspension time from activities of SEVEN (7) CALENDAR DAYS and the MINIMUM number of major activities that must be missed will be lowered by one WHEN the school receives a student release from the approved evaluator and/or counselor as proof of completion of the evaluation and/or recommended counseling.

Choosing Option B or C **DOES NOT GUARANTEE AN ACTUAL REDUCTION OF MAJOR ACTIVITIES TO BE MISSED**. THE MINIMUM NUMBER OF ACTIVITIES TO BE MISSED may or may not extend past the reduced number of calendar days. The actual number of activities to be missed is dependent on the school calendar and the number of major activities planned during that time frame.

SECOND OFFENSE – The student participating in extra/co-curricular activities or clubs will result in a 180-CALENDAR DAY SUSPENSION from all extra-curricular activities.

OPTION B: If the student “self-reports” a second violation to the sponsor, sponsor, or activities director WITHIN ONE (1) SCHOOL DAY of the incident, the suspension from extra-curricular activities will be reduced BY 45 CALENDAR DAYS.

OPTION C: If the student agrees to participate in a school approved evaluation and substance abuse awareness program, the student will have a further reduction of days from the suspension time from activities BY 45 CALENDAR DAYS.

THIRD OFFENSE – The third offense for a 6–8 or 9–12 student in extra/co-curricular activities will result in a 365- CALENDAR DAY SUSPENSION from all activities. After a calendar year, a student may be reinstated to extra-curricular activity participation if he/she appears before the principal with a report of substance abuse program completion, counseling documentation, and year of “clean state” living within the law. Upon hearing the report, the principal may elect to reinstate the student for participation in extra-curricular activities.

CARRY OVER – Consequences for violations that occur when there are fewer days in the school year than the consequences call for will “carry over” to the next school year. For example, if the suspension is for 28 days and at least four (4) activities, but there are only 12 days and two (2) activities left in the school year, the suspension will carry over for 16 days and two (2) activities into the next school year. The count will resume with the first scheduled activity of the new school year.

LOSS OF AWARDS/RECOGNITION/NOMINATIONS – All students suspended from their activity due to breaking the Good Conduct Rules and/or Drug/Alcohol/Tobacco policies, will not be nominated nor supported for any award during that activity/sport season. This is to include letter awards, local incentive awards, all-conference nominations, all-state nominations, player of the week nominations, etc. The only exceptions would be those awards decided upon by persons other than sponsors, and the activities director, such as sportscasters, newspaper editors, etc. Awards gained by actual competition (i.e. medals or awards received prior to the violations/suspension) would not be retractable. A violation would not affect the chance for awards during other activities or sport seasons.

Student Insurance

All students involved in activities are covered in case of catastrophic-type injuries by a policy sponsored by the KSHSAA. Parents may wish to cover their child for injuries while in attendance at school if they do not have an insurance policy of their own. The forms for accident insurance purchase are available in the school office.

Procedure for Due Process

Prior to excluding a student from an extra-curricular activity, the principal will make an investigation of the alleged conduct or violation. The student will be given oral or written notice of the charges and an explanation of the evidence. The student will have the opportunity to present his/her version.

Within twenty-four hours of such additional time as is reasonably necessary following such suspension, the principal shall send a written statement to the student, student’s parents or guardian describing the student’s conduct, misconduct, or violation of the rule or standard and the reason for the actions taken.

The student may appeal the decision to the superintendent.

Suspensions

Any time a student is placed on an in-school or out-of-school suspension, that student is ineligible to participate in practice or contest for the day(s) suspended.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

USD #469 ANNUAL NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 469. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically 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 Unified School District No. 469 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 Unified School District No. 469 policies for complying with FERPA. A copy may be obtained from the school district office.

Directory Information: For purposes of FERPA, Unified School District No. 469 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study, videotape, and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 469 at the district office or your child's school on or before September 1st of each school year. If a refusal is not filed, Unified School District No. 469 assumes you have no objection to the release of the directory information designated.

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

(09/2016)

USD 469 COMPUTER ACCEPTABLE USE POLICY

This document identifies the terms and conditions for the acceptable use of computers, information networks and Internet resources in the Lansing Unified School District. This insures that the use of network resources is consistent with the goals, mission, and objectives of the District. These guidelines are provided so that you are aware of your responsibilities. If a District user violates these provisions, his or her account and access privileges and future access could be terminated or denied in accordance with these rules and regulations.

To gain access to the Internet, all students under the age of 18 must obtain parental permission. The signature(s) at the end of these documents are legally binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand their significance:

1. Users are responsible for good behavior on the School District networks, just as they are in the classroom, or a school hallway. Students are expected to abide by the generally accepted rule of network etiquette.
2. The networks are provided for the purpose of research and communication. The use of accounts must be in support of education and research and be consistent with the educational objectives of the Lansing School District. It is the user's responsibility to only access files that are consistent with the learning outcomes or objectives. The use of computer networks, network services, and the Internet is a privilege; not a right, and inappropriate use will result in suspension or termination of computer, network, and/or Internet privileges. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff may request the system administrators to deny, revoke or suspend specific user accounts or privileges at any time.
3. Users are not permitted to use any computing resource for commercial purposes, product advertising, political lobbying, or political campaigning.
4. Users are to follow all copyright laws and regulations related to software, web pages, hardware, etc.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
6. Using someone else's password or ID or trespassing in other's folders, work, or files without written permission is prohibited. Attempts to log on to the network as anyone but yourself may result in cancellation and denial of computer, network, or Internet privileges. Do not reveal your personal (home) address, phone or password as well as those of other users. Don't reveal information that you think is personal in nature. Users are responsible for their password and user ID. You should change your password periodically to protect your rights. Do not reveal your ID and password to others! Should a user ID show up as in violation of the Terms and Conditions, they are responsible for that violation.
7. Security on any computer system is a high priority, especially when the system involves many users. If you feel you have identified a security problem on the school's computers or network, you must notify the system administrator.. Do NOT attempt to demonstrate the problem to others. Do not use another's account. Attempts to login to the school networks as a system administrator will result in cancellation of user privileges and disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computer resources.
8. Users are to respect the integrity of the computers and networks; they will agree that the computer systems are set up by the system administrator and are not to be altered in any way.
9. The Lansing Unified School District makes no warranties of any kind, whether they are expressed or implied for the computer and computer network services it provides. We will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via school computer resources is at your own risk. We specifically deny any responsibility for the accuracy of information obtained.
10. Vandalism - Vandalism will result in cancellation of your privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of this District, or another user, the Internet, or any of the organizations of other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
11. Users are expected to follow policies regarding computers and computer usage as set forth by the Lansing Board of Education. This policy is found under section IIBG in the Board Policy and is available upon request.
 - Users are not allowed to bring diskettes or software to use on any District computer unless specifically approved.
 - All information created by staff and students shall be considered District property and shall be subject to unannounced monitoring by District administrators. Personal files installed on district computers must comply with copyright laws. Proof of purchase (copy or original) may be required.
 - No software, freeware, or shareware may be installed on District computers until cleared by network administrators.
 - Staff shall not install unapproved hardware on District computers, or make changes to software settings that support District hardware.
 - Administration may make periodic audits of software installed on district equipment to verify legitimate use.
 - Employees and/or students shall have no expectation of privacy when using District e-mail or other official communication systems.
 - Computer materials or devices created, as part of any assigned District responsibility or classroom activity undertaken on school time shall be the property of Lansing School District.

Should a student violate this policy the following minimum consequences are in effect. Administrators have the authority to make punishments in addition to these. Violators may also be held financially liable for damages to computers, the network, or network resources. This includes repair, replacement, technician cost, etc.

1st Offense: The user is not allowed to access the school computers, the network, or network resources for a minimum period of two weeks.

2nd Offense: The user is not allowed to access the school computers, the network, or network resources for a minimum of nine weeks.

3rd Offense: The user is not allowed to access the school computers, the network, or network resources for the remainder of the year.



GRIEVANCE PROCEDURES

GAEA-R-2

For all USD #469 Personnel and Students

This is to certify that Dr. Darrel Stufflebeam, Superintendent is the duly designated Authorized Representative for:

District Title IX and Section 504 Coordinator is in compliance with the following Grievance Procedures.

GRIEVANCE PROCEDURES

A. The Board of Education has adopted the following resolution relating to Grievance Procedures:

1. The Local Education Agency recognizes the right of employees and students to express their grievances and to seek a solution concerning disagreements arising from working conditions, employment practices or differences of interpretation of policy, which might arise between the LEA and its employees.
2. The procedures for processing grievances shall be as follows:
 - a. Should a grievant or the representative feel, after oral discussion with the supervisor, that the grievant's rights under LEA Policy have been violated, they may originate a grievance. The grievant and/or the representative shall, within 180 days of the date the grievance occurred, present the facts, in writing, to the proper supervisor, department head or a designated representative of the LEA. The decision of such official shall be made, in writing, to the grievant within ten (10) working days.
 - b. Should the grievant decide that the reply of the supervisor, department head or representative is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the chief school officer. The decision of the chief school officer shall be made, in writing, to the grievant or the representative within ten (10) days.
 - c. Should the grievant decide that the reply of the chief school officer is unsatisfactory, the matter may be appealed, within ten (10) working days, to a Grievance Committee which shall be established as follows:
 1. The grievant or the representative may designate one (1) member.
 2. The chief school officer or the representative shall appoint one (1) member.
 3. The two members appointed, as provided in 1 and 2 above, shall agree upon a third member.
 4. In the event the grievant representative and the LEA representative cannot agree upon a third member of the Grievance Committee within a period of ten (10) working days, the President of the local board shall designate a third member.
 5. The Grievance Committee, as provided in "c" shall meet within a period of ten (10) working days after the appointment of the third member of the Committee and set the matter for hearing and shall render its decision as promptly as possible. A decision of the Grievance Committee may be reached upon concurrence of any two (2) of the three members.
 6. The Grievance Committee shall keep a complete record of any hearing before, it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the chief school officer and shall be available to the grievant, the grievant's representative or the LEA's representative.
 - d. In the event the decision of the Grievance Committee is unsatisfactory either the grievant or the chief school officer, either may, within ten (10) days after receipt of the decision of the Grievance committee, file a written notice of appeal to the local Board of Education.
 - e. Upon receipt of the notice of appeal, the President of the local board shall cause the transcript of the hearing before the Grievance Committee to be filed with the local Board of Education who shall review such record. The decision of the local Board of Education, upon such review, shall be final.
 - f. If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged discrimination may be filed with the:

Kansas Commission on Civil Rights
Landon State Office Building 8th Floor
900 Jackson, Suite 851 South
Topeka, KS 66612-1258

Department of Health, Education
Office for Civil Rights
10220 N. Executive Hills Blvd.
Kansas City, MO 65153

Equal Employment Opportunity
911 Walnut, 10th Floor
Kansas City, MO 64106

Approved: April 5, 1999