



**SHAWNEE HEIGHTS
MIDDLE SCHOOL**
THUNDERBIRDS

T-BIRDS

2020-2021

AGENDA PLANNER

Mr. Tim Urich
Principal

Mr. Brad Mickens
Assistant Principal

4335 SE Shawnee Heights Rd
Tecumseh, KS 66542
Telephone: (785) 379-5830
Fax: (785) 379-5848
<http://shms.usd450.net/>

This agenda belongs to:

NAME: _____

ADDRESS: _____

CITY/STATE: _____ **ZIP CODE:** _____

PHONE: _____ **LOCKER NO.:** _____

BUS NUMBER: _____

SHAWNEE HEIGHTS MIDDLE SCHOOL

4335 Shawnee Heights Road
Tecumseh, Kansas 66542-9796
Phone: (785) 379-5830
Fax: (785) 379-5848

Building Administration

Mr. Tim Urich, Principal (Last Names A-K)
Mr. Brad Mickens, Assistant Principal (Last Names L-Z)

Building Counselors

Mrs. Amy Esquibel – 7th Grade
Mrs. Beth Robinett– 8th Grade

Support Staff

Mrs. Jackie Calovich - Administrative Assistant
Mrs. Dianne Yeagley - Bookkeeper/Student Attendance/Athletic Secretary

District Office Administration

Mr. Matt Hirsch, Superintendent
Mr. Scott Dial, Associate Superintendent/Human Resource Director
Mrs. Stacey Bell and Mrs. Stacey Giebler, Curriculum Directors
Dr. Kristen Bennett-O'Brien, Special Education Director
Mrs. Sara Hoyer, District Finance Director

Board of Education

Mrs. Lauren Tice-Miller, Board President
Mrs. Erica Price, Vice President
Mr. Eric Deitcher, Board Member
Mr. Rocky Busenitz, Board Member
Ms. Rosa Cavazos, Board Member
Mrs. Renae Hansen, Board Member
Mr. Jason Schulz, Board Member

List of Policies

COVID-19
Attendance Responsibility / Truancy
Absences & Makeup Work
Prearranged Absences
Before & After School
Leaving Early
Visiting the School
Resolving Concerns
Duty to Comply
Substitute Teachers
Behavior Expectations – 8Keys
Dress Expectations
Grading Philosophy
Progress Reports
Honor Roll
Counselors
Withdraw Procedure
Schedule Changes
Retention Procedure
Cell Phone Policy
iPad Policy
Picture / Video Recording
Lost & Found
Lockers
Personal Property / Money
Collections, Sales, and Solicitations
Collection of Outstanding Bills
Food & Drink in School
Lunch
Lunchroom Expectations
S.T.A.T.E Incentive Program
Participation in School Sponsored Activities
Athletics
Student Conduct at Athletic Events and Activities
Eligibility Rules
Participation Conflicts
Athletic Training Procedures
Athletic Uniforms and Equipment
Sportsmanship Code
Student Council
Yearbook
Library
Health Services
Health Information / Too Sick for School
Health History Form
Physical Exam
Immunizations
Medications at School
Medications Forms
Headlice
Asbestos Management Plan
Bad Weather / Cancelling School
Tornado Drill
Fire Drill
Lockdown Drill
Social Affirmation Document
SHMS Discipline
Process for Resolving Discipline Cases
Confidentiality of Discipline and Consequences
Tardies
Detentions
Bridge Room (in-school suspension)
Out of School Suspension
Bullying and Harassment Policy
Scope of Policy
Sexual Harassment
Sexting
Weapons at School
Hazing Prohibited
Unauthorized Group Policy
Alcohol/Drug Policy
Tobacco & Vape Free Schools
Vaping / e-Cigarettes
Student Searches
Damage to School Property
SHMS Offenses and Consequences Chart
SHMS Attendance Code Guide
USD 450 Home/School Communication Insert

COVID-19

The safe, continuous operation of public schools is crucial for learning and for a sense of normalcy for students and families. USD 450 schools are prepared to react to local COVID transmission indicators and provide a range of continuous learning services. SHMS communicates with local and state health authorities and implements all applicable recommended hygiene practices, building cleaning procedures and social distancing guidelines. Classrooms, restrooms and learning spaces will be cleaned each evening and common contact points will be cleaned more frequently. Students will be reminded to wash their hands and observe other common hygiene practices. Staff members, parents and students who are sick or have a fever should not enter the school or attend school activities. For the safety of all staff, students, and families, please confidentially report positive COVID-19 illness to Principal Tim Urich

ATTENDANCE RESPONSIBILITY/TRUANCY

The middle school and high school have a unified attendance policy. Irregular attendance causes low grades, failed classes and dropouts. It is the school's goal for each student to develop a sense of responsibility for reporting to school or work on time and for being at an assigned location on a regular basis.

- Students are allowed five full day call-in absences per semester. Beginning with the 6th absence of the semester, a medical note or other acceptable documentation must be provided, or the absence will be marked as unexcused. The student's call-in absence count resets to zero at the beginning of the second semester. The building principal or designee reserves the right to classify absences as excused or unexcused.
- Parents/guardians must contact the attendance office by 8:30 AM on the day of absence.
- An absence is recorded when a student has missed more than 30 minutes of a class period. A tardy is recorded for absences <30 minutes.
- The middle school adheres to Kansas truancy law. Children between the ages of 7 and 18 are required to attend school. By Kansas statute, students who miss three consecutive school days unexcused, five days in a semester unexcused, or seven days in a year unexcused are considered truant.
- Once a student is truant, SHMS will submit a truancy packet to the Shawnee County District Attorney.
- Students who report to school later than 11:06 are considered to have missed a *significant portion of the school day* and may not be allowed to participate in certain extra-curricular and co-curricular activities per KSHSAA regulations.

Students may not to leave the building without permission. Parents must either send a note or call the school if a student is to be released during the day for an appointment. The student should take the parent note to the office where a pass to leave class is written and given to the student. Upon returning to school, the student reports to the office for an admit slip to return to class.

ABSENCES AND MAKE-UP WORK

When students who are absent return to school:

1. Report to the office to receive an absence slip from the front office secretary.
2. Ask each teacher for makeup work and assignments.
3. Plan with teachers to complete any missed assessments.

Teachers will enter zeros for all missing assignments or assessments until the work or assessments are submitted and have been graded.

Students have two class periods for make-up for each class period of absence for all credit eligible absences. If a student is absent for more than three (3) days, parents or guardians may call the school on the third day to obtain assignments. The call should be made to the school by 9:00 A.M., and the assignments may be picked up that afternoon after school and before 3:45 P.M. Teachers are not required to accept makeup work after a mid-term, quarter, or semester grading deadline. All grade changes must be approved by building administration and must be based on unforeseen and significant circumstances facing the student or family.

PREARRANGED ABSENCES

A prearranged absence is a type of call-in absence created in advance. When it is known in advance that a student will be absent, parents/guardians may call or email the middle school front office in advance of the planned absence. If the

absence is a medical appointment, send the medical note with your student the next day he or she returns to school. Parents are encouraged to communicate with their student's team via email for planned absences.

BEFORE & AFTER SCHOOL

The front doors open at 6:40 AM. Students dropped off before 7:25 AM should walk to the main hallway and sit on the hallway benches. At 7:25, all students report to their designated waiting areas (gym for 7th grade and commons for 8th grade). Breakfast is served from 7:25 to 7:42 in the commons. 7th grade students who eat breakfast will eat in the commons and then walk to the gym and wait until 7:42. From 7:42 to 7:50, students travel to their lockers, get their iPads from their advisor classes and then report to 1st period. The 1st period tardy bell rings at 7:50. School is dismissed at 2:47. Students have four minutes to use their lockers and then walk to the buses. Students are welcome to stay for home athletic contests. Generally, students who stay for home games, muster in the commons area and wait for the teacher supervisor. Students who stay for games must wait in the commons area and not walk around the school.

LEAVING EARLY

Students are under the governance and control of district employees from the time they board the morning school bus or are dropped off by a parent or guardian. For the safety of all students and the smooth operation of the school, students may not exit the bus or the school without permission. To collect your child from school for an early departure, please call the front office at 785-379-5830. Tell the front office worker the name of your student and what time you would he/she should be waiting for you in the front office.

VISITORS

All visitors must register in the office and wear a visitor badge while in the building. Personal deliveries to students such as flowers, balloon-ograms or food cannot be made during the school day. Any items delivered to school for students must come to the office and the students will be notified between classes. Parents or guardians occasionally request to observe their student's classes. Parents wishing to observe a class must meet with the principal in person at least 24 hours in advance. Class observations should have a bona fide purpose and are at the discretion of the building principal. Parents or guardians who wish to discuss student behavior or academic concerns are encouraged to meet directly with their student's team members.

RESOLVING CONCERNS

The school will work in good faith to resolve student and parent concerns. Most concerns are related to missing assignments, low in-class assessment scores and student conduct. Middle-level children are inefficient couriers of reliable information. Thus, most concerns are easily resolved by asking questions and getting clarification from teachers. Students and parents are encouraged to communicate directly with teachers to resolve concerns.

Simple issues are often best handled by email between the student/parent and teacher. Complex issues are best handled via phone, a conference call with the student's team or by meeting with the student's team. Students, parents and teachers may involve the grade-level counselor or principal when necessary. To schedule a Zoom meeting, conference call or in-person meeting with your student's team, send an email request to your student's advisor teacher.

DUTY TO COMPLY

SHMS is committed to maintaining a safe and orderly academic and social environment for all students during the school day and at school sponsored activities. To that end, all students are required to comply with all reasonable instructions and requests given to them by teachers, administrators, counselors, coaches, and all school workers. The middle school values a fair partnership and good faith cooperation between parents, students, and school employees.

SUBSTITUTE TEACHERS

The school maintains a pool of quality substitute teachers. Students will cooperate with all instructions and assignments given by substitute teachers. Behavior notes from substitute teachers typically result in school consequences.

BEHAVIOR EXPECTATIONS

USD 450 schools use the 8 Keys of Excellent as a behavior management system. The 8 Keys define a set of positive academic and behavior expectations for students and staff.

- **INTEGRITY** – Match behavior with values.
Demonstrate your positive personal values in all you do and say. Be sincere and real.
- **FAILURE LEADS TO SUCCESS** – Learn from mistakes. View failures as feedback that provides you with the information you need to learn, grow, and succeed.
- **SPEAK WITH GOOD PURPOSE** – Speak honestly and kindly. Think before you speak. Make sure your intention is positive and your words are sincere.
- **THIS IS IT!** – Make the most of every moment.
- Focus your attention on the present moment. Keep a positive attitude.
- **COMMITMENT** – Make your dreams happen.
Take positive action. Follow your vision without wavering.
- **OWNERSHIP** – Take responsibility for actions.
Be responsible for your thoughts, feelings, words, and actions. “Own” the choices you make and the results that follow.
- **FLEXIBILITY** – Be willing to do things differently.
Recognize what’s not working and be willing to change what you’re doing to achieve your goal.
- **BALANCE** – Live your best life. Be mindful of self and others while focusing on what’s meaningful and important in your life. Inner happiness and fulfillment come when your mind, body, and emotions are nurtured by the choices you make.

DRESS EXPECTATIONS

The goal of the dress code is to teach students expectations for dressing appropriately for a professional working and learning environment. The dress code recognizes that certain types of dress that are appropriate for elementary school children are not appropriate as children transition into adolescence and become young adults. The dress code is reviewed annually by school administration, the school’s site council and a student leadership group. The school dress code is approved annually by the USD 450 Board of Education as part of this handbook.

- Clothing and appearance shall be neat and clean.
- No student will display undergarments, wear pajamas or wear slippers.
- The waist band of all shorts and pants must be worn above the hips. Students will not sag their pants or shorts.
- Shorts and skirts must be of an appropriate length for a professional working and learning environment.
- Male students must wear at least a full t-shirt with sleeves.
- Students are not allowed to show bare midriffs or wear backless shirts.
- Halter tops, tube tops, spaghetti/noodle strap tops, and mesh shirts are not allowed.
- Hats, bandanas, and other head coverings may not be worn in the school during school hours.
- Unsafe/distracting accessories, wallet chains, spike jewelry, electronic clothing, etc., are not to be worn or brought to school.
- Clothing or adornment which describes in picture, word, or inference any reference to illegal drugs, alcohol, tobacco, profanity, obscenity, sexual innuendoes, racial insults, violence, violence against law enforcement officers, mutilation, or gang participation are not allowed.
- Face painting is prohibited without administrative authorization.
- Backpacks and coats should remain in student lockers for the school day.

GRADING PHILOSOPHY

The purpose of grading is to communicate academic progress to the student and his or her family. The middle school operates under two primary grading agreements:

- The majority of a student’s grade should be based on graded activities and assessments that communicate what they know and can do.
- The minority of a student’s grade should represent classroom compliance and accountability. [i.e. completion grades, bell work checks, extra credit, etc.]

The final grade is given continuity from course to course and department to department by an application of a grading scale:

A	-	excellent	90-100
B	-	above average	80-89
C	-	average	70-79
D	-	below average	60-69
F	-	failure	below 60

Life has deadlines and due dates. Students who observe due dates become workers who observe due dates. Late work invariably leads to poor performance on assessments and low grades. Students should take care to record assigned work and due dates in their planners each day. Students and parents are encouraged to review the team's online assignment calendar several times per week. Due dates for assignments and assessments will be clearly communicated by teachers. The school does not have a unified policy on late work, late assessments, or retaking assessments. Accepting late work or assessments or allowing a student to retake an assessment is at the sole discretion of the teacher and is not required by the school. Teams will make their late work policies known to students. Teachers will make any assessment retake policies known to students.

PROGRESS REPORTS

Teachers will update grades every Tuesday by 5:00 P.M. The school advises checking PowerSchool with your student weekly on Wednesdays. Three to five business days after the end of each quarter, grades are saved, and progress reports are sent to parents and guardians via email. Progress reports are designed to facilitate communication regarding grades and should be considered a snapshot of performance. Teachers cannot accept makeup work after a midterm, quarter, or semester grading deadline. All grade changes must be approved by building administration and must be based on unforeseen and significant circumstances facing the student or family.

HONOR ROLL

In order to acknowledge, encourage, and recognize the efforts of students, the honors program of Shawnee Heights Middle School has been established.

An all "A" Honor Roll	(4.0)
High Honors	(3.9 – 3.5)
Honors	(3.4 – 3.0)

Students with D's or F's will not be placed on the honor roll. An honor roll will be posted in the school following the end of each quarter.

COUNSELORS

The primary focus of the counselor is the welfare of all students. If a student needs help with a problem, either school related or personal, he/she is encouraged to make a request in the guidance office to speak with a counselor. The counselors provide services which include individual and small group sessions, consulting with parents, teachers, and administrators, new student enrollment, and scheduling and orientation of new students.

WITHDRAWAL PROCEDURE

When you know your child's last day of attendance, please contact your child's counselor. The counselor will explain withdraw procedures and provide advice on a smooth transition.

On the last day of attendance students will:

- Collect a withdrawal slip from the Guidance Office.
- Present the withdrawal slip to each teacher for a final grade.
- Present the withdrawal slip to the librarian.
- Present the withdrawal slip to the lunch worker.
- Clear all fees, lost books, etc. with the office.

SCHEDULE CHANGES

The 6th, 7th and 8th grade course enrollment forms are a contract. In the rare event that a schedule change is desired, the change request should be made in writing during the first week of a semester. The change request must serve a specific

purpose as agreed upon by the student, parent and counselor. The student's counselor provides final approval for a schedule change request. The school cannot approve requests to change a student's team assignment.

RETENTION PROCEDURE

The Board acknowledges the teacher is responsible for awarding marks and/or grades, and the professional staff (teachers, school counselor, and building administrators) are responsible for making decisions relative to promotion or retention of students. In general, SHMS does not retain students. Parents and guardians will be involved early in any discussion and will have input into the decision. If agreement cannot be reached, the professional staff recommendation will be the final decision.

PHONES & PERSONAL ELECTRONIC DEVICES AT SCHOOL

Students may exercise the privilege of possessing personal electronic devices on USD 450 property and at district sponsored activities. The use of cell phones or other electronic devices to make calls, text message, take photos/videos, use the internet, or play games during the school day is not allowed. For the purposes of this policy, the school day is defined as 7:25 AM to 2:47 PM. Personal electronic devices are to remain off and stowed in student lockers during the school day. Parents/guardians should not text their students during school hours. While convenient, texting students during school hours encourages them to violate school rules. All messages for students should be called into the school's main office or the health room. Repeated violations of this policy may result in the revocation of this privilege. Students may use the phone in the main office with permission from their teacher or office staff.

Consequences:

- 1st – Device will be confiscated for the day. The student may collect the device from the office at the end of the day.
- 2nd – Device will be confiscated for the day. School personnel will contact the student's parent. The student may not possess personal electronic devices at school for the remainder of the current semester or 60 school days, whichever is longer. 1 discipline point will be assigned.
- 3rd – Device will be confiscated for the day. Student may not possess electronic devices at school for the remainder of the school year.
1 discipline point will be assigned.
- Refusing to surrender a personal electronic device to a staff member upon request advances the student to the consequence associated with the next violation level. Additional school consequences may apply.

SHMS iPad EXPECTATIONS

- The student is responsible for the care, condition, location, and charging of the iPad assigned to you.
- The iPad is an educational tool and should not distract you from learning, reading, listening to instructions, or paying attention.
- Use only apps, programs, or Internet sites that your teacher has instructed you to use.
- Make no changes to your iPad's settings without approval from your teacher.
- Limit your camera use to educational purposes only.
- All communication coming from your iPad should speak with good purpose.

Consequences:

- 1st - Teacher notifies student and completes iPad violation form. The front office forwards the form response home to the parents with a copy and paste of the iPad Expectations. Warning given by teacher.
- 2nd – Teacher notifies student and completes iPad violation form. The front office forwards the form response home to the parents with a copy and paste of the iPad Expectations. Warning given by teacher. Warning given by an administrator.
- 3rd – Teacher notifies student and completes iPad violation form. The front office forwards the form response home to the parents with a copy and paste of the iPad Expectations. Detention assigned by administrator. Confiscation of iPad.

- 4th+ – Teacher notifies student and completes iPad violation form, which is forwarded home to the parents, along with a copy of the iPad Expectations. Student will be assigned to the Bridge room for one day. Confiscation of iPad.

Depending on the nature of the violation, school administrators may choose to assign school consequences beyond those indicated above.

PICTURE / VIDEO RECORDING

No student may create a video recording or take a picture during school hours or at a school sponsored event of another student or staff member with the intent to harass, intimidate, demean, extort or otherwise abuse their student peer or the staff member. Media making activities during school hours should have a bona fide academic or co-curricular purpose.

LOST & FOUND

Inquiries as to found items may be made in the office. Unclaimed items will be discarded or donated at the end of each quarter.

LOCKERS

Each student is assigned a locker with a built-in combination lock. Student must use only the locker which they are assigned, lock their locker after each use and never share their combination. Locker problems should be reported to the office. Lockers are the property of the school and students should not assume an expectation of privacy. Lockers are subject to search by school administration at any time for any reasonable cause or suspicion. School administration will not conduct a search for property taken from an unlocked locker.

PERSONAL PROPERTY / MONEY

Any personal property brought to school is the sole responsibility of the student. Students are not to bring personal items which serve no academic purpose. Confiscated items will be discarded unless requested by a parent. Students should not bring large amounts of cash to school. It is acceptable for students to make lunch payments or payments to the bookkeeper before classes. Students may not gift other student money or gift cards at school with permission from a parent. The school is not responsible for lost or stolen items.

COLLECTIONS, SALES, SOLICITATION & DISTRIBUTION OF MATERIALS

Individual or group collections, sales, and solicitations are not permitted. Students are not allowed to bring any items to school to sell to other students, faculty or school personnel. Student may not distribute materials or other items to staff or students without permission from the building principal. Examples include flyers, posters, jewelry or trinkets, religious materials, t-shirts, wristbands, food, etc. This policy does not prohibit students from providing gifts to close friends or teachers.

POLICY FOR COLLECTION OF OUTSTANDING BILLS

In June, all outstanding student bills for the current school year will be turned over to the USD 450 Central Office for collection. All unpaid balances are eventually turned over to a collection agency. Please work with the principal and middle school bookkeeper to see that all outstanding bills have been paid.

FOOD AND DRINK

Students may consume food and drink at the discretion of their teachers during appropriate, supervised occasions. Students may possess a bottle of water or a personal, refillable water bottle or container. Bottle filling stations located in both the 7th and 8th grade hallways. Water bottles or containers must have spill proof lids. Commercially prepared beverages (milkshake, fountain drink, cup of coffee) are not permitted in school. Due to the nature of special equipment in certain classrooms, food and drink will be prohibited in these areas. Chewing gum must be consumed responsibly and discarded appropriately. Candy is not to be distributed and should be eaten at lunch in individual quantities.

LUNCH

Shawnee Heights Middle School operates a closed lunch hour, and all students are required to eat in the cafeteria. The school offers a hot lunch, a sack lunch, and a salad bar. Lunch may be brought from home. In all cases, the student is to bring only what he/she can eat during the lunch period. Personal deliveries, such as pizzas or hamburgers, are not permitted during the school day.

All students whose account balance reaches a negative \$5.00 will have to deposit money before access to the lunch program can resume. Students purchasing or receiving a meal and/or food items from the Food Service Department are required to have their lunch card, or cash for their purchase. Lost or stolen cards need to be reported immediately to the Food Service office. The first lunch/library replacement card will be free of charge. Additional cards will be a \$1.00 fee.

LUNCHROOM EXPECTATIONS

- Students will use quiet voices when entering, exiting, and while eating lunch in the lunchroom.
- Students will clean up their mess.
- Students will stay seated in the seat they first select upon entering the lunchroom.
- Students will behave in a safe manner.
- Students will respect themselves, peers, and all adults.
- Students will follow the directions of the lunchroom supervisor(s).
- Students will not throw food or other items.
- Students must receive permission to use the restroom during their lunch period.
- Students may not take their lunch out of the lunchroom unless directed by an adult.

S.T.A.T.E.

Students are given the chance each quarter to participate in the S.T.A.T.E. (Students Taking Action Toward Excellence) program. Students who demonstrate good behavior, passing grades, and who are in good social standing (as noted below) will qualify to attend a quarterly celebration of their success.

S.T.A.T.E. Quarterly Eligibility Criteria

- No grades of D's or F's for the quarter. (70% or above)
- No more than 2 minor referrals during the quarter for which discipline points were not assigned.
- No discipline points for the quarter.
- Students should be "in good standing". Integrity issues in proximity to a S.T.A.T.E. activity such as cheating, bullying, fighting, or other concerning or chronic rule-breaking behavior that warrants conversations with students or parents can disqualify a student from being recognized or participating.
- No student who receives a discipline referral on the day of a S.T.A.T.E. activity or dance will be allowed to participate in the activity.

Night of the Stars & Worlds of Fun Trip

The **Night of the Stars** is a special award dinner in mid-May for both 7th and 8th grade students who qualify. The dinner is a S.T.A.T.E. activity for those students who demonstrate behavior and academic progress most congruent with middle school expectations. There is no charge for the dinner.

Night of the Stars Eligibility Criteria

- Met the quarterly S.T.A.T.E. eligibility criteria each quarter.
- 3.0 minimum GPA for each quarter.
- No discipline points for the year.
- 3 tardies or fewer for each quarter.
- In good standing with the team and administration

The **Worlds of Fun** trip is the 4th quarter S.T.A.T.E. activity for both 7th and 8th grade students. The trip typically occurs on the Thursday (7th grade) and Friday (8th grade) during the 3rd week of May. The Worlds of Fun 2020-2021 trip cost student share is \$45. This cost includes the ticket price, lunch, and a partial charge to offset a portion of the bussing expense. If your child has a season pass, the student share is \$15. Historically, 80% of students at each grade level have met the qualifying criteria (Quarterly Eligibility Criteria above.)

PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES/FIELD TRIPS

All practices, games, competitions, performances and activities are extensions of the school day and all school rules, expectations and consequences apply. Students who participate in activities must attend a significant portion of the school day to participate in the game, competition, performance or activity. Students who miss school for school sponsored activities are encouraged to acquire their schoolwork ahead of planned absences or request it from teachers following the absence. Participants are required to ride school sponsored transportation (the bus) to and from the activity. Flexibility is possible when, for a bona fide reason, a participant must be transported to or from an activity by a parent. An SHMS administrator, coach or sponsor may provide this permission upon receiving a written request from a parent. The request must be received before the sponsor and participants depart for the activity. Administrators, coaches and sponsors may prohibit any student from traveling to an activity for cause. Examples include: Violation of SHMS behavior expectations or team/group behavior expectations or low grades.

ATHLETICS

Shawnee Heights Middle School sponsors a variety of athletics and activities. Parent information meetings are held prior to the beginning of each sport to discuss insurance, equipment, and other school policies. Any student involved in a sport will pay a participation fee and have a physical / concussion form on file with the middle school front office. No student may tryout, practice or play without a physical / concussion form. Physical / concussion forms must be renewed annually and dated on or after May 1st for the upcoming school year.

STUDENT CONDUCT AT ATHLETIC EVENTS AND ACTIVITIES

Athletic events and activities are an extension of the school day. All school rules and consequences continue to be in effect. For events starting at 3:30 P.M. students staying for the activity:

1. Should report to the commons area by 2:52 P.M.
2. Will be escorted to the stadium/gym by a staff member.
3. Are expected to be seated and remain seated until after the half-time entertainment or the completion of the game.
4. Are to remain on the Shawnee Heights side, demonstrate excellent sportsmanship and conduct.
5. Should arrange to be picked up at 5:30 P.M. or the announced time.

ELIGIBILITY RULES

To be eligible in middle school, a student must have passed five of seven subjects in the preceding semester and have a current physical and consent form signed by both a physician and parent(s) on file, before starting practice. All students are subject to the Kansas State High School Activities Association rules and regulations. Students must consent to random drug testing in order to participate in any KSHSAA sponsored activity.

Extra-Curricular Eligibility Requirements (ER)

Students must be passing all classes or they will be placed on ER probation.

There are two levels of ER:

Level 1 (ER1) is if a student has one F. ER1 results in the student getting a reminder sheet with the class listed on it that they are failing. After they have the sheet, they must contact the teacher of the class they are failing and get direction on how they will raise the grade to passing. The student must then raise the grade to passing and then return the sheet to the office signed by the teacher indicating the grade has been raised. Until the grade is raised, the student will eat lunch in the Bridge room where they are to work on the missing work. Students that do not work themselves off ER1 in one week's time will then be placed on ER2.

Level 2 (ER2) is if a student has two or more F's or has been failing the same class for more than one week. The student will get a reminder sheet with the classes listed on it that they are failing. After they have the sheet, they must contact the teachers of the classes they are failing and get directions on how they will raise the grades to passing. Students on ER2 are not eligible to compete or preform until the following week (Wednesday) and are passing all classes. Until the grade(s) is raised the student will eat a working lunch in the Bridge room where they are to work on the missing work. When a student is on ER2 they are allowed to practice but CANNOT participate in any competition, home or away (this includes academic and athletic competitions). includes academic and athletic competitions). A student that is failing more than one class can earn their way to ER1 by raising their grades so they are only failing one class.

Participation Conflicts

If an occasion should arise in which a student is obligated to perform for a curricular event and also represent the school for an extra-curricular event, the curricular event should prevail. In other words, events in connection with a class in which a student is enrolled take precedence over non-class connected events. Students who are to participate in any extra-curricular activity must be in school at least half a day on the date scheduled for the activity. If the student's absence from school is due to a school-approved activity, he/she is not considered absent from school.

Athletic Training Procedures

In all athletics and activities, the participant should follow guidelines and rules for training and practice provided by the coach or sponsor. Participation in athletics is a commitment and participants are expected to complete the season. The training rules consist of the following:

- Exercise regularly, observe proper nutrition and get 8 to 10 hours of sleep per night.
- Do not smoke, vape, consume alcohol or illegal drugs.
- Follow all rules concerning the use and care of equipment.
- Follow all physical conditioning and training recommendations and procedures.
- If you sustain a head injury during practice or competition, report it to your coach and parent.
- Attend all practices.

ATHLETIC UNIFORM AND EQUIPMENT REPLACEMENT

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

SPORTSMANSHIP CODE FOR STUDENTS AND PARENTS

- We consider athletic opponents as guests and treat them all with courtesy.
- We accept all decisions of officials without question.
- We never hiss or boo a player or an official.
- We never utter abusive or irritating remarks from the sidelines.
- We applaud opponents who make good plays or show good sportsmanship.
- We never attempt to rattle an opponent, such as a player attempting a free throw.
- We seek to win by fair and lawful means, according to the rules.
- We do unto others, as we would have them do unto us.
- We try to win without boasting and lose without excuses.

STUDENT COUNCIL

The Shawnee Heights Middle School Student Council is the student organization that provides leadership and organization for various functions during the school year. The Student Council leaders are involved in planning activities for the students and various community service projects. At the beginning of each year, both 7th and 8th grade students can run for Student Council. Students who are interested will be required to give a speech to their team and have a reference sheet signed by their core and elective teachers. Students on all teams will vote for which students they think are best fit to be their representatives. Each 7th and 8th grade team will elect three representatives. Meetings will be held every other Thursday morning, at 7:15 AM in Mrs. Bergman's classroom.

YEARBOOK

The yearbook is ordered in the fall and distributed in May. Any student wishing to work on the yearbook staff must apply and submit a work sample. Only applications received before the announced deadline will be considered. Yearbook staff must meet quarterly S.T.A.T.E. eligibility criteria for continued participation. After school attendance is required for participation, but students may select times which work around other sports or activity obligations. A successful yearbook staff member is well organized, maintains good grades, is willing to work outside of school hours and is self-motivated. Participation on the yearbook staff is at the discretion of the yearbook sponsor and school administration.

LIBRARY

Hours: 7:25 A.M. – 2:50 P.M. Monday through Friday.

Students may use the library between classes without passes. Other times of the day, unless accompanied by a teacher,

students are required to have their student agenda with a signed pass.

Checking out Materials

Materials are checked out through the Destiny computerized circulation system. Students are issued a combination lunch card and library card. This card should be presented when checking out materials. The loss of a lunch card / library card should be reported to the lunch window and a new card will be issued. A. Regular or circulating books may be checked out for two weeks.

B. Reference books may be checked out for overnight and are due the following school day by the end of the day.

C. Magazines may be checked out for overnight use and are due the next day before the end of the day.

D. Students may check out materials from other libraries in the district by making a request of the librarian for an interlibrary loan.

Lost and Damaged materials: Students are expected to take proper care of library materials and return them on time. If items are lost or damaged, students and their parents will be notified of the cost in writing and are required to pay for these materials. A \$5.00 charge is made for the removal and loss or defacement of a barcode.

HEALTH SERVICES

Health Services for USD 450 are provided by a Registered Nurse and Health Technician in each of the schools. The services provided include, but are not limited to, yearly screenings, communicable disease control, health education and temporary treatment of minor illness and injury. The health services provided at USD 450 should not be viewed as a substitute for the family's health care provider.

HEALTH INFORMATION / TOO SICK FOR SCHOOL

A child will be sent home when: he/she vomits for an unexplained reason, has diarrhea, shows signs of an unexplained rash, has a temperature of 100 degrees or greater, or has an injury that needs a parent's attention. When the evidence indicates your child should go home, the health room will call you. Please notify the school if your child is diagnosed with a communicable or contagious disease, such as chickenpox, strep throat, head lice, scabies, influenza, etc.,

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

- Your child has a fever. A child's temperature will be lower in the morning and often rise as the day progresses. Children should stay home until the temperature has been normal for 24 hours without the use of medication. (*normal temperature is 98.6*).
- Sore throat with fever.
- Nausea, vomiting, or diarrhea.
- Skin eruptions or rashes are present. A physician should check skin eruptions or rashes *before the student comes to school*.
- Head lice.

HEALTH HISTORY FORM

Parents or guardians will complete the health history form online during the July online enrollment period. This form is to keep the health staff current on the health status of each child and allow them to care for your child in the health room.

PHYSICAL EXAM

Children entering a Kansas school for the first time who are 8 years old or younger are required by state law to have a physical exam and/or health assessment form completed and on file in the health room at school.

IMMUNIZATIONS

The state law requires that all students be fully immunized prior to school entry. Proof of immunization must be provided to the health staff. Proof would include a copy of their immunization booklet, a document signed by a physician, or a copy of the student's health department records. It is the responsibility of the parent/guardian to provide this information. The superintendent may exclude any student from school who fails to provide the documentation required by law, until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law.

MEDICATIONS AT SCHOOL

Each year, at least one middle school student will have a medical emergency from taking another student's OTC or prescription medication. Middle-level students do not read and consider dosage instructions or appreciate the adverse effects of anaphylactic reactions and mixing medications. For the safety of all students, medications taken during school hours must remain in the health room and be administered by health room staff.

Requirements:

- Parents or guardians must transport medications to and from school.
- Prescription medications must be in the prescription bottle labeled with the child's name and dosage.
- Over-the-counter medications must be in the original container/box with the written directions.
- Professional samples must be accompanied with a written prescription.
- Health room staff cannot administer aspirin or medications containing aspirin without written permission and instructions from the child's prescriber.
- In most cases, health room staff cannot administer narcotic analgesic medications. The school recommends that students remain at home until the prescribed course of narcotic medication is complete.
- Patrons may call the health room with questions about school medications policy and practices 785-379-5830

Due to a documented history of distribution and misuse of both prescription and OTC medications among middle-level students, school administration recommends against allowing your child to self-administer elective medications at school. However, the district does have policy to govern this practice. Possessing OTC or prescription medications outside of policy poses a health risk to other students and is against school rules. In most cases, students in violation of medication policy are assigned to short-term OSS.

There are five medication permission forms available in the school's front office.

Form	Purpose
Permission to Administer Medications at School	Completed for each administered medication and again for any dosage changes, by a parent / guardian, this form authorizes health room staff to administer an OTC or prescription medication to your child.
Permission for Self-Administration of Rx Medications	Completed annually for each medication by a parent / guardian, this form provides the school's permission for your child to carry and self-administer a prescription medication. Prescribing physician must sign form.
Permission for Self-Administration of OTC Medications	Completed annually for each medication by a parent / guardian, this form provides the school's permission for your child to carry and self-administer an OTC medication.
Release to Carry EpiPen	Completed annually by a parent / guardian, this form provides the school's permission for your child to carry and self-administer an epinephrine injection. Prescribing physician must sign and provide treatment/emergency plan.
Release to Carry Inhaler	Completed annually by a parent / guardian, this form provides the school's permission for your child to carry and self-administer an inhaler. Prescribing physician must sign and provide Asthma Action Plan.

HEAD LICE

All children are susceptible to head lice. If you suspect that your child has them, please call the school nurse as soon as possible. Appropriate individual action is the key to managing a lice infestation. The health room will provide advice and assistance.

ASBESTOS MANAGEMENT PLAN

The Asbestos Management Plan for U.S.D. #450 is available for inspection in the district office and the administrative office of each school. A visual surveillance is completed of all the asbestos containing materials noted in the management plan every six months. Shawnee Heights U.S.D. #450 will comply with all regulations necessary to meet the required standards for asbestos management.

BAD WEATHER / CANCELLING SCHOOL

During the winter season, the superintendent and other district officials closely monitor road conditions, conditions on USD 450 campuses, temperature, wind speed and the weather forecast. If school will be cancelled, the district will send an email and automated call to all staff and patrons. When school is cancelled based on winter weather that occurred overnight, the superintendent has historically made a cancellation decision between 4:30 and 5:30 AM. The district central office will notify local news media when school is cancelled. The district does not have a late-start or early-dismissal process. Parents and guardians may use each school's normal attendance process for calling students out of school or picking them up early due to inclement weather.

TORNADO DRILL

Tornado drills are announced by an administrator via intercom. The instructions below are typical and summarize expectations and instructions for students.

In the event of a Tornado emergency, we will notify students via intercom and direct everyone to report the school's basement. Entrances to the basement are in the front entryway and in the gym hallway. Generally, 7th grade students walk through the 7th grade hallway and 8th grade students walk through 8th grade hallway and then through the commons area. Your teacher will explain your classroom route in a moment. Here are the behavior norms. First, students will follow instructions from their teachers. Second, in this middle school, we walk quietly to the basement. Third, the first student in line holds open any doors until all students in his or her class have passed through. Fourth, while in the basement, students sit quietly on the floor; where there their teachers tell them to sit. Teachers, at this time, take 15 seconds to explain your route to the basement. Then proceed to the basement. The tornado drill is beginning now.

FIRE DRILL

Upon hearing the fire signal, all students are to exit the building via the routes posted in each classroom. Students and teachers will remain at least 50 feet from the building until an administrator signals for return to the building. Students exit the building silently and in a single-file line.

LOCKDOWN DRILL

The school will conduct two or three lockdown drills per year. During a lockdown drill, all spaces where students and staff are working or learning are locked, and students may not travel in the hallways. During the drill, the front office doors are locked, and business in the front office will pause. In recent years, school lockdown drills have been misrepresented on social media as real lockdown scenarios based on a threat to the school. In the event of a lockdown drill based on a credible threat to the school, all parents and guardians will be notified via email and automated call.



Dear Parents, Guardians and Students: This is the SHMS bullying / harassment affirmation form. The school uses this form to document that that school conducted an investigation and provided education to all students involved in an investigation of bullying, harassment or social conflict. The school promotes a culture of mediation. School counselors and administrators regularly meet with groups of students to discuss and resolve social concerns. (This is an example of the form. Do not sign and return this page.)

Date _____

Social Affirmation

I, (print name) _____, have read and understand the following resolutions:

- School should be a safe and affirming place to exist and to learn.
- Students have the right to come to school and to feel comfortable, safe, and secure.
- Harassment, bullying, and cyber bullying substantially interfere with students' ability to feel comfortable in school.
- In accordance with KS 72-6147, the school will investigate all reported instances of bullying/harassment and document student/parent education and resolutions.
- It has been explained to me that bullying, harassment, cyber bullying, and sexting are crimes in the State of Kansas which are punishable by arrest and criminal penalty.
- I have been informed by (Administrator/Counselor) _____ of the consequences for future bullying, harassment, or cyber bullying which include but are not limited to: detention, Bridge, OSS, or long-term expulsion.

To the best of my abilities, I agree to the following:

Electronic:

- ✓ I will not create or send negative, hurtful, threatening, or inappropriate electronic communications nor will I ask another student to create them on my behalf.
- ✓ I will notify an administrator if any student creates or sends inappropriate electronic communications to me or to any other person with bearing on this issue.
- ✓ I will be responsible for my open domain social media spaces. I will notify an administrator if another student creates inappropriate content that I cannot control.
- ✓ I know that I am responsible for all content on my personal electronic devices.
- ✓ I will refrain from any electronic action which constitutes the commission of a sexting crime or violates school policy.

Physical:

- ✓ I will not physically touch other students at SHMS or on the bus, nor will I move to impede their passage in the hallways.
- ✓ I will not verbally harass other students at SHMS or on the bus, nor will I ask my friends to harass other students on my behalf.
- ✓ I will avoid making negative or hurtful statements about other students (rumors) to my friends.
- ✓ I will refrain from discussing details of this situation, or details of any mediations, with other students.

As a consequence (if necessary); _____ days of **detention** / **Bridge** /**OSS** has been assigned for this incident(s).

Future harassment, bullying, cyber-bullying or sexting will result in additional school consequences in accordance with the SHMS Student Handbook.

Shawnee Heights Middle School Discipline

PROCESS FOR RESOLVING DISCIPLINE CASES

Middle-level children are complex. Younger teens become increasingly interested in social justice and promoting equity and fairness. At the same time, middle schoolers easily disregard school rules and can be quite callous toward each other online and in-school. While each behavior event is unique, the investigatory process observes a predictable pattern. Following rule-breaking, a behavior referral or a negative social interaction occurs between students. The administrator or counselor will gather evidence. Gathering evidence means interviewing students and any witnesses, reading reports from the teacher and reviewing any video evidence. The school official uses available evidence to determine what occurred. In the case of rough horseplay, a verbal altercation or a physical altercation, the school official will examine the relationship between the students, antecedent events and give context to the social conflict. The school official will seek evidence of bullying or a power imbalance between the students and determine which student (if applicable) did the first harmful act. Most investigations are concluded within 30 to 90 minutes from initial interviews to parent contacts. Sexual harassment cases, complicated bullying cases, physical altercations or rule-breaking behavior which occurs late in the afternoon may take several days to resolve. On a busy school day, the admin / counseling team will receive 3 to 5 bullying reports or requests for mediation and 3 to 5 behavior referrals from teachers.

CONFIDENTIALITY OF DISCIPLINE AND CONSEQUENCES

The Family Education Rights & Privacy Act (FERPA) prohibits this disclosure any student's private educational records to a non-parent or guardian. Most details related to behavior referrals, investigations into bullying, harassments or altercations and associated consequences are confidential. When a counselor provides a parent with a verbal or written report of a child's involvement in a conflict, for example, the report will tend to feel like a one-side summary. School counselors and principals acknowledge the natural desire to know *what happened to the other student*. However, we must all respect the confidentiality of student records. Any discussion related to the behavior, investigatory details or consequences of other students is prohibited.

TARDIES

A tardy is defined as a student not being at his/her assigned location at the time of the tardy bell or assigned time to be back from lunch. Each core team will have a consistent tardy policy and communicate that policy to students. Parents may excuse their students with a written note or phone call at the time the student comes to school. Students are allowed 5 parent-excused tardies per semester. Parent-excused tardies in excess of 5 may result in the consequences indicated below. Excessive tardies will affect a student's eligibility for certain incentives.

- a. 4th – Detention
- b. 6th – Assignment of 1 discipline point.
- c. 8th and every 2 subsequent tardies – Assigned to the Bridge room for one day.
- d. As a preventative measure for chronically tardy students, the team may choose to restrict any student's passing periods between classes.
- e. Each student's in-building tardy count resets at the end of each quarter.

DETENTIONS

Teachers may detain students before or after school for disciplinary reasons or for failure to complete necessary work. Parents will be notified at least 24 hours in advance. If a student does not then complete the detention time obligation, the student will be referred to the office. Generally, failing to serve a detention will result in assignment to the Bridge room. Detentions will be either Tuesday morning from 6:40 A.M. to 7:40 A.M. or Thursday afternoon from 3:00 P.M. to 4:00 P.M.

BRIDGE ROOM (in-school suspension)

Students may be assigned to the Bridge room by a teacher, counselor, administrator or other school worker for a cool down, to complete missing work, to complete a missing assessment, to serve a lunch detention, for a working lunch or as a consequence for violations of school or classroom rules. Students who are assigned to the Bridge room will complete the schoolwork productively. Violations of school rules while in the Bridge room, failure to comply with reasonable requests, or refusing to complete work will result in the assignment of additional time in the Bridge room or an assignment to out-of-school suspension. Students receive full credit for work completed while assigned to the Bridge room. The Bridge room is an alternative to out-of-school suspension.

OUT OF SCHOOL SUSPENSION (OSS)

Historical SHMS discipline statistics show that OSS is assigned as a school consequence for approximately 5.5% of all behavior incidents. OSS is an undesirable consequence. The school and parents must work collaboratively to 1) lessen the likelihood of a first suspension and 2) ensure a successful and productive return to school following suspension. OSS is a credit-eligible absence. Out-of-school suspension days pending a long-term suspension hearing are not credit eligible.

UNIFIED BULLYING AND HARASSMENT DEFINITION

Bullying or harassment means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be defined by the state or local educational agency. This also includes association with a person or group with one or more of the above-mentioned characteristics, whether actual or perceived.

Scope of Policy

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This policy also pertains to usage of **electronic technology and electronic communication** that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists. KSA 72-6147 extends the scope of this policy to include **cyberbullying** which may occur from anywhere. This policy applies to the entire school community, including educators, school workers, students, parents and volunteers.

SEXUAL HARASSMENT

Sexual harassment is any unwelcome behavior of a sexual nature that interferes with the school environment and is prohibited. Sexual harassment includes, but is not limited to:

- Letters, notes, telephone calls, e-mails, electronic communication, distribution or display of materials of a sexual nature.
- Deliberate touching of self or others; leaning over, cornering or pinching others.
- Sexually suggestive leering or gestures.
- Pressure for sexual favors.
- Sexual teasing, jokes, remarks or questions.
- Sexual innuendoes.
- Intentionally misapplying another's preferred pronouns.
- Sexting (see sexting section.)

Course of action for bullying or harassment:

- Students who observe or are the target of a bullying incident should report it on the online Bullying Report Form.
- Teachers who observe a bullying incident must report it on the online Bullying Report Form.
- Students will often make verbal bullying reports to their teachers or parents. Supportive adults are encouraged to assist students to express their concerns on the online Bullying Report Form.

Investigation procedures for bullying or harassment:

- A school official will interview the complainant and review all available evidence including witness statements and video evidence. If the complaint is substantiated, the school official will seek a remedy which may include education, parent contacts and school consequences. If the complaint is not substantiated; the school official will provide education and offer a mediation.
- School consequences for bullying or harassment are progressive and may include suspension from school.
- Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will result in school consequences.

SEXTING

Sexting is harmful to minors and is against the law. The school cooperates with local law enforcement on sexting cases and may notify the USD 450 school resource officer (SRO) at the onset of every investigation involving sexting. A variety

of Kansas statutes prohibit the transmission of sexual content of minors. Transmitting nude or semi-nude images to another student will result in the eventual embarrassment, humiliation, and regret of the sender and the potential criminalization of both the sender and the receiver. Parents are encouraged to Google and review with their children the Kansas statutes related to sexting and harassment by an electronic device: K.S.A. 21-5610, K.S.A. 21-5611 and K.S.A. 21-6206. Families are encouraged to take precautions and use strategies to monitor the electronic communication habits of their students. It is against school rules to commit a sexting crime at school, on school property, or at school sponsored events, or if it substantially disrupts the school learning environment. School consequences may apply.

- School administration may make a report to the USD 450 school resource officer at the onset of each investigation involving the electronic transmission of sexual content.
- Students are encouraged to preserve evidence and report sexting to their parents, school officials or the SRO.

In plain language, students should not:

1. Create and send sexual content to another student.
2. Receive, keep and fail to report that one has received sexual content from another student.
3. Retransmit sexual content that one has received to others via any electronic means.
4. Use another's sexual content to bully, intimidate, harass or defame another student.
5. Request, pressure, or coerce any other student to provide sexual content.

WEAPONS AT SCHOOL

The Shawnee Heights Board of Education has adopted a policy (reference JCDC, JCDCA, JCDCAR) which states that a student shall not possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Knives, water guns, play guns, fireworks, as well as "real" weapons are not to be brought to school. Infractions of this policy will result in a parent/student consultation with the principal to determine the consequences.

HAZING PROHIBITED

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

UNAUTHORIZED GROUP POLICY

Unauthorized group activities which initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, which indicates or implies membership or affiliation with such a group, is prohibited.

ALCOHOL/DRUG POLICY

All public schools in Shawnee County are committed to the education of every student in drug/alcohol abuse awareness and pledge to work cooperatively for early intervention of substance abuse in the county. The USD 450 Shawnee Heights school district will actively enforce this policy.

1. Self-Referral Component:

A student or parent/guardian may directly refer the student to the Prevention and Recovery Services.

2. Early Intervention Component:

In an effort to limit the severity of drug/alcohol abuse among youth through early intervention, the principal or his/her designee will schedule a parental conference. With agreement of the parent/guardian, the principal or his/her designee may refer the student to the Shawnee Regional Prevention and Recovery Services, Inc. (for students under 18 years old).

TOBACCO & VAPE FREE SCHOOLS

The USD 450 Board of Education has committed itself to the existence of a tobacco-free environment in all buildings and facilities at Shawnee Heights. This policy is dedicated to the modeling of desirable health habits for our students.

Smoking and vaping are not permitted in buildings or on district property by students, staff or patrons. Teachers and staff members are required to confiscate tobacco products from students and report them to the office.

Vaping / e-Cigarettes / Non-Combustible Smoking

Vaping is harmful to children and is against the law in Kansas for middle-level students. No student will possess or use non-combustible smoking materials at school, on the bus or at school-sponsored events. Non-combustible smoking materials (“vaping”) include vaping devices, vaping juice, cartridges, or any other materials for the purpose of powering, maintaining or cleaning the vaping device.

STUDENT SEARCHES

To ensure the safety of the school population, school personnel may conduct searches of students. SHMS and USD 450 acknowledge both state and federal constitutional rights which are applicable to personal searches of students, searches of their possessions (e.g. pocket contents, backpacks, handbags, etc.) and vehicle searches. School administrators need only have *individualized reasonable suspicion* that a search will reveal evidence that a crime or breach of the disciplinary code is being committed by the student or that a safety or security issue may exist. Personal property that is prohibited by school rules, is illegal, serves no academic purpose, or any other property deemed inappropriate or harmful by school personnel may be confiscated. Personal items, property, or digital content which constitutes the commission of a crime will be turned over to law enforcement.

SCHOOL PROPERTY

School property lost or damaged by a student will be assessed under the following categories:

- a. Vandalism - payment of all charges including labor. School consequences may apply
- b. Unintentional damage or destruction due to a student violation of a rule, regulation, policy or direction of one in authority – payment of all charges, including labor. Other disciplinary measures may be considered.

SHMS Offenses and Consequences Charts

The fundamental purpose of school discipline is to maintain an orderly working and learning environment for students and staff. Choices have consequences and children who are coachable and responsive to redirection become employable adults. SHMS observes a progressive discipline philosophy. Repeated violations may result in progressively stronger consequences. In all instances, administrators reserve the right to categorize offenses and consequences relative to the nature, repetition and severity of the infraction.

Level I Offenses / Possible Consequences (Alpha Order)
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1. Excessive Tardiness
2. Disruptions
3. Misuse of Pass
4. Fake Attendance Call / Note
5. Violation of Parking/Driving Rules
6. Inappropriate Dress
7. Cafeteria Violation
8. Food/Drink
9. Electronic Device: Phone or iPad Violation
10. Profanity/ Profane Gesture
11. Failure to Serve Detention – Teacher/Office
12. Restricted Area
13. No Pass/Planner
14. Public Display of Affection
15. Hallway Violation
16. Health / Hygiene Violation

- Bridge Room
- Detention
- Discipline Point(s)
- Loss of Privilege
- Parent/Guardian Conference
- Probation
- Referral to Team
- Restriction of Activities
- Short-Term Suspension
- Warning

Level II Offenses / Possible Consequences (Alpha Order)

1. Disrespect, Threat/Intimidation/Bullying/Cyberbullying
2. Provoking
3. Vandalism
4. Stealing, Gambling, Extortion
5. Bridge Room Violation
6. Refusing Reasonable Request
7. Dangerous Items
8. Incurable Conduct
9. Misbehavior on Bus
10. Possession or Exhibition of Obscene Materials
11. Electronic Violation / Violation of Acceptable Use Policy
12. Leaving School/Class w/o Permission/Skipping Class
13. Tobacco / Vaping-Possession, Use, Sale or Distribution
14. Harassment (General, Sexual, Racial)
15. Gang Activity/Graffiti
16. Cheating/Plagiarism
17. Horseplay
18. Endangering the safety of others
19. Contract Broken
20. Contributing to a Disruptive Environment
21. Sexting

- Bridge Room
- Detention
- Discipline Point(s)
- Due Process Hearing
- Loss of Activities
- Loss of Bus Privilege
- Loss of Privilege
- Parent/Guardian Conference
- Probation
- Refer to Team
- Referral to Team
- Restitution
- Short-Term Suspension
- Suspension of Technology Privileges
- Tobacco Ticket issued by Deputy
- Warning

Level III Offenses / Possible Consequences (Alpha Order)

1. Setting False Alarm
2. Gang-Related Incident
3. Toxic Substance-Possession, use, purchase, Sale, under influence or distribution
4. Non-Controlled Substance-Possession, use, purchase sale, under influence or distribution
5. Medications at School – Possession, use, under influence
6. Sexual Misconduct
7. Arson
8. Damage to Property
9. Bomb threat/911 call
10. Drug Paraphernalia / e-paraphernalia
11. Breach of security
12. Disorderly Conduct (Includes fighting)
13. Truancy
14. Excessive Incurable Conduct

- Bridge Room
- Discipline Point(s)
- Due Process Hearing
- Expulsion
- Police Contact
- Probation
- Short-Term Suspension

Level IV Offenses

1. Weapon or Destructive Device
2. Drugs/Alcohol – Possession, use, purchase intent to sell/under the influence/distribution
3. Violence – Threat/Assault

- Due Process Hearing
- Discipline Point(s)
- Expulsion
- Police Contact
- Probation

Discipline Offense Definitions

Level I Definitions

- 1. Excessive Tardiness** – Repeated failure to report without acceptable excuse to assigned classrooms or other instructional areas prior to the bell. (See SHMS Handbook: Tardies)
- 2. Disruptions** – Intentional acts, behaviors, or conduct in the classroom or in the school building or upon school district property, which disrupt the educational process.
- 3. Misuse of Pass** – Intentional using a pass for other than the reason it was assigned.
- 4. Fake Attendance Call/Pass** – Posing as a parent or guardian (written, verbal, or physical) for the purpose of excusing an absence or tardy.
- 5. Violation of Parking/Driving Rules** – The failure to comply with or follow established procedures for school parking and driving for students.
- 6. Inappropriate Dress** – Dress or appearance that is likely to cause disruption of the educational process or to create a health or safety concern. Any reference to alcohol, tobacco, other drugs, sex or profane language on clothes is prohibited. (See SHMS Handbook for Dress Expectations.)
- 7. Cafeteria Violation** – Participating in behavior that is considered to be disruptive and inappropriate. This includes but is not limited to failing to pick up your area, being disruptive, defiance, stealing, and disrespect.
- 8. Food/Drink** – Having food or drink outside of the cafeteria.
- 9. Electronic Device** – Use or possession of a phone from 7:25 – 2:47. Also included in his definition are iPad violations. (See SHMS Handbook: Phones, iPad Expectations.)
- 10. Profanity/Profane Gesture** – Participating in the use of written, verbal, or signed profanity and profane gestures.
- 11. Failure to Serve Detention-** Teacher/Office – Failing to serve a teacher and/or office assigned detention.
- 12. Restricted Area** – Intentionally being in an area that is deemed off limits or inappropriate.
- 13. No Pass/Planner** – Failure to have student pass or planner when traveling. Students will receive a referral after the third violation. Students must have planner to travel around the building.
- 14. Public Display of Affection** – Any act, including but not limited to kissing and hugging, which is disruptive to the school climate.
- 15. Hallway Violation** – Any unsafe, inappropriate or rule-breaking act in the hallway including but no limited to, running, horseplay, pushing, rudeness, yelling, not having a pass, roaming or PDA.
- 16. Health / Hygiene Violation** – Conduct which endangers the health of another person. I.e., failing to wash hands, covering one's cough, sharing food, touching others w/o permission, any intention act which causes another person to reasonably believe they could become ill (fake coughing or spitting), failing to maintain prescribed social distance (if applicable) and any other conduct that promotes an unhealthy working and learning environment.

Level II Definitions

- 1. Disrespect, Threat, Intimidation or Bullying** – Any act of disrespect directed at a teacher, staff member, student or other person in school, including profane or insulting remarks, gestures, or a statement that offends or is intended to offend such persons or the intentional unlawful threat or intimidation by word or act to do violence to the person or property of others or the doing of any act which creates a well-founded fear within another person. This also includes cyber bullying.
- 2. Provoking** – The intentional promotion by a student to engage another student in disruptive behavior including physical conflict.
- 3. Vandalism** – The willful or malicious destruction or defacement of any property. Vandalism includes, but is not limited to, breaking windows, writing on walls, destroying restroom fixtures, or the use of paint or like materials to deface any portion of the interior or exterior of school property and lawns and/or landscaping, including the furnishings and equipment housed within or upon school property.
- 4. Stealing, Gambling, Extortion** – The unlawful taking or disposal of property of another with intent to deprive the person of the property. Receiving stolen property or possession of stolen property is included in this offense, or the participation on school property in games of chance with the express purpose of exchanging money or other tangible barter, or the solicitation of money, or something of value, from another student, regardless of the amount, in return for protection or in connection with a threat to inflict harm.
- 5. Bridge Room Violation** – Any violation of the Bridge Room policies.
- 6. Refusing a Reasonable Request** – The refusal to comply with a reasonable request from any school representative, lying to any school representative, or disobeying any general rule of school conduct.
- 7. Dangerous Items** – Possession of any combustible, harmful or explosive substance, including fireworks is forbidden.
- 8. Incurrible Conduct** – Persistent violations of the Code of Student Conduct or persistent violation of the criminal laws of Kansas. Four offenses – either all of Level I or in combination with Level II offenses in a school year – can be considered as "persistent." In practice, a student who receives a fourth referral during the school year is deemed to have incurrible conduct.
- 9. Misbehavior on Bus** – The failure to comply with or to follow established procedures for bus transportation privileges.

- 10. Possession or Exhibition of Obscene Materials** – In all instances the parent/guardian will be notified and the material will be confiscated from the student. Electronic devices containing nude or semi-nude content of minor children will turned over to the USD 450 School Resource Officer.
- 11. Electronic Violation** – Any misuse or inappropriate use of district technology, the network or networked resources.
- 12. Leaving School/Class Without Permission** – Leaving of school classroom or grounds after arrival without first obtaining permission of the principal or principal’s designated representative. Shawnee Heights has a "closed campus" practice. Students are not permitted to leave the campus without permission.
- 13. Tobacco / Vaping-Possession, Use, Purchase, Sale, or Distribution** of tobacco products or vaping materials at school, on school district property or during a school activity. In all instances, these products will be confiscated from the student and discarded.
- 14. Harassment (General, Sexual, Racial)** – Including, but not limited to derogatory comments, jokes, slurs, spitting or remarks or questions of a harassing or intimidating nature.
- 15. Gang Activity** – Any color, graffiti clothing that suggest gang affiliation.
- 16. Cheating/Plagiarism** – Intentionally providing work to another student or copying or taking the ideas or writings of others and presenting them as if they were yours. Student cheating, either by supplying or taking information may receive zero credit, may be required to complete an alternate assignment/assessment and receive a school consequence. Regardless of stated intention, photographing and/or texting/posting/publishing/sharing your work or another’s work, classroom materials, assignments or assessments is cheating.
- 17. Horseplay** – Participating in behavior likely to stimulate a fight or physical altercation; roughhousing, pushing, etc.
- 18. Endangering the safety of others** - Any act that causes or contributes to the potential for injury.
- 19. Contract Broken** –The act in which a student breaks an agreement he or she held with an administrator or staff member.
- 20. Contributing to a Disruptive Environment** - Behavior which initiates, supports, or sustains activities that disrupt the safe operations of the school.
- 21. Sexting** – Committing a sexting crime pursuant State statute (See SHMS Handbook: Sexting)

Level III Definitions

- 1. Setting False Alarm** – The intentional activation of fire alarms or like warning devices.
- 2. Gang-Related Incidence** – Organized gang related incidence, which includes but is not limited to threats, confrontations, intimidations, fighting, when such can be attributed to organized groups or gangs.
- 3. Toxic Substance-Possession, Use, Purchase, Sale, Under Influence, or Distribution** – Use of intoxicants which cause a loss of control or inebriation and which shall include, but not be limited to glue, and solvents.
- 4. Non-Controlled Substance-Possession, Use, Purchase, Sale, Under Influence, or Distribution-** Distribution, attempt to distribute, or possession with intent to distribute a non-controlled substance, over the counter drugs or upon the representation that the substance is a controlled substance. Sharing OTC medications with another student.
- 5. Medications at School** - Possession, Use, Under Influence, - Possession, use, under the influence of OTC or Rx medications at school, school events, or district property without proper authorization from the Health Room.
- 6. Sexual misconduct** – Actual or simulated conduct, including but not limited to, fondling, inappropriate touching, indecent exposure, or the engagement in any sexual activity on school property, during school functions, or at school-sponsored activities.
- 7. Arson** – Arson is defined as the willful and malicious burning of a building or its contents and/or the personal property of others.
- 8. Criminal damage to property** – The willful or malicious destruction or defacement of any property on school district grounds or in a school district building.
- 9. Bomb threat/911 call** – Calling or writing a bomb threat or calling 911.
- 10. Drug Paraphernalia/e-Paraphernalia** - Any device or material that is used in the consumption or use of illegal and/or illicit drugs. Students will not possess or use e-devices for the purpose of consuming drugs, tobacco, alcohol or other prohibited or illegal substances. **e-Paraphernalia:** These devices include, but may not be limited to, nebulizers, e-cigarettes, vaporizer pens, or other devices which change the chemical structure of a compound so that it may be inhaled, injected, or ingested. This definition is not intended to include normal inhalers prescribed by a physician. Prescription drugs which are administered as prescribed and reported to the schools as outlined in board policy are excluded from this definition.
- 11. Breach of security** - Opening, unlocking or holding doors for students or others to gain entry from outside.
- 12. Disorderly Conduct** - Engaging in any of the following; fighting, brawling, disturbing any assembly, acting unlawful in character, using offensive, obscene, or abusive language or engaging in noisy conduct that could arouse, alarm or cause resentment in others.
- 13. Truancy** - 3 consecutive unexcused absences, or 5 unexcused absences in a semester, or 7 unexcused absences in a school year.
- 14. Excessive Incurable Conduct** - Persistent Violations of the Code of Student Conduct or Persistent Violation of the Criminal Laws of Kansas. More than four offenses – either all of Level I or in combination with Level II offenses in a school year – can be considered “excessive.”

1. Weapon or Destructive Device (Possession, use and/or threat to use) See USD 450 Board Policy JCDBB

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

Definition of a weapon:

A weapon, including knives, is any object used to inflict bodily harm to another individual. The definition of a weapon includes all illegal weapons, in addition to articles used as weapons, or replicas of weapons. A replica of a weapon is a facsimile, which a reasonable person might believe to be a true weapon. See USD 450 Board Policy JCDBB.

Consequences

1. Possession of a gun or other weapon defined as a dangerous weapon under state statute or by an appropriate law enforcement agency, will result in: an immediate ten (10) day suspension and a due process hearing, with a recommendation of expulsion for 186 days.
2. Use of any other object to inflict bodily harm will result in: an immediate one (1) to ten (10) day suspension and a due process hearing with the possibility of expulsion for 186 days.
3. Possession of a replica of a gun, or other weapon will result in an immediate one (1) to ten (10) day suspension with the possibility of a due process hearing.

2. Drugs/Alcohol-Possession/use/sale/under the influence/distribution

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this USD 450 Board Policy JDDA, the possession, use, sale, or distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Consequences – Possession / Personal Use

1. First offense – one (1) to (10) day suspension and completion of drug risk assessment by Prevention and Recovery Services.
2. Second offense – Ten (10) day suspension and a due process hearing.

Consequences – Sale or Distribution

Ten (10) day immediate suspension and/or a due process hearing, recommendation of drug counseling and notification of the police.

3. Violence – Threat/Assault

- No Shawnee Heights School District Student will engage in any violent act against any individual while on school property, or during any school sponsored event.

Definition of violence:

Violence is any aggression involving contact with the intent to harm another individual. For purposes of this policy the following definitions apply:

Threat: Student expresses intent to harm person or property.

Assault: Real and actual harm done to a person or property.

LEVEL IV OFFENSES (NON-NEGOTIABLE CONSEQUENCES)

Consequences

- Any violent act will result in:
 - Minimum three-day suspension with possible due process hearing.
- Threat, direct or indirect, to any individual's safety or well-being will result in:
 - Minimum three-day suspension with possible due process hearing.
- Any physical or verbal assault or any physical or verbal threat to any adult will result in:
 - An immediate ten-day suspension and due process hearing.
- If significant harm, documented by a physician's statement or determined by school personnel, is incurred to another person as a result of a violent act committed by a student:
 - An immediate ten-day suspension and due process hearing

SHMS Attendance Codes Guide

T=Tardy

The student arrives late to first period before 8:20AM. Students who arrive late without a parent phone call or parent note report directly to their first period teacher and are counted tardy by the teacher.

E=Parent Called/ Excused Tardy

Parent must call ahead of tardy or send student with a signed note. Each student is allowed 5 parent-excused tardies per semester. The count is set back to zero at the start of second semester.

C=Absent

The school has confirmation from the parent/guardian that the child will be absent from school. The parent/guardian has 24 hours from 7:50 AM on the date of the absence to call in or the student's absence will be marked as unexcused. This code is applied for general absences, illness, pre-arranged absences, and other family business. Each student will be allowed 5 full-day parent call-in absences per semester. The count is set back to zero at the start of second semester.

N=Parent Called / Unexcused

The parent has called the school to report that a student will be absent. The student has already accumulated 5 parent-call in absences "C" during the current semester.

U=Unexcused

Student is unexcused from school. No parent or guardian called the school to report the student's absence. Students who are unexcused are still expected to makeup missed work.

M=Absent Medical

The school has been provided with a date-bounded medical excuse. These may be applied historically as far back as indicated by the medical excuse. Common medical excuses are doctor's office visits, medical specialists, mental health appointments, and dental / orthodontic appointments.

D=Document Excused

The student is excused via non-standard, non-medical occurrences. Ex: School hours contact with a government agency, court appearance, juvenile hearing, funeral, or any other documented absence.

R=School Related

The student is participating in a school sponsored extra-curricular or co-curricular activity.

I=Illness

The school nurse sent a student home.

V=In School Suspension

W=Out of School Suspension

O=Other

Use when the student is in juvenile detention or incarcerated.



HOME/SCHOOL COMMUNICATION – Special Information Insert

MISSION STATEMENT

The mission of Shawnee Heights USD 450 is to provide quality education that ensures academic achievement for all students and develops caring, productive and responsible citizens.

This will be achieved through:

- diverse academic opportunities,
- staff committed to continuous improvement,
- student, family and community involvement,
- safe schools

PROOF OF IDENTITY OF SCHOOL CHILDREN

Whenever a student enrolls in a public or non-public school for the first time, the school is required to secure proof of identity of the student. Proof of identity is either (a) a birth certificate for a student enrolling in kindergarten or the first grade, a copy of the court order placing the student in the custody of Social and Rehabilitation Services (SRS), or a certified transcript or other similar pupil record of a student enrolling in kindergarten through grade twelve, or (b) any other documentary evidence that the school determines to be satisfactory proof of identity.

If proof of identity is not provided to the school within thirty (30) days of enrollment, the school must notify the local law enforcement agency.

RESIDENCY REQUIREMENTS

RESIDENT STUDENTS

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. Children who are homeless as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy parent means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, person acting as a parent means a guardian or conservator, a person liable by law to care for 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 and control of the child with written consent of a person who has legal custody of the child.

NON-RESIDENT STUDENTS

Any non-resident student who desires to be admitted to one of the Shawnee Heights attendance centers must make application to the superintendent or his/her designee after March 1 of the current school year to be considered for admission the following school year. Students whose academic achievement (passing all classes or meeting all objectives of the IEP), attendance (no absences beyond district/building policies, no unexcused absences and no truancy referrals) and conduct (no suspensions of any kind) warrant acceptance, as determined by the building principal, and who are able to arrange their own transportation, may be permitted by the superintendent to attend a USD. 450 school if they meet one of the following criteria:

1. If the parents can present evidence, such as a contract, that proves the parent will be buying, building, leasing or renting a dwelling in the school attendance area during the first semester, the student will be permitted to start the school year in the appropriate school.
2. When a student, who has been a resident of the Shawnee Heights School district, moves out of the school district anytime during the school year, the student may complete the current school year in the building he/she is attending as long as the student is in good standing (academic achievement, attendance, and conduct as defined under JBC-R-2) as determined by the building principal. Parents must provide transportation to and from school or transport the student/(s) to an established bus stop. Students under this provision will be allowed to ride the bus unless it becomes overcrowded.
3. When a student, who has been a resident of the Shawnee Heights School District, moves out of the school district, he/she may be allowed to continue attending school in the Shawnee Heights School District if all the following provisions are met:
 - a) Academic achievement, attendance, and conduct as defined under JBC-R-2 are at an acceptable level as determined by the building principal,
 - b) Parents must provide transportation to and from school or transport the student(s) to an established bus stop. Students under this provision will be allowed to ride the bus unless it becomes overcrowded.

- c) Enrollment and attendance in the Shawnee Heights School District has been continuous and uninterrupted for a least two (2) years, or the child has completed his/her kindergarten year in the Shawnee Heights School district, and the intent of the parents is to maintain continuous and uninterrupted enrollment and attendance. (The student has not enrolled nor attended school in another district for even one (1) day and has not been dropped from the enrollment or attendance rolls of a Shawnee Heights school).
 - d) Application is made each year as a non-resident student requesting permission to attend.
4. Former Shawnee Heights High School students may pursue a diploma at New Directions Learning Academy.

Should a student, who has been approved and accepted on non-resident status, violate the academic achievement, attendance, and/or conduct standards under which he/she was approved, the individual's approval and acceptance as a student in the Shawnee Heights School District will be terminated.

Out-of-district students are subject to changes in board policy, which may affect their status as students attending one of the schools in the Shawnee Heights School District.

A parent or legal guardian of a student requesting continued enrollment and attendance in the Shawnee Heights School District, as an out-of-district student, must sign a statement of understanding and acceptance of board policies and administrative regulations pertaining thereto as a condition of approval for out-of-district status.

A non-resident student who has been suspended or expelled from another school, or who has voluntarily withdrawn from school in another district for disciplinary reasons, will not be admitted to the district.

Non-resident students with no previous history of district residence will not be accepted as students in the Shawnee Heights School district.

KANSAS IMMUNIZATION REQUIREMENTS

All parents/guardians are required to present certification from a physician or a local health department that their student has received the required immunizations that are deemed necessary by the Secretary of the Kansas Department of Health and Environment.

- DTap/DT (diphtheria, tetanus, pertussis) – **5 doses required**
- Tdap (tetanus, diphtheria, pertussis) – **1 dose required** for 7th grade.
- IPV (polio) – **4 doses required**
- MMR (measles, mumps, rubella) – **2 doses required**
- Varicella (chickenpox) – **2 doses required** if no proof of having the disease has been documented by a physician's signature.
- Hepatitis B – **3 doses required**
- Hepatitis A – **2 doses** required for Kindergarten and Grade 1.
- Meningococcal (serogroup A,C,W, Y) – **1 dose required** for 7th grade and 11th grade.

SUSPENSION/EXPULSION

(Pursuant to KSA 72-8901-72-8908)

The suspension and expulsion regulations of Shawnee Heights USD 450 apply to all school sponsored activities including both curricular and extracurricular.

A student may be suspended or expelled for infraction of rules and policies of Shawnee Heights Schools.

Students who are under suspension or expulsion from school or whose character or conduct brings discredit to the school will not participate in extracurricular activities sponsored by the district.

A suspension may be short term or long term. Short term suspension includes time up to and including five (5) school days. Long Term suspension exceeds five (5) school days.

When long term suspension or expulsion is recommended a letter to suspend or expel shall be sent to the student and parents or guardian. A formal hearing will be held before the USD 450 Suspension/Expulsion Committee.

**USD 450 GUIDELINES
REPORT TO LAW ENFORCEMENT**

USD 450 Schools will follow state law (KSA 72-89 b03), Safe and Secure Schools.

For the purpose of creating safer and more secure schools and to provide a safe and orderly environment conducive to learning, each board of education shall adopt a policy that will provide for:

A requirement that an immediate report be made to the appropriate state or local law enforcement agency by or on behalf of any school employee who knows or has reason to believe that an act has been committed at school, on school property, or at a school supervised activity and that the act involved conduct which constitutes the commission of a felony or misdemeanor or which involved the possession, use or disposal of explosives, firearms or other weapons, and the explosives, firearms or other weapons, and the procedures for making such a report.

**INFRACTIONS ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS
WHICH MAY RESULT IN SUSPENSION OR EXPULSION INCLUDE:**

Possession or use of:

1. "Firearms" or "Destructive Devices" as defined in Kansas Statutes Annotated.
2. Possession or use of knives, weapons, simulated weapons, or any objects that can reasonably be considered a weapon.
3. Possession or use of fireworks or ammunition.
4. Willful disobedience, open defiance or disrespect of one in authority.
5. Leaving school during the school day without knowledge or permission of the school officials.
6. Profane or vulgar language and/or possession of pornographic or profane material.
7. Racial slurs.
8. Striking a staff member or school employee.
9. Fighting.
10. Consuming or having possession of alcoholic beverages.
11. Being under the influence of alcohol/drugs at school or at school functions.
12. Use or possession of tobacco-related products or e-cigarettes. Note: Parking areas are considered school property.
13. Possession or use of controlled substance or simulated substance or drug paraphernalia as defined by the Controlled Substance Act of State Statutes.
14. Any unauthorized use, possession, or disbursement of prescription or non-prescription medicines or drugs.
15. Vandalism and/or theft. (Suspension and cost of repair or replacement).
16. Unlawful entry to any district-owned building.
17. Actions which are disruptive to the educational process.
18. Violation of school bus procedures.
19. Issuing false notes to school personnel.
20. Causing a fire in or on school property.
21. Actions which pose a threat to the health and/or safety of students and/or staff.
22. Intimidation, threats, and/or harassment of students and/or staff including sexual harassment and sexual misconduct.
23. Repeated violations of school policies.

The above list is not all-inclusive.

SHAWNEE HEIGHTS USD #450
Guidelines for Computer Network and Internet Usage
AUTHORIZED USER AGREEMENT
(AUA 20-21)
Ref. BOE Policy IIBG

**USD #450 Acceptable Use Policy
(Technology Devices, Networks, and Internet)**

The Internet is a tool for life-long learning. It is a necessary tool for Shawnee Heights School District to develop students ready to live and work in the 21st Century. With the privilege of Internet access comes

Guidelines for Computer Network Responsibility and Accountability. Shawnee Heights School District expects all students using the District network and the Internet services it provides will:

1. Have the permission of their parent or guardian.
2. Agree to abide by the policies and responsible use set forth in the Shawnee Heights School District Acceptable Use Policy.



3. Understand the use of the District network and Internet services is a privilege which may be terminated by the school or district for failing to abide by the policies described in the Acceptable Use Policy.

As the parent or guardian of a Shawnee Heights student, we are asking that you review the policy and guidelines set in this Acceptable Use Policy and that you go over the Acceptable Use Policy with your child so that everyone understands and is in agreement.

Privacy is not guaranteed

The Superintendent, Information Technology Department, and other administrators may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Teachers and administrators may monitor ongoing student Internet activity to maintain system integrity and ensure that student users are abiding by this policy and are acting responsibly. Privacy is not guaranteed.

Use is a Privilege

Use of the network and the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or network/Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

Student Emails

Students in grades 5-12 will be assigned his or her own email account and will be allowed to send and receive email through the filtered and monitored Google Apps for Education email system. Every attempt has been made to provide safe, secured student email; however, it is still the responsibility of users to follow all school rules, teacher directions and procedures, and to report any inappropriate use or material to school personnel.

Liability

Shawnee Heights School District makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The school district will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school district will not be responsible for any damages users suffer, including -- but not limited to -- loss of data resulting from delays or interruptions in service. The school district will not be responsible for the accuracy, nature, or quality of information stored on school district hard drives or servers, nor for the accuracy, nature or quality of information gathered through school district-provided Internet access. The school district will not be responsible for personal property used to access school district computers or network for school district-provided Internet access. The school district will not be responsible for unauthorized financial obligations resulting from school district-provided access to the Internet.

Parental Advisory

Access to inappropriate and/or unwanted Internet content through the district's network is restricted through the use of "filtering" solutions which are updated regularly, however, the global and changing nature of the World Wide Web contents make it extremely difficult for the school district to completely regulate and monitor the information received or sent by students. As such, the school district cannot assure parents that students will be denied access to undesirable materials or sending or receiving objectionable communications. Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. While the school district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well.

Acceptable Use

The educational value of student Internet access is the joint responsibility of students, teachers, parents and employees of Shawnee Heights School District. Since access to the Internet is a valuable and limited resource, students are expected to place a premium on the quality of use. Taking up valuable network resources to pursue frivolous ends not consistent with the mission of **Shawnee Heights School District** is prohibited.

All use must be consistent with the educational mission and goals of the school district.

Unacceptable Use for Student Users:

- Users shall not use school district computers or networks for purposes of personal profit, any non-instructional, or non-administrative purpose (e.g. activities for personal profit).
- Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Users shall not erase, rename, or make unusable anyone else's computer files or programs.
- Accessing another person's materials, information, or files without the implied or direct permission of that person is prohibited.

- Users shall not use or try to discover another user's password.
- Users shall not copy, change or transfer any software or documentation provided by the school district, teachers, or another student without permission from the superintendent or his designee.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
- Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
- Users shall not deliberately access or create any obscene or objectionable information, language or images.
- Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- Users shall not tamper with computers, networks, printers or other associated equipment.
- Users shall not gain unauthorized access to resources or entities.
- Users shall not invade the privacy of individuals.
- Users shall not post anonymous messages.
- Users shall not use the network for commercial or private advertising. The Internet, web pages, and other technology shall not be used for private or commercial offerings of products or services for sale, or to solicit products or services or to raise funds for non-district related activities or organizations.
- Users shall not use the network while access privileges are suspended or revoked.
- Users shall report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.

General Use and Care Technology

- Users are expected to treat equipment with care and respect. The technology equipment is the property of the Shawnee Heights School District, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device or carrying case are not allowed and will result in loss of privileges.
- Laptop computers and iPads can be fragile, and if they are dropped they may break. Users are advised to only use their laptop and iPad when they are on a flat, stable surface, such as a table.
- Users should protect their laptop from extreme heat or cold. Computer equipment should never be left in a car, even if the car is locked.
- Computers should be protected from the weather, water or liquid, food, and pets. Students should never eat or drink while using their laptop or use their laptop near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
- Any inappropriate or careless use of a computer should be reported to the principal and IT Department immediately.

SCHOOL BUS PROCEDURES

PHILOSOPHY:

Shawnee Heights USD 450, is committed to excellence in its transportation program and considers appropriate bus conduct essential to the safe transportation of students to and from school. Parents can assist a great deal in maintaining proper discipline on the school bus. Please review the following with your child.

The district believes that all students can behave on the bus and have a responsibility to behave in a manner which allows the driver to concentrate on operating the bus in the safest possible manner.

The district believes student conduct should be maintained with procedures which will advance the purposes of safety while remaining consistent with applicable state law and established Board of Education school policy.

SCHOOL BUS SAFETY REGULATIONS:

- No balloons or flower arrangements.
- Book bags need to be no larger than your student can carry up and down the bus steps and hold while on the bus.
- If musical instruments or sports equipment are too large for your student to hold, they need to be transported by the parent.
- Flags, golf bags, and skateboards are not allowed on the bus.

- Parents, please check your students' clothes and book bags and remove drawstrings and straps that could get tangled around legs or get caught on items on the bus.
- All loaded buses leaving the High School and Middle Schools have the right of way.
- While on site, all vehicles must obey bus stop arms.

PRIOR TO LOADING:

- Students must be on time! If a regular rider is not at the stop the driver will honk, then proceed on the route according to schedule.
- Drivers will discontinue stopping for secondary students who do not ride or call after 3 consecutive days.
- Bus riders should conduct themselves in a safe manner while waiting for the bus.
- Riders should wait until the bus comes to a complete stop before attempting to enter the school bus. If crossing the street, riders should observe the direction of the driver.
- Authorization must be obtained from the building principal before students can change buses or ride home with another student.
- Students will be allowed one designated morning and one designated afternoon stop address. These can be different locations, but must be the same every day. Changes can be made to those locations twice per semester.

WHILE ON THE BUS:

- The driver is in charge of the pupils and the bus. Students have a duty to comply with the driver.
- Classroom conduct is to be observed by the students while on the bus. In the interest of safety, only low conversation is acceptable. Unnecessary conversation with the driver is prohibited.
- When boarding the bus, go quickly and quietly to assigned seats.
- Keep arms and head inside the bus at all times.
- Keep the bus clean and free from trash.
- Damage to the bus must be paid by the offender.
- Students should never tamper with the controls or the equipment on the bus.
- Do not throw anything out of the bus windows.
- Keep books, packages, coats, feet and all other objects out of the aisle.
- Riders are to remain seated and face the front of the bus while the bus is in motion.
- Quiet is necessary when approaching a railroad crossing stop.
- Food and beverages shall not be consumed on route buses.
- No glass containers, animals (except for service animals) or pets are allowed on the bus.
- Student conduct endangering the safety of others, committing acts of vandalism, swearing or using obscene language, unacceptable signs or gestures or committing moral offenses, may result in suspension from transportation.
- Smoking, possession of liquor or illegal drugs, firearms, any type of explosive, or any type of weapon is prohibited and shall be reason for immediate suspension.

AFTER LEAVING THE BUS:

- Students should cross the road at least ten feet in front of the bus. Observe directions of the driver, and then look to be sure no traffic is approaching from either direction.
- The driver will not discharge riders at places other than the regular bus stop unless by proper authorization from school officials.
- Students are not allowed to go to the mailbox until the bus has left the area.

The above list is not all-inclusive, nor is it intended to be. It is impossible to list every infraction that may occur, however, misconduct on the part of a student may result in suspension or expulsion.

EXTRA-CURRICULAR TRIPS:

All rules and regulations apply on any trip under school sponsorship.

TRANSPORTING ASSIGNED SCHOOL PROJECTS:

- Students shall make prior arrangements with the principal before bringing projects to school.
- Every project or article shall be transported in an approved container or package and small enough the student can hold on his/her lap. Anything larger should be transported by the parent.

BUS DISCIPLINE PROCEDURES

The driver may, and is encouraged to visit with students who violate bus procedures. The driver may handle many infractions on an informal basis; this may include informal contacts with the student's parents. When in the driver's judgment or policy dictates the need for administrative intervention the driver will initiate a Bus Conduct Notice.

BUS DISCIPLINE PROCEDURES

The driver will deliver to the building principal or designee the bus Contact Notice. The principal will deal with the bus notice and record what action, consequences or contacts are made. A copy of the completed slip will be returned to the driver; a copy will be sent to the Director of Transportation; a copy will be mailed to the parent or guardian. The purpose of the Bus Conduct Notice is to insure a safe bus through remediation of the student's behavior by involving all concerned parties. When necessary or when it becomes evident that to insure student safety the student may be denied bus transportation. Depending on the offense or severity of the student's actions, transportation privileges may be suspended

immediately. For less severe but chronic misbehavior the principal will generally follow the procedure at the bottom of the School Bus Conduct Notice.

BUS DISCIPLINE POLICY FROM BUS CONDUCT NOTICE:

Misconduct by students on any bus is unacceptable because the safety of all bus riders is involved. Continual abuse of rules and regulations by bus riders will result in the following sequence of disciplinary actions. Depending on the offense or severity of the student’s actions, transportation privileges may be suspended immediately.

When transportation privileges are denied it becomes the responsibility of the parent to provide transportation to and from school.

SPECIAL EDUCATION SERVICES

Special Education services are provided for all exceptional students of school age, three through graduation, or twenty-one (21). If you have any questions, please call the Director of Special Education at 379-5800.

NOTICE: Other school policies and procedures are found in your building’s handbook/calendar. Please review these important policies and procedures with your student.

STUDENT STATE ASSESSMENT SCORES

Parents may have access to their student’s state assessment scores. These are generally available at the close of the school year. Typically, the school newsletter will post information about when and how the scores will be available. Contact the school office for past student scores or with questions.

PROFESSIONAL QUALIFICATIONS

Parents with students in Title I schools have the right to request and receive timely information of the professional qualifications of their children’s classroom teacher. The information that can be provided includes: 1) met qualifying and licensing criteria, 2) if they have emergency or provisional status, 3) their degree major, and 4) whether your child is receiving services by a paraprofessional. Parents wanting this information may contact the building principal.

STATE BUILDING REPORT CARD

Building Report Cards can be found online at [www.k12il.gov](#). If you do not have internet access and would like to review the district or building report card, call the school office and request a copy.

BOE POLICY ON EMERGENCY SAFETY INTERVENTIONS

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

GAAF

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

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

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

“Emergency Safety Intervention” is the use of seclusion or physical restraint.

“Seclusion: means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonable believes that he or she will be prevented from leaving the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1-46 (d) (2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

GAAF Emergency Safety Interventions

GAAF-2

“Time-Out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, *except:*
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional’
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

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

GAAF Emergency Safety Interventions

GAAF-3

Seclusion Restrictions

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

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to insure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with national recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided

more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

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

GAAF Emergency Safety Interventions

GAAF-4

Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified, then shall notify an emergency contact person for such person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the State Board of Education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

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

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

Notification and Documentation (continue)

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

Reporting Data

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

GAAF Emergency Safety Interventions

GAAF-5

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

Local Dispute Resolution Process

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

superintendent and the parents and retain a copy of the report at the school. The superintendent will share the information resolution with the board of education and provide a copy to the state department of education.

GAAF Emergency Safety Interventions

GAAF-6

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: KASB Recommendation – 6/13; 1/14; 6/15

USD 450 Random Drug Testing Policy

The USD 450 Learning Community believes all students can develop to their fullest potential only when provided a drug free educational setting. The use of illegal drugs and/or the abuse of prescription drugs not only inhibits the academic potential of the individual user, but negatively impacts the educational environment for all students. The purpose of the random drug testing policy is to help students manage social pressure associated with drug use and to promote healthy decision making. In addition, the policy engages students, parents and schools in a proactive partnership when identifying the use of illegal substances. Early identification and treatment is important when addressing addiction or other issues associated with drug use.

In order to provide a drug free environment and effectively create partnerships in the prevention of drug use, as well as the treatment of students who engage in drug use, USD 450 students in grades 7-12 who participate in KSHSAA sponsored activities (all athletics, cheer, dance, debate, forensics, scholars bowl, student council, marching band and all second semester band, orchestra and choir classes) and/or are issued a parking permit will participate in the USD 450 random drug testing program. Additionally, students and parents may “opt-in” to the random drug testing pool at any time regardless of activity participation or parking permit status.

The random drug testing process is outlined below:

1. The testing facility will randomly select students to be tested from the eligible pool of students mentioned above for testing throughout the school year.
2. The building principal or designee(s) will collect and send each hair sample following drug-testing facility guidelines. Parents will be notified at least two days prior to sample collection and may be present for the sample collection.
3. Parents/Guardians will be contacted by the principal or designee and given the results of each test within two to three weeks of taking the hair sample by mail, in person or by phone.
4. Students who have a positive test will meet with parents/guardians and the principal/designee for discussion of next steps.
5. Positive test results are cumulative throughout each student’s 7th-12th grade years.

A first positive test result will result in the following actions:

1. The parent/student will schedule an assessment through the Prevention and Recovery Services (PARS). The student will remain fully eligible for all activities and parking privileges if the PARS assessment is

conducted within seven business days. If an assessment cannot be conducted within seven business days due to PARS availability, the grace period will be extended with proper documentation. If the initial appointment is missed or is not completed within the time allocation described above, the student will be subject to suspension from participating in activities and parking privileges until the assessment is completed. The student is expected to continue to practice with the team/organization but will not attend competitions and/or activities outside of practice during the suspended time period.

2. The student will follow the PARS recommendations in order to remain eligible for KSHSAA activities and retain parking privileges. PARS will provide a written summary of the assessment, including recommendations, and progress to school officials. The student/family will be responsible for costs associated with the recommendations.
3. The student must submit to one (1) follow-up drug test that will be scheduled after at least ninety days following the initial positive test.

A second positive test will result in the following actions:

1. A twenty-one (21) calendar day suspension from KSHSAA activities. With administrative approval and coach/sponsor consent, the student may practice with the team/organization but will not attend competitions/activities outside of practice during this time period.
2. The student will lose parking privileges during the suspended time period.
3. The student will be referred to Prevention and Recovery Services (PARS) for an assessment and will follow recommendations. PARS will provide a written summary of the assessment, including recommendations, and progress to school officials. The student/family will be responsible for costs associated with recommendations.
4. The student must submit to one (1) follow-up drug test that will be scheduled at least ninety days following the initial positive test.

A third positive test will result in the following actions:

1. A 180-day suspension from KSHSAA activities. The student will not be permitted to participate in practices during the banned period.
2. The student will lose parking privileges during the suspended time period.
3. The student will be referred to Prevention and Recovery Services (PARS) for an assessment and will follow recommendations. PARS will provide a written summary of the assessment, including recommendations, and progress to school officials. The student/family will be responsible for costs associated with recommendations.
4. The student must submit to one (1) follow-up drug test that will be scheduled at least ninety days following the initial positive test.

Test results will be made available only to the student, parents/guardians and to school officials who have a legitimate educational interest in the student. Once a student has been tested, his/her identification information is placed back in the general pool for further random testing. It is possible that a student may be tested more than once during a school year and multiple times throughout his/her middle school and high school experience.

If a parent/guardian questions the validity of a test result, a request for an additional test on the same hair sample may be made at parent/guardian expense.

Any student refusing to submit to a drug test after random selection will be deemed to have a positive test result and will be subject to actions outlined above.

A student or parent/guardian may self-report drug usage at any time. A self-report may not be motivated out of concern of being reported by law enforcement following an incident. The student will not be subject to suspension from participation in events or parking when self-reporting. The student will be referred to PARS for an assessment and must follow recommendations. The assessment, recommendations and progress will be shared with school officials. The student must submit to one (1) follow up drug tests that will be scheduled at least ninety days from the day of the self-report. Any future positive tests will count as a second positive test or

third positive test as appropriate. All costs related to follow-up recommendations will be the responsibility of the student/family.

This policy was reviewed and renewed by the U.S.D. 450 Board of Education in May 2020. Please contact SHMS Principal Tim Urich uricht@usd450.net with questions.

Consent to Perform Random Drug Testing (Opt-In Form)

As a student:

I agree to be subject to random drug testing in order to participate in any KSHSAA sponsored activity and/or park on any district-owned property.

I understand that participation/attendance in KSHSAA activities and parking on any district-owned property may be restricted for any violation of the USD 450 Random Drug Testing Policy.

I understand that refusal to submit to a random drug test when selected as part of the pool will be treated the same as a positive test result.

I understand that this agreement is binding while a student at Shawnee Heights High School or Shawnee Heights Middle School for the remainder of the school year.

I understand that I or a parent/guardian may rescind consent to random drug testing at any time by submitting such a request in writing to my current school. Removing consent will make me immediately ineligible to participate in KSHSAA sponsored activities and/or park on any district-owned property.

Student Name (Please Print): _____ sample _____

Grade Level: _____ Date of Birth: _____

Student Signature: _____ Date: _____

As a parent/guardian:

I have read the USD 450 Random Drug Testing Policy and understand the responsibilities of my student as a participant in all KSHSAA sponsored activities and as a requirement to park on any district-owned property.

I have read and agree to the terms of the policy. I understand that this agreement is binding for the remainder of the school year.

I understand that my student or a parent/guardian may rescind consent to random drug testing at any time by submitting such a request in writing to my student's current school. Removing consent will make my student immediately ineligible to participate in KSHSAA sponsored activities and/or park on any district-owned property.

Parent/Guardian Name (Please Print): *Sample*

Parent/Guardian Signature: _____ Date: _____